



Tender Specifications

Public procurement contract for the provision of consultancy services to carry out a regulatory impact assessment study for the National ICT policy with a focus on digital transformation and the improvement of the operations and capacity of stakeholders and the e-waste main collection center to collect, store, re-purpose and recycle e-waste in Uganda.

Negotiated procedure without prior publication

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Table of content

1	Technical Specifications.....	6
1.1	Requirements for the services and the deliverables.....	6
1.2	Requirements for the resources	18
1.2.1	Human Resources.....	18
1.2.1.1	Selection and composition of the team	18
1.2.1.2	Qualifications of the team.....	19
1.2.1.3	Management of the team	21
1.2.1.4	Deployments of the Team	21
1.2.2	Other resources and Logistics	23
2	General provisions.....	24
2.1	Derogations from the General Implementing Rules	24
2.2	Contracting authority	24
2.3	Institutional setting of Enabel	24
2.4	Rules governing the procurement contract	25
2.5	Definitions	26
2.6	Processing of personal data by the contracting authority and confidentiality.....	28
2.6.1	Processing of personal data by the contracting authority	28
2.6.2	Confidentiality	28
2.7	Deontological obligations.....	28
2.8	Applicable law and competent courts.....	30
3	Modalities of the contract.....	31
3.1	Type of contract	31
3.2	Scope of the contract	31
3.2.1	Subject-matter.....	31
3.2.2	Lots	31
3.2.3	Items.....	31
3.2.4	Variants.....	31

3.3 Duration of the contract.....	32
4 Special contractual provisions.....	33
4.1 Managing official (Art. 11).....	33
4.2 Subcontractors (Art. 12 to 15).....	34
4.3 Confidentiality (art. 18)	34
4.4 Protection of personal data.....	35
4.4.1 Processing of personal data by the contracting authority	35
4.4.2 Processing of personal data by a subcontractor	35
4.5 Intellectual property (Art. 19 to 23)	36
4.6 Performance bond (Art. 25 to 33)	36
4.7 Conformity of performance (Art. 34)	38
4.8 Changes to the procurement contract (Art. 37 to 38/19).....	38
4.8.1 Replacement of the contractor (Art. 38/3)	38
4.8.2 Adjusting the prices (Art. 38/7)	39
4.8.3 Indemnities following the suspensions ordered by the contracting authority	39
during performance (Art. 38/12).....	39
4.8.4 Unforeseen circumstances	39
4.9 Preliminary technical acceptance (Art. 42)	40
4.10 Performance modalities (Art. 146 et seq.)	40
4.10.1 Deadlines and terms (Art. 147)	40
4.10.2 Place where the services must be performed and formalities (Art. 149)	40
4.11 Inspection of the services (Art. 150)	41
4.12 Liability of the service provider (Art. 152-153)	41
4.13 Zero tolerance Sexual exploitation and abuse	41
4.14 Means of action of the contracting authority (Art. 44-51 and 154-155)	41
4.14.1 Failure of performance (Art. 44).....	42
4.14.2 Fines for delay (Art. 46 and 154)	42
4.14.3 Measures as of right (Art. 47 and 155).....	42
4.15 End of the procurement contract	43

4.15.1	Acceptance of the services performed (Art. 64-65 and 156)	43
4.15.2	Invoicing and payment of services (Art. 66 to 72 – 160)	44
4.16	Litigation (Art. 73)	45
5	Procurement procedure	46
5.1	Type of procedure	46
5.2	Publication.....	46
3.2.1	Enabel publication	46
5.3	Information	46
5.4	Preparation and Submission of Tenders	47
5.4.2	Submission of tenders	49
5.4.3	Change or withdrawal of a tender that has already been submitted	49
5.5	Opening and evaluation of Tenders	50
5.5.1	Opening of tenderers	50
5.5.2	Evaluation of Tenders.....	50
5.5.2.1	Selection of tenderers	50
5.5.2.2	Qualitative and financial evaluation of tenders	51
5.5.2.1	Selection criteria.....	50
5.6	Award and Conclusion of Contract.....	53
5.6.1	Awarding the contract.....	53
5.6.2	Concluding the contract	53
6	Annexes	55
6.1	Technical documents.....	55
6.2	Contractual Documents.....	55
6.3	Procedural Documents – Tender Forms.....	56
6.3.1	ADMINISTRATIVE PROPOSAL.....	56
6.3.2	TECHNICAL PROPOSAL.....	69
6.3.3	FINANCIAL PROPOSAL	70

DEROGATIONS FROM THE GENERAL IMPLEMENTING RULES

Section 4, 'Specific contractual and administrative conditions' of these Tender Specifications (CSC/Cahier Spécial des Charges) holds the specific administrative and contractual provisions that apply to this public contract by way of derogation from the Royal Decree of 14.01.2013 or as a complement or an elaboration thereof.

These tender documents derogate from Art. 25-33 of the General Implementing Rules (see point 4.7 "Performance bond (Art. 25-33)"). This is motivated by the need to provide equal opportunity for local and international tenderers to participate with a view to increasing competition.

1 Technical Specifications

1.1 Requirements for the services and the deliverables

1.1.1 Technical methodology

The Contractor shall provide the services and the deliverables as specified hereafter by applying a technical methodology, which factors in the following aspects.

1.1.1.1 Project Background

The Study and Consultancy Fund (SCF) was created in 2002 with the main purpose to improve and accelerate the implementation of the Belgian-Ugandan Development Cooperation, as well as promoting evidence-based policy inputs and programming. It was closed in August 2020 after a period of 18 years of implementation. The Fund had an impact in terms of strengthening the institutional capacities in the priority sectors (Education and Health) as well as transversal themes (Gender, GBV, Climate change, environment). Thus, the Fund remains a relevant facility for the Government of Uganda, hence the formation of the Study and Expertise Fund.

The Study and Expertise Fund (SEF) is part of the Bridging Programme within the framework of the third Indicative Development Cooperation Programme (IDCP) 2012-2016 negotiated between the Government of Uganda and the Kingdom of Belgium. It is aimed at enhancing the institutional capacity of the Government of Uganda in evidence-based policy decision-making in the priority sectors, thereby improving the delivery of services at all levels.

SEF, therefore, draws lessons from the previous phase of SCF (Report of the Belgo-Ugandan Study and Consultancy Fund Impact Evaluation, 2019) and intends to maintain the positive aspects of being a flexible instrument, able to meet the urgent information and expertise needs, while narrowing down the scope to direct support to the Belgian Cooperation in specific thematic areas.

The Intervention shall support the ongoing sectoral interventions to implement innovative initiatives and mainstream the crosscutting themes including gender and social inclusion, gender-based violence, sexual and reproductive health and rights (SRHR), environment, climate change, and digitalization within their activities.

Project Objective;

The overall objective of the Intervention is to improve the service delivery of Ugandan institutions and organizations. It's aimed at enhancing the institutional capacity of the Government of Uganda in evidence-based policy decision-making in the priority sectors of the Belgian-Ugandan Development Cooperation with the following expected result:

Studies are conducted and expertise is mobilized to promote innovative opportunities in the priority sectors of the Belgian-Ugandan Development Cooperation.

Project Beneficiaries;

The Ministry of Finance, Planning and Economic Development is the key partner for the Ugandan – Belgian Cooperation. The Fund will be implemented in the priority sectors of the Belgian – Ugandan Cooperation listed below:

- 1) Ministry of Finance, Planning and Economic Development (MoFPED)
- 2) Ministry of Health (MoH)
- 3) Ministry of Education and Sports (MoES)
- 4) Ministry of Water and Environment (MoWE)
- 5) Ministry of Public Service (MoPS)
- 6) Ministry of Gender, Labour and Social Development (MoGLSD)
- 7) Ministry of Lands, Housing and Urban Development (MoLHUD)
- 8) Ministry of Information, Communication and Technology and National Guidance (MoICT & NG)

1.1.1.2 Specific requirements per lot:

The procurement procedure is divided into two lots and below are the specific requirements for each lot.

Lot 1: Provision of consultancy services to carry out a regulatory impact assessment study for the National ICT policy with a focus on digital transformation.

Background Information

The Study and Expertise Fund (SEF-Uganda) is a flexible and convenient tool for rapidly responding to information and expertise needs within the broad framework of Belgium and Uganda's development priorities. This intervention builds on ongoing sectoral initiatives to implement innovative initiatives and mainstream cross-cutting issues such as gender, gender-based violence, the environment, climate change, digitalization and social inclusion into action. Tender Specifications – Procurement procedure reference UGA21002-10014

The rapid spread and scale-up of digital technologies and services has created new opportunities for sustainable development and inclusive growth in the world but has also deepened the 'digital divide' that individuals are facing.

The Government of Uganda through the Ministry of ICT and National Guidance is implementing a Digital Transformation programme. The Regulatory Impact assessment study will help to assess the positive and negative effects of proposed and existing regulations and non-regulatory alternatives. In addition, analytical studies will help prepare future country portfolios to align interventions within the Ugandan government with Belgium's development policy priorities.

The RIA study conducted will provide relevant information and support at a contextually-adapted strategic level to make decisions to be taken in relation to the strategic selection of new portfolios. Regulation is fundamental to the governance of complex, open and diverse societies and economies. The regulatory process enables policymakers to balance competing interests and is essential to the development of democracies and modern nations. It has expanded to other areas depending on the subject and complexity of economic and social activities. The emergence of regulatory reform and deregulation in the 1970s was the first explicit and sustained attempt to understand the nature of regulation and its limitations as a policy tool. As more was learned about the nature of regulatory tools in the 1980s and 1990s, deregulation gave way to regulatory reform, then to regulatory control, and more recently to forward-looking regulatory quality improvement.

The extensive literature on this subject indicates that there is no general definition of RIA from a purely conceptual point of view. It is understood as an administrative mandate or policy analysis tool for determining the costs of regulation in a particular economic sector (Fischer, Miller and Sidney 2007; De Francesco, Radaelli and Troeger 2012). Typically, such analysis is followed by a process aimed at reducing the regulatory "burden" on actors in a particular sector, thereby improving the country's competitiveness (Kirkpatrick and Parker 2007). From the World Bank's perspective, RIAs are "tools that help policymakers ask systematic questions about the consequences of different policy options and government interventions" (World Bank 2010b). The result of this process is an assessment report that provides high-quality evidence for comparing different policy options (World Bank 2010a).

Rationale of the assignment;

The current policy development process requires the undertaking of a Regulatory Impact Assessment (RIA) Study to guide the policy development process.

The RIA is a methodical assessment of the best policy option for addressing the identified problem or issue, it helps decision makers in undertaking informed decisions. It is an analysis of the costs and benefits associated with the introduction of new policies, laws, or regulations.

As a tool to inform policy-making, RIAs improve the information provided to the decision-making process and make an important contribution to rational, evidence-based policy-making. The Government of Uganda has adopted a “Guide to Good Regulation” document for policy development, calling for mandatory impact assessments of national policies, laws and regulations. Therefore, political solutions adopted by governments should best address economic and social problems and imposes the least burden on all concerned.

In order to provide effective policy guidance to the sector in the drive to digital transformation, an ICT sector gap analysis was undertaken by the Ministry of ICT&NG in 2019. The recommendation of the gap analysis report was to review and consolidate the existing numerous ICT policies into one National ICT policy resulting into a national thrust policy instrument to guide the adoption of ICT technology in the digital transformation of the country including the expansion of Government automation and fast tracking of the provision of online services. The goal is to create an enabling ICT environment for digital transformation and ultimately improve service delivery in the country and beyond its borders.

It is against this background that the Management of the Ministry constituted a Project Implementation Team (PIT) constituting of Heads of Department to undertake the Regulatory Impact Assessment (RIA) for the National ICT Policy, assisted by Facilitators, consultants and officers from relevant agencies including cabinet secretariat.

The Ministry hence seeks support to complete the Regulatory Impact Assessment (RIA) process for the development of the National ICT Policy with the ultimate goal to create a holistic enabling policy environment to enhance digital transformation in the country.

Objective of the assignment;

The overall objective of this study is to carry out a comprehensive assessment of the best policy options to address the problem of digitalization in Uganda to help decision makers in undertaking informed policy decisions and the undertaking of the requisite strategic interventions.

Specific Objectives;

Tender Specifications – Procurement procedure reference UGA21002-10014

- 1) To comprehensively study the impact of strategic ICT policy options.
- 2) To assess and identify strategic ICT policy options (both regulatory and non-regulatory).
- 3) Identify alternative ICT policy options for achieving the desired strategic and regulatory changes.
- 4) To undertake comprehensive consultations amongst stakeholders on strategic ICT policy options.
- 5) Determine whether the benefits of the strategic ICT policy options justify the costs.

Scope of the assignment;

To carry out an analysis of the current ICT ecosystem to guide the development of the National ICT Policy in its focus on digital transformation, the institutions shall include these stakeholders among all relevant sectors nationally; Parliament ICT Committee, all Ministry's, local Government representatives, all MDA's in the ICT Sector (NITA-U, UCC, POSTA-U, UICT, UBC), Telecom operators association, private sector foundation, Consumers Association, media association, Innovators, Youth Council, People with disabilities, Uganda manufacturers Association, council for science and technology, NGOS forum.

Tasks;

The tasks shall be carried out in three stages; inception phase, implementation phase and reporting phase all incorporated as specified below:

Phase 1: Inception phase

Design and develop data collection instruments

The contractor shall work with the Ministry of ICT and National Guidance to determine a sample size of respondents from the different institutions among all the relevant sectors nationally to the level of accuracy required for the assessment/study.

1) Design and development of assessment tools;

The contractor shall design and develop an assessment tool/guide in line with the requirements of the Ministry of ICT and National Guidance. The assessment tool shall be submitted to the Fund Management Team and sector experts in draft form. The fund management team in liaison with MOICT & NG shall review and provide comments. The contractor shall therefore resolve the comments from the MOICT & NG and Fund Management Team and prepare the final assessment tool. The SEF team shall approve and accept the assessment tool and return it to the consultant for eventual use in data collection.

The assessment tool shall be accepted if:

- It defines a proper methodology and approach for data collection
- It has incorporated the feedback given by the SEF team and the ministry of Ministry of ICT and National Guidance

2) Validation of stakeholder mapping;

The contractor shall validate key stakeholders and develop a stakeholder engagement strategy in line with the objectives of the study.

3) Compilation of the inception report;

The contractor shall prepare an inception report, outlining the contractors understanding of the assignment from conceptual level to the anticipated outcomes. The report shall include a refined methodology, approach and a detailed work plan for executing the assignment.

Deliverables:

- 1) An assessment tool/guide designed in line with the requirements of the Ministry of ICT and National Guidance.
- 2) A report presenting the analysis of stakeholders.
- 3) Approved Inception Report
- 4) Approved Implementation plan, detailed methodology and approach for data collection

Phase 2: Implementation phase

Data collection, processing and analysis

The contractor shall use a mixed approach and tools to collect, process and analyse both the quantitative and qualitative data which details shall be included in the technical proposal.

Validation of the findings

The contractor shall prepare the various reports under this activity and shall present the findings to a wider group of stakeholders at different stages for validation. Inputs from the validation workshop shall be incorporated in the final report.

Deliverables:

- 1) A report addressing the issue or opportunity targeted by the policy.
- 2) A report providing a thorough review of the policy options.
- 3) A comprehensive report of the Regulatory Impact Assessment (RIA) findings, recommendations, and outcomes from public consultations.

A report with the above-specified requirements shall be submitted to SEF Team in draft form upon completion of the data collection and processing activity. The SEF Team Project in liaison with Ministry of ICT and National Guidance shall review and provide comments on the draft report. The contractor shall therefore resolve the comments from the SEF Team and prepare the final report for submission. The SEF team shall approve and accept the final report.

The report shall fulfil the requirements set in the deliverables listed above.

Phase 3: Reporting phase

Reporting and Dissemination

The contractor shall prepare the final report for the activity using the data and information gathered from the assessment exercise and thereafter disseminate the information to the users and various stakeholders. The dissemination shall be online and face-to-face meetings. In these meetings, the users will provide feedback on the reports before they are finalized.

This activity shall be arranged in collaboration with MoICT and National Guidance and the SEF teams. The presentation shall be reviewed and approved by Enabel in collaboration with the MoICT and National Guidance. Face to face meetings and/or online sessions shall be arranged for the key stakeholders as shall be identified by the MoICT and National Guidance during the assessment phase.

The Ministry of ICT and National Guidance will undertake the dissemination of the final Regulatory Impact Assessment report through various channels including Cabinet memo's, press releases, websites, webinars, workshops, and social media communications.

Deliverables:

- 1) Approved final report in both soft and print form (Five copies of the printed report shall be expected).
- 2) Face to face meetings and/or online dissemination of the Final Report of the findings.

Acceptance Procedure:

After approval and acceptance of the findings, the SEF team shall issue a completion certificate.

Lot 2: Provision of consultancy services for the improvement of the operations and capacity of stakeholders and the e-waste main collection centre to collect, store, re-purpose and recycle e-waste in Uganda.

Background information

The Study and Expertise Fund (SEF-Uganda) is a flexible and convenient tool for rapidly responding to information and expertise needs within the broad framework of Belgium and Uganda's development priorities. This intervention builds on ongoing sectoral initiatives to implement innovative initiatives and mainstream cross-cutting issues such as gender, gender-based violence, the environment, climate change, digitalization and social inclusion into action.

Global e-waste studies indicate that in 2019, the world generated 53.6 Mt. The reports also predicted that the generation of e-waste will reach 74 Mt globally by 2030. This is almost double the amount in 16 years from 2014; e-waste will hence become the most rapidly growing domestic waste stream across the globe. This is mainly due to shorter life cycles, frequent changes in technology, shorter life spans, changes in customer behaviour and limited options for repair for electronic and electrical equipment (EEE).

In the year 2019 statistics showed that Asia topped the generation of e-waste with 24.9 Mt, accompanied by the America with 13.1 Mt, Europe with 12 Mt, Africa and Oceania with 2.9 Mt and 0.7 Mt respectively. Only 17.4% (9.3Mt) of the global e-waste was collected and accounted for, whereas 82.6% (44.3 Mt) was speculative and its environmental and human health impact unverified across the globe. It is against this background that MoICT & NG seeks to undertake interventions to operationalise the management of e-waste materials in the country.

Rationale of the assignment

Poorly disposed e-waste can lead to severe human health and environmental hazards due to highly toxic substances like mercury (cancerous mercury) and lead (lead poisoning). In order to mitigate the danger of this happening, there is need to operationalise e-waste management practices through implementation of comprehensive procedures for e-waste collection and recycling to manage the country's stream of e-waste hence safeguard the nation's population and environment.

Justification of the assignment

The MoICT & NG in Uganda in 2022 conducted a baseline survey of e-waste as well as a gap

analysis on the National E-Waste Management Policy, 2012. The baseline survey identified several challenges facing e-waste management, including weak enforcement of e-waste standards, insufficient e-waste infrastructure, low awareness of e-waste and its dangers, and gaps in the legal and regulatory framework for e-waste management. In addition, the gap analysis identified several gaps in the policy and its implementation and made recommendations to address them. For instance, it was recommended to include missing stakeholders in the policy and align roles of stakeholders with their mandates. Despite all these strategies put in place to address the rapid development in accumulation of e-waste throughout the county, the pile of e-waste stream has continued to remain a challenge.

To address the above challenges, the Government of Uganda put in place legal, regulatory, and institutional frameworks to facilitate adequate and sustainable e-waste management. These policies have been instituted in different instruments. These include the National Environment Act, 2019, the National Environment waste management Regulations 2020, the E-Waste Management Policy 2012, the E-Waste Management Strategic Plan, and the E-Waste Guidelines 2016. All the e-waste policy frameworks highlight the requirement for an e-waste handling facility.

Objective of the assignment

The study is intended to improve operations and capacity of stakeholders and the e-waste main collection centre to collect, store, re-purpose and recycle e-waste so as to safeguard the health of persons and the environment and improve knowledge and proper management of electronic waste for sustainable development.

The specific objectives of this assignment are to:

- 1) To assess the readiness and needs of the e-waste main collection centre to re-purpose and recycle e-waste materials.
- 2) To ascertain the infrastructure and process requirements for the collection centres to store, re-purpose and recycle e-waste materials.
- 3) To conduct civic education and streamline the composition and roles of all stakeholders involved in e-waste management.
- 4) To build the human capacity of the main collection centre and stakeholders for proper e-waste management.

Scope of the assignment

To carry out an analysis of the current ICT ecosystem to guide the development of the National ICT Policy in its focus on digital transformation. Institutions will include stakeholders among all

relevant sectors nationally these are; Parliament ICT Committee, Local Government representatives, all MDAs in the ICT Sector (NITA-U, UCC, POSTA-U, UICT, UBC), Telcom operators association, private sector foundation, Consumers Association, media association, Innovators, Youth Council, People with disabilities, Uganda manufacturers Association, council for science and technology, NGOS forum.

Tasks;

The tasks shall be carried out in three stages; inception phase, implementation phase and reporting phase all incorporated as specified below:

Phase 1: Inception phase

Design and develop data collection instruments

The contractor shall work with the Ministry of ICT and National Guidance to determine a sample size of respondents from the different institutions among all the relevant sectors nationally to the level of accuracy required for the assessment/study. The contractor shall also design and develop an assessment tool/guide in line with the requirements of Ministry of ICT and National Guidance.

The assessment tool shall be submitted to the Fund Management Team and sector experts in draft form. The fund management team in liaison with MOICT & NG shall review and provide comments. The contractor shall therefore resolve the comments from the MOICT & NG and Fund management team and prepare the final assessment tool. The SEF team shall approve and accept the assessment tool and return it to the consultant for eventual use in data collection.

The assessment tool shall be accepted if:

- It defines a proper methodology and approach for data collection
- It has incorporated the feedback given by the SEF team and the ministry of Ministry of ICT and National Guidance

Conduct a needs and readiness assessment of the main collection centre

The contractor shall carry out a needs and readiness assessment of the main collection centre to store, re-purpose and recycle e-waste materials. The assessment will include storage capacity, human resource (adequacy and training), financial resources, administration and governance structures, market availability of the finished products and possibilities of partnerships and collaborations.

Assessment of infrastructure and processes needs of the collection centre

Tender Specifications – Procurement procedure reference UGA21002-10014

The contractor shall identify the infrastructure and processes needs of the collection centre based on the procedures to be undertaken in e-waste management. This will include among others a large ware house for storage and processing of e-waste materials as well as a recycling plant and requisite machinery that will be used for recycling e-waste materials.

Conduct stakeholder mapping and analysis of e-waste management

The contractor shall undertake stakeholder mapping and analysis of the different roles in e-waste management.

Build capacity of staff at the main collection centre and stakeholders

Based on the capacity gaps identified from the needs assessment, several activities shall be designed to build capacity of the staff at the main collection centre to, store, re-purpose and recycle e-waste materials. Capacity gaps among policy developers require to be addressed in order to ensure the development of ideal legislations, regulations and monitoring of e-waste management, studies in ideal and advanced jurisdictions require to be undertaken to update Government staff with requisition experience, exposure and tools to provide national governance of this new and emerging threat to the environment.

Compilation of the inception report;

The contractor shall prepare an inception report, outlining the contractors understanding of the assignment from conceptual level to the anticipated outcomes. The report shall include a refined methodology, approach and a detailed work plan for executing the assignment.

Deliverables:

- 1) An assessment tool designed in line with the requirements of the Ministry of ICT and National Guidance.
- 2) Approved Inception Report
- 3) Approved Implementation plan, detailed methodology and approach for data collection

Phase 2: Implementation phase

Data collection, processing and analysis

The contractor shall use a mixed approach and tools to collect, process and analyse both the quantitative and qualitative data which details shall be included in the technical proposal.

Validation of the findings

The contractor shall prepare the various reports under this activity and shall present the findings to a wider group of stakeholders at different stages for validation. Inputs from the validation workshop shall be incorporated in the final report.

Deliverables:

- 1) E-waste steering committee workplan and budget for implementation of e-waste policy.
- 2) Training reports on e-waste management.
- 3) Needs and readiness Assessment report for the main collection centre.
- 4) Infrastructure and process requirements report for the main e-waste collection centre.
- 5) Training Report for capacity building of staff and stakeholders of main e-waste collection centre
- 6) A comprehensive report of the assessment findings, recommendations, and outcomes from public consultations.

A report with the above-specified requirements shall be submitted to SEF Team in draft form upon completion of the data collection and processing activity. The SEF Team Project in liaison with Ministry of ICT and National Guidance shall review and provide comments on the draft report. The contractor shall therefore resolve the comments from the SEF Team and prepare the final report for submission. The SEF team shall approve and accept the final report.

The report shall fulfil the requirements set in the deliverables listed above.

Phase 3: Reporting phase**Reporting and Dissemination**

The contractor shall prepare the final report for the activity using the data and information gathered from the assessment exercise and thereafter disseminate the information to the users and various stakeholders. The dissemination shall be online and face-to-face meetings. In these meetings, the users will provide feedback on the reports before they are finalized.

This activity shall be arranged in collaboration with MoICT and National Guidance and the SEF teams. The presentation shall be reviewed and approved by Enabel in collaboration with the MoICT and National Guidance. Face to face and/or online sessions shall be arranged for the key stakeholders as will be identified by the MoICT and National Guidance during the assessment phase.

Deliverables:

- 1) Approved final report in both soft and print form (Five copies of the printed report shall be expected).
- 2) Face to face meetings and/or online dissemination of the Final Report of the findings.

Tender Specifications – Procurement procedure reference UGA21002-10014

Acceptance Procedure:

After approval and acceptance of the findings, the SEF team shall issue a completion certificate.

1.2 Requirements for the resources**1.2.1 Human Resources****1.2.1.1 Selection and composition of the team**

Lot 1	1 coordinator/team leader A pool of minimum3 - maximum of 4 experts
Lot 2	1 coordinator/team leader A pool of minimum3 - maximum of 4 experts

For each of the lots, the contractor shall be responsible to present a pool of key experts that shall cover all contents of this contract. The contractor shall be responsible for selecting a coordinator/team leader and the individual expert out of his pool for delivering the outputs of the specific service requests of the contract.

Coordinator/team leader

For each of the lots, the Contractor shall identify a coordinator/team leader within its organisation who shall be the single point of contact for all administrative and operational communication with the Contracting Authority. The single point of contact and if necessary, his/her replacement must fulfil the requirements set in the terms of reference. Similarly, the Contracting Authority will designate contact persons.

All communications and exchange of information between the Contracting Authority and the Contractor during the contract period shall be held in writing or email, in English, and be addressed to the Contractor's single point of contact and to the contact person in the Contracting Authority respectively.

The coordinator shall need to closely collaborate with the Contracting Authority ensuring that the quality of the assignment meets the standards set. In addition, he/she shall safeguard that the requirements as described in this tender are being kept.

Individual Experts

The Contractor shall be responsible for selecting the individual expert(s) for delivering the outputs of the specific activities of the contract. However, each individual expert will require all

the skills and expertise, as specified in the qualifications section below.

1.2.1.2 Qualifications of the team

Lot 1: Provision of consultancy services to carry out a regulatory impact assessment study for the National ICT policy with a focus on digital transformation.

Mandatory requirements for the coordinator/team leader

- Master's degree (or equivalent) in Computer Science, Information Technology, Information Systems or any other related field.
- Bachelor's degree in Computer Science, Information Technology, Information Systems or any other related field.
- At least ten (10) years' working experience in Systems Design, Development Analysis and management of ICT systems and projects.
- At least five (5) years' experience in the areas of ICT policy, regulation and legislation.
- Knowledge and experience working in the Public Sector.
- Experience in conducting research on recent and emerging regulatory issues such as ICT services across government sectors.
- Excellent communication and facilitation skills
- Is able to write visually, convincingly, succinctly, attractively and inspirationally.
- Have proficiency in English language;
- Is aware of assessment methods;
- Excellent report writing skill.

Mandatory requirements for the Individual Expert

- Bachelor's degree in Computer Science, Information Technology, Information Systems or any other related field.
- At least five (5) years' working experience in Systems Design, Development Analysis and management of ICT systems and projects.
- At least three (3) years' experience in the areas of ICT policy, regulation and legislation.
- Knowledge and experience working in the Public Sector.
- Experience in conducting research on recent and emerging regulatory issues such as ICT services across government sectors.
- At least seven years of experience in research and data analytics
- Advanced computer skills including Microsoft Office and web-based applications;
- Proven ability to deliver quality output working under tight deadlines;

Tender Specifications – Procurement procedure reference UGA21002-10014

- Excellent communication and facilitation skills;
- Ability to communicate effectively and facilitate discussions at the senior level with government officials;
- Strong and proven research and analytical skills.
- Excellent English language skills (both written and oral).
- Is aware of assessment methods
- Excellent report writing skill.

Lot 2: Provision of consultancy services for the improvement of the operations and capacity of stakeholders and the e-waste main collection centre to collect, store, re-purpose and recycle e-waste in Uganda.

Mandatory requirements for the coordinator/team leader

- Master’s degree (or equivalent) in Physics, Chemistry, Electrical Engineering, Environmental Sciences, Computer Science or any other related field.
- Bachelor’s degree in Computer Science, Environment, Electrical Engineering or any other related field.
- At least ten (10) years’ working experience in e-waste management, analysis and management of ICT systems and projects.
- At least five (5) years’ experience in the areas of e-waste management, regulation and legislation.
- Knowledge and experience working in the Public Sector.
- Experience in conducting research on recent and emerging regulatory issues such as e-waste, ICT services, environmental issues across government sectors.
- Is familiar with assessment methods.
- Excellent communication and facilitation skills and report writing skills
- Is able to write visually, convincingly, succinctly, attractively and inspirationally.
- Proficiency in English language.

Mandatory requirements for the Individual Expert

- Bachelor’s degree in Computer Science, Environment, Electrical Engineering or any other related field.
- At least five (5) years’ working experience in e-waste management, analysis and management of ICT systems and projects.
- At least three (3) years’ experience in the areas of e-waste management, regulation and legislation.
- Knowledge and experience working in the Public Sector.

- At least five years of experience in research and data analytics
- Advanced computer skills including Microsoft Office and web-based applications;
- Proven ability to deliver quality output working under tight deadlines;
- Excellent communication and facilitation skills;
- Ability to communicate effectively and facilitate discussions at the senior level with government officials;
- Strong and proven research and analytical skills.
- Excellent English language skills (both written and oral).
- Is familiar with assessment methods
- Excellent report writing skill.

1.2.1.3 Management of the team

For each lot, during the implementation of the contract the contracting authority shall individually assess the performance of the key experts and conduct evaluation sessions to get feedback from the participants. The contracting authority reserves the right to reject an expert if his/her performance is not satisfactory to the contracting authority.

The contractor shall ensure that there is a back-up expert available in the pool. Should the expert become unavailable for more than 2 days for any reason, the back-up expert has to be provided at short notice. The back-up expert shall continue the implementation at the required standards. In case of unavailability of a team member, the Contractor shall ensure prompt replacement with at least the same level of qualifications as those of the Expert being replaced and who was initially proposed for the assignment in accordance with the Tender.

Efficient communication and sharing of experience must be put in place within the team.

1.2.1.4 Deployments of the Team

The contractor shall be responsible to present key experts that can cover all contents of this contract and shall know the particulars of the content of the contract and demonstrate expertise to deliver it within the estimated number of calendar days specified below.

Lot 1: Provision of consultancy services to carry out a regulatory impact assessment study for the National ICT policy with a focus on digital transformation.

S/N	Activity phase	Tasks	Duration of activity in calendar days
1.	Inception phase	Design and development of assessment tools	20

Tender Specifications – Procurement procedure reference UGA21002-10014

		Validation of stakeholder mapping	
		Compilation of the inception report	
2.	Implementation phase	Data collection, processing and analysis	100
		Validation of the findings	
		Compilation of the report	
3.	Reporting phase	Preparation of the final report and dissemination	60
Total number of calendar days			180 days

Lot 2: Provision of consultancy services for the improvement of the operations and capacity of stakeholders and the e-waste main collection centre to collect, store, re-purpose and recycle e-waste in Uganda.

S/N	Activity phase	Tasks	Duration of activity in calendar days
1.	Inception phase	Design and develop data collection instruments	20
		Conduct a needs and readiness assessment of the main collection centre	
		Assessment of infrastructure and processes needs of the collection centre	
		Conduct stakeholder mapping and analysis of e-waste management	
		Build capacity of staff at the main collection centre and stakeholders	
		Compilation of the inception report	
2.	Implementation phase	Data collection, processing and analysis	100
		Validation of the findings	
		Compilation of the report	
3.	Reporting phase	Preparation of the final report and dissemination	60
Total number of calendar days			180 days

1.2.2 Other resources and Logistics

The contractor shall be responsible for the provision of all the necessary equipment like laptops, stationery materials, projector, flip charts etc. the contractor shall also be responsible for the transportation, accommodation and provision of meals for the team during field research/assessment visits.

2 General provisions

2.1 Derogations from the General Implementing Rules

Chapter ‘Specific contractual and administrative conditions’ of these Tender Specifications (CSC/Cahier Spécial des Charges) holds the specific administrative and contractual provisions that apply to this public procurement contract as a derogation of the Royal Decree of 14.01.2013 or as a complement or an elaboration thereof.

2.2 Contracting authority

The contracting authority of this public procurement contract is Enabel, the Belgian development agency, public-law company with social purposes, with its registered office at Rue Haute 147, 1000 Brussels in Belgium (enterprise number 0264.814.354, RPM/RPR Brussels). Enabel has the exclusive competence for the execution, in Belgium and abroad, of public service tasks of direct bilateral cooperation with the partner countries. Moreover, it may also perform other development cooperation tasks at the request of public interest organisations, and it can develop its own activities to contribute towards realisation of its objectives.

For this procurement contract, Enabel is represented by person(s) who shall sign the award letter and are mandated to represent the organisation towards third parties.

2.3 Institutional setting of Enabel

The general framework of reference in which Enabel operates is:

- The Belgian Law on Development Cooperation of 19 March 2013¹;
- The Belgian Law of 21 December 1998 establishing the Belgian Technical Cooperation as a public-law company²;
- The Belgian Law of 23 November 2017 changing the name of the Belgian Technical Cooperation and defining the missions and functioning of Enabel, the Belgian development agency, published in the Belgian Official Gazette on 11 December 2017.

The following initiatives are also guiding Enabel in its operations: We mention as main examples:

- In the field of international cooperation: the United Nations Sustainable Development Goals and the Paris Declaration on the harmonisation and alignment of aid;

¹ Belgian Official Gazette of 30 December 1998, of 17 November 2001, of 6 July 2012, of 15 January 2013 and of 26 March 2013.
Belgian Official Gazette of 1 July 1999.

- In the field of the fight against corruption: the Law of 8 May 2007 approving the United Nations Convention against Corruption, adopted in New York on 31 October 2003², as well as the Law of 10 February 1999 on the Suppression of Corruption transposing the Convention on Combating Bribery of Foreign Public Officials in International Business Transactions;
- In the field of Human Rights: the United Nations' Universal Declaration of Human Rights (1948) as well as the 8 basic conventions of the International Labour Organisation³ on Freedom of Association (C. n°87), on the Right to Organise and Collective Bargaining (C. n°98), on Forced Labour (C. n°29 and 105), on Equal Remuneration and on Discrimination in Respect of Employment (C. n°100 and 111), on Minimum Age for Admission to Employment (C. n°138), on the Prohibition of the Worst Forms of Child Labour (C. n°182);
- In the field of environmental protection: The Climate Change Framework Convention in Paris, 12 December 2015;
- The first Management Contract concluded between Enabel and the Belgian federal State (approved by the Royal Decree of 17.12.2017, Belgian Official Gazette 22.12.2017) that sets out the rules and the special conditions for the execution of public service tasks by Enabel on behalf of the Belgian State.
- Enabel's Code of Conduct of January 2019, Enabel's Policy regarding sexual exploitation and abuse of June 2019 and Enabel's Policy regarding fraud and corruption risk management of June 2019;

2.4 Rules governing the procurement contract

- The following, among other things, applies to this public procurement contract:
- The Law of 17 June 2016 on public procurement contracts⁴;
- The Law of 17 June 2013 on justifications, notification and legal remedies for public procurement contracts and certain procurement contracts for works, supplies and services⁵;
- The Royal Decree of 18 April 2017 on the award of public procurement contracts in the classic sectors⁶;

² Belgian Official Gazette of 18 November 2008.

³ <http://www.ilo.org/ilolex/french/convdisp1.htm>.

⁴ Belgian Official Gazette 14 July 2016.

⁵ Belgian Official Gazette of 21 June 2013.

⁶ Belgian Official Gazette 9 May 2017.

- Royal Decree of 14 January 2013 establishing the General Implementing Rules for public procurement contracts and for concessions for public works⁷;
- Circulars of the Prime Minister with regards to public procurement contracts.
- All Belgian regulations on public procurement contracts can be consulted on www.publicprocurement.be.
- Enabel 's Policy regarding sexual exploitation and abuse – June 2019;
- Enabel's Policy regarding fraud and corruption risk management – June 2019;
- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation – 'GDPR'), and repealing Directive 95/46/EC.
- Law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data.;

All Belgian regulations on public contracts can be consulted on www.publicprocurement.be;

Enabel's Code of Conduct and the policies mentioned above can be consulted on Enabel's website via <https://www.enabel.be/content/integrity-desk>.

2.5 Definitions

The following definitions apply to this procurement contract:

The tenderer: An economic operator submitting a tender;

The contractor/ service provider: The tenderer to whom the procurement contract is awarded;

The contracting authority: Enabel, represented by the Resident Representative of Enabel in Uganda.

The tender: Commitment of the tenderer to perform the procurement contract under the conditions that he has submitted;

Days: In the absence of any indication in this regard in the Tender Specifications and the applicable regulations, all days should be interpreted as calendar days;

Procurement documents: Tender Specifications including the annexes and the documents they refer to;

⁷ Belgian Official Gazette 27 June 2017.

Technical specifications: A specification in a document defining the characteristics of a product or a service, such as the quality levels, the environmental and climate performance levels, the design for all needs, including accessibility for people with disabilities, and the evaluation of conformity, of product performance, of the use of the product, safety or dimensions, as well as requirements applicable to the product as regards the name by which it is sold, terminology, symbols, testing and test methods, packaging, marking or labelling, instructions for use, the production processes and methods at every stage in the life cycle of the supply or service, as well as the evaluation and conformity procedures;

Variant: An alternative method for the design or the performance that is introduced either at the demand of the contracting authority, or at the initiative of the tenderer;

Option: A minor and not strictly necessary element for the performance of the procurement contract, which is introduced either at the demand of the contracting authority, or at the initiative of the tenderer;

Inventory: The procurement document which splits up the performance in different items and specifies the quantity or the method to determine the price for each of them;

General Implementing Rules (GIR): Rules laid down in the Royal Decree of 14.01.2013 establishing the General Implementing Rules for public procurement contracts and for concessions for public works;

The Tender Specifications (Cahier spécial des charges/CSC): This document and its annexes and the documents it refers to;

Corrupt practices: The offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a procurement contract or performance of a procurement contract already concluded with the contracting authority;

Litigation: Court action.

Subcontractor in the meaning of public procurement regulations: The economic operator proposed by a tenderer or contractor to perform part of the contract. The subcontractor is understood as the economic operator with the capacity which the applicant or tenderer relies upon or to whom he entrusts all or part of his engagements.

Controller in the meaning of the GDPR: the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.

Sub-contractor or processor in the meaning of the GDPR: a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.

Recipient in the meaning of the GDPR: a natural or legal person, public authority, agency or another body, to which the personal data are disclosed, whether a third party or not.

Personal data: any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

2.6 Processing of personal data by the contracting authority and confidentiality

2.6.1 Processing of personal data by the contracting authority

The contracting authority undertakes to process the personal data that are communicated to it in response to the Call for Tenders with the greatest care, in accordance with legislation on the protection of personal data (General Data Protection Regulation, GDPR). Where the Belgian law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data contains stricter provisions, the contracting authority will act in accordance with said law.

2.6.2 Confidentiality

The tenderer or contractor and Enabel are bound to secrecy vis-à-vis third parties with regards to any confidential information obtained within the framework of this public contract and will only divulge such information to third parties after receiving the prior written consent of the other party. They will disclose this confidential information only among appointed parties involved in the assignment. They guarantee that said appointed parties will be adequately informed of their obligations in respect of the confidential nature of the information and that they shall comply therewith.

PRIVACY NOTICE OF ENABEL: Enabel takes your privacy serious. We undertake to protect and process your personal data with due care, transparently and in strict compliance with privacy protection legislation.

See also: <https://www.enabel.be/content/privacy-notice-enabel>

2.7 Deontological obligations

Any failure to comply with one or more of the deontological clauses may lead to the exclusion of the candidate, tenderer or contractor from other public procurement contracts for Enabel.

Tender Specifications – Procurement reference number: UGA21002-10014

For the duration of the procurement contract, the contractor and his staff respect human rights and undertake not to go against political, cultural or religious customs of the beneficiary country. The tenderer or contractor is bound to respect fundamental labour standards, which are internationally agreed upon by the International Labour Organisation (ILO), namely the conventions on union freedom and collective bargaining, on the elimination of forced and obligatory labour, on the elimination of employment and professional discrimination and on the abolition of child labour.

In accordance with Enabel's Policy regarding sexual exploitation and abuse, the contractor and his staff have the duty to behave in an irreproachable manner towards the beneficiaries of the projects and towards the local population in general. They must abstain from any acts that could be considered a form of sexual exploitation or abuse and they must abide by the basic principles and guidelines laid down in this policy.

Any attempt of a candidate or a tenderer to obtain confidential information, to proceed to illicit arrangements with competitors or to influence the evaluation committee or the contracting authority during the investigation, clarification, evaluation and comparison of tenders and candidates' procedure will lead to the rejection of the application or the tender.

Moreover, in order to avoid any impression of risk of partiality or connivance in the follow-up and control of the performance of the procurement contract, it is strictly forbidden to the contractor to offer, directly or indirectly, gifts, meals or any other material or immaterial advantage, of whatever value, to agents of the contracting authority who are concerned, directly or indirectly, by the follow-up and/or control of the performance of the procurement contract, regardless of their hierarchical rank.

The contractor of the procurement contract commits to supply, upon the demand of the contracting authority, any supporting documents related to the performance conditions of the contract. The contracting authority will be allowed to proceed to any control, on paperwork or on site, which it considers necessary to collect evidence to support the presumption of unusual commercial expenditure. Depending on the gravity of the facts observed, the contractor having paid unusual commercial expenditure is liable to have its contract cancelled or to be permanently excluded from receiving funds.

In accordance with Enabel's Policy regarding sexual exploitation and abuse of June 2019 and Enabel's Policy regarding fraud and corruption risk management complaints relating to issues of integrity (fraud, corruption, etc.) must be sent to the Integrity desk through the <https://www.enabelintegrity.be> website.

2.8 Applicable law and competent courts

The procurement contract must be performed and interpreted according to Belgian law.

The parties commit to sincerely perform their engagements to ensure the good performance of this procurement contract.

In case of litigation or divergence of opinion between the contracting authority and the contractor, the parties will consult each other to find a solution.

If agreement is lacking, the Brussels courts are the only courts competent to resolve the matter.

3 Modalities of the contract

3.1 Type of contract

This procurement contract is a direct services contract.

3.2 Scope of the contract

3.2.1 Subject-matter

This service procurement contract consists in the provision of consultancy services to carry out a regulatory impact assessment study for the National ICT policy with a focus on digital transformation and the improvement of the operations and capacity of stakeholders and the e-waste main collection center to collect, store, re-purpose and recycle e-waste in Uganda.

3.2.2 Lots

The procurement contract has 2 lots, each of which is indivisible. The tenderer may submit a tender for one lot or for all the lots. A tender for part of a lot is inadmissible.

The description of each lot is included in Part 1 of the Tender Specifications.

The lots are:

Lots	Description of the Lots
Lot 1	Provision of consultancy services to carry out a regulatory impact assessment study for the National ICT policy with a focus on digital transformation.
Lot 2	Provision of consultancy services for the improvement of the operations and capacity of stakeholders and the e-waste main collection center to collect, store, re-purpose and recycle e-waste in Uganda.

3.2.3 Items

For each lot, the procurement contract consists of the items stated in part 1 of the technical specification.

These items are pooled and form one single procurement contract. It is not possible to tender for one or several items and the tenderer must submit price quotations for all items of the procurement contract.

3.2.4 Variants

For each lot, each tenderer shall submit only 1 tender, Variants are not permitted.

Tender Specifications – Procurement reference number: UGA21002-10014

3.3 Duration of the contract

For each lot, this procurement contract starts the day following the inception meeting and shall last for a duration of 180 calendar days.

4 Special contractual provisions

This chapter of these Tender Specifications holds the specific provisions that apply to this public procurement contract as a derogation of the 'General Implementing Rules for public procurement contracts and for public works concessions' of the Royal Decree of 14 January 2013, hereinafter referred to as 'GIR', or as a complement or an elaboration thereof. The numbering of the articles below (between brackets) follows the numbering of the GIR articles. Unless indicated, the relevant provisions of the General Implementing Rules (GIR) apply in full. These Tender Specifications derogate from Article(s) 25-33 of the General Implementing Rules (see point 4.7 "Performance bond (Art. 25-33)").

4.1 Managing official (Art. 11)

The managing official is Ms. Elizabeth Nkwasire, e-mail: elizabeth.nkwasire@enabel.be

Once the procurement contract is concluded, the managing official is the main contact point for the service provider. Any correspondence or any questions with regards to the performance of the procurement contract will be addressed to him/her, unless explicitly mentioned otherwise in these Tender Specifications.

The managing official is responsible for the follow-up of the performance of the contract.

The managing official is fully competent for the follow-up of the satisfactory performance of the procurement contract, including issuing service orders, drawing up reports and states of affairs, approving the services, progress reports and reviews. (S)he may order any modifications to the procurement contract with regards to its subject-matter provided that they remain within its scope.

However, the signing of amendments or any other decision or agreement implying derogation from the essential terms and conditions of the procurement contract are not part of the competence of the managing official. For such decisions the contracting authority is represented as stipulated under the contracting authority.

Under no circumstances is the managing official allowed to modify the terms and conditions (e.g., performance deadline) of the contract, even if the financial impact is nil or negative. Any commitment, change or agreement that deviates from the conditions in the Tender Specifications and that has not been notified by the contracting authority, will be considered null and void.

4.2 Subcontractors (Art. 12 to 15)

The fact that the contractor entrusts all or part of his commitments to subcontractors does not relieve him of liability to the contracting authority. The latter does not recognise any contractual relation with third parties.

The contractor remains, in any case, solely liable to the contracting authority.

The service provider commits to having the procurement contract performed by the persons indicated in the tender, except for force majeure. The persons mentioned or their replacements are all deemed to effectively be involved in the performance of the procurement contract. Any replacements must be approved by the contracting authority.

When the contractor uses a subcontractor to carry out specific processing activities on behalf of the contracting authority, the same data protection obligations as those of the contractor are imposed on that subcontractor by contract or any other legal act.

In the same way, the contractor will respect and enforce to his subcontractors, the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation, GDPR). The contracting authority may conduct an audit of the processing carried out in order to validate compliance with this legislation.

4.3 Confidentiality (art. 18)

The knowledge and information gathered by the tenderer under the framework of this public contract is strictly confidential.

Under no circumstances can the information collected, regardless of its origin and nature, be transferred to third parties in any form.

The tenderer is therefore bound by the duty of discretion.

In accordance with Article 18 of the Royal Decree of 14 January 2013 establishing the general rules for public procurement, the tenderer undertakes to consider and process in a strictly confidential manner any information, all facts, any documents and/or any data, whatever their nature and support, which have been communicated to him, in any form and by any means, or to which he has access, directly or indirectly, in the context or on the occasion of this public contract. Confidential information covers, in particular, the very existence of this public contract, without this list being limited.

Therefore, he undertakes to:

- Respect and enforce the strict confidentiality of these elements and to take all necessary precautions in order to preserve their secrecy (these precautions cannot in any case be inferior to those taken by the tenderer for the protection of his own confidential information);
- Consult, use and/or exploit, directly or indirectly, all of the above elements only to the extent strictly necessary to prepare and, if necessary, to carry out this public contract (particularly in accordance with the privacy legislation with respect to personal data processing);
- Not reproduce, distribute, disclose, transmit or otherwise make available to third parties the above elements, in whole or in part, and in any form, unless having obtained prior and written consent of the contracting authority;
- Return, at the first request of the contracting authority, the above elements;
- In general, not disclose directly or indirectly to third parties, whether for advertising or any other reason, the content of this public contract.

4.4 Protection of personal data

4.4.1 Processing of personal data by the contracting authority

The contracting authority undertakes to process the personal data that are communicated to it in response to the Call for Tenders with the greatest care, in accordance with legislation on the protection of personal data (General Data Protection Regulation, GDPR). Where the Belgian law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data contains stricter provisions, the contracting authority will act in accordance with said law.

4.4.2 Processing of personal data by a subcontractor

PROCESSING OF PERSONAL DATA BY A CONTROLLER (RECIPIENT)

During contract performance, the contractor may process personal data of the contracting authority or in execution of a legal obligation.

For any processing of personal data carried out in connection with this public contract, the contractor is required to comply with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR) and the Belgian law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data.

By simply participating in the contracting process, the tenderer certifies that he will strictly comply with the obligations of the GDPR for any processing of personal data conducted in connection with that public contract.

Given the public contract, it is to be considered that the contracting authority and the contractor will each be responsible, individually, for the processing.

4.5 Intellectual property (Art. 19 to 23)

The contracting authority does not acquire the intellectual property rights created, developed or used during performance of the procurement contract.

Without prejudice to clause 1 and unless otherwise stipulated in the procurement documents, when the subject-matter of the procurement contract consists of the creation, manufacture or the development of designs or of logos, the contracting authority acquires the intellectual property thereof, as well as the right to trademark them, to have them registered and to have them protected.

For domain names created under the procurement contract, the contracting authority also acquires the right to register and protect them, unless otherwise stipulated in the procurement documents.

When the contracting authority does not acquire the intellectual property rights, it obtains a patent licence of the results protected by intellectual property law for the exploitation modes that are mentioned in the procurement documents.

The contracting authority lists the exploitation modes for which it intends to obtain a licence in the procurement documents.

4.6 Performance bond (Art. 25 to 33)

For each of the lots, The performance bond is set at 5 % of the total contract value, excluding VAT, of the procurement contract in case the contract value exceeds 50,000 Euros. The value thus obtained is rounded up to the nearest 10 euros.

In accordance with the legal and regulatory provisions, the performance bond may be constituted either of cash or of public funds or may take the form of a joint performance bond. The performance bond may also take the form of a surety bond issued by a credit institution meeting the requirements of the law on the statute and control of credit institutions.

As a derogation from Article 26, the performance bond may be posted through an establishment that has its registered office in one of the countries of destination of the services. The contracting

Tender Specifications – Procurement reference number: UGA21002-10014

authority maintains the right to accept or refuse the posting of the bond through that institution. The tenderer shall mention the name and address of this institution in the tender.

This derogation is founded on the idea of providing possible local tenderers with an opportunity to submit a tender. This measure is made essential by the specific requirements of the contract. The contractor must, within 30 calendar days from the day of procurement contract conclusion, furnish proof that he or a third party has posted the bond in one of the ways set out below:

1° in the case of cash, by transfer of the amount to the bpost account number of the Deposit and Consignment Office Fill out the form

https://finances.belgium.be/sites/default/files/01_marche_public.pdf as completely as possible and return it to the e-mail address: info.cdcdck@minfin.fed.be

After reception and validation of said form, an agent of Belgium's Deposit and Consignment Office

(Caisse des Dépôts et Consignations) will communicate to you the payment instructions (account number + communication) for posting the bond in cash;

2° in the case of public funds, by depositing such funds, for the account of the Deposit and Consignment Office, with the State Cashier at the head office of the National Bank in Brussels or at one of its provincial agencies or with a public institution with an equivalent function;

3° in the case of a joint surety, by deposit via an institution that lawfully carries out this activity of a deed of joint surety with the Deposit and Consignment Office or with a public institution with an equivalent function;

4° in the case of a guaranty, by the deed of undertaking of the credit institution

This proof must be provided as applicable by submission to the contracting authority of:

1° the deposit receipt of the Deposit and Consignment Office or of a public institution with an equivalent function; or

2° a debit notice issued by the credit institution; or

3° the deposit certificate issued by the State Cashier or public institution with an equivalent function; or

4° the original copy of the deed of joint surety stamped by the Depot and Consignment Office or by a public institution with an equivalent function; or

5° the original copy of the deed of undertaking issued by the credit institution granting a guaranty.

These documents, signed by the depositor, must state why the performance bond was posted and its precise usage, consisting of a concise indication of the subject-matter of the procurement contract and a reference to the procurement documents, as well as the name, first name and

Tender Specifications – Procurement reference number: UGA21002-10014

full address of the contractor and, where relevant, that of the third party that made the deposit on the contractor's account, bearing the statement 'lender' or 'mandatory', as appropriate.

The period of 30 calendar days specified above is suspended during the period of closure of the contractor's business for paid annual holidays and the days off in lieu stipulated by regulation or by a collective binding labour agreement.

Proof that the required performance bond has been posted must be sent to the address that will be mentioned in the contract conclusion notification.

Request by the contractor for the acceptance procedure to be carried out:

1° For the provisional acceptance: This is equal to a request to release the first half of the performance bond;

2° For the final acceptance: This is equal to a request to release the second half of the performance bond, or, in case no provisional acceptance applied, to release the whole of the performance bond.

4.7 Conformity of performance (Art. 34)

The services must comply in all respects with the procurement documents. Even in the absence of technical specifications in the procurement documents, the services must comply in all aspects with good practice.

4.8 Changes to the procurement contract (Art. 37 to 38/19)

4.8.1 Replacement of the contractor (Art. 38/3)

Provided that he meets the selection and exclusion criteria set out in this document, a new contractor may replace the contractor with whom the initial procurement contract was agreed in cases other than those provided for in Art. 38/3 of the General Implementing Rules (GIR).

The contractor submits his request as quickly as possible by registered post, stating the reasons for this replacement and providing a detailed inventory of the state of supplies and services already performed, the new contractor's contact details and the documents and certificates which the contracting authority cannot access free of charge.

The replacement will be recorded in an amendment dated and signed by all three parties. The initial contractor remains liable to the contracting authority for the performance of the remainder of the procurement contract.

4.8.2 Adjusting the prices (Art. 38/7)

For this procurement contract, price reviews are not permitted.

4.8.3 Indemnities following the suspensions ordered by the contracting authority during performance (Art. 38/12)

The contracting authority reserves the right to suspend the performance of the procurement contract for a given period, mainly when it considers that the procurement contract cannot be performed without inconvenience at that time.

The performance period is extended by the period of delay caused by this suspension, provided that the contractual performance period has not expired. If it has expired, the return of fines for late performance will be agreed.

When activities are suspended, based on this clause, the contractor is required to take all necessary precautions, at his expense, to protect the services already performed and the materials from potential damage caused by unfavourable weather conditions, theft or other malicious acts. The contractor has a right to damages for suspensions ordered by the contracting authority when:

- The suspension lasts in total longer than one twentieth of the performance time and at least ten working days or two calendar weeks, depending on whether the performance time is expressed in working days or calendar days;
- The suspension is not due to unfavourable weather conditions;
- The suspension occurred during the contract performance period.

Within thirty days of their occurrence or the date on which the contractor or the contracting authority would normally have become aware of them, the contractor reports the facts or circumstances succinctly to the contracting authority and describes precisely their impact on the progress and cost of the procurement contract.

4.8.4 Unforeseen circumstances

As a rule, the contractor is not entitled to any modification of the contractual terms due to circumstances of which the contracting authority was unaware.

A decision of the Belgian State to suspend cooperation with a partner country is deemed unforeseeable circumstances within the meaning of this article. Should the Belgian State break off or cease activities which implies therefore the financing of this procurement contract, Enabel will do everything reasonable to agree a maximum compensation figure.

4.9 Preliminary technical acceptance (Art. 42)

The contracting authority reserves the right to demand an activity report at any time of the assignment to the service provider (meetings held, persons met, institutions visited, summary of results, problems encountered and unresolved issues, deviations from the planning and deviations from the ToR...).

4.10 Performance modalities (Art. 146 et seq.)

4.10.1 Deadlines and terms (Art. 147)

The services must be performed within 180 calendar days as from the day following the date of inception/kick off meeting. The closure of the service provider's business for annual holidays is not included in this calculation.

The order form is addressed to the service provider either by registered letter, or by fax, or by any other means through which the date of dispatch can be determined unambiguously.

Any further correspondence pertaining to the order form (and to the performance of the services) follows the same rules as those for the dispatch of the order form when a party wants to establish proof of its intervention.

In the event the acknowledgement of receipt of the order form is received after the period of two working days, upon written demand and justification of the service provider, the performance period may be extended pro rata of the delay of the acknowledgement of receipt of the order form. When the service that placed the order, upon examination of the written demand of the service provider, estimates that the demand is founded or partially founded, it will inform the service provider in writing of which extension of the period is accepted.

When the order form is clearly incorrect or incomplete and implementation of the order becomes impossible, the service provider immediately notifies the service that placed the order about this in writing in order to find a solution to allow for normal implementation of the order. If necessary, the service provider will ask for an extended performance period under the same conditions as those foreseen in case of late reception of the order form.

In any event, complaints about the order form are not admissible any more if they are not submitted within 15 calendar days from the day following the date on which the service provider has received the order form.

4.10.2 Place where the services must be performed and formalities (Art. 149)

The services will be performed nationally in Uganda:

Tender Specifications – Procurement reference number: UGA21002-10014

4.11 Inspection of the services (Art. 150)

If during contract performance irregularities are found, the contractor will be notified about this immediately by fax or e-mail, which will be confirmed consequently by registered letter. The contractor is bound to perform the non-complying services again.

The service provider advises the managing official by registered post or e-mail showing the exact date of dispatch, at which date the services can be controlled.

4.12 Liability of the service provider (Art. 152-153)

The service provider takes the full responsibility for mistakes and deficiencies in the services provided.

Moreover, the service provider indemnifies the contracting authority against damages for which it is liable towards third parties due to late performance of the services or due to failure of the service provider.

4.13 Zero tolerance Sexual exploitation and abuse

In application of Enabel's Policy regarding sexual exploitation and abuse of June 2019 there will be zero tolerance towards any misconduct that could impact the professional credibility of the tenderer.

4.14 Means of action of the contracting authority (Art. 44-51 and 154155)

The service provider's default is not solely related to services as such but also to the whole of the service provider's obligations.

In order to avoid any impression of risk of partiality or connivance in the follow-up and control of the performance of the procurement contract, it is strictly forbidden to the service provider to offer, directly or indirectly, gifts, meals or any other material or immaterial advantage, of whatever value, to the employees of the contracting authority who are concerned, directly or indirectly, by the follow-up and/or control of the performance of the procurement contract, regardless of their hierarchical rank.

In case of violation, the contracting authority may impose a lump-sum fine to the service provider for each violation, which can be up to three times the amount obtained by adding up the (estimated) values of the advantage offered to the employee and of the advantage that

the contractor hoped to obtain by offering the advantage to the employee. The contracting authority will decide independently about the application and the amount of this fine.

This clause is without prejudice to the possible application of other measures as of right provided in the GIR, namely the unilateral termination of the procurement contract and/or the exclusion of procurement contracts of the contracting authority for a determined duration.

4.14.1 Failure of performance (Art. 44)

§1 The contractor is considered to be in failure of performance under the procurement contract:

1° when the delivery is not carried out in accordance with the conditions specified in the procurement documents;

2° at any time, when the delivery has not progressed in such a way that it can be fully completed on the due dates;

3° when he does not observe written orders, which are given in due form by the contracting authority.

§2 Any failure to comply with the provisions of the procurement contract, including the non-observance of orders of the contracting authority, is recorded in a report ('process verbal'), a copy of which will be sent immediately to the contractor by registered mail.

The contractor must repair the defects without any delay. He may assert his right of defence by registered letter addressed to the contracting authority within fifteen days from the date of dispatch of the report (process verbal). Silence on his part after this period shall be deemed as acknowledgement of the reported facts.

Any defects detected that can be attributed to the contractor render him liable to one or more of the measures provided for in Articles 45 to 49, 154 and 155.

4.14.2 Fines for delay (Art. 46 and 154)

The fines for delay differ from the penalties referred to in Article 45. They are due, without the need for notice, by the mere lapse of the performance term without the issuing of a report and they are automatically applied for the total number of days of delay.

Without prejudice to the application of fines for delay, the contractor continues to guarantee the contracting authority against any damages for which it may be liable to third parties due to late performance of the procurement contract.

4.14.3 Measures as of right (Art. 47 and 155)

Tender Specifications – Procurement reference number: UGA21002-10014

§1 When, upon expiry of the term given in Article 44, §2, the contractor has not taken action or has presented means deemed unjustified by the contracting authority, the contracting authority may apply the measures as of right described in paragraph 2.

However, the contracting authority may apply measures as of right without waiting for the expiry of the term given in Article 44, §2, when the contractor has explicitly recognised the defects found. §2 The measures as of right are:

1° Unilateral termination of the procurement contract. In this case the entire performance bond, or if no bond has been posted an equivalent amount, is acquired as of right by the contracting authority as lump sum damages. This measure excludes the application of any fine for delay in performance in respect of the terminated part;

2° Performance under regime of all or part of the non-performed procurement contract;

3° Conclusion of one or more replacement procurement contracts with one or more third parties for all or part of the procurement contract remaining to be performed.

The measures referred to in 1°, 2° and 3° will be taken at the expense and risk of the defaulting contractor. However, any fines or penalties imposed during the performance of a replacement procurement contract will be borne by the new contractor.

4.15 End of the procurement contract

4.15.1 Acceptance of the services performed (Art. 64-65 and 156)

The managing official will closely follow up the services during performance.

The services will not be accepted until after fulfilling audit verifications, technical acceptance and prescribed tests.

The contracting authority disposes of a verification term of thirty days starting on the final or partial end date of the services, set in conformity with the modalities in the procurement documents, to carry out the acceptance formalities and to notify the result to the service provider. This term commences provided that the contracting authority possesses, at the same time, the list of services delivered or the invoice. Upon expiry of the thirty-day term following the date stipulated for completion of the entirety of the services, depending on the case, an acceptance report or a refusal of acceptance report will be drawn up.

Where the services are completed before or after this date, it is the responsibility of the service provider to notify the managing official by registered letter, and at the same time to ask for the acceptance procedure to be carried out. Within thirty days after the date of receipt of the service

provider's request, an acceptance or a refusal of acceptance report will be drawn up, depending on the case.

The acceptance specified above is final.

4.15.2 Invoicing and payment of services (Art. 66 to 72 – 160)

The contractor sends (one copy only of) the invoices and the contract acceptance report (original copy) to the following address: unless indicated otherwise in the Order Form:

Namulondo, Lydia
lydia.namulondo@enabel.be
Belgian development agency
Plot 1B Lower Kololo Terrace
PO Box 40131, Kampala

Only services that have been performed correctly may be invoiced.

The contracting authority disposes of a verification term of thirty days starting on the end date for the services, set in conformity with the modalities in the procurement documents, to carry out the technical acceptance and provisional acceptance formalities and to notify the result to the service provider.

The amount owed to the service provider must be paid within thirty days with effect from the expiry of the verification term or with effect from the day after the last day of the verification term, if this is less than thirty days. And provided that the contracting authority possesses, at the same time, the duly established invoice and any other documents that may be required.

When the procurement documents do not provide for any separate debt claim, the invoice will constitute the debt claim.

The invoice must be in **EUROS**.

No advance may be asked by the contractor.

For each lot, Payment shall be made in instalments (progress payments):

- 30% after submission of inception report
- 50% after submission of data collection reports
- 20% after submission of the project final report and dissemination of the findings

4.16 Litigation (Art. 73)

The competent courts of Brussels have exclusive jurisdiction over any dispute arising from the performance of this procurement contract. French or Dutch are the languages of proceedings. The contracting authority will in no case be held liable for any damage caused to persons or property as a direct or indirect consequence of the activities required for the performance of this procurement contract. The contractor indemnifies the contracting authority against any claims for compensation by third parties in this respect.

In case of 'litigation', i.e., court action, correspondence must (also) be sent to the following address:

Enabel, public-law Company

Legal unit of the Logistics and Acquisitions service (L&A)

To the attention of Mrs Inge Janssens rue Haute 147

1000 Brussels

Belgium

5 Procurement procedure

5.1 Type of procedure

This is a Negotiated Procedure without Prior Publication in application of Article 42 of the Law of 17 June 2016.

5.2 Publication

3.2.1 Enabel publication

This procurement contract is published on the Enabel website <https://www.enabel.be/content/enabel-tenders>

Additional publication

This procurement contract shall be published in the newspaper as well.

5.3 Information

The awarding of this procurement contract is coordinated by the Contract Service Centre of Enabel in Uganda. Throughout this procedure all contacts between the contracting authority and the (prospective) tenderers about this procurement contract will exclusively pass through this service. (Prospective) tenderers are prohibited to contact the contracting authority in any other way with regards to this contract, unless otherwise stipulated in these Tender Specifications.

Until 10 calendar days before the time for the receipt of tenders, candidate-tenderers may ask questions about these Tender Specifications and the procurement contract. Questions will be in writing to UGA_CSC_CONTRACTS@enabel.be with copy to sandra.adero@enabel.be with a clear indication in the subject of the e-mail of the procedure reference and the contract title. They will be answered in the order received. The complete overview of questions asked will be available at the address mentioned above as soon as available.

Until the notification of the award decision no information will be given about the evolution of the procedure.

The tenderer is supposed to submit his tender after reading and taking into account any corrections made to the contract notice or the Tender Specifications that are published in the Belgian Public Tender bulletin or that are sent to him by e-mail. To do so, when the tenderer Tender Specifications – Procurement reference number: UGA21002-10014

has downloaded the Tender Specifications, it is strongly advised that he gives his coordinates to the public procurement administrator mentioned above and requests information on any modifications or additional information.

In accordance with Article 81 of the Royal Decree of 18 April 2017, the tenderer is required to report immediately any gap, error or omission in the procurement documents that precludes him from establishing his price or compare tenders, within ten days at the latest before the deadline for receipt of tenders.

5.4 Preparation and Submission of Tenders

Preparation of tenders

The tenderer shall prepare separately, the administrative, technical and financial proposals as explained below;

Content of tenders

The tenderer must use the tender form in annexe. In case he does not use this form, he is fully responsible for the perfect concordance between the documents he has used and the form.

The tender and the annexes to the tender form are drawn up in English.

By submitting a tender, the tenderer automatically renounces to his own general or specific sales conditions, even if these are mentioned in any of the annexes to his tender.

The tenderer clearly designates in his tender which information is confidential and/or relates to technical or business secrets and may therefore not be divulged by the contracting authority.

The tender shall contain the following parts:

1. Administrative Proposal

The tenderer shall use the tender forms included in the corresponding section of the Annex.

The Administrative proposal shall respect the following structure:

- Legal identification form
- Financial Identification Form (**along with an account confirmation letter from the bank. This account shall not change throughout the contract duration and implementation**)
- Subcontractor form
- Exclusion Criteria Form
- Integrity form
- Technical capacity form

- Financial capacity form

The successful tenderer shall be required to provide the following documents before award

- Tax Clearance Certificate (e.g.; URA, as applicable)
- Social Security Contribution Clearance (e.g., NSFF as applicable)
- An extract from the criminal record in the name of the tenderer (legal person) or his representative (natural person) if there is no criminal record for legal persons (ex. certificate of good conduct from Interpol);
- Articles of Association

2. Technical Proposal

The technical proposal may be presented in free format. It shall not exceed ten pages. It shall respect the following page limit and structure:

- Technical methodology (max. 5 pages)
- Project management (max. 5 pages)

3. Financial Proposal

The tenderer shall use the tender forms included in the corresponding section of the Annex.

Determination of prices

All prices given in the tender form must obligatorily be quoted in **EUROS**.

This procurement contract is a lump sum contract, meaning a contract in which a flat rate price covers the whole performance of the contract or each of the items of the inventory.

Elements included in the price

The service provider is deemed to have included in his unit and global prices any charges and taxes generally applied to services, with the exception of the value-added tax.

The following are in particular included in the prices:

The administrative management and secretariat;

Travel, transportation and insurance;

Documentation pertaining to the services;

The delivery of documents or of pieces related to the performance;

Training required for operation;

Where applicable, the measures imposed by occupational safety and worker health legislation;

Tender Specifications – Procurement reference number: UGA21002-10014

Validity of tenders

The tenderers are bound by their tender for a period of 120 calendar days from the reception deadline date.

The validity of the tender will be negotiated, if the deadline stated above is overrun.

5.4.2 Submission of tenders

Without prejudice to any variants, the tenderer may only submit one tender only per procurement contract.

The tenderer submits his tender as follows:

The duly completed and signed tender shall be submitted only by e-mail; uga_csc_tenders@enabel.be and only as attachments and not via a link to a platform. The files shall be clearly named and structured and submitted in a compressed zip folder. The tenderer is solely responsible for the accessibility and legibility of files. The tenderer shall not submit at the last minute. Untimely submission, incomplete submission or indirect submission of documents that are inaccessible or illegible may lead to the rejection of the tender. The tenderer shall submit the administrative, technical and financial proposals as separate email attachments. The subject of the e-mail shall clearly mention the procurement reference number and the contract title, as stated on the cover page of the tender specifications, as well as the name of tenderer.

The tender shall be received by the Contracting Authority on **25th January, 2024, 12:00 pm, Kampala time**. Tenders that arrive late will not be accepted. (Article 83 of the Royal Decree on Awarding)

5.4.3 Change or withdrawal of a tender that has already been submitted

When a tenderer wants to change or withdraw a tender already sent or submitted this must be done in accordance with the provisions of Articles 43 and 85 of the Royal Decree of 18 April 2017.

To change or withdraw a tender already sent or submitted, a written statement is required, which will be correctly signed by the tenderer or his representative. The subject-matter and the scope of the changes must be indicated in detail. Any withdrawal must be unconditional.

The withdrawal may also be communicated by electronic means, provided that it is confirmed by registered letter deposited at the post office or against acknowledgement of receipt at the latest the day before the tender acceptance deadline.

Tender Specifications – Procurement reference number: UGA21002-10014

The subject-matter and the scope of the changes must be indicated in detail.

The withdrawal must be pure and simple.

5.5 Opening and evaluation of Tenders

5.5.1 Opening of tenderers

The opening of tenders will take place on the day of the final date for receiving tenders indicated above. Tenders not received before this time will be rejected. The opening will take place behind closed doors.

5.5.2 Evaluation of Tenders

5.5.2.1 Selection of tenderers

Exclusion grounds

The mandatory and optional exclusion grounds are given in the Declaration on Honour enclosed to these Tender Specifications.

By submitting this tender, the tenderer certifies that he is not in any of the cases of exclusion listed in the Articles 67 to 70 of the Law of 17 June 2016 and the Articles 61 to 64 of the Royal Decree of 18 April 2017.

The contracting authority will verify the accuracy of this Declaration on honour Based on the supporting documents.

Selection criteria

Moreover, by means of the documents requested in the Annexes - Administrative Proposal, the tenderer must prove that he is sufficiently capable, from an economic and financial as well as from a technical point of view, to successfully perform this public procurement contract.

1	Sufficient Economic and Financial Capacity
1.1	Sufficient turn-over
Minimum Standard	Lot 1: Minimum average annual turnover of 38,000 euros during the past three financial years. Lot 2: Minimum average annual turnover of 32,000 euros during the past three financial years. (If a contractor submits for more than 1 lot, the amount above shall be summed up for the lots tendered.)

2	Sufficient Technical and Professional Capacity
2.1	Sufficient experience in providing similar services
Minimum Standard	For each lot, a minimum of 1 similar assignments within the scope of the contract, which were totally and successfully completed in the last 3 years.
2.2	Sufficient human resource
Minimum Standard	CVs of the experts for each of the profile defined in the technical specification.

A tenderer may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which he has with these entities. In that case, the following rules apply:

- Where an economic operator wants to rely on the capacities of other entities, it shall prove to the contracting authority that it will have at its disposal the resources necessary, for example, by producing a commitment by those entities to that effect.
- The contracting authority shall verify whether the entities on whose capacity the economic operator intends to rely fulfil the relevant selection criteria and whether there are grounds for exclusion.
- Where an economic operator relies on the capacities of other entities with regard to criteria relating to economic and financial standing, the contracting authority may require that the economic operator and those entities be jointly liable for the execution of the contract.
- The contracting authority may require certain essential tasks to be carried out directly by the tenderer himself or, if the tender is submitted by a group of economic operators, by a member of the said group.

Under the same conditions, a group of candidates or tenderers may submit the capacities of the group's participants or of other entities.

Regularity of tenders

The tenders submitted by the selected tenderers will be evaluated as to formal and material regularity. Irregular tenders will be rejected.

The contracting authority reserves the right to have the irregularities in the tenderers' tender regularised during the negotiations.

5.5.2.2 Qualitative and financial evaluation of tenders

Tender Specifications – Procurement reference number: UGA21002-10014

Negotiation

The formally and materially regular tenders will be evaluated as to content by an evaluation committee. The contracting authority will restrict the number of tenders to be negotiated by applying the award criteria stated in the procurement documents. This evaluation will be conducted on the basis of the award criteria given in these Tender Specifications and aims to setting a shortlist of tenderers with whom negotiations will be conducted.

Then, the negotiation phase follows. In view of improving the contents of the tenders, the contracting authority may negotiate with tenderers the initial tenders and all subsequent tenders that they have submitted, except final tenders. The minimum requirements and the award criteria are not negotiable. However, the contracting authority may also decide not to negotiate. In this case, the initial tender is the final tender.

When the contracting authority intends to conclude the negotiations, it will so advise the remaining tenderers and will set a common deadline for the submission of any BAFOs. Once negotiations have closed, the BAFO will be compared with the exclusion, selection and award criteria. The tenderer whose BAFO shows the best value for money (obtaining the best score based on the award criteria given below) will be designated the contractor for this procurement contract.

Award Criteria

The contracting authority selects the regular tender that it finds to be most advantageous, taking account of the following criteria:

- Qualitative award criteria: 70 %;

The tenderer proposes a technical methodology and a project management plan based on the instructions given in the technical specifications. They are subject to evaluation according to the following sub-criteria:

N.	Qualitative Award Criteria	Max. Points:
1.	Quality of the proposed Technical Methodology (approaches, strategies and processes)	40
2.	Quality of the proposed Project Management (Quality Management, workplan and schedule, risk and risk management strategies, communication plan and management of teams)	30

Only tenders with scores of at least 50 points out of 70 points qualify for the financial evaluation.

- Price: 30 %;

With regards to the 'price' criterion, the following formula will be used:

$$\text{Points tender A} = \frac{\text{amount of lowest tender} * 30}{\text{amount of tender A}}$$

Final score

The scores for the qualitative and financial award criteria will be added up. The procurement contract will be awarded to the tenderer with the highest final score, after the contracting authority has verified the accuracy of the Declaration on honour of this tenderer and provided the control shows that the Declaration on honour corresponds with reality.

5.6 Award and Conclusion of Contract

5.6.1 Awarding the contract

The procurement contract shall be awarded to the tenderer who has submitted the most economically advantageous tender.

Notice though that in accordance with Art. 85 of the Law of 17 June 2016, there is no obligation for the contracting authority to award the procurement contract.

The contracting authority may either decide not to award the procurement contract; either redo the procedure, if necessary, through another award procedure.

5.6.2 Concluding the contract

In accordance with Art. 88 of the Royal Decree of 18 April 2017, the procurement contract occurs through the notification to the selected tenderer of the approval of his tender.

Notification is via e-mail.

So, the full contract agreement consists of a procurement contract awarded by Enabel to the chosen tenderer in accordance with:

- These Tender Specifications and its annexes;
- The approved BAFO of the contractor and all of its annexes;
- The registered letter of notification of the award decision;
- Any later documents that are accepted and signed by both parties, as appropriate.

In an objective of transparency, Enabel undertakes to publish each year a list of recipients of its contracts. By introducing his tender, the successful tenderer declares that he agrees with the publication of the title of the contract, the nature and object of the contract, its name and location, and the amount of the contract.

6 Annexes

6.1 Technical documents

N/A

6.2 Contractual Documents

Model Performance Bond

Only for the successful tenderer:

Bank X

Address

Performance bond n° X

This performance bond is posted in the context of the Law of 17 June 2016 on public contracts and on certain works, supply and service contracts and in conformity with the General Implementing Rules (GIR) provided in the Royal Decree of 14 January 2013 establishing the general implementing rules of public contracts and the award of public works.

X, address (the “Bank”)

hereby declares posting security for a maximum amount of X € (X euros) for the Belgian Development Agency (Enabel) for the obligations of X, address for the contract:

“X, tender documents Enabel < UGAX, lot X” (the “Contract”).

Consequently, the Bank commits, under condition of the beneficiary waiving any right to contest or divide liability, to pay up to the maximum amount, any amount which X may owe to Enabel in case X defaults on the performance of the “Contract”.

This performance bond shall be released in accordance with the provisions of the tender documents Enabel < UGAX and of Art. 25-33 of the Royal Decree of 22 June 2017, and at the latest at the expiry of 18 months after the provisional acceptance of the Contract.

Any appeal made to this performance bond must be addressed by registered mail to the Bank X, address, with mention of the reference of the procurement procedure.

Any payment made from this performance bond will ipso jure reduce the amount secured by the Bank.

The performance bond is governed by the Belgian Law and only Belgian courts are competent in case of litigation.

Done in X on X Signature: Name:

6.3 Procedural Documents – Tender Forms

6.3.1 ADMINISTRATIVE PROPOSAL

Legal Identification forms

I. PERSONAL DATA			
FAMILY NAME(S) ①			
FIRST NAME(S) ①			
DATE OF BIRTH			
JJ MM YYYY			
PLACE OF BIRTH (CITY, VILLAGE)	COUNTRY OF BIRTH		
TYPE OF IDENTITY DOCUMENT			
IDENTITY CARD	PASSPORT	DRIVING LICENCE ②	OTHER ③
ISSUING COUNTRY			
IDENTITY DOCUMENT NUMBER			
PERSONAL IDENTIFICATION NUMBER ④			
PERMANENT PRIVATE ADDRESS			
POSTCODE	P.O. BOX	CITY	
REGION ⑤	COUNTRY		
PRIVATE PHONE			
PRIVATE E-MAIL			
II. BUSINESS DATA	If YES, please provide business data and attach copies of official supporting documents		

<p>Do you run your own business without a separate legal personality (e.g. sole traders, self-employed etc.)</p> <p>YES NO</p>	<p>BUSINESS NAME (if applicable)</p> <p>VAT NUMBER</p> <p>REGISTRATION NUMBER</p> <p>PLACE OF REGISTRATION</p> <p style="text-align: right;">CITY</p> <p style="text-align: right;">COUNTRY</p>
<p>DATE</p>	<p>SIGNATURE</p>

-
- ① As indicated on the official document.
 - ② Accepted only for Great Britain, Ireland, Denmark, Sweden, Finland, Norway, Iceland, Canada, United States and Australia.
 - ③ Failing other identity documents: residence permit or diplomatic passport.
 - ④ See table with corresponding denominations by country. ⑤ to be completed with Region, State or Province by non-EU countries only, excluding EFTA and candidate countries.

Legal person entity private/public legal body

OFFICIAL NAME ②	
ABREVIATION	
MAIN REGISTRATION NUMBER ③	
SECONDARY REGISTRATION NUMBER (if applicable)	
PLACE OF MAIN REGISTRATION	CITY COUNTRY
DATE OF MAIN REGISTRATION	DD MM YYYY
VAT NUMBER	
OFFICIAL ADDRESS	
POSTCODE	P.O. BOX CITY
COUNTRY	PHONE
E-MAIL	
DATE	STAMP
SIGNATURE OF AUTHORISED REPRESENTATIVE	

① **Public law body WITH LEGAL PERSONALITY**, meaning a public entity being able to represent itself and act in its own name, i.e., being capable of suing or being sued, acquiring and disposing of property, entering into contracts. This legal status is confirmed by the official legal act establishing the entity (a law, a decree, etc.).

② **National denomination and its translation in EN or FR if existing.**

③ **Registration number in the national register of the entity.**

Public law entity

OFFICIAL NAME ①			
BUSINESS NAME (if different)			
ABREVIATION			
LEGAL FORM			
ORGANISATION TYPE	FOR PROFIT		
	NOT FOR PROFIT	NGO ②	YES NO
MAIN REGISTRATION NUMBER ③			
SECONDARY REGISTRATION NUMBER (if applicable)			
PLACE OF MAIN REGISTRATION	CITY	COUNTRY	
DATE OF MAIN REGISTRATION	DD	MM	YYYY
VAT NUMBER			
ADDRESS OF HEAD OFFICE			
POSTCODE	P.O. BOX	CITY	
COUNTRY			PHONE
E-MAIL			
DATE		STAMP	
SIGNATURE OF AUTHORISED REPRESENTATIVE			

- ① National denomination and its translation in EN or FR if existing.
- ② NGO = Non-Governmental Organisation, to be completed if NFPO is indicated.
- ③ Registration number in the national register of companies. See table with corresponding field denomination by country.

Financial identification form

<u>BANKING DETAILS</u>	
ACCOUNT NAME ⁸	
IBAN/ACCOUNT NUMBER ⁹	
CURRENCY	
BIC/SWIFT CODE	
BANK NAME	

ADDRESS OF BANK BRANCH		
STREET & NUMBER		
TOWN/CITY		POST CODE
COUNTRY		

<u>ACCOUNT HOLDER'S DATA</u> AS DECLARED TO THE BANK		
ACCOUNT HOLDER		
STREET & NUMBER		
TOWN/CITY		POST CODE
COUNTRY		

SIGNATURE OF ACCOUNT HOLDER (Obligatory)	DATE (Obligatory)
NAME:	
TITLE:	

⁸ This does not refer to the type of account. The account name is usually the one of the account holder. However, the account holder may have chosen a different name to its bank account.

⁹ Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established.

Subcontractors

Name and legal form	Address / Registered office	Object

Declaration on honour – exclusion criteria

Hereby, I / we, acting as legal representative(s) of above-mentioned tenderer, declare that the tenderer does not find himself in one of the following situations:

1) The tenderer or one of its 'directors [1]' was found guilty following a conviction by final judgement for one of the following offences:

1° involvement in a criminal organisation

2° corruption

3° fraud

4° terrorist offences, offences linked related to terrorist activities or incitement to commit such offence, collusion or attempt to commit such an offence

5° money laundering or terrorist financing

6° child labour and other trafficking in human beings

7° employment of foreign citizens under illegal status

8° creating a shell company.

2) The counterparty which fails to fulfil his obligations relating to the payment of taxes or social security contributions for an amount in excess of EUR 3 000, except if the counterparty can demonstrate that a contracting authority owes him one or more unquestionable and due debts which are free of all foreseeable liabilities. These debts are at least of an amount equal to the one for which he is late in paying outstanding tax or social charges.

3) The counterparty who is in a state of bankruptcy, liquidation, cessation of activities, judicial reorganisation or has admitted bankruptcy or is the subject of a liquidation procedure or judicial reorganisation, or in any similar situation resulting from a procedure of the same kind existing under other national regulations;

4) When Enabel can demonstrate by any appropriate means that the counterparty or any of its directors has committed serious professional misconduct which calls into question his integrity.

Are also considered such serious professional misconduct:

a. A breach of Enabel's Policy regarding sexual exploitation and abuse – June

2019

b. A breach of Enabel's Policy regarding fraud and corruption risk management – June 2019

c. A breach of a regulatory provision in applicable local legislation regarding sexual harassment in the workplace

d. The counterparty was seriously guilty of misrepresentation or false documents when providing the information required for verification of the absence of grounds for exclusion or the satisfaction of the selection criteria, or concealed this information

e. Where Enabel has sufficient plausible evidence to conclude that the counterparty has committed acts, entered into agreements or entered into arrangements to distort competition

The presence of this counterparty on one of Enabel's exclusion lists as a result of such an act/agreement/arrangement is considered to be sufficiently plausible an element.

5) When a conflict of interest cannot be remedied by other, less intrusive measures;

6) When significant or persistent failures by the counterparty were detected during the execution of an essential obligation incumbent on him in the framework of a previous contract, a previous contract placed with another contracting authority, when these failures have given rise to measures as of right, damages or another comparable sanction.

Also, failures to respect applicable obligations regarding environmental, social and labour rights, national law, labour agreements or international provisions on environmental, social and labour rights are considered 'significant'.

The presence of the counterparty on the exclusion list of Enabel because of such a failure serves as evidence.

7) Restrictive measures have been taken vis-à-vis the counterparty with a view of ending violations of international peace and security such as terrorism, humanrights violations, the destabilisation of sovereign states and de proliferation of weapons of mass destruction.

The counterparty or one of its directors are on the lists of persons, groups or entities submitted by the United Nations, the European Union and Belgium for financial sanctions:

For the United Nations, the lists can be consulted at the following address:

<https://finances.belgium.be/fr/tresorerie/sanctions-financieres/sanctionsinternationales-nations-unies>

For the European Union, the lists can be consulted at the following address:

<https://finances.belgium.be/fr/tresorerie/sanctions->

[financieres/sanctionseurop%C3%A9ennes-ue](https://finances.belgium.be/fr/tresorerie/sanctions-)

<https://eeas.europa.eu/headquarters/headquarters-homepage/8442/consolidatedlist->

[sanctions_en https://eeas.europa.eu/sites/eeas/files/restrictive_measures-2017-01-](https://eeas.europa.eu/sites/eeas/files/restrictive_measures-2017-01-)

[17-clean.pdf](https://eeas.europa.eu/sites/eeas/files/restrictive_measures-2017-01-) For Belgium:

https://finances.belgium.be/fr/sur_le_spf/structure_et_services/administrations_

[generales/tr%C3%A9sorerie/contr%C3%B4le-des-instruments-1-2](https://finances.belgium.be/fr/sur_le_spf/structure_et_services/administrations_)

- 8) << If Enabel executes a project for another funder or donor, other grounds for exclusion may be added.

Signature preceded by 'read and approved', in writing, and indication of name and function of the person signing:

Place, date

Integrity statement for the tenderers

Hereby, I / we, acting as legal representative(s) of above-mentioned tenderer, declare the following:

- Neither member of administration or employees, or any person or legal person with whom the tenderer has concluded an agreement in view of performing the public contract, may obtain or accept from a third party, for themselves or for any other person or legal person, an advantage appreciable in cash (for instance, gifts, bonuses or any other kind of benefits), directly or indirectly related to the activities of the person concerned for the account of Enabel.
- The board members, staff members or their partners have no financial or other interests in the businesses, organisations, etc. that have a direct or indirect link with Enabel (which could, for instance, bring about a conflict of interests).
- I have / we have read and understood the articles about deontology and anticorruption included in the Tender Documents (see 1.7.), as well as *Enabel's Policy regarding sexual exploitation and abuse* of June 2019 and *Enabel's Policy regarding fraud and corruption risk management* of June 2019 and I / we declare fully endorsing and respecting these articles.

If above-mentioned public contract is awarded to the tenderer, I/we declare, moreover, agreeing with the following provisions:

- In order to avoid any impression of risk of partiality or connivance in the follow-up and control of the performance of the public contract, it is strictly forbidden to the public contractor (i.e. members of the administration and workers) to offer, directly or indirectly, gifts, meals or any other material or immaterial advantage, of whatever value, to the employees of Enabel who are concerned, directly or indirectly, by the follow-up and/or control of the performance of the public contract, regardless of their hierarchical rank.
- Any (public) contract will be terminated, once it appears that contract awarding or contract performance would have involved the obtaining or the offering of the abovementioned advantages appreciable in cash.
- Any failure to comply with one or more of the deontological clauses will be considered as a serious professional misconduct which will lead to the exclusion of the contractor from this and other public contracts for Enabel.
- The public contractor commits to supply, upon the demand of the contracting authority, any supporting documents related to the performance conditions of the

contract. The contracting authority will be allowed to proceed to any control, on paperwork or on site, which it considers necessary to collect evidence to support the presumption of unusual commercial expenditure.

Finally, the tenderer takes cognisance of the fact that Enabel reserves the right to lodge a complaint with the competent legal instances for all facts going against this statement and that all administrative and other costs resulting are borne by the tenderer.

Signature preceded by 'read and approved', in writing, and indication of name and function of the person signing:

Place, date

Economic and financial capacity Form

Financial Statement

The tenderer must complete the following table of financial data based on his/her annual accounts.

Financial data	Year- 3 € or NC	Year- 2 € or NC	Year- 1 € or NC	Average € or NC
Annual turnover, excluding this public contract ¹⁰				

The tenderer must also provide his/her approved financial statements for the last three financial years or an appropriate supporting document, such as a document listing all assets and liabilities of the enterprise. In case the enterprise has not yet published its Financial Statements, an interim balance certified true by an accountant or by a registered auditor or by the person or body with this function in the country concerned will do

¹⁰ Last accounting year for which the entity's accounts have been closed.

Technical and professional capacity form

List of main similar assignments

Description of the main similar assignments <u>totally</u> performed	Location	Amount involved	Completion date in the last 3 years (only <u>totally</u> performed assignments)	Name of the public or private bodies

Certificates of completion

For each of the assignments listed, the tenderer must provide in the administrative proposal as annexes to this form the certificates of completion/acceptance (statement or certificate without major reservation) and / or any supporting documents (contracts, invoices...) approved by the entity which awarded the contract.

6.3.2 TECHNICAL PROPOSAL

The technical proposal may be presented in free format, but it shall not exceed ten pages, not counting the CVs.

The tenderer must complete the **table hereunder**. He must provide in his offer the **CVs of the key experts (the team leader and experts)** proposed for implementing this services contract. The CV's (qualifications and experience of key experts) have to fulfil the profiles as requested in the ToRs. Each CV should be no longer than 3 pages.

Name of expert	Proposed position	Educational background – formal qualification	Years of relevant experience	Specialist areas of knowledge
	Coordinator / Team leader			
	Expert 1			
	Expert 2			
	Expert 3			
	Expert 4			

6.3.3 FINANCIAL PROPOSAL

Lot 1: Provision of consultancy services to carry out a regulatory impact assessment study for the National ICT policy with a focus on digital transformation.

Tender Forms – prices

By submitting this tender, the tenderer commits to performing this public contract in conformity with the provisions of the Tender Specifications/ – and explicitly declares accepting all conditions listed in the Tender Specifications and renounces any derogatory provisions such as his own general sales conditions.

The unit prices and the global prices for each item in the inventory are established relative to the value of these items in relation to the total value of the tender. All general and financial costs as well as the profits are distributed between the various items in proportion to their weight.

The value added tax is dealt with on a separate line in the summary bill of quantities or the inventory, to be added to the tender's value.

The tenderer commits to performing the public contract in accordance with the provisions of the Tender Specifications for the following prices, given in euros and exclusive of VAT:

Should this tender be approved, the performance bond will be constituted under the conditions and deadlines stipulated in the Tender Specifications.

The confidential information and/or the information relating to technical or business secrets is indicated clearly in the tender.

In order to correctly compare the tenders, the duly signed information or documents mentioned under Preparation of Tenders.

N°	Description	Lump-sum unit prices excl. VAT*
1.	Provision of consultancy services to carry out a regulatory impact assessment study for the National ICT policy with a focus on digital transformation.	€
VAT percentage (if applicable):		

Name and first name:

Duly authorised to sign this tender on behalf of:

Place and date:

Signature:

NOTE: the tenderer shall include a detailed cost breakdown sheet detailing the lumpsum price stated in the financial offer form.

Tender Specifications – Procurement reference number: UGA21002-10014

Lot 2: Provision of consultancy services for the improvement of the operations and capacity of stakeholders and the e-waste main collection center to collect, store, re-purpose and recycle e-waste in Uganda.

Tender Forms – prices

By submitting this tender, the tenderer commits to performing this public contract in conformity with the provisions of the Tender Specifications/ – and explicitly declares accepting all conditions listed in the Tender Specifications and renounces any derogatory provisions such as his own general sales conditions.

The unit prices and the global prices for each item in the inventory are established relative to the value of these items in relation to the total value of the tender. All general and financial costs as well as the profits are distributed between the various items in proportion to their weight.

The value added tax is dealt with on a separate line in the summary bill of quantities or the inventory, to be added to the tender's value.

The tenderer commits to performing the public contract in accordance with the provisions of the Tender Specifications for the following prices, given in euros and exclusive of VAT:

Should this tender be approved, the performance bond will be constituted under the conditions and deadlines stipulated in the Tender Specifications.

The confidential information and/or the information relating to technical or business secrets is indicated clearly in the tender.

In order to correctly compare the tenders, the duly signed information or documents mentioned under Preparation of Tenders.

N°	Description	Lump-sum unit prices excl. VAT*
1.	Provision of consultancy services for the improvement of the operations and capacity of stakeholders and the e-waste main collection center to collect, store, re-purpose and recycle e-waste in Uganda.	€
VAT percentage (if applicable):		

Name and first name:

Duly authorised to sign this tender on behalf of:

Signature:

NOTE: the tenderer shall include a detailed cost breakdown sheet detailing the lumpsum price stated in the financial offer form.

Tender Specifications – Procurement reference number: UGA21002-10014