

### MINUTES OF THE INFORMATION MEETING

**Contract title:** Public procurement consultancy services for development of master plans, detailed design, supervision of works and supplies for furniture and equipment for 3 health training institutions (Fort Portal College of Health Science.

**Reference:** UGA22010-10014

The information meeting for consultancy services for development of master plans, detailed design, supervision of works and supplies for furniture and equipment was held on 9<sup>th</sup>, 10<sup>th</sup> and 12<sup>th</sup> July 2024 at the 3 health training institutions (Fort Portal College of Health Sciences, Hoima School of Nursing and Midwifery, and Jinja School of Nursing and Midwifery respectively

N°	Issue / question raised	Response
1.	Are there existing drawings for each site?	No, there are no existing drawings for each site.
2.	Is there an existing budget for this procurement tender?	Yes, there is an existing budget for this tender, but this shall not be declared at the stage of the procurement process.
3.	What are the extent of works for the renovation?	Please refer to page 10 and 11 under the heading list of Institutional Needs
4.	Is the master plan under phase 1 for 10 or 7 months?	The master plan is under phase 1. Phase 1 in totality is 10 month and the details below is a breakdown of what is entailed in the 10 months. The breakdown includes design stage at 7 months and assistance in tendering for construction at 3 months on page 4.
5.	Please clarify between the two statements, i.e; request to participate and submission deadline as stated on page 65	Request to participate and date of submission is the same thing.
6.	For the Architect/ Team leader, is the experience required general or after registration?	The experience to be considered shall be from the date an expert graduated from university. The general experience required is after graduation and there is specific experience required in reference to the tender for consultancy

7.	At what point do you start counting the experience of an expert. Is it after registration or after graduation?	The general experience required is after graduation and there is specific experience required in reference to the tender for consultancy
8.	On page 39, there is experience required for the team leader then another requirement that is indicated as an added advantage. Will one be penalised if they don't have the experience indicated as an added advantage?	No, one shall not be penalised if they don't have experience considered as added advantage, however it would be an extra bonus mark if they have it.
9.	What is the difference between a copied signature and a valid signature?	A valid signature is one that is dated not more than 3 months from bid submission. Please refer to page 39 that states the requirement for signed CV's.
10.	How long is the invoice verification period?	There is no standard period that is set as it goes through a process before the invoice is verified and approved, i.e. reviewing the documents submitted for acceptance. However, payment is made within 30 calendar days.
11.	Can the minimum number of assignments be amended to reflect work done in the last 5 years instead of last three years?	No, the period within scope of assignment shall be maintained at three years as stated in the tender document.
12.	Does the number of pages technical proposal include the CV's for the experts	No, the technical proposal does not include the CV's for the experts.
13.	Is there a limit to the number of pages for a CV of an expert?	No, there is no limit to the number of pages for an expert's CV. In addition, however, the tenderer should keep in mind to present the relevant experience for the works.
14.	Can the CV of the IT expert be submitted later?	No, the CV's for the 12 main experts must be submitted at the initial submission. The non key expert is those that shall be required after award of the contract.

15.	Will it be an issue of non-conformity if a tender submits a TCC or NSSF clearance certificate at the time of the initial submission?	No, one shall not be penalised for submitting documents that have not been asked for. Its ok to submit them before they ask for them
16.	At what point is the performance bond required?	It shall be required 30 days from receipt of award letter from the successful tenderer
17.	Regarding Pg.86 is there a specific expectation of the concept design?	No there is no specific expectation, the tenderer is required to come up with what they perceive, or think is best as guided by the notes on page 86.
18.	What is the current population of the school?	Please refer to page 29 of the tender document that has it well stated.
19.	Is the approval for the drawings within the 7 months period as stated in the tender	Yes, approval for the drawings shall be within the 7 months' period as stated in the tender. This will however be supported the contracting authority and ministry
20.	Is the minimum number of assignments required for the team leader of the organisation?	As stated in the tender document, the minimum assignments required shall be for the organisation.
21.	To whom is the email addressed to when sending our bid?	Refer to page 65 of the tender document
22.	There are several references to the "Terms of Reference", however these are not included in the Tender Specifications. Shall we assume that Clauses 1- Technical Specifications are to be read as the Terms of Reference or are these a separate document? If the latter, can the TORs be provided please?	All clauses under section 1 of the tender document are the terms of reference
23.	Page 25 clause 1.1.9.2 indicates the estimated duration of the assignment is mentioned under clause 1.1.11, however there is no reference to this on this clause. Clause 3.3 states the	Yes, Section 3.3 of the tender document indicates the contract duration period.

	contract duration, so we assume this is the correct reference. Please confirm.	
24.	<p>Page 25 clause 1.1.9.2 states this is a lump sum contract, which is reinforced by the tender form on page 88 clause 6.3.3, which has only 2 items, referring to the 2 phases of the scope of the assignment. However, page 64 clause 5.4.3 appears to contradict this by stating this is a price-schedule contract. Please clarify.</p>	<p>Please consider that the services shall be contracted as lump sum assignment. The services are continuous (taking into account the Contracting authority's review and approval periods for the Phase 1 and 2 services).</p> <p>Also note the contract duration as mentioned under point 3.3 "<i>Duration of the contract</i>" of the tender document.</p> <p>Also note that phase 1 shall be 40% and phase 2 shall be 60% as stated in section <b>"4.15.3 Invoicing and payment of services"</b></p>
25.	If the contract is to be a price-schedule, please advise what units we should be looking at for our rates.	See response to Qn.24.
26.	<p>Page 25 clause 1.1.9. item 3 is titled "1.1.10 Expected Outputs", and it partially repeats the content of page 33 clause 1.1.10. Please advise if this item 3 is to be disregarded.</p> <p>Page 28 clause 1.1.9 item 4 simply states "1.1.11" and no further text. We assume this is to be disregarded.</p>	<p>This was a repetition, consider content on page 25 clause 1.1.9, item 3 as "expected outputs" including tables from page 25 to page 33.</p> <p>Clause 1.1.10 on page 33 to page 35 including tables has been repeated hence deleted</p>
27.	Page 29 bullet point 6 states that we need to "Prepare 3 alternative concept master plans for the site". Please clarify if this means 3 options per building site (9 in total) or one per building site (3 in total)?	Yes, 3 alternative concepts/options of the master plans shall be required for every site.
28.	Page 38 clause 1.4.1 states 11 key professional staff, but clause 1.4.2 requires 12 (from a) to l)). Please clarify.	Please consider the 12 experts as indicated and detailed on page 39-40

29.	Page 39 clause 1.4.2 qualifications of the team require 12 key professional staff, however some roles overlap for some of our staff, can one individual hold more than one key role?	No, please provide the key experts independently as per tender requirements
30.	Page 62 clause 5.3 details a compulsory site visit to each of the three sites. Please advise if we need to register for the visits and provide more details for how to participate.	<p>There is no need to register, however a tenderer is required to send a representative to each location. It is a compulsory site visit for the tenderers who intend to participate for this tender.</p> <p>A site visit certificate shall be issued by the contracting authority to each tenderer as evidence of the site visit. Every tenderer shall be required to submit the site visit certificate with the tender. Furthermore, as a mandatory requirement, the tenderers are expected to visit all the three sites as they form one tender.</p>
31.	Page 65 clause 5.4.2 requires that “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 the tenderer.”. The contract title is particularly long (44 words) and may cause the email to bounce back, not be delivered or deemed as spam. Can we use only the reference number and the name of the tenderer to ensure suitable delivery of the email?	Yes, you can use the reference number and the name of the tenderer.
32.	Page 65 clause 5.4.2 refers to footnote 12, however this is missing. Please clarify.	Please consider the information in clause 5.4.2 and disregard the footnote.
33.	Page 68 clause 5.5.2.2 refers to “BAFO”, please confirm if this acronym stands for “Best and Final Offer”.	Yes, BAFO is an acronym for Best and Final Offer

34.	If the contract is to be a price-schedule, please advise what units we should be looking at for our rates.	See response to Qn. 24.
35.	Page 38 clause 1.4.1 states 11 key professional staff, but clause 1.4.2 requires 12 (from a) to l)). Please clarify.	See response to Qn 28
36.	Page 52 clause 4.6 refers to a Performance Bond. This is usually only applied for construction contractors (i.e. builders). Please clarify if this is intended for the design team.	Yes, a performance bond is a requirement. Refer to page 70. This shall be a <b>bank guarantee submitted by the successful tenderer after award of contract</b>
37.	Please clarify if the form in page 71 must be filled in when submitting the proposal as a company.	Yes, the form on page 71 must be filled in
38.	Page 86 clause 6.3.2 refers to “requirements for concept and sketch designs” including presentation of concept and sketches (only basic sketches). Please clarify if sketches are required as part of the proposal to be submitted on 22 July.	No there is no specific expectation, the tenderer is required to come up with what they perceive, or think is best as guided by the notes on page 86.  You may sketch if you find it convenient to explain your concept
39.	Page 88 clause 6.3.3 Tender Form - Prices refers to 40% maximum and 60% maximum in the payment schedule, which is slightly confusing. Please clarify.	Yes, the prices 40% and 60% in the payment schedule refer to the two project phases. i.e Design and contract management
40.	Please clarify if expenses such as travel and accommodation are reimbursable.	Travel and accommodation costs <b>are not</b> re-reimbursable and must be built in the rates
41.	Are there any specific forms to use for submissions of Joint venture or association	No, there are no specific forms to be used but the 2 or 3 firms can use the forms of private entity to provide their details. Please note that the JV will have to pass the legally binding test for the partners

42.	Is the information required in the Form (Public law entity) on Page74 for a law firm?	Yes, it's only applicable for the Law firms and for the others, they are not applicable
43.	Does each Key Staff require a professional indemnity insurance cover or will the one to be provided by the Tenderer sufficient?	Only after award to the successful tenderer. This part of the mobilization requirements
44.	What facilities to be located in easily accessible place are required in the Small Concept Note for Fort Portal College of Health Sciences?	For the concept note refer to response to Qn 17 For the requirements to facilities refer to response to Qn 3
45.	<p>Since we have only just obtained this information, the site visit is stated as compulsory, and yet we are within the timeframe for submitting a competitive proposal in time.</p> <p>Having missed the site visits, do we still qualify to make our submission? Will this disadvantage us in any way? We note that the evaluation criteria do not include the site visit as a pass/fail criterion. Please advise</p>	<p>A site visit was mandatory and only those who participated shall take part in the tendering process.</p> <p>No, if you missed the compulsory site visit, you cannot submit a bid as it will not be considered.</p> <p>A certificate of attendance was issued to the participants.</p>
46.	Apart from the team leader, can any of the other team members appear in more than one bid? Please advise. I received a call over this	Yes, as only 1 bidder can win the tender which I tender 3 lots