

## MINUTES OF THE INFORMATION MEETING

**Contract title:** Public procurement contract for the provision of consultancy services for the design, development, installation, configuration, deployment, testing and user training for the Labour Administration and Management System.

**Reference:** UGA21003-10074

The information meeting was held on 5<sup>th</sup> November, 2024 at 11:00 am Kampala time at Enabel Rep. Office.

N°	Issue / question raised	Response
1.	It would be great if you could please provide us with the Functional Requirements of the Labour Administration Management Information System (LAMIS) to be developed, for our better understanding.	The tender document highlights some of the functional requirements for the system. Furthermore, comprehensive functional requirements gathering is one of the tasks that we expect the consultant to carryout.
2.	Could you specify the required documentation and any legal prerequisites that an international company not registered in Uganda must fulfil to participate in this tender?	There are no legal documentations or legal prerequisites that an international company not registered in Uganda must fulfil to participate in this tender. All the required forms that apply to all companies are listed under section 5.4. 1 Administrative proposal of the tender document.
3.	How does the absence of a NITA-U Level II certification in the categories of Computer Programming, Consultancy, and Related Activities (Codes 6201, 6202) and Information Services (6311, 6312) affect the eligibility of an international bidder?	NITA-U certification shall not affect the eligibility of an international bidder. NITA-U certification is a certificate issued by the ICT Authority in Uganda and given that it is requirement for the successful bidder, where an international firm is the successful bidder, the firm shall be required to submit an equivalent.

4.	Are there any alternative provisions or exemptions available for international firms lacking the aforementioned certification?	Yes, the international firms shall be required to provide equivalent documentations in regards to the requirements.
5.	Are there any specific conditions that apply to companies not registered within Uganda?	With the exception of withholding tax of 15% for international firms, there are no specific conditions that apply to companies not registered within Uganda.
6.	I have a very similar project in the government with features like the one that you want. However, it was developed in 2000 and still conducting support and maintenance of the system. Would this qualify to be one of the projects that you're looking for?	No, the project shall not qualify as sufficient experience because the requirement is for successfully completed similar assignments in the last three years.
7.	Would the previous assignments of the consortium member suffice for the experience for the firms tendering as a consortium or you could only consider and require previous assignments of the main contractor?	Yes, the previous assignments/ experience from a consortium or joint venture partner would be sufficient and would suffice because both firms are tendering as one firm.
8.	The module description to be built is not clear in the tender document and number of modules needed for the system is not mentioned as well. How many modules shall be required for the system and can the module description be provided?	We expect the consultant to conduct a comprehensive functional requirements gathering, which will form the basis for defining the system's modules.
9.	Is off site delivery model acceptable or Enabel is looking at all the resources (testers, developers and those core part of the development activity) to be at client site. Can we work remotely	Yes, the contractor can work remotely for some activities. The customization, configuration, development shall be performed at the contractor's premises/office and deployment and User acceptance training shall be

		undertaken at Ministry of Gender, Labour and Social Development.
10.	Is there any specific budget or an upper limit of the sort that could be disclosed to guide the tenderers on financials?	No, the budget for this tender shall not be provided to the tenderers. Tenderers are to the best of their ability propose a financial offer that they see fit to execute the contract.
11.	You had mentioned that the financial offers should be VAT exclusive and VAT inclusive when invoicing which Enabel shall pay the contractor but will have to be reimbursed to Enabel after payments have been made. Who shall reimburse Enabel?	The Revenue Authority shall make reimbursement of the VAT to Enabel after the contractor remitting the taxes to the Revenue Authority because Enabel is VAT exempt.
12.	Does the development of the system have to be done on cloud or it is will be deployed at a data center? Is the required hardware available or do we have to propose it as a part of the financial proposal?	LAMIS will be deployed on the server provided at the Ministry of Gender, Labour, and Social Development. The consultant will be responsible for proposing the necessary hardware specifications, such as RAM, storage, and other components, to ensure optimal system performance.
13.	On page 22 of the tender document, there is a proposal to use SMS to send messages. For the SMS gateway, we can integrate with an SMS tool or will the SMS integration pack form the cost of the SMS that will be the responsibility of the department?	The department will cover the SMS costs, while the consultant will be responsible for developing the SMS module.
14.	Can the 15% payment after one year of successful support, maintenance and acceptance of the final report, be divide into it into 12 equal instalments like after completion of a month you can give us one month amount payment monthly?	No, the 15% payment after one year of successful support, maintenance and acceptance of the final report shall not be divided into 12 equal instalments.

15.	Is a bid security required for the participation?	No, tenderers shall not be required to provide bid security for this tender.
16.	On page 28 of the tender document, data migration is highlighted. What is the available type of data? Is it a physical form of data or legacy data? In which format is the is available data and do we have to retest that data as well?	The data can be in any format. The consultant can propose the best methodology to migrate different types data in the best way possible.
17.	Is there a tentative number of users for this system because this will help us to make a proper sizing with the technical proposal?	The number of users is currently undetermined. The consultant should include in the technical proposal the requirements and specifications for supporting a scalable range of users.
18.	In India, we are exempted from VAT however, there are other applicable taxes. So at the time of the financial submission, do we have to mention the percentage of those applicable taxes in the financial proposal?	No, the tenderer shall be required to only indicate the contract value for executing the contract exclusive of all taxes.
19.	Is there any existing system that the Ministry Labour Department is using as of now?	No, there is no system that the Labour Department is currently using. This shall be the first system for the Labour department.
20.	You mentioned that tenderers should have sufficient experience in the development, customization, and setup of open source-based ICT systems. Kindly explain what you mean by that specifically.	For LAMIS, we require that applicants have strong experience in developing, customizing, and setting up ICT systems based on open-source technologies such as PostgreSQL, Apache, LINUX, etc

Signature: Sandra ADERO  
Sandra ADERO (Nov 11, 2024 10:15 GMT+3)

Function: Public Procurement Officer