

MINUTES OF THE COMPULSORY INFORMATION MEETING

Contract title: Framework contract for the supply and delivery of ICT equipment to Enabel in Uganda.

Reference: 2800UGA-10116

The compulsory information meeting was held on 20th March, 2024 at 11:00 am Kampala time at Enabel Representation Office, Plot 1B Lower Kololo Terrace and online on Microsoft teams.

The bid submission deadline is set for **15th April, 2024 at 11:00 am Kampala time** and late bids shall not be accepted.

N°	Issue / question raised	Response
1.	The delivery duration period indicated i.e. 30 calendar days for many equipment like 200 laptops may not be enough. Is there a way the delivery duration can be extended?	Under section 1.2.1, Time and Place of delivery, the delivery duration is specified per lot and within a given value of the order form. The delivery duration allocated is adequate enough for a contractor to deliver the items especially where orders are issued on a framework basis.
2.	Microsoft office is mentioned in desktop but not laptops, please elaborate on this?	Please provide the same Microsoft office requirements for laptops and desktops
3.	Under the servers, would you need installation and is the installation a simple installation because server installations are more complex than that!	Installation of servers is simple and will just be the installation of the server operating system. Minimum server 2019 server standard
4.	Assuming we do not have previous big contracts that meet the required contract values in the tender document, can one still participate?	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. "A group of candidates or tenderers may submit the capacities of

		the group's participants or of other entities (see section on selection criteria, pg. 64-65 of the tender document).
5.	Where a tenderer has a contract/LPO with mixed items under different lots, shall the contracts or LPOs be considered for those lots?	Yes, contract or LPO with mixed items shall be considered for the different lots for as long as the mixed items are ICT equipment that fall within the scope of this tender.
6.	On the storage, do you need 5 drive of TTB?	Five, 2TB drives must be included
7.	On the heavy-duty printer, the automatic document feeder is not mentioned. Can you be more specific and clarify on that i.e capacity	The desired document processor should be DP-7160
8.	Under Lot 5, the air conditioner there is fully installed and powered however there is no mention of Voltage stabilizer installation and powering	<p>Please provide all the necessary equipment required for the installation of a fully functioning air conditioning system and make sure to put installation costs within the desired costing for lot 5.</p> <p>The technical specifications in the tender document give clear specifications but we can include the stabilizer which is AVS30 which should have the following;</p> <p>Wait time 30Amps Nominal Voltage 230 Watts 7200 Wait Time 10s 10m plus manual Weight 550gm Dimensions 210x132x53mm Voltage indicators Hi, Lo Installation</p>

9.	On the wireless access point, there are 20 pieces for Indoor and Outdoor, can you please specify how many pieces are for Indoor and Outdoor?	Please provide costing for all specifying the outdoor and indoor wireless access points. Outdoor access points 20 and indoor 20 access points See; 1. corrigendum for the amended technical specification for Indoor and Outdoor wireless access point. 2. Annex for the corrected financial offer form.
10.	On the UPS, do you need specifically smart UPS	According to the specification provided, it's for a normal UPS but providing 850VA is requested and smart UPS for the 1000VA UPS
11.	Will you award each lot to one bidder or there is the possibility of awarding some items to different bidders in a lot?	The public contract has 5 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 (see section 3.2.2 "Lots" of the tender document).
12.	Can we provide options of the brands e.g on a laptop, can we give details of Dell and HP so that you will choose at order time?	Each tenderer may submit only one tender (one offer per item, per lot). Variants are forbidden. (See section 3.2.4. "Variants" of the tender document)
13.	Do we have to put the different administrative forms on our letter heads or we just fill the way they are in the tender documents	Tenderers are only required to fill in the required information on the administrative forms under section 6 of the tender document. However, if a tenderer wishes to provide the forms on

		their letter heads, the contracting authority shall not disregard the tender.
14.	Do you require operating systems on the servers? If yes, what operating systems do you require? please indicate the required licenses.	Yes, we require the servers to have operating systems, especially windows server minimum 2019 standard edition
15.	What if we have the value of experience but not similar item, can we pass through?	No, the tenderer is required to submit a minimum of 2 similar assignments within the contract scope, which were totally and successfully completed in the last 3 years as specified under section (see selection criteria on pg. 64 of the tender document)
16.	Are you particular on Brands ie China?	No, Enabel is not particular to brands or even countries of origin. Tenderers shall propose brands that meet the technical specification in the tender document under section 1.1.1
17.	For the delivery costs to different regions, how shall we estimate because the quantity determines the type of the vehicle/transportation required. is there a maximum quantity per year/call order since it's a framework. How shall we then cost for the delivery?	No, there is no maximum quantity per year or of the call order. Quantities shall be order as and when needs a raise. The tenderer shall cost delivery per trip of a vehicle not bigger than 3 tons.
18.	Under 5.4.1 Financial identification Form, is it possible to hand in our normal operating accounts (USD & UGX) Then open the Euro account once we get the award letter?	Yes, it is ok for a tenderer to submit a normal operating account along with an account confirmation letter from the bank. However, the account submitted shall not change throughout the contract duration and implementation.
19.	According to the tender document under the Sufficient Technical and Professional	Where a tenderer is participating in more than one lot, the turnover required per lot

	Capacity, you highlighted that (if a contractor submits for more than one lot, the amount above shall be summed up for lots tendered). Please clarify in simple terms what that means?	shall be added up to assess their financial capacity for all lots tendered.
20.	What documents do you need from us, a local company.	Where a tenderer is bidding as a local firm, the tenderer shall be required to submit documents under section 5.4 preparation and submission of tender in the tender document.
21.	Do you need the international company's experience for example their POs/contracts or ours, the local company.	Where an international company is bidding, the international company shall be responsible to provide their company experience given that the international company is only partnering with the local firm for local presence and support. If the companies are submitting as a joint venture, then any of the two companies can submit relevant experiences.
22.	Do we need to register our partnership with the foreign company? If yes, what are the documents that are required from us.	Where an international firm is main tenderer, the international firm shall provide a local accredited dealership /partnership that will ensure the application of the guarantee and is capable of ensuring the maintenance of supplies and shall attach proof of partnership/agreement and the local contact i.e physical address, phone number and email. Local firms shall not need partnership

23.	Should the Tax Clearance Certificate be from the international company or from us the local company?	Both the international company and local company shall provide the Tax Clearance Certificate.
24.	Is it a framework contract?	Yes, this is framework contract
25.	What is the minimum quantity of ordering for the items?	The contracting authority does not have a minimum quantity for the purchase orders. The quantities shall be determined by the contracting authority's needs at the time of ordering.
26.	What are the timelines for the delivery of the items.	The delivery duration is specified in accordance with lots and values of the order form as stated under section 1.2 Requirements for the ancillary services in the tender document
27.	Should the Manufacturers Authorization be for the international company for example their names, email address?	Where the international company is the main tenderer, the Manufacturers Authorization shall be provided by the international company.
28.	Who would invoice, the international partner or the local partner.	Where the international company is the main tenderer, the international company would be the partner to invoice the contracting authority.
29.	Should the contractual documents and procedural documents be signed by the international company or the local company	Yes, where the international company is the main tenderer, the international company Shall bear the responsibility to sign the contractual documents.
30.	The item 11, Lot. 1 – The UPS is requesting a capacity of 480 Watts; However, the Typical Backup Time at Half Load and the Typical Backup Time at Full Load DO NOT correspond to the requested capacity. In the first case, it	The capacity of 480Watts also has 850VA added to it which would show you the various UPSes that have power provision or 850VA. Please consider the 850VA for guidance.

	exceeds the midpoint, and in the second case it also exceeds the capacity initially requested. Therefore, the request is not well made, and we want to know specifically what you are looking for, a UPS with a total capacity of 480 Watts, or a UPS that matches with the backup times?	
31.	<p>Understanding that the projects usually have a defined schedule in advance, we respectfully request that you please consider an extension of the deadline for submission of bids, ideally until 30/04/2024 considering that:</p> <ul style="list-style-type: none"> • The solicitation is needing a modification. • We are a Colombian Company, and our time of transit of the Close Envelope Bid takes around 15 days, and with the holidays this time can change, all this because of the distance in our countries. • We would like to ask, if it is possible to send our offer electronic and protected with a password with the proof of delivery of the close envelope, just in case of some unexpected eventuality. 	<ul style="list-style-type: none"> • Due to programmatic reasons, the bid submission deadline shall not be extended. • In accordance to section 5.4.2 Submission of tenders, tenders shall be submitted by mail (standard mail or registered mail) or delivered by hand with acknowledgement of receipt. The electronic copies shall be submitted in one or more PDF files on a USB stick. The USB stick shall be inserted into the envelope containing the hard copy tender.
32.	The current pricing formula accounts for changes in the Uganda consumer price	The contracting authority operates in Uganda hence the consideration of the

	index. However, parts are sourced from other countries where price changes occur frequently. How will we account for these changes in price, given that the current formula only looks at UBOS?	pricing formula taking account for changes in the Uganda consumer price index.
33.	The Calendar Days are quite limiting if there are public holidays and weekends-how do we cater for the deviance in importing and clearing equipment taking into these holidays from export country as well?	We believe that the calendars days proposed in the tender document is sufficient enough hence the successful tenderer shall adhere to terms and conditions stated in the tender document.
34.	In regard to 4.10.6- Inspection of supplies delivered. During the 30-day inspection period, we are still being held liable for the goods. How can we ensure the safety of goods during that period on-site post-delivery when they are in your possession but we are still being held liable. As it would be impossible for us to be responsible for items that we are not in physical possession of. Do you have an insurance clause that caters for this period?	The safety of the goods while they are in the custody of the contracting authority shall be the responsibility of the contracting authority, however, the inspection period is intended to allow the contracting authority time to verify that the goods correspond to the order in kind, quantity, quality etc. prior to acceptance. Goods that don't correspond to the order shall be rejected and the contractor requested to take them back at his own expense
35.	Warranty for any equipment starts the day it is delivered on site. In reference to 4.13.3 Guarantee period, if this should begin when the acceptance report is given (30 days after delivery), how do we reconcile the two?	The warranty period shall commence on the date on which provisional acceptance is given. The warranty shall last as specified per the item in part 1 of the technical specification. (see section 4.13.3 "Guarantee period" of the tender document).
36.	In 4.17 (bullet 3) Obligations of the supplier, stipulates that we are required	No, we do not agree to a maintenance contract or any additional cost. The

	to maintain the equipment during the duration on the contract, kindly note this would come with a maintenance contract and additional cost. Do you agree?	statement refers to “maintenance and repairs during the public contract term” which is basically the warranty period. Most of the items have a warranty requirement hence the tenderer shall be required make the necessary repair or placement in line with the warranty.
37.	In regard to the Financial Identification form, you ask for the ACCOUNT HOLDERS DATA. Do you wish to have the data of the signatory (private individual) or of the registered account holder (in this case the company)	The data of the account signatory is the data required in the Financial Identification form with an account confirmation letter from the bank. This account shall not change throughout the contract duration and implementation.

Signature: *Sandra ADERO*
 Sandra ADERO (Apr 8, 2024 09:42 GMT+3)

Function: Public Procurement Officer