

BANK OF UGANDA



REPUBLIC OF UGANDA

**Bank of Uganda, P.O. Box 7120, Kampala Plot 37/45 Kampala Road.
Tel No. 256-0414-258441/258667 Fax No. 256-0414-344549**

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| SUBJECT OF PROCUREMENT: | PROVISION OF CLEANING SERVICES TO BANK OF UGANDA AT HEADQUARTERS AND BRANCHES (RE-TENDER) |
| PROCUREMENT REFERENCE NUMBER: | BOU/NCONS/24-25/00079 |
| PROCUREMENT METHOD: | OPEN DOMESTIC BIDDING |
| DATE OF ISSUE: | JANUARY 07, 2025 |
| DEADLINE OF SUBMISSION | FEBRUARY 03, 2025 |

Standard Bidding Document

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BANK OF UGANDA

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Telephone: 256-414-258441/6, 258061, 0312-392000, 0417-302000.

Website: www.bou.or.ug E-mail address: procurement@bou.or.ug

BID NOTICE

1. Bank of Uganda invites sealed bids from eligible bidders for:

| No. | Reference Number | Subject Matter of Procurement |
|-----|------------------------------|---|
| 1. | BOU/NCONS/24-25/00079 | PROVISION OF CLEANING SERVICES AT BANK OF UGANDA HEADQUARTERS AND BRANCHES (RE-TENDER) |

2. Interested eligible bidders may obtain further information on this Bid Notice and inspect the bidding document online under the procurement tab on the Bank of Uganda website www.bou.or.ug.

3. The bidding document shall be issued to interested bidders upon payment of a non-refundable fee of **UGX.50,000** through a Commercial Bank to the account below:

Account: Other Income
Bank Name: Bank of Uganda
Account Number: 099405017

Please reference the Tender in the payment narration.

4. The bidding document shall be issued to interested bidders by email upon submission of proof of payment to procurement@bou.or.ug OR Bidders may download the bidding document from the Bank of Uganda website www.bou.or.ug and submit their bid with the proof of payment.
5. Pre-bid meetings shall be held as follows:

| Lot No. | Location | Date | Time |
|---------|--|-------------------------------|---------|
| 1. | Bank of Uganda Headquarters, Bank Clinic | 16 th January 2025 | 10:00am |
| 2. | Arua Branch | 20 th January 2025 | 10:00am |
| 3. | Fort Portal Branch | 20 th January 2025 | 10:00am |
| 4. | Gulu Branch | 21 st January 2025 | 10:00am |
| 5. | Kabale Branch | 21 st January 2025 | 10:00am |
| 6. | Mbarara Branch | 22 nd January 2025 | 10:00am |
| 7. | Masaka Branch | 22 nd January 2025 | 2:30pm |
| 8. | Lira CTC | 22 nd January 2025 | 10:00am |
| 9. | Mbale branch | 23 rd January 2025 | 10:00am |
| 10. | Jinja Branch | 23 rd January 2025 | 2:30pm |

6. The deadline for bid submission shall be at **11.00am EAT on 3RD February 2025.**

7. For more information, please forward your query to procurement@bou.or.ug

MANAGEMENT
Standard Invitation to Bidders

BID NOTICE UNDER OPEN BIDDING

INVITATION TO BID FOR PROVISION OF CLEANING SERVICES AT BANK OF UGANDA HEADQUARTERS AND BRANCHES [RE-TENDER] [BOU/NCONS/24-25/00079]

1. Bank of Uganda invites sealed bids from eligible bidders for the provision of the above non consultancy services.
2. Bidding will be conducted in accordance with the Open Domestic Bidding procedures contained in the Public Procurement and Disposal of Public Assets Act, CAP 205.
3. The bidding documents may be inspected online under the Procurement tab on the Bank of Uganda website www.bou.or.ug and issued to the interested bidders following payment of a non-refundable amount of **UGX.50,000** (by a funds transfer through any Commercial Bank) to the following account:

Account Title: Other Income
Bank Name: Bank of Uganda
Account Number: 099405017

4. Bidding document shall be issued to interested bidders by email upon submission of proof of payment to procurement@bou.or.ug.
5. Bids shall be labelled:

Provision of Cleaning Services to Bank of Uganda at Headquarters and Branches (Re-tender) [BOU/NCONS/24-25/00079]

and must be delivered to the address below at 6(b) at or before **3RD FEBRUARY 2025** at **11:00am**. Late bids shall be rejected. Bids will be opened at the address below at 6b).

6. (a) Bids shall be addressed to:

*The Director,
Procurement and Disposal Department,
Bank of Uganda Headquarters,
P. O. Box 7120, Kampala.*

- (b) Bids shall be delivered to the following addresses:

*The Director,
Procurement and Disposal Department,
Bank of Uganda Headquarters,
Level 3, New Building
P. O. Box 7120, Kampala.*

- (c) Bids shall be opened on **3RD FEBRUARY 2025**, at **11:30am** at the Bank of Uganda Headquarters.

7. The planned procurement schedule (subject to changes) is as follows:

| Activity | Date |
|--|--|
| a) Publish bid notice | 7TH JANUARY 2025 |
| b) Pre-Bid meetings at the various locations as in the advert. | 16th January 2025 Headquarters & 20TH – 23rd January 2025 Branches |
| c) Bid closing date | 3RD FEBRUARY 2025 |
| d) Evaluation process | (Within 10 working days from bid opening date) |
| e) Display and communication of best evaluated bidder notice | (Within 5 working days from Contracts Committee's award decision) |
| f) Contract Signature | (After expiry of the best evaluated bidder notice) |

MANAGEMENT

Section 1. Instructions to Bidders

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Section 1. Instructions to Bidders**A. General****1. Scope of Bid**

- 1.1 The Procuring and Disposing Entity indicated in the Bid Data Sheet (BDS), invites bids for the provision of the Services specified in Section 6, Statement of Requirements to commence on the date indicated on the BDS.
- 1.2 The Instructions to Bidders (ITB) should be read in conjunction with the BDS. The subject and procurement reference number and inputs to be provided by the Procuring and Disposing Entity are provided in the SCC.
- 1.3 Throughout this Bidding Document:
 - (a) the term “in writing” means communicated in written form with proof of receipt;
 - (b) if the context so requires, singular means plural and vice versa; and
 - (c) “day” means working day,
- 1.4 Procurement will be undertaken in compliance with the Public Procurement and Disposal of Public Assets Act 2003 and the Public Procurement and Disposal of Public Assets Regulations, 2014.

2. Source of Funds

- 2.1 The Procuring and Disposing Entity has an approved budget from Government funds towards the cost of the procurement. The Procuring and Disposing Entity intends to use these funds to place a contract for which this Bidding Document is issued.
- 2.2 Payments will be made directly by the Procuring and Disposing Entity and will be subject in all respects to the terms and conditions of the resulting contract placed by the Procuring and Disposing Entity.

3. Corrupt Practices

- 3.1 It is the Government of Uganda’s policy to require that Procuring and Disposing Entities, as well as Bidders and Providers, observe the highest standards of ethics during procurement and the execution of contracts. In pursuit of this policy, the Government of Uganda represented by the Public Procurement and Disposal of Public Assets Authority (herein referred to as the Authority);
 - (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value, to influence the action of a public official in the procurement process or in contract execution; and
 - (ii) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - (iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - (iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

- (b) will reject a recommendation for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract;
 - (c) will suspend a Provider from engaging in any public procurement proceeding for a stated period of time, if it at any time determines that the Provider has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government contract.
- 3.2 Furthermore, Bidders shall be aware of the provision stated in Clause 2.2, 2.3 and 14.1(g)-(h) of the General Conditions of Contract.
- 3.3 In pursuit of the policy defined in Sub-Clause 3.1, the Procuring and Disposing Entity may terminate a contract or be ordered by the Public Procurement and Disposal of Public Assets Appeals Tribunal to cancel a contract if it at any time determines that corrupt, fraudulent, collusive or coercive practices were engaged in by representatives of the Procuring and Disposing Entity or of a Bidder or Provider during the procurement or the execution of that contract.
- 3.4 In pursuit of the policy defined in Sub-clause 3.1, the Government of Uganda requires representatives of both Procuring and Disposing Entities and of Bidders and Providers to adhere to the relevant codes of ethical conduct. The Code of Ethical Conduct for Bidders and Providers as provided in the bidding forms shall be signed by the Bidder and submitted together with the other bidding forms.
- 3.5 In pursuit of the policy defined in Sub-clause 3.1, the Government of Uganda may suspend a provider from engaging in any public procurement or disposal process for a period determined by the Authority, where the provider is debarred from the procurement processes of an international agency of which Uganda is a member.
- 3.6 Any communications between a Bidder and the Procuring and Disposing Entity related to matters of alleged fraud or corruption must be made in writing and addressed to the Accounting Officer of the Procuring and Disposing Entity.

4. Eligible Bidders

- 4.1 A Bidder, and all parties constituting the Bidder, shall meet the following criteria to be eligible to participate in public procurement:
- (a) the bidder has the legal capacity to enter into a contract;
 - (b) the bidder is not:
 - (i) insolvent;
 - (ii) in receivership;
 - (iii) bankrupt; or
 - (iv) being wound up
 - (c) the bidder's business activities have not been suspended;
 - (d) the bidder is not the subject of legal proceedings for any of the circumstances in (b); and
 - (e) the bidder has fulfilled his or her obligations to pay taxes and social security contributions.
- 4.2 A Bidder may be a natural person, private entity, government-owned entity, subject to ITB Sub-Clause 4.6, or any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a joint venture, consortium, or association. In the case of a joint venture, consortium, or association, all parties shall be jointly and severally liable. For bids submitted by an existing or intended JV, a Power of Attorney from each member of the JV nominating a Representative in the JV and a Power of Attorney from the JV nominating a representative who shall have the authority to conduct all business

for and on behalf of any and all the parties of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution.

- 4.3 A Bidder, and all parties constituting the Bidder including sub-contractors shall have the nationality of an eligible country, in accordance with Section 5, Eligible Countries. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed subcontractors for any part of the Contract including related works or supplies.
- 4.4 A Bidder shall not have a conflict of interest. All Bidders found to be in conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they:
- (a) have controlling shareholders in common; or
 - (b) receive or have received any direct or indirect subsidy from any of them; or
 - (c) have the same legal representative for purposes of this bid; or
 - (d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Procuring and Disposing Entity regarding this bidding process; or
 - (e) submit more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid, or as Bidders and subcontractors simultaneously.
- 4.5 A firm that is under a declaration of suspension by the Authority, at the date of the deadline for bid submission or thereafter before contract signature, shall be disqualified.
- 4.6 Government-owned enterprises shall be eligible only if they can establish that they are legally and financially autonomous and operate under commercial law.
- 4.7 Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring and Disposing Entity, as the Procuring and Disposing Entity shall reasonably request. All related supplies and staff employed under the contract shall have their origin or nationality in an eligible country.

5. Qualification of the Bidder

- 5.1 To establish its qualifications to perform the Contract, the Bidder shall complete and submit:
- (a) the Qualification Form provided in Section 4, Bidding Forms; and
 - (b) the information and documents stated in Section 3, Evaluation Methodology and Criteria.
- 5.2 The qualifications of the best evaluated Bidder will be assessed as part of a post-qualification in accordance with ITB Clause 36.
- 5.3 In the event that pre-qualification of potential Bidders has been undertaken, only bids from pre-qualified Bidders will be considered for award of Contract. These qualified Bidders should submit with their bids any information updating their original pre-qualification applications or, alternatively, confirm in their bids that the originally submitted pre-qualification information remains essentially correct as of the date of bid submission. The update or confirmation should be provided in the Qualification Form.

B. Bidding Document

6. Contents of Bidding Document

6.1 The Bidding Document consists of Parts 1, 2, and 3, which include all the Sections indicated below, and should be read in conjunction with any addenda issued in accordance with ITB Clause 8.

PART 1 Bidding Procedures

Section 1. Instructions to Bidders

Section 2. Bid Data Sheet

Section 3. Evaluation Methodology and Criteria

Section 4. Bidding Forms

Section 5. Eligible Countries

PART 2 Statement of Requirements

Section 6. Statement of Requirements

PART 3 Contract

Section 7. General Conditions of Contract (GCC) for the Procurement of Non-Consultancy Services

Section 8. Special Conditions of Contract (SCC)

Section 9. Contract Forms

6.2 The Bid Notice, Pre-qualification Notice or letter of invitation is not part of the Bidding Document.

6.3 Bidders who did not obtain the Bidding Document directly from the Procuring and Disposing Entity will be rejected during evaluation. Where Bidding Document are obtained from the Procuring and Disposing Entity on a Bidder's behalf, the Bidder's name must be registered with the Procuring and Disposing Entity at the time of sale and issue.

6.4 The Bidder is expected to examine all instructions, forms, terms, and requirements in the Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the bid.

6.5 Where an electronic copy of the bidding document is issued, the paper or hard copy of the bidding document is the original version. In the event of any discrepancy between the two, the hard copy shall prevail.

7. Clarification of Bidding Document

7.1A prospective Bidder requiring any clarification of the Bidding Document shall contact the Procuring and Disposing Entity in writing at the Procuring and Disposing Entity's address indicated in the BDS. The Procuring and Disposing Entity will respond in writing to any request for clarification, provided that such request is received no later than the date indicated in the BDS. The Procuring and Disposing Entity shall forward copies of its response to all Bidders who have acquired the Bidding Document directly from it, including a description of the inquiry but without identifying its source. Should the Procuring and Disposing Entity deem it necessary to amend the Bidding Document as a result of a clarification, it shall do so following the procedure under ITB Clause 8.

8. Amendment of Bidding Document

8.1 At any time prior to the deadline for submission of bids, the Procuring and Disposing Entity may amend the Bidding Document by issuing addenda.

- 8.2 Any addendum issued shall be part of the Bidding Document and shall be communicated in writing to all who have obtained the Bidding Document directly from the Procuring and Disposing Entity.
- 8.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Procuring and Disposing Entity may, at its discretion, extend the deadline for the submission of bids, pursuant to ITB Clause 8.

C. Preparation of Bids**9. Cost of Bidding**

- 9.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, including any negotiations with or visits to the Procuring and Disposing Entity, and the Procuring and Disposing Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

10. Language of Bid

- 10.1 The medium of communication shall be in writing unless otherwise specified in the BDS.
- 10.2 The bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring and Disposing Entity, shall be written in English unless otherwise specified in the BDS.
- 10.3 Supporting documents and printed literature that are part of the bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in ITB Sub-Clause 10.2, in which case, for purposes of interpretation of the bid, such translation shall govern.

11. Preparation of Bids

- 11.1 Bidders are required to prepare and submit a single bid containing both technical and financial information (one stage one envelope).
- 11.2 A pre-bid meeting will be held where indicated in the BDS. Attendance at the pre-bid meeting is optional.

12. Documents Comprising the Bid

- 12.1 The bid shall comprise the following:
- (a) the Bid Submission Sheet, in accordance with ITB Clause 13, 14 and 15;
 - (b) a Bid Security or a Bid Securing Declaration, in accordance with ITB Clause 19;
 - (c) written confirmation authorising the signatory of the bid to commit the Bidder, in accordance with ITB Sub-Clause 20.2;
 - (d) documentary evidence in accordance with ITB Clause 16 establishing the Bidder's eligibility to bid;
 - (e) documentary evidence in accordance with ITB Clause 5 establishing the Bidder's qualifications to perform the contract if its bid is accepted;
 - (f) The Code of Ethical Conduct for Bidders and Providers in accordance with ITB Clause 3.4; and
 - (g) any other document(s) required in the BDS.

13. Bid Submission Sheet and price schedules

13.1 The Bidder shall submit the Bid Submission Sheet using the form provided in Section 4, Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested, which includes:

- (a) the Procurement Reference Number of the Bidding Document and the number of each addenda received;
- (b) a brief description of the Services offered;
- (c) the total bid price;
- (d) any discounts offered and the methodology for their application;
- (e) the period of validity of the bid ;
- (f) a commitment to submit any Performance Security required and the amount;
- (g) a declaration that the Bidder is eligible to participate in public procurement;
- (h) a declaration of nationality of the Bidder and of any eligibility for a margin of preference;
- (h) a commitment to adhere to the Code of Ethical Conduct for Bidders and Providers;
- (i) a declaration that the Bidder, including all parties comprising the Bidder, is not participating, as a Bidder, in more than one bid in this bidding process;
- (j) confirmation that the Bidder has not been suspended by the Authority;
- (k) a declaration on commissions and gratuities; and
- (l) an authorised signature.

13.2 The Bidder shall submit the Price Schedule for Services, using the format provided in Section 4, Bidding Forms. The Price Schedule shall include, as appropriate:

- (a) a brief description of the Services to be performed;
- (b) the unit prices where applicable;
- (c) local taxes paid or payable in Uganda;
- (d) the total price per line item;
- (e) subtotals and totals per Price Schedule; and
- (f) an authorised signature.

14. Bid Prices and Discounts

14.1 The price to be quoted in the Bid Submission Sheet, in accordance with ITB Sub-Clause 13.1(c) shall be the total price of the bid, excluding any discounts offered.

14.2 The Bidder shall quote any unconditional and conditional discounts and the methodology for their application in the Bid Submission Sheet, in accordance with ITB Sub-Clause 13.1(d).

14.3 Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account, unless otherwise specified in the BDS. A bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to ITB Clause 31.

15. Currencies of Bid

15.1 Unless otherwise specified in the BDS, bid prices shall be quoted in Uganda Shillings.

16. Documents Establishing the Eligibility of the Bidder

16.1 To establish their eligibility in accordance with ITB Clause 4, Bidders shall complete the eligibility declarations in the Bid Submission Sheet, included in Section 4, Bidding Forms and submit the documents required in Section 3, Evaluation Methodology and Criteria.

17. Documents Establishing the Qualifications of the Bidder

17.1 To establish its qualifications to perform the Contract, the Bidder shall submit the evidence indicated for each qualification criteria specified in Section 3, Evaluation Methodology and Criteria.

17.2 Bidders with a current registration with the Authority are not required to submit:

- (a) a copy of the bidder's current trading licence or equivalent;
- (b) a copy of the bidder's certificate of registration or equivalent.

But should include details of their Authority registration number in the bid submission sheet.

18. Period of Validity of Bids

18.1 Bids shall remain valid until the date specified in the BDS. A bid valid for a shorter period shall be rejected by the Procuring and Disposing Entity as non-compliant.

18.2 The Procuring and Disposing Entity will make its best effort to complete the procurement process within this period.

18.3 In exceptional circumstances, prior to the expiration of the bid validity period, the Procuring and Disposing Entity may request Bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a Bid Security or Bid Securing Declaration is requested in accordance with ITB Clause 19, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security or being liable for suspension in case of a Bid Securing Declaration. A Bidder granting the request shall not be required or permitted to modify its bid.

19. Bid Security or Bid Securing Declaration

19.1 The Bidder shall furnish as part of its bid, a Bid Security or a Bid-Securing Declaration, if required, as specified in the BDS.

19.2 The Bid Security shall be in the amount specified in the BDS and denominated in the currency of Uganda or a freely convertible currency, and shall:

- (a) at the bidder's option, be in the form of either a letter of credit, or a bank guarantee, or Bank draft or Cashier's Check from a banking institution;
- (b) be issued by a reputable financial institution selected by the bidder from an eligible country. If the institution issuing the security is located outside the Uganda, it shall have a correspondent financial institution located in Uganda to make it enforceable;
- (c) be substantially in accordance with one of the forms of Bid Security included in Section 4, Bidding Forms;

- (d) be payable promptly upon written demand by the Procuring and Disposing Entity in case the conditions listed in ITB Clause 19.6 are invoked;
- (e) be submitted in its original form - copies will not be accepted.

19.3 The Bid Security or Bid Securing Declaration shall be submitted using the forms included in Section 4, Bidding Forms and shall remain valid until the date specified in the BDS.

19.4 Any bid not accompanied by a substantially responsive Bid Security or Bid Securing Declaration, if one is required in accordance with ITB Sub-Clause 21.1, shall be rejected by the Procuring and Disposing Entity as non-compliant.

19.5 The Bid Security or Bid Securing Declaration of all Bidders shall be returned as promptly as possible once the successful Bidder has signed the Contract and provided the required Performance Security where applicable or upon request by the unsuccessful bidder after publication of the notice of best evaluated bidder.

19.6 If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Sheet, except as provided in ITB Sub-Clause 18.3; or

If the successful Bidder fails to:

- (a) sign the Contract in accordance with ITB Clause 39;
- (b) furnish any Performance Security in accordance with ITB Clause 41; or
- (c) accept the correction of its bid price pursuant to ITB Sub-Clause 29.5.

The Bid Security may be forfeited or Bid Securing Declaration executed.

20. Format and Signing of Bid

20.1 The Bidder shall prepare one original of each of the documents comprising the bid as described in ITB Clauses 11 and 12 and clearly marked "ORIGINAL". In addition, the Bidder shall submit copies of the bid, in the number specified in the BDS and clearly mark each of them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

20.2 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorised to sign on behalf of the Bidder. This authorisation shall consist of a Power of Attorney which if signed in Uganda shall be registered and if signed outside Uganda, shall be notarized and shall be attached to the bid. The name and position held by each person signing the authorisation must be typed or printed below the signature. All pages of the bid, except for unamended printed literature, shall be signed or initialled by the person signing the bid.

20.3 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the bid.

D Submission and Opening of Bids

21. Sealing and Marking of Bids

21.1 The Bidder shall enclose the original and each copy of the bid, in separate sealed envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." These envelopes containing the original and the copies shall then be enclosed in one single plain envelope securely sealed in such a manner that opening and resealing cannot be achieved undetected.

21.2 The inner and outer envelopes shall:

- (a) bear the name and address of the Bidder;
- (b) be addressed to the Procuring and Disposing Entity in accordance with ITB Sub-Clause 22.1;
- (c) bear the Procurement Reference number of this bidding process; and
- (d) bear a warning not to open before the time and date for bid opening.

21.3 If all envelopes are not sealed and marked as required, the Procuring and Disposing Entity will assume no responsibility for the misplacement or premature opening of the bid.

22. Deadline for Submission of Bids

22.1 Bids must be received by the Procuring and Disposing Entity at the address and no later than the date and time indicated in the BDS.

22.2 The Procuring and Disposing Entity may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Document in accordance with ITB Clause 8, in which case all rights and obligations of the Procuring and Disposing Entity and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

23. Late Bids

23.1 The Procuring and Disposing Entity shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB Clause 22. Any bid received by the Procuring and Disposing Entity after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.

24. Withdrawal and Replacement of Bids

24.1 A Bidder may withdraw or replace its bid after it has been submitted at any time before the deadline for submission of bids by sending a written notice, duly signed by an authorised representative, which shall include a copy of the authorisation in accordance with ITB Sub-Clause 20.2. Any corresponding replacement of the bid must accompany the respective written notice. All notices must be:

- (a) submitted in accordance with ITB Clauses 21 and 22 (except that withdrawals notices do not require copies), and in addition, the respective envelopes shall be clearly marked "WITHDRAWAL" or "REPLACEMENT" and
- (b) received by the Procuring and Disposing Entity prior to the deadline prescribed for submission of bids, in accordance with ITB Clause 22.

24.2 Bids requested to be withdrawn in accordance with ITB Sub-Clause 24.1 shall be returned unopened to the Bidder.

24.3 No bid may be withdrawn or replaced in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Submission Sheet or any extension thereof.

24.4 Bids may only be modified by withdrawal of the original bid and submission of a replacement bid in accordance with ITB Sub-Clause 24.1. Modifications submitted in any other way shall not be taken into account in the evaluation of bids.

25. Bid Opening

- 25.1 The Procuring and Disposing Entity shall conduct the bid opening in the presence of Bidders` designated representatives who choose to attend, at the address, date and time specified in the BDS.
- 25.2 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding bid shall not be opened but returned to the Bidder. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorisation to request the withdrawal and is read out at the bid opening.
- 25.3 All other outer envelopes including those marked “REPLACEMENT” shall be opened and the technical bids within them opened. Replacement bids shall be recorded as such on the record of the bid opening.
- 25.4 All bids shall be opened one at a time, reading out: the name of the Bidder; the presence of a Bid Security or Bid Securing Declaration, if required the total bid price and any discounts; and any other details as the Procuring and Disposing Entity may consider appropriate. No bid shall be rejected at the bid opening except for late bids, in accordance with ITB Sub-Clause 23.1.
- 25.5 Only envelopes that are opened and read out at the bid opening shall be considered further.
- 25.6 The Procuring and Disposing Entity shall prepare a record of the bid opening that shall include, as a minimum: the name of the Bidder, whether there is a withdrawal and/or replacement, the bid price and the presence or absence of a Bid Security, where required. The Bidders` representatives who are present shall be requested to sign the record. The omission of a Bidder`s signature on the record shall not invalidate the contents and effect of the record. A copy of the record shall be distributed to Bidders upon payment of a fee and displayed on the Procuring and Disposing Entity`s Notice Board within one working day from the date of the bid Opening.

E. Evaluation of Bids

26. Confidentiality

- 26.1 A procuring and disposing entity shall not disclose to a bidder or to any other person who is not involved in the preparation of the solicitation documents, the evaluation process or the award decision, any information relating to-
- (a) solicitation documents, before the solicitation documents are officially issued;
 - (b) the examination, clarification, evaluation and comparison of bids before the best evaluated bidder notice is displayed on the procurement and disposal notice board of the procuring and disposing entity.
- 26.2 Any effort by a Bidder to influence the Procuring and Disposing Entity in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.
- 26.3 Notwithstanding ITB Sub-Clause 26.2, from the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Procuring and Disposing Entity on any matter related to the bidding process, it should do so in writing.

27. Clarification of Bids

- 27.1 To assist in the examination, evaluation, comparison and post-qualification of the bids, the Procuring and Disposing Entity may, at its discretion, ask any Bidder for a clarification of its bid. Any clarification submitted by a Bidder that is not in response to a request by the Procuring and Disposing Entity shall not be considered. The Procuring and Disposing Entity`s request for clarification and the response shall be in writing. The request for clarification shall be copied to all bidders for information purposes. No change in the price or substance of the

bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring and Disposing Entity in the evaluation of the financial bids, in accordance with ITB Clause 29.4.

28. Compliance and Responsiveness of Bids

28.1 The Procuring and Disposing Entity's determination of a bid's compliance and responsiveness is to be based on the contents of the bid itself.

28.2 A substantially compliant and responsive bid is one that conforms to all the terms, conditions, and requirements of the Bidding Document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- (a) affects in a substantial way, the scope or quality of the supplies or services or the performance of the works to be procured;
- (b) is inconsistent with the bidding document and which may in a substantial way, limit the rights of the procuring and disposing entity or the obligations of the bidder under the contract;
- (c) if corrected would unfairly affect the competitive position of the other bidders whose bids are administratively compliant and responsive; or
- (d) impacts the key factors of a procurement including cost, risk, time and quality and causes -
 - (i) unacceptable time schedules, where it is stated in the bidding document that time is of the essence;
 - (ii) unacceptable alternative technical details, such as design, materials, workmanship, specifications, standards or methodologies; or
 - (iii) unacceptable counter-bids with respect to key contract terms and conditions, such as payment terms, price adjustment, liquidated damages, sub-contracting or warranty.

28.3 If a bid is not substantially compliant and responsive to the Bidding Document, it shall be rejected by the Procuring and Disposing Entity and may not subsequently be made compliant and responsive by the Bidder by correction of the material deviation, reservation, or omission.

29. Nonconformities, Errors, and Omissions

29.1 Provided that a bid is substantially compliant and responsive, the Procuring and Disposing Entity may waive any non-conformity or omission in the bid that does not constitute a material deviation.

29.2 Provided that a bid is substantially compliant and responsive, the Procuring and Disposing Entity may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify non-material nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the bid. Failure of the Bidder to comply with the request may result in the rejection of its bid.

29.3 Provided that a bid is substantially compliant and responsive, the Procuring and Disposing Entity shall rectify non-material, nonconformities or omissions. To this effect, the bid price shall be adjusted, for comparison purposes only, to reflect the price of the missing or non-conforming item or component.

29.4 Provided that the bid is substantially compliant and responsive, the Procuring and Disposing Entity shall correct arithmetic errors on the following basis:

- (a) if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall

prevail and the total price shall be corrected, unless in the opinion of the Procuring and Disposing Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;

- (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

29.5 If the Bidder that submitted the best evaluated bid does not accept the correction of errors, its bid shall be rejected and its Bid Security may be forfeited or Bid Securing Declaration executed.

30. Preliminary Examination of Bids – Eligibility and Administrative Compliance

30.1 The Procuring and Disposing Entity shall examine the legal documentation and other information submitted by Bidders to verify the eligibility of Bidders in accordance with ITB Clause 4.

30.2 If after the examination of eligibility, the Procuring and Disposing Entity determines that the Bidder is not eligible, it shall reject the bid.

30.3 The Procuring and Disposing Entity shall examine the bids to confirm that all documents and technical documentation requested in ITB Clause 12 have been provided, and to determine the completeness of each document submitted.

30.4 The Procuring and Disposing Entity shall confirm that the following documents and information have been provided in the bid. If any of these documents or information is missing, the offer shall be rejected.

- (a) the Bid Submission Sheet, including:
 - (i) a brief description of the Services offered;
 - (ii) the price of the bid; and
 - (iii) the validity date of the bid;
- (b) the Price Schedule;
- (c) written confirmation of authorization to commit the Bidder;
- (d) a Bid Security or Bid Securing Declaration, if applicable; and
- (e) samples as may be required

31. Detailed Commercial and Technical Evaluation

31.1 The Procuring and Disposing Entity shall examine the bid to confirm that all terms, conditions and requirements of the bidding document have been accepted by the Bidder without any material deviation or reservation.

31.2 If, after the examination of the terms, conditions and requirements, the Procuring and Disposing Entity determines that the bid is not substantially responsive in accordance with ITB Clause 28, it shall reject the bid.

32. Conversion to Single Currency

32.1 For evaluation and comparison purposes, the Procuring and Disposing Entity shall convert all bid prices expressed in amounts in various currencies into a single currency, using the selling exchange rate established by the source and on the date specified in the BDS.

33. Margin of Preference

- 33.1 Unless otherwise specified in the BDS, a margin of preference shall apply. Where a Margin of Preference applies, its application and detail shall be specified in Section 3, Evaluation Methodology and Criteria.
- 33.2 For the purpose of granting a margin of domestic preference, bids will be classified in one of three groups, as follows:
- (a) Group A: bids from providers incorporated or registered in Uganda where more than fifty percent of the bidder's capital is owned by Ugandan citizens or by the Government or a procuring and disposing entity of Uganda;
 - (b) Group B: bids from joint ventures or associations registered in Uganda and including a provider qualifying under the conditions in paragraph (a) which holds more than fifty percent beneficiary interest in the joint venture or association; and
 - (c) Group C: all other bids which do not qualify for preference under paragraphs (a) or (b).
- 33.3 Bidders claiming eligibility for a Margin of Preference must complete the declarations in the bid submission sheet and provide documentary evidence of their eligibility in accordance with paragraphs 33.2 (a) or (b) above.

34. Financial Comparison of Bids

- 34.1 The Procuring and Disposing Entity shall financially evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially compliant and responsive.
- 34.2 To financially evaluate a bid, the Procuring and Disposing Entity shall only use the criteria and methodologies defined in this Clause and in Section 3, Evaluation Methodology and Criteria. No other criteria or methodology shall be permitted.
- 34.3 To financially compare bids, the Procuring and Disposing Entity shall:
- (a) determine the bid price, taking into account the costs listed in Section 3, Evaluation Methodology and Criteria;
 - (b) correct any arithmetic errors in accordance with ITB Sub-Clause 29.4;
 - (c) apply any unconditional discounts offered in accordance with ITB Sub-Clause 13.1(d);
 - (d) make adjustments for any nonmaterial nonconformities and omissions in accordance with ITB Sub-Clause 29.3;
 - (e) convert all bids to a single currency in accordance with ITB Clause 32;
 - (f) apply any margin of preference in accordance with ITB Clause 33; and
 - (g) determine the total evaluated price of each bid.

35. Determination of Best Evaluated Bid(s)

- 35.1 The Procuring and Disposing Entity shall compare all substantially compliant and responsive bids to determine the best evaluated bid or bids, in accordance with Section 3, Evaluation Methodology and Criteria.

36. Post-qualification of the Bidder

- 36.1 The Procuring and Disposing Entity shall determine to its satisfaction whether the Bidder that is selected as having submitted the best evaluated bid is qualified to perform the Contract satisfactorily.
- 36.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 5, to clarifications in accordance with ITB Clause 27 and the qualification criteria indicated in Section 3, Evaluation Methodology and Criteria. Factors not included in Section 3 shall not be used in the evaluation of the Bidder's qualifications.
- 36.3 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event the Procuring and Disposing Entity shall proceed to the next best evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.
- 36.4 If pre-qualification has been conducted, no post-qualification will be conducted but pre-qualification information shall be verified.

F. Award of Contract**37. Award Procedure**

- 37.1 The Procuring Entity shall issue a Notice of Best Evaluated Bidder within five (5) days after the decision of the contracts committee to award a contract, place such a Notice on its notice board for a prescribed period, copy the Notice to all Bidders and to the Authority for publication on its website.
- 37.2 No contract shall be signed for a period of at least five (5) working days after the date of display of the Best Evaluated Bidder.
- 37.3 The Procuring and Disposing Entity shall award the Contract to the Bidder whose offer has been determined to be the best evaluated bid, provided that the Bidder is determined to be qualified to perform the Contract satisfactorily and subject to satisfactory negotiations.
- 37.4 Negotiations will only be held in exceptional circumstances as provided for under the PPDA Act.

38. The Procuring and Disposing Entity's Right to Accept or Reject Any or All Bids

- 38.1 The Procuring and Disposing Entity reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract signature and issue by the Procuring and Disposing Entity, without thereby incurring any liability to Bidders.

39. Signing and Effectiveness of Contract

- 39.1 On expiry of the five (5) working day period after the display of the Best Evaluated Bidder, and upon approval of the Attorney General where applicable, the Procuring and Disposing Entity shall sign a contract with the successful Bidder.
- 39.2 Failure by the successful Bidder to sign the contract shall constitute sufficient ground for annulment of the contract award.
- 39.3 Effectiveness of the contract shall be subject to submission of a satisfactory Performance Security where applicable and any other conditions specified in the Contract.

40. Debriefing

40.1 Where a bidder information on the reasons for the success or failure of their bid, the Procuring and Disposing Entity shall promptly give the Bidder a written debrief after the signing of the contract.

41. Performance Security

41.1 Within twenty-one (21) days of signing of the contract, the successful Bidder shall where applicable, furnish to the Procuring and Disposing Entity a Performance Security in the amount stipulated in the SCC and in the form of on demand Bank Guarantee as stipulated in Section 9, denominated in the type and proportions of currencies of the Contract. The performance security shall be issued by a Bank located in Uganda or a foreign Bank through correspondence with a Bank located in Uganda. On demand insurance bonds with proof of re-insurance, in the format included in Section 9 (contract forms) can be accepted.

41.2 Failure of the successful Bidder to submit the above-mentioned Performance Security shall constitute sufficient ground for annulment of the contract award. In this case, or where the successful Bidder fails to sign the contract in accordance with ITB Clause 39.2, the successful Bidder's Bid Security may be forfeited or the Bidder may be suspended by the Authority from participating in Government of Uganda public procurement and disposal processes under the terms of its Bid Securing Declaration. In that event, the Procuring and Disposing Entity may award the Contract to the next best evaluated Bidder.

42. Advance Payment and Security

42.1 If so stated in the BDS, the Employer will provide an Advance Payment on the Contract Price, subject to a maximum amount, as stated in the BDS. This Payment shall be in the same currencies and proportions as the Contract Payment and shall be made in accordance with the GCC. The performance security shall be issued by a Bank located in Uganda or a foreign Bank through correspondence with a Bank located in Uganda. On demand insurance bonds with proof of re-insurance, in the format included in Section 9 (contract forms) can be accepted.

43. Administrative Review

43.1 Bidders may seek an Administrative Review by the Accounting Officer in accordance with the Public Procurement and Disposal of Assets Act, 2003 if they are aggrieved with the decision of the Procuring and Disposing Entity.

Part 1: Section 2. Bid Data Sheet

Section 2. Bid Data Sheet

| Instructions to Bidders Reference | Data relevant to the ITB | | | | | | | | | | | | | | | |
|--|--|----------------|------|------|--|-------------------------------|----------------|-------------|-------------------------------|----------------|--------------------|-------------------------------|----------------|-------------|-------------------------------|----------------|
| A. General | | | | | | | | | | | | | | | | |
| ITB 1.1 | The Procuring and Disposing Entity is: Bank of Uganda | | | | | | | | | | | | | | | |
| ITB 1.1 | Commencement: The assignment is expected to commence on: a) Headquarters, Bank Clinic, Jinja, Mbale, Mbarara, Kabale, Gulu Branches - April 1, 2025 b) Fort Portal – March 17, 2025 c) Masaka & Arua – July 1, 2025 d) Lira Currency Technical Centre October 1, 2025. | | | | | | | | | | | | | | | |
| ITB 1.2 | Subject: The subject of the procurement is: Provision of Cleaning Services to Bank of Uganda at Headquarters and Branches (Re-tender) | | | | | | | | | | | | | | | |
| ITB 1.2 | Reference: The Procurement Reference Number is: BOU/NCONS/24-25/00079 | | | | | | | | | | | | | | | |
| B. Bidding Document | | | | | | | | | | | | | | | | |
| ITB 7.1 | Clarification: For clarification purposes only the Procuring and Disposing Entity's address is: Attention: Director Procurement and Disposal Department Street Address: 37/45 Kampala Road Floor/Room number: Level 3, New Building Town/City: Kampala P.O. Box No: P.O Box 7120, Kampala Country: Uganda Telephone: +256 (41) 4258441 Email: procurement@bou.or.ug | | | | | | | | | | | | | | | |
| 7.1 | The Procuring and Disposing Entity will respond to any request for clarification provided that such request is received on TBD no later than 7 working days to the bid submission deadline. | | | | | | | | | | | | | | | |
| ITB 10.1 | Medium: The medium of communication shall be in writing. | | | | | | | | | | | | | | | |
| ITB 10.2 | Language: The language for the bid is English. | | | | | | | | | | | | | | | |
| ITB 11.2 | Pre-bid meeting: Pre-bid meetings shall be held at BOU branches and Currency Centres as follows: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">Location</th> <th style="background-color: #cccccc;">Date</th> <th style="background-color: #cccccc;">Time</th> </tr> </thead> <tbody> <tr> <td>Bank of Uganda Headquarters, Bank Clinic</td> <td>16th January 2025</td> <td>10:00am</td> </tr> <tr> <td>Arua Branch</td> <td>20th January 2025</td> <td>10:00am</td> </tr> <tr> <td>Fort Portal Branch</td> <td>20th January 2025</td> <td>10:00am</td> </tr> <tr> <td>Gulu Branch</td> <td>21st January 2025</td> <td>10:00am</td> </tr> </tbody> </table> | Location | Date | Time | Bank of Uganda Headquarters, Bank Clinic | 16 th January 2025 | 10:00am | Arua Branch | 20 th January 2025 | 10:00am | Fort Portal Branch | 20 th January 2025 | 10:00am | Gulu Branch | 21 st January 2025 | 10:00am |
| Location | Date | Time | | | | | | | | | | | | | | |
| Bank of Uganda Headquarters, Bank Clinic | 16 th January 2025 | 10:00am | | | | | | | | | | | | | | |
| Arua Branch | 20 th January 2025 | 10:00am | | | | | | | | | | | | | | |
| Fort Portal Branch | 20 th January 2025 | 10:00am | | | | | | | | | | | | | | |
| Gulu Branch | 21 st January 2025 | 10:00am | | | | | | | | | | | | | | |

Part 1: Section 2. Bid Data Sheet

| Instructions to Bidders Reference | Data relevant to the ITB | | |
|-----------------------------------|--|-------------------------------|----------------|
| | Kabale Branch | 21 st January 2025 | 10:00am |
| | Mbarara Branch | 22 nd January 2025 | 10:00am |
| | Masaka Branch | 22 nd January 2025 | 2:30pm |
| | Lira CTC | 22 nd January 2025 | 10:00am |
| | Mbale branch | 23 rd January 2025 | 10:00am |
| | Jinja Branch | 23 rd January 2025 | 2:30pm |
| ITB 12.1(g) | <p>Additional information required in the bid includes:</p> <ul style="list-style-type: none"> a) A copy of the Certificate of Incorporation or Registration b) Trading License for 2024 c) Registered/Notarized Power of Attorney with both the Donor and Donee signature. d) Information stated and required in the bidding forms under Section 4; e) Provide reference letters from at least three (3) reputable organizations where similar/cleaning services have been provided in the last three years. [attach client reference letters, Purchase Orders or copies of contracts for each organization] f) Provide a copy of an Income Tax Clearance Certificate from Uganda Revenue Authority valid until October 31, 2024. g) NSSF Clearance Certificate valid until October 31, 2024. h) Filled and attached specification and compliance sheet specified in section 5 of this bid document. i) CV's and academic certificates for at least two (2) key personnel for each location/branch/currency centre trained experienced in managing high quality cleaning operations/ gardening and similar assignments. j) A dully signed Code of Ethical Conduct in Business for Bidders and Providers. k) Bidders shall attach proof of purchase of the tender document. l) A copy of the Beneficial Ownership Declaration Form. m) Bid Securing Declaration valid up to July 10, 2025 n) Return of Allotment of Shares registered with URSB and | | |
| ITB 14.3 | Prices: The prices quoted by the Bidder shall be: Fixed for the entire contract period | | |
| ITB 15.1 | Currency: The currency of the bid shall be: Uganda Shillings. | | |
| ITB 18.1 | Validity Period: Bids shall be valid until: May 30, 2025 | | |
| ITB 19.1 | <p>A Bid Security shall not be required.</p> <p>A Bid Securing Declaration shall be required.</p> | | |
| ITB 19.2 | <p>[Where a Bid Security is required insert "The amount and currency of the Bid Security shall be [insert the amount and currency required]</p> <p>N/A</p> | | |
| ITB 19.3 | The Bid Securing Declaration shall be valid until July 10, 2025. | | |

Part 1: Section 2. Bid Data Sheet

| Instructions to Bidders Reference | Data relevant to the ITB |
|--|--|
| ITB 20.1 | Number of Copies: In addition to the Original of the Bid, the number of copies required is: one (1) copy |
| D. Submission and Opening of Bids | |
| ITB 22.1 | <p>Bid Submission: For bid submission purposes only, the Procuring and Disposing Entity's address is :</p> <p>Attention:</p> <p>The Director, Procurement and Disposal Department 3rd Floor, New Building Room 3E 05 Bank of Uganda Headquarters Plot 37/45 Kampala Road, P.O. Box 7120, Kampala Uganda.</p> <p>Email: procurement @bou.or.ug</p> <p>The deadline for bid submission is: Date: 3rd February 2025 at 11:00am East African Time</p> |
| ITB 22.2 | The written confirmation of authorisation to sign on behalf of the Bidder shall consist of: Registered/Notarised Powers of Attorney issued by a Commissioner of Oath and Notary Republic bearing both the Donor and Donee signature |
| ITB 25.1 | <p>Bid Opening: The bid opening shall take place at: Bank of Uganda Headquarters</p> <p>Street Address: Plot 37/45 Kampala Road, Floor/Room number: 3rd Floor, PDD Committee Room Town/City : Kampala Country: Uganda Date: 3rd February 2025 Time: 11:15am East African Time.</p> |
| E. Evaluation of Bids | |
| ITB 32.1 | <p>Conversion to Single Currency: The currency that shall be used for financial comparison purposes to convert all bid prices expressed in various currencies into a single currency is:</p> <p>The source of exchange rate shall be: Bank of Uganda.</p> <p>The date for the exchange rate shall be: Bid Closing Date</p> |
| ITB 33.1 | A margin of preference shall not apply. |
| ITB 33.3 | <p>The procurement is reserved for National Providers as per PPDA guideline on reservation schemes to promote local content in public procurement (12/2024).</p> <p>Bidders shall provide the following documents evidencing their eligibility.</p> <p>a) Return of Allotment of Shares registered with URSB and b) Copies of National Identity Cards of the majority shareholders.</p> |
| F. Award of Contract | |
| ITB 42.1 | The Advance Payment shall be limited to percent of the Contract Price. N/A. |

Section 3. Evaluation Methodology and Criteria

Procurement Reference Number:

A Evaluation Methodology

1. Methodology Used

1.1 The evaluation methodology to be used for the evaluation of bids received shall be the Technical Compliance Selection (TCS) methodology.

2. Summary of Methodology

2.1 The Technical Compliance Selection methodology recommends the lowest priced bid, which is eligible, compliant and substantially responsive to the technical and commercial requirements of the Bidding Document, provided that the Bidder is determined to be qualified to perform the contract satisfactorily.

2.2 The evaluation shall be conducted in three sequential stages –

- (a) a preliminary examination to determine the eligibility of bidders and the administrative compliance of bids received;
- (b) a detailed evaluation to determine the commercial and technical responsiveness of the eligible and compliant bids; and
- (c) a financial comparison to compare costs of the eligible, compliant, responsive bids received and determine the best evaluated bid.

2.3 Failure of a bid at any stage of the evaluation shall prevent further consideration at the next stage of evaluation. Substantial responsiveness shall be considered a pass.

B Preliminary Examination Criteria

3. Eligibility Criteria

3.1 The eligibility requirements shall be determined for eligible Bidders in accordance with ITB Clause 4.

3.2 The documentation required to provide evidence of eligibility shall be:-

- (a) a copy of the Bidder's Certificate of Incorporation or Registration
- (b) a copy of the Bidder's Trading licence for **2024**.
- (c) a copy of the Bidder's income tax clearance certificate valid until **October 31, 2024**
- (d) a copy of the Bidder's Trading licence for 2024 valid until **October 31, 2024**
- (e) a statement in the Bid Submission Sheet that the bidder meets the eligibility criteria stated in ITB 4.1;
- (f) a declaration in the Bid Submission Sheet of nationality of the Bidder;
- (g) a declaration in the Bid Submission Sheet that the Bidder is not under suspension by the Authority.
- (h) fulfillment of obligations to pay taxes and social security contributions in Uganda where applicable as specified in (c) and (d) above.

4. Administrative Compliance Criteria

- 4.1 The evaluation of Administrative Compliance shall be conducted in accordance with ITB Sub-Clauses 30.3 and 30.4.

C Detailed Evaluation Criteria

5. Commercial Criteria

- 5.1 The commercial responsiveness of bids shall be evaluated in accordance with ITB Clause 31. The criteria shall be:
- (a) acceptance of the conditions of the proposed contract;
 - (b) acceptable mobilisation period.

6. Technical Criteria

- 6.1 Technical responsiveness shall be evaluated in accordance with ITB Clause 31.
- 6.2 The Terms of Reference detail the minimum technical requirements. Responsiveness is determined by comparison of the specification offered to the specification required in Section 6 and the evaluation is conducted on a pass/fail basis. Substantial responsiveness shall be considered a pass.
- 6.3 Bank of Uganda **SHALL** inspect the bidder's premises to verify the information provided in this RFP as well as assess the suitability of the bidder's facilities.

D Financial Comparison Criteria

6. Costs to be included in Bid Price

- 6.1 The financial comparison shall be conducted in accordance with ITB Clause 34. The costs to be included in the bid price bid are:
- (a) the unit and total rates in the Price Schedule;
 - (b) taxes, duties and levies;

7. Margin of Preference

- 7.1 If the BDS specifies the application of a margin of preference for the purpose of bid comparison, the following procedures will apply:
- 7.2 The Procuring and Disposing Entity will first review the bids to confirm the appropriateness of the classification, and to identify the bid group classification of each based upon bidders' declarations in the Bid Submission Sheet and supporting evidence.
- 7.3 The Procuring and Disposing Entity will then add the following margins to the evaluated bid price, as determined in accordance with paragraph 6.1 above, for the purpose of further comparison only:
- (a) seven (7) percent of the bid price to all bids in Group C;
 - (b) four (4) percent of the bid price to all bids in Group B.
- 7.4 The lowest-evaluated bid shall be determined using the adjusted bid prices including added margins.

8. Determination of Best Evaluated Bid or Bids

- 8.1 The bid with the lowest evaluated price, from among those which are eligible, compliant and substantially responsive shall be the best evaluated bid.

E post-qualification

Bank of Uganda shall inspect the bidder's business premises to verify the information provided in the bid as well as confirm the actual presence of the bidder's business premises.

Part 1: Section 4 Bidding Forms

Section 4. Bidding Forms

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Part 1: Section 4 Bidding Forms

[This Bid Submission Sheet should be on the letterhead of the Bidder and should be signed by a person with the proper authority to sign documents that are binding on the Bidder. It should be included by the Bidder in its bid]

1. Bid Submission Sheet

Date: *[insert date (as day, month and year) of bid submission]*

Procurement Reference No: **BOU/NCONS/24-25/00079**

To: **BANK OF UGANDA**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document, including Addenda No.: *[insert the number and issuing date of each Addenda]*;
- (b) We offer to provide the services in conformity with the Bidding Document for the *[insert a brief description of the Services]*;
- (c) The total price of our Bid is: *[insert the total bid price in words and figures, indicating the amounts and currency]*; This amount is exclusive of local taxes which we have estimated at *[insert amount in words and figures]*;
- (d) Our bid shall be valid until the date specified in ITB Sub-Clause 18.1 and it shall remain binding upon us and may be accepted at any time before that date;**
- (e) If our bid is accepted, we commit to obtain a Performance Security in accordance with the Bidding Document where required in the amount of *[insert amount and currency in words and figures of the performance security]* for the due performance of the Contract;
- (f) We, including any subcontractors or providers for any part of the contract resulting from this procurement process, are eligible to participate in public procurement in accordance with ITB Clause 4.1;
- (g) We, including any subcontractors or providers for any part of the contract resulting from this procurement process are registered with the Authority. *[Bidders who are not registered or whose subcontractors are not registered should amend the statement to reflect their status. Registered bidders should indicate their registration number]*;
- (h) We, including any associates or Joint Venture partners for any part of the contract, have nationals from the following eligible countries; *[Insert details]*
- (i) We are eligible for a Margin of Preference in accordance with ITB Clause 33 and are eligible for inclusion in *[insert Group A or Group B as appropriate]* and enclose documentary evidence of our eligibility; *[or]*
We are not eligible for a Margin of Preference in accordance with ITB Clause 33;
- (j) We have signed and undertake to abide by the Code of Ethical Conduct for Bidders and Providers attached during the procurement process and the execution of any resulting contract;
- (k) The following commissions, gratuities, or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract: *[insert complete name of each Recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]*;

Part 1: Section 4 Bidding Forms

| Name and address of Recipient | Purpose/Reason | Currency and Amount |
|--------------------------------------|-----------------------|----------------------------|
| | | |
| | | |
| | | |

[If none has been paid or is to be paid, indicate "none"]

- (l) We are not participating, as Bidders, in more than one bid in this bidding process;
- (m) We, including any subcontractors, do not have any conflict of interest as detailed in ITB Clause 4.4;
- (n) We, our affiliates or subsidiaries—including any subcontractors or Providers for any part of the contract—have not been suspended by the Public Procurement and Disposal of Public Assets Authority in Uganda from participating in public procurement;
- (o) Our Bid is binding upon us, subject to modifications agreed during any contract negotiations;
- (p) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;

Name: *[insert complete name of person signing the Bid]*

In the capacity of *[insert legal capacity of person signing the bid]*

Signed: *[signature of person whose name and capacity are shown above]*

Duly authorised to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Part 1: Section 4 Bidding Forms

CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS

(Under Section 93 (2) of the Public Procurement and Disposal of Public Assets Act, CAP 205)

This Code of Ethical Conduct for Bidders and Providers (the “Code”) sets out the minimum standards expected from the bidders and providers participating in public procurement and disposal processes of Government of Uganda. Failure to comply with the provisions of this Code may lead to suspension of the bidder or provider from being eligible for participating in public procurement and disposal processes or contract award and may result in a contract being terminated.

1. Compliance with Applicable Law

Bidders and Providers must operate in full compliance with applicable laws, rules, and regulations.

2. Corruption

Bidders and Providers must adhere to the highest standards of moral and ethical conduct and not engage in any form of integrity violations, including but not necessarily limited to, fraud, corruption, coercion, collusion, and obstructive practices.

3. Standards

Bidders and Providers shall-

- i. strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided.
- ii. comply with the professional standards of their industry or of any professional body of which they are members.

4. Conflict of Interest

Bidders and Providers shall not accept contracts which would constitute a conflict of interest with any prior or current contract with any procuring and disposing entity.

Bidders and Providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

5. Confidentiality and Accuracy of Information

- i. Information given by bidders and providers in the course of a procurement and disposal process, or the performance of contracts shall be true, fair and not designed to mislead.
- ii. Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

6. Gifts and Hospitality

Bidders and Providers shall not offer gifts or hospitality directly or indirectly, to staff of a procuring and disposing entity that might be viewed by the public as having an influence on their decisions.

7. Inducements

- i. Bidders and Providers shall not offer or give anything of value to influence the action of public officials in the procurement process or in contract execution.
- ii. Bidders and Providers shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines, or the Code of Ethical Conduct in Business.

8. Fraudulent Practices

Part 1: Section 4 Bidding Forms

Bidders and Providers shall not-

- i. collude with other businesses and organisations with the intention of depriving a procuring and disposing entity of the benefits of free and open competition.
- ii. enter into business arrangements that might prevent the effective conclusion of a procurement or disposal process in a fair manner.
- iii. engage in deceptive financial practices, such as bribery, double billing, or other improper financial practices.
- iv. misrepresent or conceal facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring and Disposing Entity, or utter false documents.
- v. unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the PDE.
- vi. Withholding information from the PDE during contract execution to the detriment of the PDE.

9. Labour, Human Rights and Social Responsibility

a) *Labour*

Bidders and Providers must not engage in forced or compulsory labour in all its forms. Bidders and providers must not employ children below 18 years of age.

Bidders and Providers must ensure the payment of wages in legal tender, at regular intervals directly to the employees concerned. Bidders and providers should keep an appropriate record of such payments.

b) *Harassment*

Bidders and Providers and their employees must not engage in any form of harassment, including sexual harassment, mental or physical coercion, or verbal abuse of staff of PDEs and contractors including employees.

Bidders and Providers should report allegations of harassment or sexual harassment by PDEs staff to the employer or the Authority. The reporting can be anonymous. Bidders and providers must not dissuade or penalize their employees from reporting harassment or sexual harassment allegations.

c) *Non-discrimination*

Bidders and Providers will not engage in unlawful discrimination based on race, colour, age, gender, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, or marital status in hiring and employment practices such as wages, promotions, rewards, and access training.

10. Health and Safety Conduct

Bidders and Providers will provide adequate occupational safety training for employees and will identify, assess, and control potential exposure to safety hazards. Personal protective equipment materials will be provided where hazards cannot be adequately controlled.

11. Environmental Policy

a) *Environmental Conduct*

In order to contribute to waste reduction and to increase the development and awareness of environmentally sound purchasing, wherever possible, bidders and providers will strive to use durable products, reusable products and products (including those used in provision of services) that contain the maximum level of post-consumer waste, post-industrial and/or recyclable content, without significantly affecting the intended use of the goods or services.

Part 1: Section 4 Bidding Forms

b) Pollution prevention and resource reduction

Bidders and Providers will utilize strategies to deliver the product or service that minimizes the emissions and discharges or pollutants and generation of waste. Bidders and Providers should strive to conserve [scarce] natural resources, including water, fossil fuels, minerals, and virgin forest products.

I[***name of the authorized signatory***] agree to comply with the above code of ethical conduct for bidders and providers.

AUTHORISED SIGNATORY

NAME OF BIDDER

Use Bidder's Letterhead]
[Name of Bidder]
[Physical Address of Bidder]

Part 1: Section 4 Bidding Forms

[Use Bidder's Letterhead]

[Name of Bidder]
[Physical Address of Bidder]

3. Bid-Securing Declaration

Date: *[insert date (as day, month and year)]*

Procurement Reference. No: **BOU/NCONS/24-25/00079**

To: **BANK OF UGANDA**

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.
2. We accept that we may be suspended for three years by the Authority from being eligible for bidding in any contract with the Government of Uganda, if we are in breach of our obligation(s) under the bid conditions, because we:
 - (a) have withdrawn our bid during the period of bid validity specified by us in the Bid Submission Sheet or
 - (b) having been notified of the acceptance of our bid by the Procuring and Disposing Entity during the period of bid validity (i) fail or refuse to execute the Contract if required or (ii) fail or refuse to furnish the Performance Security in accordance with ITB Clause 41; or (iii) fail or refuse to accept the correction of our bid by the Procuring and Disposing Entity, pursuant to ITB Clause 29;
3. We understand this Bid Securing Declaration shall remain valid and including ***[insert date in accordance with ITB Clause 19.3]***

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Bid Securing Declaration]*

Name: *[insert complete name of person signing the Bid Securing Declaration]*

Duly authorized to sign the bid securing declaration for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]

Part 1: Section 4 Bidding Forms

BENEFICIAL OWNERSHIP DECLARATION

| | |
|---|-------------|
| Template beneficial ownership declaration form | |
| <i>This beneficial ownership declaration form issued by The Public Procurement and Disposal of Public Assets Authority to collect beneficial ownership information. The template includes sections to be completed by the bidders.</i> | |
| Company identification | |
| Full legal name of the bidder (Company or Joint Venture) | |
| Physical / contact address | |
| Names of Beneficial owner /Joint venture companies / Consortiums etc. | Name : |
| | 1. |
| | 2. |
| | 3 |
| Are any of the beneficial owners a Politically Exposed Person (PEP)? no: <input type="checkbox"/> if yes: <input type="checkbox"/> | |
| Name: | |
| Public office position and role: Date when office was assumed..... | |
| Attestation | |
| I, undersigned, for and on behalf of the bidder confirm that all the information provided in the above beneficial ownership declaration is accurate and reliable | |
| (Name): | (Position): |
| (Signature): | |
| Beneficial ownership definition | |
| “Beneficial owner” means “the natural person who ultimately owns or controls a legal person or the natural person on whose behalf a transaction is conducted and includes those natural persons who exercise ultimate effective control a legal person or arrangement directly or indirectly” | |

The Best Evaluated bidders shall be required to submit certified copies of the Beneficial Ownership Declaration by URSB before signing of contracts.

PRICE SCHEDULES

[This Price Schedule should be signed by a person with the proper authority to sign documents for the Bidder. It should be included by the Bidder in its bid. The Bidder may reproduce this in landscape format but is responsible for its accurate reproduction].

Procurement Reference Number: **BOU/NCONS/24-25/00079**

PRICE SCHEDULE FOR PROVISION OF CLEANING SERVICES AT BANK OF UGANDA HEADQUARTERS - PLOT 37/43 KAMPALA ROAD, KAMPALA AND RESIDENCES LOT 1

1A PLOT 37/43 KAMPALA ROAD, KAMPALA

CURRENCY OF BID: UGX:

| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
|----------|--|----------------|------|------------|-------------------|
| | <u>PLOT 37/43 KAMPALA ROAD, KAMPALA</u> | | | | |
| | Verandas, lobby areas and external and internal areas | | | | |
| A | scrub, mop terrazzo strip in western gardens and around hoppers | M ² | 18 | | |
| B | Scrub, mop marble floor at veranda, steps, entrance lobbies at Kampala and Shimon Road and Banking Hall | M ² | 781 | | |
| C | Mop cement screed at steps in western garden, on Kampala Road, area above dwarf wall at Shimon Road entrance area. | M ² | 166 | | |
| D | Scrub, mop floor and walls of Security Office on Ground Floor of Old Building | M ² | 62 | | |
| E | Scrub, mop floor of Corridors leading to Security Office on Ground Floor of Old Building | M ² | 15 | | |
| F | Scrub, mop floor of Security Office on Ground Floor of Old Building | M ² | 21 | | |
| | Washrooms in Old building | | | | |
| G | Scrub and mop mezzanine, concrete floor, walls, windows, ceiling, and toilet seats/cisterns in Ladies & Gents Washrooms on Ground Floor, First floor, Second floor, Third floor, and Fourth floor old Building | Items | 28 | | |
| | Driveway and Parking Area | | | | |

| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
|-------------|---|----------------|-------------|-------------------|--------------------------|
| H | Sweep tarmac driveway leading to Eastern Car Park | M ² | 484 | | |
| I | Sweep and scrub concrete on driveway to Level 2 car park, canopy area, eastern car park area, entrance to western loading bay and western car park area. Carry out cleaning of washrooms in Eastern & Western Car parks | M ² | 1,281 | | |
| J | Sweep and scrub pavers in western gardens area, at entrance to western loading bay, in eastern car park area, Shimon Road reception area and canopy area. | M ² | 1,532 | | |
| K | Sweep and scrub concrete slabs in walkways, at steps leading to and in western gardens, western loading bay area, eastern car park area, Shimon Road reception area and western gardens store area. | M ² | 2,342 | | |
| L | Sweep and scrub Level 2 car park and chiller area and Drive way. | M ² | 3,125 | | |
| M | Trim hedges, shrubs, carry out gardening, and cutting of grass in compound in western gardens, Kampala Road, eastern car park area and Shimon Road. | M ² | 822 | | |
| N | Sweep and Scrub, concrete floor of level 2 executive parking | M ² | 1,320 | | |
| | Glazing | | | | |
| O | Carry out cleaning of glass doors at entrance doors to reception areas, glass partition at Shimon Road and doors in Banking Hall entrance lobby area. | M ² | 161 | | |
| | New Building Fire Escape Staircase Floors | | | | |
| P | Scrub, mop landings of fire escape areas and staircase treads and risers finished in terrazzo from basement to level 10 | M ² | 393 | | |
| | Walls | | | | |

| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
|-------------|---|----------------|-------------|-------------------|--------------------------|
| Q | Clean the plastered walls in the fire escape staircase from basement to level 10 | M ² | 1100 | | |
| | Staircase and ceiling soffits | | | | |
| R | Clean the plastered soffits in the fire escape staircase from basement to level 10 | M ² | 357 | | |
| | Staircase balustrades | | | | |
| S | Clean the wooded balustrade 900mm high in the fire escape staircase from basement to level 10 | M ² | 135 | | |
| | New Building Lift Lobbies Floors | | | | |
| T | Scrub, mop floors finished in granite from level 0 to level 9 | M ² | 376 | | |
| U | Clean the wooden columns in the lift lobbies from level 0 to level 9 | M ² | 202 | | |
| V | Vacuum Cleaning of floor carpets in corridors on Ground Floor, First floor, Second floor, Third floor, Fourth floor, Fifth floor, Sixth floor, Seventh floor Eighth floor and Ninth floor of New Building and Switch board on level 9 | M ² | 1,214 | | |
| | Washrooms New Building | | | | |
| W | Scrub and mop mezzanine, concrete floor, walls, windows, ceiling, and toilet seats/cisterns in Ladies & Gents Washrooms on Ground, First, Second Third, Fourth, Fifth, Sixth, Seventh, Eighth and Ninth floors of New Building. | Items | 79 | | |
| X | Weed and water planters on Fountain, rooftop on Old building, all potted plants in New Building, Banking Hall, and on the Verandas of Old Building. | Items | 275 | | |
| | New Building Lift Lobbies | | | | |
| A | Clean the wooden door shutters in the lift lobbies and fire escape entrances from level 0 to level 9 | M ² | 210 | | |

| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
|---|--|----------------|-------------|-------------------|--------------------------|
| B | Clean the granite finished walls in the lift lobbies from level 0 to level 9 | M ² | 200 | | |
| C | Sweep and scrub floor and walls, in Basement of New Building. | M ² | 245 | | |
| | Corridor between New and Old Building | | | | |
| D | Scrub, mop marble floor, walls, ceiling, and glass panels above Banking Hall. Vacuum clean carpet in corridor leading to Western Gardens | M ² | 955 | | |
| | Old Building Staircase and Lift Lobbies Floors | | | | |
| E | Scrub, mop staircase treads, risers and landings finished in marble from basement to roof top level | M ² | 328 | | |
| F | Clean the plastered walls, columns, parapet wall and lift doors in the staircase from basement to roof top level | M ² | 1,242 | | |
| | Glass windows | | | | |
| G | Clean the glass windows and steel panels in the staircase from ground level to roof top level | M ² | 103 | | |
| | Staircase and ceiling soffits | | | | |
| H | Clean the plastered soffits in the staircase from basement to roof top level | M ² | 316 | | |
| | Staircase balustrades | | | | |
| I | Clean the wooded balustrade 900mm high in the case from basement to roof top level | M ² | 84 | | |
| | Roof Garden | | | | |
| J | Scrub, mop concrete floor, walls, and roof at Roof Garden | M ² | 96 | | |
| | Sub total | | | | |
| | Add 18% VAT | | | | |
| | Total cost | | | | |
| 1B PLOT 45 KAMPALA ROAD, KAMPALA | | | | | |
| | PLOT 45 KAMPALA ROAD, KAMPALA | | | | |
| | Verandas, lobby areas and external areas | | | | |

| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
|-------------|---|----------------|-------------|-------------------|--------------------------|
| A | scrub, mop terrazzo floor and wall of basement area (Archives) and external steps | M ² | 358 | | |
| B | Scrub, mop marble floor at ramp and external steps and lift lobby area | M ² | 16 | | |
| C | Mop cement screed in parking area at annex Premises. | M ² | 190 | | |
| D | Mop and Scrub corridors on Ground Floor, First floor, Second floor, Third floor, and Fourth floor, of Plot 45 Building | M ² | 1,256 | | |
| | Washrooms Plot 45 Buildings | | | | |
| E | Scrub and mop mezzanine, concrete floor, walls, windows, ceiling, and toilet seats/cisterns in Ladies & Gents Washrooms on Ground, First, Second Third, Fourth floors of Plot 45 Building | Items | 25 | | |
| F | Scrub and mop floor, walls, and windows of Security Corridor at entrance to Plot 45 (canopy side) | M ² | 95 | | |
| G | Scrub and mop floor, walls of Corridor adjacent to KMC at Plot 45 | M ² | 135 | | |
| H | Scrub and mop floor, walls of staircase to Mezzanine | M ² | 30 | | |
| I | Scrub and mop floor, walls of Corridor in the Archives | M ² | 90 | | |
| J | Scrub and mop marble floor, at KMC, former Clearing office computer room, breast feeding room, corridors around KMC and switch Board on level 4 Plot 45 | M ² | 1,203 | | |
| | Drive and Parking Area | | | | |
| K | Sweep tarmac in drive and parking area at Plot 45 Kampala Road. | M ² | 317 | | |
| L | Sweep and scrub concrete slabs in parking area, and behind annex Premises | M ² | 213 | | |
| M | Sweep and scrub pavers in parking area. | M ² | 1,129 | | |

| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
|-------------|---|----------------|-------------|-------------------|--------------------------|
| N | Sweep and scrub concrete splash apron/ side immediately below ATM area and adjacent sides. | M ² | 102 | | |
| O | Sweep and scrub concrete slabs on roof top of plot 45 and all the guard house | M ² | 576 | | |
| | Compound | | | | |
| P | Trim hedges, shrubs, carry out gardening, and cutting of grass in compound. | M ² | 204 | | |
| | Staircases Floors | | | | |
| Q | Scrub, mop landings of fire escape areas and staircase treads and risers finished in terrazzo from ground floor level to top last level | M ² | 320 | | |
| R | Scrub, mop landings and staircase treads and risers leading to Archives | M ² | 10 | | |
| | Walls | | | | |
| S | Clean the plastered walls in the fire escape staircase from ground floor level to top last level | M ² | 534 | | |
| | Staircase and ceiling soffits | | | | |
| T | Clean the plastered soffits in the fire escape staircase from ground floor level top last level | M ² | 236 | | |
| | Staircase balustrades | | | | |
| A | Clean the steel and wooded balustrade 900mm high in the staircase from ground floor level to top last level | M ² | 58 | | |
| | Staircase windows | | | | |
| B | Clean staircase windows both sides; internal and external faces | M ² | 77 | | |
| | Corridor on 4th Floor | | | | |
| C | Scrub, mop floor, Tiles, plastered walls, ceiling, and glass windows | M ² | 230 | | |
| | Canopy top | | | | |
| D | Sweep and scrub concrete slab above Canopy between | M ² | 595 | | |

| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
|--|---|----------------|------|------------|-------------------|
| | Plot 37/43 and Plot 45 Kampala Road. | | | | |
| | Plot 45 Annex Building Dinning and staircases | | | | |
| E | Clean the Dining Floor Areas | M ² | 344 | | |
| F | Clean the tiles staircase | M ² | 31 | | |
| G | Clean the steel staircase | M ² | 14 | | |
| H | Clean the rooftop | M ² | 75 | | |
| I | Clean the Corridor on 4th Floor | item | 1 | | |
| | Washrooms | | | | |
| J | Scrub and mop mezzanine, concrete floor, walls, windows, ceiling, and toilet seats/cisterns in Ladies & Gents Washrooms at Guard houses,western car park and Annex building | item | 17 | | |
| k | Scrub and mop mezzanine, concrete floor, walls, windows, ceiling, and toilet seats/cisterns in Ladies & Gents Washrooms on Ground Floor, First floor, and Second floor, Security office of Annex building | M ² | 564 | | |
| 1C BANK OF UGANDA CLINIC - PLOT 76/78 WILLIAM STREET, KAMPALA | | | | | |
| | BANK OF UGANDA CLINIC - PLOT 76/78 WILLIAM STREET, KAMPALA | | | | |
| K | Scrub, mop marble tiles at main entrance area both floor and walls and clean the glass in doors and windows at the main entrance area. | M ² | 352 | | |
| L | Clean walls and glass in doors and windows carpet at Security Office | M ² | 15 | | |
| M | Scrub, mop concrete floor area at front, rear and side of the Premises. | M ² | 171 | | |
| N | Scrub, mop concrete slabs at front walkway | M ² | 51 | | |

| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
|----------|--|----------------|-------|------------|-------------------|
| O | Scrub, mop all the staircases in the main and Annex Building | M ² | 155 | | |
| P | Open area between the two (2) buildings | M ² | 50 | | |
| Q | Clean walls and glass in doors and windows carpet at Triage | M ² | 37.4 | | |
| R | Scrub and mop mezzanine, concrete floor, walls, windows, ceiling at medical dinning | M ² | 134.4 | | |
| S | Scrub and mop mezzanine, tiles, concrete floor, walls, windows, ceiling at Annex building (lab, xray, dental, physiotherapy etc. | M ² | 404 | | |
| T | Scrub and mop mezzanine, concrete floor, walls, windows, ceiling, and toilet seats/cisterns in Ladies & Gents Washrooms on Ground, First, Second and annex Building at Medical | Items | 21 | | |

ELEMENT 2: BANK RESIDENCE I SUMIT VIEW PLOT 8 KOLOLO

| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
|----------|---|----------------|--------|------------|-------------------|
| | Compound | | | | |
| A | Trim hedges, shrubs, carry out gardening, and cutting of grass in compound. | M ² | 11,596 | | |
| B | Sweep, scrub paved areas and staircases | M ² | 9,202 | | |
| C | Clean Trenches | Monthly | 8 | | |
| D | Washing Gutters | Quarterly | 4 | | |
| E | Stone surface cleaning | M ² | 3,494 | | |

1E BANK RESIDENCE 2 KAWALYA KAGGWA PLOT 12 KOLOLO

| BANK RESIDENCE AT KAWALYA KAGGWA PLOT 12 KOLOLO | | | | | |
|--|---|----------------|-------------|-------------------|--------------------------|
| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
| | Compound | | | | |
| A | Trim hedges, shrubs, carry out gardening, and cutting of grass in compound. | M ² | 916 | | |
| B | Sweep, scrub paved areas and stair cases | | | | |
| C | Clean Trenches | Monthly | 3 | | |
| D | Washing Gutters | Quarterly | 4 | | |
| | Monthly Total | | | | |
| | Add Taxes (Specify) | | | | |
| | Grand Monthly Total including taxes (UGX) | | | | |
| | Annual fees inclusive of Taxes (UGX) = Monthly Total x 12 | | | | |

I(F) GARDENING AND FLOWER MANTAINANCE AT HEAD OFFICE (PLOT 45, KAMPALA ROAD, BANK CLINIC AT WILLIAM STREET, SUMMIT VIEW, KAWALYA KAGGWA AND SHIMON ROAD)

| No | Activity | Detail |
|-----------|---|----------------------------------|
| 1 | Supply 60 concrete pots and 30 Plastic Flowerpots (size and sample to be shown at Pre-bid meeting) | One off |
| 2. | Supply Plants for each Pot both for indoor and outdoor plants approved by the Bank | One off |
| 3. | Water all the indoor and outdoor plants, apply manure and change soil regularly on a weekly basis, replace in-case any plants need replacement. MUST HAVE proper watering gadgets. manure to be approved by the Bank. <i>Bidder must submit names of at least one qualified gardener/Landscaping Staff with their CV.</i> | Quote per month maintenance cost |
| | Regularly weed around the plants and ensure the garden is well always maintained. | Part of quote above |

PRICE SCHEDULE AUTHORISED BY:

Signature: _____

Name: _____

Position: _____

Date: _____

Authorised for and on behalf of:

(DD/MM/YY)

Company: _____

PRICE SCHEDULES

[This Price Schedule should be signed by a person with the proper authority to sign documents for the Bidder. It should be included by the Bidder in its bid. The Bidder may reproduce this in landscape format but is responsible for its accurate reproduction].

Procurement Reference Number: **BOU/NCONS/24-25/00079**

PRICE SCHEDULE FOR PROVISION OF CLEANING SERVICES AT JINJA BRANCH - LOT 2

CURRENCY OF BID: UGX:

| Item | Description | UOM | Q'TY | Rate (UGX) | Total priceUGX) |
|----------|---|----------------------|------------|------------|-----------------|
| | Element 1: Office Premises | | | | |
| A | Clean floor area in Security Kiosk, including washrooms and pantry. Carry out cleaning of glazing in windows | M ² | 21 | | |
| | Concrete slabs | | | | |
| B | Sweep and scrub concrete slabs in walkway | M ² | 89 | | |
| C | Sweep and scrub concrete slabs at splash apron | M ² | 129 | | |
| | Drive and Parking Area | | | | |
| D | Sweep and scrub concrete driveway area | M ² | 167 | | |
| E | Sweep tarmacked parking area and driveway | M ² | 609 | | |
| | Canteen | | | | |
| F | Mop floor area in Dinning, veranda and cleaning of windows | M² | 159 | | |
| | Compound | | | | |
| G | Trim hedges, shrubs, carry out gardening activities and cut grass in compound | M ² | 3,312 | | |
| H | Trim hedges, shrubs, carry out gardening of the road reserve and open grass area surrounding the Bank Plot (5m clearance) | M ² | 1,160 | | |
| I | Maintenance of vacant land adjacent to Jinja Branch measuring 1.012ha (mow grass and general cleaning) including 3ft from walls | M ² | 1 | | |
| J | Weekly Garbage Collection and Disposal | week | 4 | | |
| | Element 2: Residence 1 | | | | |
| | Compound | | | | |
| K | Trim hedges, shrubs, carry out gardening activities and cut grass in compound | M ² | 1,945 | | |

| Item | Description | UOM | Q'TY | Rate (UGX) | Total priceUGX) |
|-------------|---|----------------|-------------|-------------------|------------------------|
| L | Trim hedges, shrubs, carry out gardening to road reserve and open grass area surrounding the Bank Plot (5m clearance) | M ² | 233 | | |
| | Drive and parking | | | | |
| A | Sweep and scrub pavers in driveway | M ² | 200 | | |
| B | Sweep and scrub concrete slabs | M ² | 11 | | |
| | Verandah and splash aprons | | | | |
| C | Mop cement screed at splash apron for both main house and servants' quarters | M ² | 96 | | |
| D | Scrub and mop floor tiled area at main house verandah | M ² | 20 | | |
| | Element 3: Residence 2 | | | | |
| | Compound | | | | |
| E | Trim hedges, shrubs, carry out gardening activities and cut grass in compound | M ² | 2,090 | | |
| F | Trim hedges, shrubs, carry out gardening of the road reserve and open grass area surrounding the Bank Plot (5m clearance) | M ² | 150 | | |
| | Drive, parking, and backyard | | | | |
| G | Sweep and scrub area with pavers in driveway | M ² | 161 | | |
| H | Sweep and scrub concrete at back yard | M ² | 155 | | |
| J | Verandah and splash aprons | | | | |
| K | Mop cement screed splash aprons for both main house and servants' quarters | M ² | 83 | | |
| L | Scrub and mop floor tiled areas at main house verandah | M ² | 39 | | |
| | MONTHLY TOTAL TO SUMMARY | | | | |
| | LOT 2 SUMMARY | | | | |
| P40 | Monthly Total | | | | |
| | Add Taxes (Specify) | | | | |
| | Grand Monthly Total including taxes (UGX) | | | | |
| | Annual fees inclusive of Taxes (UGX) = Monthly Total x 12 | | | | |

PRICE SCHEDULE AUTHORISED BY:

Signature: _____

Name: _____

Position: _____

Date: _____

Authorised for and on behalf of:

(DD/MM/YY)

Company: _____

PRICE SCHEDULES

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Procurement Reference Number: BOU/NCONS/24-25/00079

PRICE SCHEDULE FOR RETENDER FOR PROVISION OF CLEANING SERVICES AT MBALE BRANCH LOT 3

CURRENCY OF BID: ___ UGX:_____

| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
|----------|--|----------------|------|------------|-------------------|
| | Element 1: Office Premises | | | | |
| A | Clean floor area in Security Kiosks, including toilet and pantry. Carry out cleaning of glazing in windows | M ² | 33 | | |
| B | Cleaning of carpets in corridors, Banking Hall, Staircases and in the main Building and behind loading bay areas | M ² | 453 | | |
| C | Cleaning of carpets in Governor's Office, Secretary to Governor's Office, General Office on first floor, Board room, Governor's lounge, General office for currency, Petty cash, former clearing house, Common room, Computer room, and Corridors on first floor | M ² | 736 | | |
| | Concrete slabs | | | | |
| D | Sweep and scrub concrete slabs in walkways, splash apron etc. | M ² | 677 | | |
| E | Sweep and scrub concrete slabs in road reserve | M ² | 237 | | |
| | Drive and Parking Area | | | | |
| F | Sweep and scrub concrete driveway areas | M ² | 321 | | |
| G | Sweep and scrub pavers in parking area etc. | M ² | 701 | | |
| | Verandahs and lobby areas | | | | |
| H | Scrub and mop marble places at verandah, lobby to banking hall and banking hall areas. | M ² | 380 | | |

| | | | | | |
|----------|---|----------------|-------|--|--|
| I | Mop the areas finished in cement screed | M ² | 179 | | |
| | Canteen | | | | |
| J | Mop floor area in canteen, Stores, Verandah and cleaning of windows | M ² | 181 | | |
| | Washrooms | | | | |
| K | Scrub and mop mezzanine, concrete floor, walls, windows, ceiling, and toilet seats/cisterns in Ladies & Gents Washrooms on Ground Floor, First floor, Canteen and Loading bay basement. | Items | 19 | | |
| | Compound | | | | |
| L | <ul style="list-style-type: none"> i. Trim hedges, shrubs, carry out gardening activities and cut grass in compound ii. Replace worn out plants in the garden iii. Regularly water the plants, apply manure and change soil and use proper watering cans <p>The bank shall approve the manure to be used before being applied. Organic manure preferred.</p> | M ² | 1,610 | | |
| | Supply 10 clay large pots with indoor and outdoor plants as per the bank sample (One off cost. Please indicate) | | | | |
| | Glazing | | | | |
| M | Clean entrance door glass and glass to door to Banking Hall | M ² | 63 | | |
| | Garbage Collection and Disposal | | | | |
| N | Weekly Garbage Collection and Disposal | week | 4 | | |
| | <u>Element 2: Residence 1</u> | | | | |
| | Compound | | | | |
| A | Trim hedges, shrubs, carry out gardening activities and cut grass in compound | M ² | 3,682 | | |
| B | Trim hedges, shrubs, carry out gardening to road reserve along the | M ² | 94 | | |

| | | | | | |
|------------|--|----------------|-----|--|--|
| | access road (not exceeding 5m clearance) | | | | |
| | Drive and Parking Area | | | | |
| C | Sweep and scrub paved area in driveway | M ² | 257 | | |
| D | Sweep and scrub concrete at ramp and channel | M ² | 14 | | |
| | Verandah/ splash apron | | | | |
| E | Mop cement screed Splash apron | M ² | 45 | | |
| | MONTHLY TOTAL TO SUMMARY | | | | |
| | LOT 3 SUMMARY | | | | |
| P43 | Monthly Total | | | | |
| | Add Taxes (Specify) | | | | |
| | Grand Monthly Total including taxes (UGX) | | | | |
| | Annual fees inclusive of Taxes (UGX) = Monthly Total x 12 | | | | |

PRICE SCHEDULE AUTHORISED BY:

Signature: _____ Name: _____

Position: _____ Date: _____

Authorised for and on behalf of: _____ (DD/MM/YY)

Company: _____

PRICE SCHEDULES

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Procurement Reference Number: **BOU/NCONS/24-25/00079**

PRICE SCHEDULE FOR PROVISION OF CLEANING SERVICES AT LIRA CTC - LOT 4

CURRENCY OF BID: ___ UGX: _____

| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
|------------|--|-----|------|------------|-------------------|
| | Element 1: Office Premises | | | | |
| A | Sweeping/ mopping area: | M2 | 151 | | |
| B | Garden area: | M2 | 166 | | |
| | MONTHLY TOTAL TO SUMMARY | | | | |
| | LOT 2 SUMMARY | | | | |
| P40 | Monthly Total | | | | |
| | Add Taxes (Specify) | | | | |
| | Grand Monthly Total including taxes (UGX) | | | | |
| | Annual fees inclusive of Taxes (UGX) = Monthly Total x 12 | | | | |

PRICE SCHEDULE AUTHORIZED BY:

Signature: _____ Name: _____

Position: _____ Date: _____

Authorised for and on behalf of: _____ (DD/MM/YY)

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PRICE SCHEDULES

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PRICE SCHEDULE FOR PROVISION OF CLEANING SERVICES AT GULU BRANCH - LOT 5

CURRENCY OF BID: UGX:

| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
|----------|--|----------------------|------------|------------|-------------------|
| | Element 1: Office Premises on Airfield Road | | | | |
| A | Mop floor area in Security Kiosk, including toilet and pantry. Clean the glazing in windows | M ² | 26 | | |
| B | Mop floor area in Banking hall, Corridors, stair cases and Loading bay basement. | M² | 730 | | |
| C | Cleaning of carpets in Boardroom and computer room | M² | 40 | | |
| D | Mop floor area in the former Local Government office. Clean the glazing in windows and glasses | M² | 650 | | |
| | Concrete slabs | | | | |
| E | Sweep and scrub concrete slabs in walkways, splash apron, ramp, backyard, canteen area etc. | M ² | 1061 | | |
| | Drive and Parking Area | | | | |
| F | Sweep and scrub pavers in drive and parking areas | M ² | 1831 | | |
| | Verandahs, lobby areas and external staircases | | | | |
| G | Scrub, mop marble places at verandah, lobby to banking hall and banking hall areas. | M ² | 236 | | |
| H | Mop areas finished in cement screed at dining backyard | M ² | 16 | | |
| I | Mop ceramic floor tiles at the general reception area, verandahs to dining. | M ² | 87 | | |
| J | Mop PVC floor tiles in clearing room | M ² | 57 | | |
| K | Sweep, scrub and mop concrete at staircase, security kiosk and steps to dining | M ² | 60 | | |
| | Canteen | | | | |
| L | Mop floor area in canteen, Verandah and cleaning of windows | M ² | 379 | | |

| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
|-------------|---|----------------------|-------------|-------------------|--------------------------|
| | Washrooms | | | | |
| M | Scrub and mop mezzanine, concrete floor, walls, windows, ceiling, and toilet seats/cisterns in Ladies & Gents Washrooms on Ground Floor, First floor, Canteen, Banking hall and Loading bay basement. | Item | 9 | | |
| | Compound | | | | |
| N | i. Trim hedges, shrubs, carry out gardening activities and cut grass in compound ii. Replace worn out plants in the garden iii. Regularly water the plants, apply manure and change soil and use proper watering cans The bank shall approve the manure to be used before being applied. Organic manure preferred. | M² | 1571 | | |
| | Supply 10 clay large pots with indoor and outdoor plants as per the bank sample | One off cost | | | |
| O | Weekly Garbage Collection and Disposal | week | 4 | | |
| | TOTAL CARRIED FORWARD | | | | |
| | TOTAL BROUGHT FORWARD | | | | |
| | Element 2: Bank Residence 1 | | | | |
| A | Mop floor area in guard house including toilet and carry out cleaning of glazing of windows, dusting furniture and removal of cobwebs | M² | 25 | | |
| | Compound/Garden | | | | |
| B | Trim hedges, shrubs, carry out gardening activities and cut grass in compound | M² | 1376 | | |
| C | Trim hedges, shrubs, carry out gardening to road reserve and open grass area surrounding the Bank house (5m clearance) | M² | 30 | | |

| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
|-------------|--|----------------|-------------|-------------------|--------------------------|
| | Drive and parking | | | | |
| D | Sweep and scrub pavers in driveway and parking both at front and rear of the house | M ² | 311 | | |
| | Vacant Plot adjacent to Residence | | | | |
| E | Allow for cutting grass to approved even height in adjacent empty plot 24B | M ² | 2035 | | |
| | MONTHLY TOTAL TO SUMMARY | | | | |
| | LOT 4 SUMMARY | | | | |
| | Monthly Total | | | | |
| | Add Taxes (Specify) | | | | |
| | Grand Monthly Total including taxes (UGX) | | | | |
| | Annual fees inclusive of Taxes (UGX) = Monthly Total x 12 | | | | |

PRICE SCHEDULE AUTHORISED BY:

Signature: _____

Name: _____

Position: _____

Date: _____

Authorised for and on behalf of:

(DD/MM/YY)

Company: _____

PRICE SCHEDULES

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Procurement Reference Number: **BOU/NCONS/24-25/00079**

PRICE SCHEDULE FOR PROVISION OF CLEANING SERVICES AT ARUA BRANCH – LOT 6

CURRENCY OF BID: UGX:

| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
|----------|--|----------------|-------|------------|-------------------|
| | Office Premises | | | | |
| | Verandahs, lobby areas and external areas | | | | |
| A | Mop floor area in Security Kiosks, including toilet and pantry. Carry out cleaning of glazing in windows | M ² | 40 | | |
| B | Mop and scrub Banking Hall, Staircases, corridors in the main Building and behind loading bay areas | M ² | 1,776 | | |
| | Concrete slabs | | | | |
| C | Sweep and scrub concrete slabs in walkways, at parking yard, etc. | M ² | 168 | | |
| | Drive and Parking Area | | | | |
| D | Sweep tarmacked parking area and driveway both at main parking area and loading bay area | M ² | 914 | | |
| | Verandahs, lobby areas and external areas | | | | |
| E | Scrub, mop ceramic floor tiled areas at entrance to Banking Hall and Banking Hall areas and clean windows and door glazing in Banking Hall | M ² | 179 | | |
| F | Mop areas finished in cement screed at dining, gate house, dining park yard & security area in loading bay | M ² | 119 | | |
| | Sweep, scrub, and mop concrete at staircase in back compound, loading bay area and generator house area | M ² | 115 | | |
| | Canteen | | | | |

| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
|-------------|---|----------------|-------------|-------------------|--------------------------|
| G | Mop floor area in canteen, Verandah and cleaning of windows | M ² | 173 | | |
| | Washrooms | | | | |
| H | Scrub and mop mezzanine, concrete floor, walls, windows, ceiling, and toilet seats/cisterns in Ladies & Gents Washrooms on Ground Floor, First floor, Canteen, Banking hall and Loading bay basement. | Items | 11 | | |
| | Compound | | | | |
| I | <p>iv. Trim hedges, shrubs, carry out gardening activities and cut grass in compound</p> <p>v. Replace worn out plants in the garden</p> <p>vi. Regularly water the plants, apply manure and change soil and use proper watering cans</p> <p>The bank shall approve the manure to be used before being applied. Organic manure preferred.</p> | M ² | 2,568 | | |
| J | Weekly Garbage Collection and Disposal | week | 4 | | |
| | TOTAL CARRIED FORWARD | | | | |
| | TOTAL BROUGHT FORWARD | | | | |
| | Element 2: Residence 1 | | | | |
| | Drive and Parking Area | | | | |
| A | Sweep tarmacked parking area and driveway both at main parking area | M ² | 12 | | |
| | Verandahs, lobby areas and external areas | | | | |
| B | Mop areas finished in cement screed at main house and servants' quarters splash aprons and main house verandah | M ² | 156 | | |
| | Compound | | | | |
| C | Trim hedges, shrubs, carry out gardening, and cut grass in compound | M ² | 3330 | | |

| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
|------------|--|-----|------|------------|-------------------|
| | MONTHLY TOTAL TO SUMMARY | | | | |
| | LOT 5 SUMMARY | | | | |
| P49 | Monthly Total | | | | |
| | Add Taxes (Specify) | | | | |
| | Grand Monthly Total including taxes (UGX) | | | | |
| | Annual fees inclusive of Taxes (UGX) = Monthly Total x 12 | | | | |

PRICE SCHEDULE AUTHORISED BY:

Signature: _____

Name: _____

Position: _____

Date: _____

Authorised for and on behalf of:

(DD/MM/YY)

Company: _____

RICE SCHEDULES

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Procurement Reference Number: **BOU/NCONS/24-25/00079**

PRICE SCHEDULE FOR PROVISION OF CLEANING SERVICES AT FORT PORTAL - LOT 7

CURRENCY OF BID: UGX:

| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
|----------|---|----------------|----------|------------|-------------------|
| | Office Premises | | | | |
| A | Mop floor area in Security Kiosks, including washrooms and pantry. Carry out cleaning of glazing in windows | M ² | 37 | | |
| | Concrete slabs | | | | |
| B | Sweep and scrub concrete slabs in walkways, and at canteen area. | M ² | 57 | | |
| | Drive and Parking Area | | | | |
| C | Sweep tarmacked parking area and driveway both at front and rear | M ² | 555 | | |
| | Verandahs, lobby areas and external areas | | | | |
| D | Scrub, mop terrazzo at main entrance lobby areas and steps. | M ² | 73 | | |
| E | Mop splash apron areas finished in cement screed at dining, gate houses and kitchen | M ² | 69 | | |
| F | Scrub and mop areas finished in ceramic tiles in canteen and gate houses | M ² | 77 | | |
| G | Monthly cleaning of gutters | item | 1 | | |
| | Compound | | | | |
| H | Trim hedges, shrubs, carry out gardening, and cut grass in compound and road reserve (about 110m ²) | M ² | 868 | | |
| I | Weekly Collection and Disposal of Garbage | Item | 4 | | |
| | Element 2: Residence 1 | | | | |
| | Drive and Parking Area | | | | |
| A | Sweep tarmacked parking area and driveway | M ² | 914 | | |

| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
|-------------|--|----------------|-------------|-------------------|--------------------------|
| | Verandahs, lobby areas and external areas | | | | |
| B | Mop areas finished in cement screed at main house and servants' quarters splash aprons | M ² | 67 | | |
| C | Sweep, scrub, and mop concrete at staircase to gardens etc. | M ² | 57 | | |
| | Concrete slabs | | | | |
| D | Sweep and scrub concrete slabs in walkways at front and side of house. | M ² | 51 | | |
| | Compound | | | | |
| E | Trim hedges, shrubs, carry out gardening, and cut grass in compound | M ² | 7515 | | |
| | Stone retaining wall | | | | |
| F | Carry out cleaning and uproot unwanted plants from stone retaining wall | M ² | 1,189 | | |
| P5 1 | Monthly Total | | | | |
| | Add Taxes (Specify) | | | | |
| | Grand Monthly Total including taxes (UGX) | | | | |
| | Annual fees inclusive of Taxes (UGX) = Monthly Total x 12 | | | | |

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Position: _____ Date: _____

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PRICE SCHEDULES

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PRICE SCHEDULE FOR PROVISION OF CLEANING SERVICES AT KABALE BRANCH - LOT 8

CURRENCY OF BID: UGX

| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
|----------|--|----------------|-------|------------|-------------------|
| | Element 1: Office Premises | | | | |
| | Verandahs, lobby areas and external areas | | | | |
| A | Mop floor area in Guard Houses, including toilets and pantry. Carry out cleaning of glazing in windows. | M ² | 84 | | |
| B | Mop floor area in Staff Canteen, Drivers Office, workshop, and toilets (Canteen Block) | M ² | 110 | | |
| C | Scrub, mop marble/granite floor areas in Banking Hall, entrance lobby and verandah and the two side ramps. Allow for cleaning all glass doors and glass at tellers and teller worktops. | M ² | 203 | | |
| C | Clean carpets and mop areas in Governor's office, Board room, Secretary to Governor's office, Director Currency's office, lounge on first floor, TV room, Computer room, Room number 115A, 115B, 216, 217, 217A, 214, and 214A on first floor. | M ² | 603 | | |
| D | Scrub and mop mezzanine, concrete floor, walls, windows, ceiling, and toilet seats/cisterns in Ladies & Gents Washrooms on Ground, First floors and Second floor. | Item | 22 | | |
| E | Mop and scrub the staircases, and Corridors from ground floor to second floor. | M ² | 424 | | |
| | Parking and Loading area | | | | |
| E | Sweep and scrub paved bullion driveway, walkways, | M ² | 2,302 | | |

| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
|-------------|--|----------------|-------------|-------------------|--------------------------|
| | parking area, pedestrian ramp, main entrance area and open area between Main Building and around the Canteen. | | | | |
| F | Mop steps from loading bay yard to verandah | M ² | 31 | | |
| G | Allow for cleaning guard rails around perimeter wall fencing | M ² | 228 | | |
| | Flower Gardens | | | | |
| H | Trim hedges, shrubs, carry out gardening, and cutting of grass in compound | Item | 1 | | |
| I | Plant and maintain creeping plants at the base of the embankment | item | 1 | | |
| | <ul style="list-style-type: none"> i. Trim hedges, shrubs, carry out gardening activities and cut grass in compound ii. Replace worn out plants in the garden iii. Regularly water the plants, apply manure and change soil and use proper watering cans The bank shall approve the manure to be used before being applied. Organic manure preferred. | | | | |
| J | Supply 10 clay large pots with indoor and outdoor plants as per the bank sample | one off cost | | | |
| K | Weekly collection & Disposal of Garbage | item | 4 | | |
| | Element 2: Residence | | | | |
| | Drive and Parking Area | | | | |
| A | Sweep, scrub and mop concrete in drive and parking at front and back yard. | M ² | 466 | | |
| | Verandahs, lobby areas and external areas | | | | |
| B | Mop areas finished in cement screed at main house and servant's quarters splash aprons plush main house verandah. | M ² | 86 | | |
| | Compound | | | | |

| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
|-------------|---|----------------|-------------|-------------------|--------------------------|
| C | Trim hedges, shrubs, carry out gardening, and cutting of grass in compound | M ² | 1,351 | | |
| D | Trim hedges, shrubs, carry out gardening to reserve at main entrance | M ² | 432 | | |
| E | Carry out cleaning and uprooting of unwanted plants from stone retaining wall | M ² | 107 | | |
| P57 | Monthly Total | | | | |
| | Add Taxes (Specify) | | | | |
| | Grand Monthly Total including taxes (UGX) | | | | |
| | Annual fees inclusive of Taxes (UGX) = Monthly Total x 12 | | | | |

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Position: _____ Date: _____

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PRICE SCHEDULE FOR PROVISION OF CLEANING SERVICES AT MBARARA BRANCH - LOT 9

CURRENCY OF BID: ___ UGX: _____

| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
|----------|--|----------------|-------|------------|-------------------|
| | Element 1: Office Premises at Plot 2 High Street | | | | |
| | Verandahs, lobby areas and external and internal areas | | | | |
| A | scrub, mop ceramic floor tiled areas at entrance to Banking Hall, Banking Hall, verandah areas and steps to verandah | M ² | 406 | | |
| B | Mop floor area in Staff Dinning, store, Archive Second and Third floor, Communication room fourth floor and Carry out cleaning of glazing of windows | M ² | 1,080 | | |
| C | Scrub and mop mezzanine, concrete floor, walls, windows, ceiling, and toilet seats/cisterns in Ladies & Gents Washrooms on Ground, First, Second Third, & Fourth floor | Item | 31 | | |
| D | Mop stairs and landing areas on Ground, First, Second Third, & Fourth floor ON THE LEFT SIDE | M ² | 81 | | |
| E | Scrub and mop area behind the Banking hall, Computer room, and corridors on ground and first floor | M ² | 303 | | |
| E | Scrub, mop concrete slabs between main Premises and annex, walkways including loading bay area | M ² | 169 | | |
| | Balustrades | | | | |
| F | Clean metallic grilles at verandah | M ² | 72 | | |
| | Compound | | | | |
| G | i. Trim hedges, shrubs, carry out gardening | M ² | 1576 | | |

| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
|-------------|---|----------------|-------------|-------------------|--------------------------|
| | activities and cut grass in compound ii. Replace worn out plants in the garden iii. Regularly water the plants, apply manure and change soil and use proper watering cans The bank shall approve the manure to be used before being applied. Organic manure preferred. | | | | |
| H | Supply 10 clay large pots with indoor and outdoor plants as per the bank sample (this is a One off cost) | M ² | 450 | | |
| | Driveway and Parking Area | | | | |
| I | Sweep tarmacked parking area and driveway for both main compound and loading bay area | M ² | 1863 | | |
| J | Carry out desilting of channel | M ² | 191 | | |
| | Glazing in windows and doors | | | | |
| K | Carry out cleaning of glass in windows and doors of banking hall (accessed from the verandah) | Item | 1 | | |
| L | Weekly Garbage Collection and Disposal | week | 4 | | |
| P54 | Monthly Total | | | | |
| | Add Taxes (Specify) | | | | |
| | Grand Monthly Total including taxes (UGX) | | | | |
| | Annual fees inclusive of Taxes (UGX) = Monthly Total x 12 | | | | |

PRICE SCHEDULE AUTHORISED BY:

Signature: _____

Name: _____

Position: _____

Date: _____

Authorised for and on behalf of:

(DD/MM/YY)

Company: _____

PRICE SCHEDULES

[This Price Schedule should be signed by a person with the proper authority to sign documents for the Bidder. It should be included by the Bidder in its bid. The Bidder may reproduce this in landscape format but is responsible for its accurate reproduction].

Procurement Reference Number: **BOU/NCONS/24-25/00079**

PRICE SCHEDULE FOR PROVISION OF CLEANING SERVICES AT MASAKA BRANCH - LOT 10

CURRENCY OF BID: UGX:

| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
|----------|---|----------------|------|------------|-------------------|
| | Element 1: Centre Premises | | | | |
| | Verandahs, lobby areas and external areas | | | | |
| A | Scrub, mop terrazzo/tiles floor in banking hall, area near staircase lobby and main entrance staircase. Allow for cleaning all glass doors and glass at tellers and teller worktops | M ² | 283 | | |
| B | Sweep and scrub paved driveways, walkways, parking area, pedestrian ramp. | M ² | 1237 | | |
| C | Sweep, mop, and scrub concrete/tiles/terrazzo at ground floor corridors | M ² | 91 | | |
| D | Sweep, mop, and scrub concrete/tiles/terrazzo at first floor corridors and lobbies | M ² | 229 | | |
| E | Sweep, mop and scrub staircases and lobbies on ground floor | M ² | 99 | | |
| F | Sweep, mop, and scrub ramps on ground floor | M ² | 196 | | |
| G | Weed and water planters on ground floor | M ² | 248 | | |
| H | Weed and water planters on first floor | M ² | 33 | | |
| J | Sweep, scrub/ mop floor areas in verandah, steps, and paved areas | M ² | 258 | | |
| K | Clean carpets in Governor's office, Boardroom, Secretary to Governor's office, Committee room, and Mop area in Archives, Director Currency's office, computer room, and Offices behind Banking hall | M ² | 440 | | |
| L | Scrub and Mop stairs landing areas on Ground, and First, | M ² | 530 | | |

| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
|-------------|--|----------------|-------------|-------------------|--------------------------|
| | floor on both sides, and corridors from ground floor to first floor. | | | | |
| M | Guard Houses, including toilets and pantry. Carry out cleaning of glazing in windows. | M ² | 81 | | |
| N | Mop floor area in Staff Canteen, and Security Office, | M ² | 819 | | |
| | Compound | | | | |
| | vii. Trim hedges, shrubs, carry out gardening activities and cut grass in compound viii. Replace worn out plants in the garden ix. Regularly water the plants, apply manure and change soil and use proper watering cans The bank shall approve the manure to be used before being applied. Organic manure preferred. | M ² | 1037 | | |
| | Supply 10 clay large pots with indoor and outdoor plants as per the bank sample | One off cost | | | |
| O | Scrub and mop mezzanine, concrete floor, walls, windows, ceiling, and toilet seats/cisterns in Ladies & Gents Washrooms on Ground, First floors and Second floor. | Items | 15 | | |
| | Collection and disposal of garbage | | | | |
| | Weekly Collection and disposal of garbage | item | 4 | | |
| | TOTAL CARRIED FORWARD | | | | |
| | TOTAL BROUGHT FORWARD | | | | |
| | Element 2: Residence 1 | | | | |
| | Drive and Parking Area | | | | |
| A | Sweep tarmacked parking area and driveway | M ² | 943 | | |
| | Verandahs, lobby areas and external areas | | | | |
| B | scrub, mop ceramic floor tiles at main house verandah | M ² | 66 | | |
| C | Mop areas finished in cement screed at both main house and servants' quarters splash | M ² | 62 | | |

| Item | Description | UOM | Q'TY | Rate (UGX) | Total price (UGX) |
|-------------|--|----------------|-------------|-------------------|--------------------------|
| | aprons, and servants' quarters verandah | | | | |
| | Compound | | | | |
| D | Trim hedges, shrubs, carry out gardening, and cutting of grass in compound | M ² | 991 | | |
| | MONTHLY TOTAL TO SUMMARY | | | | |
| | LOT 10 SUMMARY | | | | |
| P60 | Monthly Total | | | | |
| | Add Taxes (Specify) | | | | |
| | Grand Monthly Total including taxes (UGX) | | | | |
| | Annual fees inclusive of Taxes (UGX) = Monthly Total x 12 | | | | |

PRICE SCHEDULE AUTHORISED BY:

Signature: _____ Name: _____

Position: _____ Date: _____

Authorised for and on behalf of: _____ (DD/MM/YY)

Company: _____

SPECIFICATION AND COMPLINACE SHEET

Procurement Reference Number: **BOU/NCONS/24-25/00079**

Complete column c with the specification of the supplies offered. Also state “comply” or “not comply” and give details of any non-compliances to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.

| Item No | Technical Specification Required | Compliance of Specification Offered | Technical literature on specification offered in column c |
|----------------|--|--|--|
| a | b | c | d |
| Item | Description | | |
| | DUTIES TO BE EXECUTED INCLUDE: | | |
| | Cleaning of Ceramic/Marble /Granite/ Tile Floors in the Banking Hall, Lobby Areas, washrooms and all areas of the same kind. | | |
| | Sweeping of all Entrance areas, Driveways, Verandahs, Car parks, Guard houses, Concrete slabs, Compound to present a clean and orderly appearance at all times | | |
| | Vacuum all carpeted areas covered in Sec.3.1.2 | | |
| | Mopping/Scrubbing of floors at the Guard houses, Banking Hall, reception area, Drive ways and verandahs. Mopped floors shall be free from streaks, spots, stains, smears, mop strands and other unsightly appearance. | | |
| | Dusting all furniture, windowsills and equipment in the reception area, the Banking Hall, flowers etc according to schedule. Dusted surfaces shall be free from dust, lint, paper shreds, grime, cobwebs, hair, and other unsightly omissions. | | |
| | Trash containers/dustbins must be emptied and cleaned. Rubbish must be deposited in designated areas. | | |
| | Clean all glass panels at the Entrance /Reception areas and Banking halls. | | |
| | Cleaning and disinfecting of exterior restrooms. This will include sinks, toilets, mirrors, fixtures, floors, and all horizontal and vertical surfaces. Ensure replenishment s of consumables in toilets is done. | | |
| | Gardening and trimming of hedges and all areas that require such cleaning. | | |

| Item No | Technical Specification Required | Compliance of Specification Offered | Technical literature on specification offered in column c |
|----------------|---|--|--|
| a | b | c | d |
| | Respond to emergencies promptly | | |
| | Cleaning of any other area/place that is specific/unique to each location. Such as watering potted plants | | |
| | | | |
| | BIDDERS PERSONNEL | | |
| | The proposed team leader should hold a minimum qualification of a Diploma in any field. The bidder shall attach copies of CV and academic documents as proof. | | |
| | All employees of the successful bidder shall wear uniforms that bear their company name/logo and the uniform shall not be dirty, stained, or torn. | | |
| | Identification badges shall be furnished by the successful bidder and worn by all employees while on Bank premises. The badge shall have the employee's picture, name, and signature. This identification must be prominently displayed at all times. | | |
| | All employees of the successful bidder shall be committed to and adhere to upholding professional ethics and integrity in all their dealings with the Bank. | | |
| | The successful bidder shall have a professional gardener | | |
| | The successful bidder shall furnish at each site adequate and appropriate labor, materials, supplies, equipment, and supervision for the performance of the work. | | |
| | SAFETY REGULATIONS | | |
| | Comply with Health and Safety Regulations (Factories Act Cap 198 of the Laws of Uganda) and any other applicable rules and regulations. | | |
| | Use caution signs as required at no cost to the Bank of Uganda. Caution signs shall be on-site on commencement of Contract. | | |
| | Accept responsibility for the safety of their employees and any unsafe acts or conditions that may cause injury or | | |

| Item No | Technical Specification Required | Compliance of Specification Offered | Technical literature on specification offered in column c |
|---------|--|-------------------------------------|---|
| a | b | c | d |
| | damage to any persons or property within and around the work site area. | | |
| | Be responsible for insurance coverage for injuries to persons and/or property damage as may arise from performing the contracted cleaning services while at the Bank. | | |
| | Be responsible for any damage caused by its employees, equipment and detergent /disinfectant used. | | |
| | STORAGE OF MATERIALS | | |
| | Be responsible for storage of cleaning materials. BOU may if requested, allocate temporary storage facility on its premises for work materials. | | |
| | DETERGENTS/DISINFECTANTS AND EQUIPMENT TESTING | | |
| | <p>The following are BoU Preferred detergents and equipment. Bidders can propose other detergents which are as good as, or better than those listed below:</p> <p>Use the following detergents/disinfectants; Combat for terrazzo and rough areas, Super 10 for stains and marble, Windolene, Vim, Jik, Harpic, Superbrite, Brasso for metals, Moth balls, Bloo Jeyes, Air freshener, Hand washing soap, Liquid soap and any other detergents that may be approved by the Bank at a later date</p> | | |
| | <p>Use the following equipment: Power driven floor scrubbing machines, High dusting equipment, Waxing and polishing machines, Vacuum cleaners, Power washers for pavement, Lawn mowers, Sucking machines, Horse pipe, Spray pumps, Carpet drier, Window plane cleaners, Brooms with dust pans, Scaffolding ladders, Hoes, scissors, reek, spade, Gloves among others.</p> <p>NOTE: It is mandatory that the chemicals and detergents/disinfectants the successful bidder intends to use shall undergo tests by the Government Chemist in Wandegeya at any time during contract implementation</p> | | |

| Item No | Technical Specification Required | Compliance of Specification Offered | Technical literature on specification offered in column c |
|----------------|--|--|--|
| a | b | c | d |
| | ACCEPTANCE OF COMPLETED WORKS | | |
| | The Cleaning Services shall be executed to the satisfaction of the Bank. The Bank will sign off any completed work before payment is effected. The successful bidder shall repeat the cleaning exercise at no cost to BOU in case of unsatisfactory work | | |

[This Qualification Form should be submitted for the Bidder. The form should be on the letterhead of the Bidder and should be signed by a person with the proper authority to sign. It should be included by the Bidder in its bid, if so stated in Section 3.

The information will be used for purposes of post-qualification or for verification of pre-qualification. This information will not be incorporated in the Contract. Attach additional pages as necessary.

Refer to Section 3, Evaluation Methodology and Criteria for details of the criteria to be met and information to be completed].

5. Qualification Form

VENDOR QUALIFICATION FORM

SECTION A: VENDOR INFORMATION GENERAL

1. Name of Company/Bidder:

2. Address:

a. Physical Address _____

b. Postal Address _____

c. Telephone) _____

d. Fax Number (s) _____

e. Email address _____

f. Web Site: _____

3. State the number of years the company has been providing Cleaning Services _____

4. Names of Directors/Partners of the Company:

| Name | Address/contact |
|-------------|-------------------------|
| 1. _____ | _____ _____ _____ |
| 2. _____ | _____ _____ _____ |
| 3. _____ | _____ _____ _____ |

Note: If there are more than 3 directors, continue on a blank separate sheet and attach.

5. Provide details of at least three reputable organisation you have provided similar service to within the last five years;

| S/n | Name and Location of Organisation | Contact details (Name & Tel No.) | Value of Contract/LPO | Brief description of duties offered |
|-----|-----------------------------------|----------------------------------|-----------------------|-------------------------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

Please attach copy of proof (contract/Purchase order) of work done

**6. The qualifications and experience of key personnel proposed for administration and execution of the Contract are:
Names of 1 team leader/ and two technical personnel/ staff and their task assignments for each location:**

| S/n. | Name | Position/ Task | Years of General Experience | Years of relevant experience/ Experience in proposed position |
|------|------|----------------|-----------------------------|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4 | | | | |

Please attach signed Curriculum Vitae of the staff listed in the table above using the format in sec 4.1.3

7. Indicate where you wish to provide the Cleaning Services by ticking the appropriate box.

| No. | Area | Tick <input type="checkbox"/> |
|-----|--|-------------------------------|
| | Bank of Uganda Headquarters and Clinic | |
| | Bank of Uganda Jinja Branch and Residences | |
| | Bank of Uganda Mbale Branch and BM Residence | |
| | Lira Currency Technical Centre | |
| | Bank of Uganda Gulu Branch and BM Residence | |
| | Bank of Uganda Arua Branch and BM Residence | |
| | Bank of Uganda Fort Portal Branch and BM Residence | |
| | Bank of Uganda Kabale Branch and BM Residence | |

Tel No's _____

We, the undersigned, declare that

(a) The information contained in and attached to this form is true and accurate as of the date of bid submission:

Signed: _____

Name: _____

In the capacity of _____

Duly authorised to sign the Qualification Form

for and on behalf of (insert complete name of company):

Dated on _____ day of _____, _____ *[insert date of signing]*

Part 1: Section 5 Eligible Countries

Section 5. Eligible Countries

Procurement Reference Number:

All countries are eligible except countries subject to the following provisions.
A country shall not be eligible if:

- (a) as a matter of law or official regulation, the Government of Uganda prohibits commercial relations with that country, provided that the Government of Uganda is satisfied that such exclusion does not preclude effective competition for the provision of services required; or
- (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government of Uganda prohibits any import of Services from that country or any payments to persons or entities in that country.

Part 3: Section 7

General Conditions of Contract for the Procurement of Non-Consultancy Services

Section 6: Statement of Requirement

Procurement Reference Number: BOU/NCONS/24-25/00079

TERMS OF REFERENCE FOR RE-TENDER FOR PROVISION OF CLEANING SERVICES AT BANK OF UGANDA AND BRANCHES

1. Cleaning Services shall be at the following BOU premises:

- (a) Bank of Uganda Headquarters, Clinic and Bank Residences at Summit view plot 8 and Kawalya Kaggwa plot 12.
- (b) Bank of Uganda Jinja Branch and BM Residences
- (c) Bank of Uganda Mbale Branch and BM Residence
- (d) Lira Currency Technical Centre
- (e) Bank of Uganda Gulu Branch and BM Residence
- (f) Bank of Uganda Arua Branch and BM Residence
- (g) Bank of Uganda Fort-portal Branch and BM Residence
- (h) Bank of Uganda Kabale Branch and BM Residence
- (i) Bank of Uganda Mbarara Branch & BM Residence
- (j) Bank of Uganda Masaka Branch and BM Residence

2. Cleaning services shall cover/include the following areas:

- (a) Driveways
- (b) Concrete Slabs
- (c) All Compounds (lawn, tarmac and paved),
- (d) Car Parks
- (e) Veranda, Lobby Areas and External Areas
- (f) Fire Escape staircase Floors, Walls and Ceiling, Lift Lobbies, Walls and Corridors
- (g) Wooden Finishes
- (h) Glazing
- (i) Glass windows
- (j) Roof gardens
- (k) Dining Areas
- (l) Ladies and Gents Washrooms, Wall Tiles and Windows
- (m) Offices, Empty Floors, Windows and Corridors
- (n) Guard Houses including the adjacent washrooms
- (o) Banking Halls /Reception areas/lobby areas.
- (p) Entrance doors
- (q) Hedge trimming and maintenance
- ® Gardening and potted plants

3 SUPPLIES AND EQUIPMENTS:

The Bank requires bidders to use detergents and equipment that are not harmful to human health. The detergents must be non-flammable or non-volatile, bleaching chemical that ensures superior whitening and prevent gradual greying or thinning of areas being cleaned. Please, note that no expired detergents shall be used for cleaning the Bank.

Part 3: Section 7**General Conditions of Contract for the Procurement of Non-Consultancy Services**

The detergents below shall be supplied by the Provider

| s/n | Detergents/disinfectants |
|------------|-------------------------------------|
| 1 | Combat for terrazzo and rough areas |
| 2 | Super 10 for stains and marble |
| 3 | Windolene |
| 4 | Vim |
| 5 | Jik |
| 6 | Superbrite |
| 7 | Brasso for metals |
| 8 | Liquid soap |
| 9 | Carpet glo |

The following Detergents/ disinfectant shall be supplied by the Bank to the contractor.

| s/n | Detergents/disinfectants |
|------------|---------------------------------|
| 1 | Toilet Papers |
| 2 | Super 10 for stains and marble |
| 3 | Jik |
| 4 | Harpic Liquid |
| 5 | Moth balls |
| 6 | Bloo Jeyes |
| 7 | Air freshener |
| 8 | Hand washing soap |
| 9 | Harpic Block |
| 10 | Climax |

Equipment that each provider must present to the Bank at each premise is listed below;

| s/n | Equipment type |
|------------|---------------------------------------|
| 1 | Power driven floor scrubbing machines |
| 2 | High dusting equipment |

Part 3: Section 7

General Conditions of Contract for the Procurement of Non-Consultancy Services

| | |
|----|-------------------------------|
| 3 | Waxing and polishing machines |
| 4 | Vacuum cleaners, |
| 5 | Power washers for pavement |
| 6 | Lawn mowers |
| 7 | Sucking machines |
| 8 | Horse pipe |
| 9 | Spray pumps |
| 10 | Carpet drier |
| 11 | Window plane cleaners |
| 12 | Brooms with dust pans |
| 13 | Scaffolding ladders |
| 14 | Hoes, scissors, reck, spade |
| 15 | Gloves |

The Bidder shall indicate the disinfectants/detergents and the equipment in vendor information form (Tables 8 and 9) to be used in the performance of the work. Such equipment shall be of the size and type customarily used in work of this kind and no disinfectants/detergents and equipment shall be used that is harmful to humans. The bidder shall purchase and issue all chemicals in their original containers.

4 DUTIES TO BE EXECUTED INCLUDE:

- a) Cleaning of Ceramic/Marble /Granite/ Tile Floors in the Banking Hall, Lobby Areas, washrooms and all areas of the same kind.
- b) Sweeping of all Entrance areas, Driveways, Veranda, Car parks, Guard houses, Concrete slabs, Compound to present a clean and orderly appearance at all times
- c) Vacuum all carpeted areas
- d) Mopping/Scrubbing of floors at the Guard houses, Banking Hall, reception area, Drive ways and verandahs. Mopped floors shall be free from streaks, spots, stains, smears, mop strands and other unsightly appearance.
- e) Dusting all furniture, windowsills and equipment in the reception area, the Banking Hall, flowers etc according to schedule. Dusted surfaces shall be free from dust, lint, paper shreds, grime, cobwebs, hair, and other unsightly omissions.
- f) Trash containers/dustbins must be emptied and cleaned. Rubbish must be deposited in designated areas.
- g) Clean all glass panels at the Entrance /Reception areas and Banking halls.

Part 3: Section 7

General Conditions of Contract for the Procurement of Non-Consultancy Services

- h) Cleaning and Disinfecting of exterior and interior restrooms. This will include sinks, toilets, mirrors, fixtures, floors, and all horizontal and vertical surfaces. Ensure replenishments of consumables in toilets is done.
- i) Gardening, watering indoor flowers and trimming of hedges. Gardening, compound plants maintenance, Indoor plants maintenance must be carried out by a qualified gardener whose CV shall be supplied. Only organic manure shall be used in the gardening.
- j) Respond to emergencies **Part 2: Section 6. Statement of Requirements**
SBD for Provision of Cleaning Services to Bank of Uganda Headquarters, Branches, and Residences Page 56

5 **BIDDING FIRM PERSONNEL:**

- a) The proposed team leader should hold a minimum qualification of a Diploma in any field. The bidder shall attached copies of CV and academic documents as proof.
- b) A successful bidder shall have a professional gardener for maintenance of potted plants and Bank compound.
- c) All employees of the successful bidder shall wear uniforms that bear their company name/logo and the uniform shall not be dirty, stained, or torn.
- d) The Uniforms shall be Decent and representative of Bank image.
- e) Identification badges shall be furnished by the successful bidder and worn by all employees while on Bank premises. The badge shall have the employee's picture, name, and signature. This identification must be prominently always displayed.
- f) All employees of the successful bidder shall be committed to and adhere to upholding professional ethics and integrity in all their dealings with the Bank.
- g) Bidders must demonstrate adherence to sustainable employment practices. Each bidder must stipulate in their bid How Lunch shall be availed to the employees, minimum salary that each staff is paid, which will be verifies regularly by the bank. This is meant to deter unsatisfied employees for the contractor from being deployed at the Bank and to ensure proper working conditions.
- h) As a minimum, the Bank expects that the proposed team leader should earn not less than UGX.300,000 and team members not less than Ugx.250,000 per month.
- i) All staff for the contractor must have an Interpol certificate of good conduct.

6. **SAFETY REGULATIONS:**

- a) Bidders are required to comply with Health and Safety Regulations (Factories Act Cap 198 of the Laws of Uganda) and any other applicable rules and regulations.
- b) The successful bidder shall use caution signs as required at no cost to the Bank of Uganda. Caution signs shall be on-site on commencement of Contract.

Part 3: Section 7

General Conditions of Contract for the Procurement of Non-Consultancy Services

- c) The bidder shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area.
- d) The successful bidder shall be responsible for insurance coverage for injuries to persons and/or property damage as may arise from performing the contracted cleaning services while at the Bank.
- e) The successful bidder shall be responsible for any damage caused by its employees, equipment and detergent /disinfectant used.

7. SCHEDULE OF WORK:

- a. At the start of the contract, the successful bidder shall carry out initial general cleaning at each Site. The time and date of initial cleaning will be arranged with the Bank, but will be no later than 30 days after issuance of a contract. Routine cleaning shall begin immediately.
 - a) Routine cleaning service at each Site shall be performed Monday through Friday between 6:00 a.m. and ending no later than 6:00 p.m. In the event cleaning needs to be done at other times, prior permission must be given by the Bank
 - b) The successful bidder shall furnish at each site adequate and appropriate labor, materials, supplies, equipment, and supervision for the performance of the work.
 - c) The successful bidder shall provide a thorough or “deep” periodic cleaning as needed or scheduled.
 - d) The successful bidder shall provide a detailed periodic work plan. The plan will be required within thirty (30) days of Contract award.
 - e) The successful bidders shall provide for a monthly schedule of the daily work plan by area. The plan will be required seven (7) days prior to the first day of the month that it covers. Submission shall be made to the Bank of Uganda authorized representative.
 - f) Acids shall not be used for cleaning windows/glass.
 - g) The successful bidder shall have enough personnel with current background checks so as to be able to provide a replacement within 48 hours.
 - h) The successful Bidder shall ensure that enough back-up cleaning materials are kept on site in case of sudden shortage thereof.
 - i) Access to each Site shall be as directed by the Bank and access to designate restricted areas are forbidden to the employees of the successful bidder.
 - j) The employees of the successful bidder shall not be deemed employees of the Bank for any purpose and shall at all times be recognized and work under the successful bidder’s control and supervision. The employees of the successful bidder shall not acquire any rights or benefits provided for employees of the Bank.
 - k) The Bank reserves the right to require immediate removal of any employee of the successful bidder it deems unfit for service for ANY reason.

Part 3: Section 7

General Conditions of Contract for the Procurement of Non-Consultancy Services

- l) The Bank reserves the right to add/delete similar areas of operation specified in the Contract as requirements change during the course of the contract. A Contract amendment will be issued for each addition/deletion.

8. INSPECTION AND REPORTING REQUIREMENT

- a) The Bank may, from time to time, make inspections of the work performed under this contract. Any inspection by the Bank does not relieve the successful bidder from any responsibility regarding defects or other failures to meet the contract requirements.
- b) The successful bidder shall supply the Bank with a current list of all employees that will perform work at the Site. The successful bidder shall ensure that none of the employees poses a security risk to the Bank.
- c) The successful bidder must do a daily inspection on quality and standard of Cleaning services and a weekly report in this regard must be provided to the Bank
- d) The Bank shall devise an inspection check list which is tailored to the specific Site and which covers all services stated in the Contract. The checklist shall be signed by both parties prior payment
- e) The successful bidder must keep on-site file of all inspections conducted by the successful bidder and the corrective action taken. This documentation shall be made available to the Bank, upon request, during the term of the Contract.
- f) The successful bidder must report on daily basis to the Bank of any defects in and to area concerned e.g. broken mirrors, blocked toilets/urinals, broken windows etc. that they might come across during the cleaning of the premises.
- g) The successful bidder shall every month supply a summarized written report to the Bank on specific problems, suggestions, improved methods and work programmes, Bank complaints and remedial action and all other matters connected with this agreement.

9. Storage of Materials

The service provider will be responsible for storage of cleaning materials. BOU may, if requested, allocate temporary storage facility on its premises for work materials.

10. Detergents/Disinfectants and Equipment Testing

It is mandatory that the chemicals and detergents/disinfectants the service provider intends to use shall undergo tests at Government Analytical laboratories, Wandegeya prior to usage. No supplies determined harmful by the Bank shall be used to carry out any of the cleaning services. Equipment shall be verified by the Bank for their appropriateness.

11. Acceptance of Completed Services

The Cleaning Services shall be executed to the satisfaction of the Bank. The Bank will sign off any completed work before payment is done.

Part 3: Section 7

General Conditions of Contract for the Procurement of Non-Consultancy Services

Section 7: General Conditions of Contract for the Procurement of Non-Consultancy Services

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General Conditions of Contract for the Procurement of Non-Consultancy Services

Section 7: General Conditions of Contract for the Procurement of Non-Consultancy Services

A General Provisions

Definitions

- 1.1 The headings and titles of these General Conditions of Contract shall not limit, alter or affect the meaning of the Contract.
- 1.2 Unless the context otherwise requires, the following words and terms shall have the meanings assigned to them:
 - “Contract” means the Agreement entered into between the Parties and includes the Contract Documents.
 - “Contract Documents” means the documents listed in the GCC, including all attachments, appendices, and all documents incorporated by reference therein, and shall include any amendments thereto.
 - “Contract Price” means the sum stated in the Agreement representing the total amount payable for the provision of the Services.
 - “Day” means working day. “Month” means calendar month.
 - “Eligible Countries” means the countries and territories eligible as listed in the SCC.
 - “GCC” means the General Conditions of Contract.
 - “Party” means the Procuring and Disposing Entity or the Provider, as the case may be, and “Parties” means both of them.
 - “Personnel” means persons engaged by the Provider or by any Sub-contractor as employees and assigned to the performance of the Services or any part thereof;
 - “Procuring and Disposing Entity” means the entity purchasing the Services, as specified in the Agreement.
 - “Provider” means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Procuring and Disposing Entity and is named as such in the Agreement, and includes the legal successors or permitted assigns of the Provider.
 - “SCC” means the Special Conditions of Contract.
 - “Services” means the services to be performed by the Provider as described in the contract.
 - “Subcontractor” means any natural person, private or government entity, or a combination of the above, including its legal successors or permitted assigns, to whom any part of the Services to be provided or execution of any part of the Services is subcontracted by the Provider.
 - “Tribunal” means the Tribunal established under the Public Procurement and Disposal of Public Assets Act 2003.
- 1.3 The word “Government” shall mean the Government of the Republic of Uganda.
- 1.4 If the context so requires it, singular means plural and vice versa.

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1.5 Nothing contained herein shall be construed as establishing a relation of master and servant or of principal and agent between the Procuring and Disposing Entity and the Provider.

Corrupt Practices

2.1 It is the Government of Uganda's policy to require that Procuring and Disposing Entities, as well as Bidders and Providers under Government financed contracts, observe the highest standards of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Government of Uganda:

- a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value, to influence the action of a public official in the procurement process or in contract execution; and
 - (ii) "fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - (iii) "collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - (iv) "coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
- b) will suspend a firm, either indefinitely or for a stated period of time, from being awarded a Government funded contract if it at any time determines that the firm has engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Government funded Contract.

2.2 The Provider shall permit the Government of Uganda to inspect the Provider's accounts and records relating to the performance of the Services and to have them audited by auditors appointed by the Government of Uganda, if so required by the Government.

2.3 In pursuit of the policy defined in GCC Clause 2.1, the Procuring and Disposing Entity may terminate a Contract for Services if it at any time determines that corrupt, fraudulent, collusive or coercive practices were engaged in by representatives of the Procuring and Disposing Entity or of a Provider, during the procurement or the execution of that contract, without the Procuring and Disposing Entity having taken timely and appropriate action satisfactory to the Government of Uganda to remedy the situation.

B The Contract

Contract Documents

- 3.1 The documents forming the Contract shall be interpreted in the following order of priority:
- (a) Agreement,
 - (b) Provider's Bid as amended by clarifications,
 - (c) Special Conditions of Contract,

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- (d) General Conditions of Contract,
- (e) Statement of Requirements,
- (f) any other document listed in the SCC as forming part of the Contract.

All documents forming the Contract are intended to be correlative, complementary, and mutually explanatory.

- 3.2 No amendment, modification or other variation of the Contract shall be valid unless an Amendment to Contract is made in writing, is dated, expressly refers to the Contract, and is signed by a duly authorised representative of each party thereto.
- 3.3 If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.
- 3.4 Any action required or permitted to be taken, and any document required or permitted to be executed, under the Contract by the Procuring and Disposing Entity or the Provider may be taken or executed by the authorised representatives specified in the SCC.
- 3.5 The Contract constitutes the entire agreement between the Procuring and Disposing Entity and the Provider and supersedes all communications, negotiations and agreements (whether written or oral) of parties with respect thereto made prior to the date of Contract. No agent or representative of either Party has authority to make, and the Parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein.

Governing Law

- 4.1 The Contract shall be governed by and interpreted in accordance with the laws of Uganda unless otherwise specified in the SCC.

Language

- 5.1 The Contract as well as all correspondence and documents relating to the Contract exchanged by the Provider and the Procuring and Disposing Entity, shall be written in English unless specified otherwise in the SCC.

Notices

- 6.1 Any notice, request or consent required or permitted to be given or made pursuant to the Contract shall be in writing. Any such notice shall be deemed to have been given when delivered to the authorised representative of the Party at the address specified in the SCC.
- 6.2 A Party may change its address for notice hereunder by giving the other Party notice of such change.

Assignment

- 7.1 The Procuring and Disposing Entity or the Provider shall not assign, in whole or in part, their obligations under this Contract, except with the prior written consent of the other party.

Subcontracting

- 8.1 The Provider shall request approval in writing from the Procuring and Disposing Entity of all subcontracts awarded under the Contract that are not included in the

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Contract. Subcontracting shall in no event relieve the Provider from any of its obligations, duties, responsibilities or liability under the Contract.

8.2 Subcontracts shall comply with the provisions of GCC Clauses 2 and 27.

Change Orders and Contract Amendments

9.1 The Procuring and Disposing Entity may at any time request the Provider through notice in accordance with GCC Clause 6, to make changes within the general scope of the Contract.

13.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Provider's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Provider for adjustment must be asserted within twenty-eight days from the date of the Provider's receipt of the Procuring and Disposing Entity's change order.

13.3 Prices to be charged by the Provider for any additional Services or any related Supplies or Works that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Provider for similar services.

Change in Laws

10.1 Unless otherwise specified in the Contract, if after the date of the Bidding Document, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in Uganda or where the Site is located (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Statement of Requirements and/or the Contract Price, then such Statement of Requirements and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Provider has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the contract amendment provisions in accordance with GCC Clause 9 or price adjustment in accordance with GCC Clause 23.

Taxes and Duties

11.1 The Provider shall bear and pay all taxes, duties, and levies imposed on the Provider, by all municipal, state or national government authorities, both within and outside Uganda, in connection with the provision of the Services to be supplied under the Contract.

11.2 For the purpose of the Contract, it is agreed that the Contract Price specified in the Agreement is based on the taxes, duties, levies, and charges prevailing at the date twenty-eight (28) days prior to the date of bid submission in Uganda (called "tax" in this clause). If any tax rates are increased or decreased, a new tax is introduced, an existing tax is abolished, or any change in interpretation or application of any tax occurs in the course of the performance of the Contract, which was or will be assessed on the Provider, its Subcontractors, or their employees in connection with performance of the Contract, an equitable

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adjustment to the Contract Price shall be made to fully take into account any such change by addition to or reduction from the Contract Price, as the case may be.

Force Majeure

- 12.1 For the purposes of the Contract, “Force Majeure” shall mean an event or events which are beyond the reasonable control of a Party, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by government agencies.
- 12.2 Force Majeure shall not include
- (a) any event which is caused by the negligence or intentional action of a Party or such Party’s Sub-contractors or agents or employees; nor
 - (b) any event which a diligent Party could reasonably have been expected to both:
 - (i) take into account from the effective date of the Contract; and
 - (ii) avoid or overcome in the carrying out of its obligations; nor
 - (c) insufficiency of funds or failure to make any payment required hereunder.
- 12.3 The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, the Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of the Contract.
- 12.4 A Party affected by an event of Force Majeure shall take all reasonable measures to
- (a) remove such Party’s inability to fulfil its obligations hereunder with a minimum of delay; and
 - (b) minimise the consequences of any event of Force Majeure.
- 12.5 A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any event not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- 12.6 During the period of their inability to perform the Services as a result of an event of Force Majeure, the Provider shall be entitled to continue to be paid under the terms of the Contract as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Services after the end of such period.
- 12.7 Not later than thirty (30) days after the Provider, as the result of an event of Force Majeure, has become unable to perform a material portion of the Services, the

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Parties shall consult with each other with a view to agreeing appropriate measures to be taken in the circumstances.

Suspension of Assignment

- 13.1 The Procuring and Disposing Entity may, by written notice of suspension of the assignment to the Provider, suspend all payments to the Provider hereunder if the Provider fails to perform any of its obligations under the Contract, including the carrying out of the Services, provided that such notice of suspension shall:
- (a) specify the nature of the failure; and
 - (b) request the Provider to remedy such failure within a period not exceeding thirty days after receipt by the Provider of such notice of suspension.

Termination

- 14.1 The Procuring and Disposing Entity may, by not less than thirty days written notice of termination to the Provider (except in the event listed in paragraph (f) below, for which there shall be a written notice of not less than sixty days), such notice to be given after the occurrence of any of the events specified in GCC Clause 14.1 (a) to (g), terminate the Contract if:
- (a) the Provider fails to remedy a failure in the performance of its obligations as specified in a notice of suspension of assignment pursuant to GCC Clause 13 within thirty days of receipt of such notice of suspension of assignment or within such other period agreed between the Parties in writing;
 - (b) the Provider becomes, or if any of the Provider's Members becomes, insolvent or bankrupt or enters into any agreements with their creditors for relief of debt or take advantage of any law for the benefit of debtors or go into liquidation or receivership whether compulsory or voluntary (other than for a reconstruction or amalgamation) in such event, termination will be without compensation to the provider, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Procuring and Disposing Entity;
 - (c) the Provider fails to comply with any final decision reached as a result of arbitration proceedings pursuant to GCC Clause 17 hereof;
 - (d) the Provider submits to the Procuring and Disposing Entity a statement which has a material effect on the rights, obligations or interests of the Procuring and Disposing Entity and which the Procuring and Disposing Entity knows to be false;
 - (e) the Provider is unable as the result of Force Majeure, to perform a material portion of the Services for a period of not less than sixty days;
 - (f) the Procuring and Disposing Entity, in its sole discretion and for any reason whatsoever, decides to terminate the Contract; or
 - (g) the Provider, in the judgment of the Procuring and Disposing Entity, has engaged in corrupt, fraudulent, collusive or coercive practices in competing for or in executing the Contract.
- (h) where the Tribunal direct that a contract should be terminated.

14.2. Termination for Convenience

- (a) The Procuring and Disposing Entity, by notice sent to the provider, may terminate the Contract, in whole or in part at any time, for its convenience. The notice of Termination shall specify that the termination is for the Procuring and Disposing Entity's convenience, the extent to which

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performance of the provider under the Contract is terminated, and the date upon which such termination becomes effective.

- (b) The Supplies that are complete and ready for shipment within twenty-eight (28) days after the Provider's receipt of notice of termination shall be accepted by the Procuring and Disposing Entity at the Contract terms and prices. For the remains supplies, the Procuring and Disposing Entity may elect:
- (i) to have any portion completed and delivered at the Contract terms and Prices: and/or
 - (ii) to cancel the remainder and pay to the Provider an agreed amount for partially completed Supplies and related services and for materials and parts previously procured by the provider.
- 14.3 The Provider may, by not less than thirty days written notice to the Procuring and Disposing Entity, such notice to be given after the occurrence of any of the events specified in GCC Clause 14.2 (a) to (d) terminate the Contract if:
- (a) the Procuring and Disposing Entity fails to pay any money due to the Provider pursuant to the Contract and not subject to dispute pursuant to GCC Clause 17 within thirty days after receiving written notice from the Provider that such payment is overdue;
 - (b) the Procuring and Disposing Entity is in material breach of its obligations pursuant to the Contract and has not remedied the same within thirty days (or such longer period as the Provider may have subsequently approved in writing) following the receipt by the Procuring and Disposing Entity of the Provider's notice specifying such breach;
 - (c) the Provider is unable as the result of Force Majeure, to perform a material portion of the Services for a period of not less than sixty days; or
 - (d) the Procuring and Disposing Entity fails to comply with any final decision reached as a result of arbitration pursuant to GCC Clause 17 hereof.
- 14.4 If either Party disputes whether an event specified GCC Clauses 14.1 or GCC Clause 14.2 has occurred, such Party may, within thirty days after receipt of notice of termination from the other Party, refer the matter to arbitration pursuant to GCC Clause 17 and the Contract shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

Cessation of Rights and Obligations or Services

- 15.1 Upon termination of the Contract pursuant to GCC Clause 14, or upon completion of the Services pursuant to GCC Clause 20 hereof, all rights and obligations of the Parties hereunder shall cease, except:
- (a) such rights and obligations as may have accrued on the date of termination or completion;
 - (b) the obligation of confidentiality set forth in GCC Clause 3;
 - (c) the Provider's obligation to permit inspection, copying and auditing of their accounts and records set forth in GCC Sub-Clause 2.2; and
 - (d) any right which a Party may have under the Governing Laws.

Cessation of Services

- 16.1 Upon termination of the Contract by notice of either Party to the other pursuant to GCC Clause 14 the Provider shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and

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orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum.

Settlement of Disputes

- 17.1 The Procuring and Disposing Entity and the Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract or interpretation thereof.
- 17.2 If the parties fail to resolve such a dispute or difference by mutual consultation within twenty-eight days from the commencement of such consultation, either party may require that the dispute be referred for resolution in accordance with the Arbitration and Conciliation Act 2000 of Uganda or such other formal mechanism specified in the SCC.

Liquidated Damages

- 18.1 If so stated in the SCC, the Provider shall pay liquidated damages to the Procuring and Disposing Entity at the rate per day stated in the SCC for each day that the Completion Date is later than the Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the SCC. The Procuring and Disposing Entity may deduct liquidated damages from payments due to the Provider. Payment of liquidated damages shall not affect the Provider's liabilities.
- 18.2 If the Completion Date is extended after liquidated damages have been paid, the Procuring and Disposing Entity shall correct any overpayment of liquidated damages by the Provider by adjusting the next payment certificate.

Commencement of Services

- 19.1 The Provider shall commence the Services within the time period after the date of the Agreement whichever is the earlier which shall be detailed in the SCC.
- 19.2 If the Contract has not become effective within such time period after the date of Contract stated in GCC Sub-Clause 19.1, either Party may, by not less than four weeks' written notice to the other Party, declare the Contract to be null and void, and in the event of such a declaration by either Party, neither Party shall have any claim against the other Party with respect hereto.

Completion Period and Completion of the Services

- 20.1 The period for the completion or the period within which the Services are required to be performed shall be detailed in the SCC. The completion period shall commence from the date of the commencement of the Services detailed in GCC Sub-Clause 19.1.
- 20.2 The completion of the Services shall be in accordance with the Agreement.

C Obligations of the Procuring and Disposing Entity

Provision of Information and Assistance

- 21.1 The Procuring and Disposing Entity shall supply the Provider with any information or documentation at its disposal which may be relevant to the performance of the contract. Such documents shall be returned to the Procuring and Disposing Entity at the end of the period of the Contract.

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21.2 The Procuring and Disposing Entity shall issue to its employees, agents and representatives all such instructions as may be necessary or appropriate to facilitate the prompt and effective performance of the Services.

21.3 The Procuring and Disposing Entity shall give the Provider access to its premises, where required for the performance of the Services, and assist the Provider with any security documentation necessary at the premises where the Services are to be performed in accordance with the Contract.

D Payment

Contract Price

22.1 The Contract Price shall be as specified in the Agreement subject to any additions and adjustments thereto, or deductions therefrom, as may be made pursuant to the Contract.

22.2 The Contract Price shall include the total cost for performing the Services and shall include payments for all Personnel, materials and supplies used for the Services and any other overhead or incidental costs except any costs specifically excluded and described in the SCC.

22.3 The Contract Price shall be paid in accordance with the payment schedule in the SCC.

22.4 The Contract Price may only be increased if the Parties have agreed to additional payments by contract amendment in accordance with GCC Clause 9.

Price Adjustments

23.1 Contracts shall be at fixed prices which shall not be revised or varied.

General Payment Procedure

24.1 In consideration of the Services performed by the Provider under the Contract, the Procuring and Disposing Entity shall make to the Provider such payments in such manner as is provided by the Contract.

24.2 Payments made by the Procuring and Disposing Entity shall be made in response to requests for payment made by the Provider. The Provider's request for payment shall be made to the Procuring and Disposing Entity in writing by production of an invoice supported by the documentation required and as specified in the SCC.

24.3 Unless otherwise specified in the SCC, payments shall be made by the Procuring and Disposing Entity, no later than thirty days after submission of a request for payment by the Provider and its certification by the Procuring and Disposing Entity. The Procuring and Disposing Entity shall certify or reject such requests for payment within five days from receipt. Where such payment requests are rejected, the Procuring and Disposing Entity shall promptly advise the Provider of the reasons for rejection.

24.4 The Procuring and Disposing Entity shall not unreasonably withhold any undisputed portion of a request for payment. The Procuring and Disposing Entity shall notify the Provider of the inadmissibility of a request for payment due to an error, discrepancy, omission or any other reason so that the Parties may resolve such error, discrepancy, omission or other fault and agree a solution to enable payment of the corrected request for payment. Only such portion of the request

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for payment that is inadmissible may be withheld from payment. Should any discrepancy be found to exist between actual payment made and costs authorised to be incurred by the Provider, the Procuring and Disposing Entity may add or subtract the difference from any subsequent payments.

- 24.5 Any amount which the Procuring and Disposing Entity has paid or caused to be paid which is in excess of the amounts actually payable in accordance with the provisions of the Contract, shall be reimbursed by the Provider to the Procuring and Disposing Entity within thirty days after receipt by the Provider of a notice thereof. Any such claim by the Procuring and Disposing Entity for reimbursement must be made within twelve months after receipt by the Procuring and Disposing Entity of a final statement approved by the Procuring and Disposing Entity.

1 Advance Payment Guarantee

- 25.1 Unless otherwise stated in the SCC, where any payment is made in advance of performance of Services, payment of the advance payment shall be made against the provision by the Provider of a bank guarantee or an on demand insurance bond with proof of re-insurance, for the same amount, and shall be valid for the period stated in the SCC.
- 25.2 Should the advance payment guarantee cease to be valid and the Provider fails to re-validate it, a deduction equal to the amount of the advance payment may be made by the Procuring and Disposing Entity from future payments due to the Provider under the contract.
- 25.3 If a Contract is terminated for any reason, the guarantee securing the advance may be invoked in order to recover the balance of the advance still owed by the Provider.

E Obligations of the Provider

Obligations of the Provider

- 26.1 The Provider shall perform the Services under the contract with due care, efficiency and diligence, in accordance with best professional practices.
- 26.2 The Provider shall respect and abide by all laws and regulations in force. The Provider shall indemnify the Procuring and Disposing Entity against any claims and proceedings arising from any infringement by the Provider, its sub-contractors or their employees of such laws and regulations.
- 26.3 The Provider shall ensure that services conform to applicable environmental and quality standards, that no chemical or other product/equipment is used in such a way as to cause negative impact on the environment in general and occupational health hazards for the personnel of the Procuring and Disposing Entity in particular, and shall employ the most recent technology, safe and effective equipment, machinery, materials and methods, as necessary. The Provider shall always act, in respect of any matter relating to this Contract, to safeguard the Procuring and Disposing Entity's legitimate interests, pursuant to Conditions of this Contract
- 26.4 The Provider shall obtain the Procuring and Disposing Entity's prior approval in writing before taking any of the following actions:

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- a) entering into a subcontract for the performance of any part of the Services, it being understood that the Provider shall remain fully liable for the performance of the Services by the Sub-contractor and its Personnel pursuant to the Contract;
 - (b) any other action that may be specified in the SCC.
- 26.5 The Provider shall furnish the Procuring and Disposing Entity with any personnel data or information required by the Procuring and Disposing Entity to arrange the provision of documentation required in accordance with GCC Clause 21.3.

Eligibility

- 27.1 The Provider and its Subcontractors shall have the nationality of an eligible country. A Provider or Subcontractor shall be deemed to have the nationality of a country if it is a citizen or constituted, incorporated, or registered, and operates in conformity with the provisions of the laws of that country.
- 27.2 The Provider and its Sub-contractors shall provide Personnel who shall be citizens of eligible countries and use supplies with their origin from an eligible country.

Code of Conduct

- 28.1 The Provider shall at all times refrain from making any public statements concerning the Services without the prior approval of the Procuring and Disposing Entity, and from engaging in any activity which conflicts with its obligations towards the Procuring and Disposing Entity under the contract. It shall not commit the Procuring and Disposing Entity without its prior written consent, and shall, where appropriate, make this obligation clear to third parties.

Indemnification

- 29.1 At its own expense, the Provider shall indemnify, protect and defend, the Procuring and Disposing Entity, its agents and employees, from and against all actions, claims, losses or damage arising from any act or omission by the Provider in the performance of the Services, including any violation of any legal provisions, or rights of third parties, in respect of patents, trademarks and other forms of intellectual property such as copyrights.
- 29.2 At its own expense, the Provider shall indemnify, protect and defend the Procuring and Disposing Entity, its agents and employees, from and against all actions, claims, losses or damages arising out of the Provider's failure to perform its obligations provided that:
- (a) the Provider is notified of such actions, claims, losses or damages not later than 30 days after the Procuring and Disposing Entity becomes aware of them;
 - (b) the ceiling on the Provider's liability shall be limited to an amount equal to the contract value, but such ceiling shall not apply to actions, claims, losses or damages caused by the Provider's wilful misconduct;
 - (c) the Provider's liability shall be limited to actions, claims, losses or damages directly caused by such failure to perform its obligations under the contract and shall not include liability arising from unforeseeable occurrences incidental or indirectly consequential to such failure.

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- 29.3 The aggregate liability of the Provider to the Procuring and Disposing Entity shall not exceed the total contract value or such other amount specified in the SCC.
- 29.4 The Provider shall have no liability whatsoever for actions, claims, losses or damages occasioned by:
- a) the Procuring and Disposing Entity omitting to act on any recommendation, or overriding any act, decision or recommendation, of the Provider, or requiring the Provider to implement a decision or recommendation with which the Provider disagrees or on which it expresses a serious reservation; or
 - b) the improper execution of the Provider's instructions by agents, employees or independent contractors of the Procuring and Disposing Entity.
- 29.5 The Provider shall remain responsible for any breach of its obligations under the contract for such period after the Services have been performed as may be determined by the law governing the contract.

Insurance to be Taken Out by the Provider

- 30.1 The Provider shall take out, maintain and shall cause any Sub-contractors to take out and maintain, at their own cost insurance coverage against the risks and on terms and conditions approved by the Procuring and Disposing Entity as shall be specified in the SCC.
- 29.2 The Provider shall at the Procuring and Disposing Entity's request, provide evidence to the Procuring and Disposing Entity showing that such insurance has been taken out and maintained.

Accounting, Inspection and Auditing

- 31.1 The Provider shall keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with internationally accepted accounting principles and in such form and detail as will clearly identify all relevant time charges and costs.

F Performance of the Services

Scope of Services

- 32.1 The Services to be provided shall be as specified in the Statement of Requirements in the Contract.
- 32.2 The Services shall be performed at such locations as are specified in the Statement of Requirements.

Provider's Personnel

- 33.1 The Provider shall employ and provide such qualified and experienced Personnel and Sub-contractors as are required to carry out the Services. The Provider shall be responsible for the performance of the Personnel.
- 33.2 If required by the Agreement, the Provider shall ensure that a manager, acceptable to the Procuring and Disposing Entity, takes charge of the performance of the Services.

Working hours of the Personnel

- 34.1 Where the Services are performed on a regular basis at the premises of the Procuring and Disposing Entity, the Provider shall work the hours agreed with the

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Procuring and Disposing Entity where not specified in the Statement of Requirements or the SCC.

Replacement of Personnel

- 35.1 If the Procuring and Disposing Entity requests the Provider to remove a person who is a member of the Providers staff or work force, stating the reasons, the Provider shall ensure that the person leaves the Site within seven days and has no further connection with the work in the Contract.

Performance Security

- 36.1 If so stated in the SCC, the Provider shall, within twenty-eight (28) days of the notification of contract award, provide a Performance Security for the due performance of the Contract in the amount and currency specified in the SCC or in a freely convertible currency acceptable to the Procuring and Disposing Entity.
- 36.2 The proceeds of the Performance Security shall be payable to the Procuring and Disposing Entity as compensation for any loss resulting from the Provider's failure to complete its obligations under the Contract.
- 36.3 The Performance Security shall be in one of the forms stipulated by the Procuring and Disposing Entity in the SCC, or in another form acceptable to the Procuring and Disposing Entity.
- 36.4 The Performance Security shall be discharged by the Procuring and Disposing Entity and returned to the Provider not later than twenty-eight (28) days following the date of completion of the Provider's performance obligations under the Contract, unless specified otherwise in the SCC.

Section 8 Special Conditions of Contract

| GCC clause reference | Special Conditions of Contract |
|----------------------|--|
| | The Procurement Reference Number is: BOU/NCONS/24-25/00079 |
| GCC 1.2(e) | Eligible Countries: The Eligible Countries are those listed in Section 5 of the Bidding Document. |
| GCC 3.1(f) | The other documents forming part of the Contract are: A copy of Specifications or Terms of Reference The Providers Bid The Price schedule submitted by the provider |
| GCC 3.4 | Authorised Representatives: The Authorised Representatives are: For the Procuring and Disposing Entity: The Director, Procurement and Disposal Department 3rd Floor, New Building Room 3E 05 Bank of Uganda Headquarters Plot 37/45 Kampala Road, P.O. Box 7120, Kampala Email: procurement @bou.or.ug For the Provider |
| GCC 4.1 | Law: The Governing Law shall be the Law of Uganda. |
| GCC 5.1 | Language: The language of the contract shall be English. |
| GCC 6.1 | For notices , the Procuring and Disposing Entity's address shall be: For the Procuring and Disposing Entity: The Director, Administrative Services Department Bank of Uganda Headquarters Plot 37/45 Kampala Road, P.O. Box 7120, Kampala For notices , the Provider's address shall be: Attention: Street Address: Floor/Room number: Town/City: |

Part 3: Section 8 Special Conditions of Contract

| GCC clause reference | Special Conditions of Contract |
|----------------------|--|
| | PO Box: Country: Telephone: Facsimile number: Email address: |
| GCC 17.2 | Dispute settlement: The Dispute settlement shall be the Arbitration and Conciliation Act 2000 of Uganda. |
| GCC 18.1 | Liquidated Damages shall apply. The liquidated damage shall be: 0.1% per week The maximum amount of liquidated damages shall be: 0.5% of the total contract price. |
| GCC 19.1 | Commencement: The Period within which Services shall have commenced following the date of the Agreement is: a) Headquarters, Bank Clinic, Jinja, Mbale, Mbarara, Kabale, Gulu Branches - April 1, 2025 b) Fort Portal – March 17, 2025 c) Masaka & Arua – July 1, 2025 d) Lira Currency Technical Centre October 1, 2025. |
| GCC 20.1 | Completion: The Services shall be completed by/shall be performed for a period of: an initial period of two (2) years renewable once for a further period of one (1) year at the Bank’s discretion and upon satisfactory performance. |
| GCC 22.2 | Excluded costs: The following costs are excluded from the Contract Price: N/A |
| GCC 22.3 | Payment Schedule: The payment schedule shall be: Monthly upon submission of invoice and verified supporting documents |
| GCC 24.2 | Documentation for Payment: The following documentation shall be required to support invoices requesting payments: i. A cleaning report approved by the user ii. An original Tax Invoice verified by the user. iii. A copy of the contract |
| GCC 24.3 | Payment Period: Payment shall be made by the Procuring and Disposing Entity within thirty (30) working days of receipt and approval of the invoice and the relevant documents specified in Clause 24.2. |
| GCC 25.1 | An Advancement Payment Guarantee shall not be required. |
| GCC 26.4(b) | The Procuring and Disposing Entity’s prior approval: The Procuring and Disposing Entity’s prior approval is also required for: I. Use of any cleaning Chemicals, II. Use of cleaning Equipment and |

Part 3: Section 8 Special Conditions of Contract

| GCC clause reference | Special Conditions of Contract |
|----------------------|---|
| | III. Access by all staff of the service provider to Bank premises. |
| GCC 29.3 | Total Liability: The total liability under the Contract shall be |
| GCC 30.1 | Insurance taken out by Provider: The risks and coverage shall be: a. Employer's liability and workers' compensation b. Professional liability c. Loss or damage to equipment and property |
| GCC 34.1 | Working hours: The working hours for the Provider shall be: 6:00am to 6:00pm on working days (Monday to Friday excluding public holidays) |
| GCC 36.1 | Performance Security: A Performance Security shall not be required. The amount and currency of the Performance Security is: N/A |
| GCC 36.3 | Form of Performance Security: The forms of acceptable Performance Security are: N/A |
| GCC 36.4 | Discharge of Performance Security: The Performance Security shall be discharged: N/A |

Part 3: Section 9: Contract Form

Section 9. Contract Forms

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Part 3: Section 9: Contract Form

Agreement
For Lump Sum Contracts

Procurement Reference No: _____
This Agreement is made the ____ day of the month of _____, _____,
between _____ of
(hereinafter called the “Procuring and Disposing Entity”) and
_____ of _____
(hereinafter called the “Provider”).

WHEREAS

- (a) the Procuring and Disposing Entity has requested the Provider to provide certain services (hereinafter called the “Services”) as defined herein and attached to this Contract;
- (b) the Provider having represented to the Procuring and Disposing Entity that it has the required skills, personnel and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

- 1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract referred to.
- 2. In consideration of the payments to be made by the Procuring and Disposing Entity to the Provider as indicated in this Agreement, the Provider hereby covenants with the Procuring and Disposing Entity to provide the Services in conformity in all respects with the provisions of the Contract.
- 3. The Procuring and Disposing Entity hereby covenants to pay the Provider in consideration of the provision of the Services, the Contract Price of _____ or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

Signed by _____ (for the Procuring and Disposing Entity)
Name: _____ Authorised Representative
Position: _____

In the presence of:
Name: _____ Position: _____

Signed by _____ (for the Provider)
Name: _____ Authorised Representative
Position: _____

In the presence of:
Name: _____ Position: _____

Part 3: Section 9: Contract Form

Appendices

Appendix A Statement of Requirements

Appendix B Breakdown of Contract Price in Uganda Shillings

| Activity | Input Qty | Unit of measure | Unit Price | Total Price |
|-----------------------------|-----------|-----------------|------------|-------------|
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| Total Contract Price | | | | |