

## MINUTES OF THE PRE-BID/INFORMATION MEETING

**Contract title:** Framework services contract for development of a maintenance and Asset Management Strategy and Training for Schools, VTIs, Health Centre IVs and Health training schools

**Reference:** 2800UGA-10136

The pre-bid/information meeting was held on 21<sup>st</sup> January, 2025 at Representation office, Plot 1B, Lower Kololo Terrace and online at 11:00 am Kampala time.

N°	Issue / question raised	Response
1.	During bid submission, how many copies of bids are we required to submit?	Tenderers shall be required to submit 2 copies for tender submission. One hard/paper copy (original bid) and one soft copy in a PDF format on a flash.
2.	During public opening of bids, do you open both technical and financial proposals?	During public opening only administrative and technical proposals shall be opened.
3.	On average, how many non-key staff can a consultant propose?	A consultant can propose as many non-key staff as they would like however Enabel's focus shall be on the key staff.
4.	In subject of procurement, the title has strategy and somewhere in the terms of reference, there is mention of system. What is Enabel looking at, development of a strategy or system?	A strategy can mean a long-time plan, while a system can mean a process or method to be used to ensure the strategy is implemented effectively, basically the two work hand in hand.
5.	Page 34 shows a clear breakdown on how the finances shall be effected per phase and the subsequent sub-phases however, in the financial form, financials have been present in unit rates per expert. How will these two work out	This will be referenced to activity scheduling and achieved result for that activity in relation to the amount of time put in man hours Note: propose to include conversion of man-days to man-hours

6.	In relation to delays, there are time when the delays are caused by the partners not the contractor and sometimes delays are caused by situations out of the contractor's control, shall the contractor be penalized for that?	No, the contractor shall not be penalized for delays caused by the partners or by situations out of the contractor's control. However, the contractor shall be required to document the delays and bring it to the attention of Enabel.
7.	On the side of staff, you mentioned that you need a letter from Interpol (certificate of good conduct) do you require the certificate of good conduct from all the key staff?	No, the certificate of good conduct shall be required only for the successful tenderer and shall be required from either one of the directors or the individual appointed in the powers of attorney.
8.	Where an entity would like to partner with another company not in terms of a joint venture but an association. How can they go about it?	The lead firm should present a document (agreement/resolution) showing the formation of the association and all the firms in the association shall be expected to submit all the administrative forms in section 5.4.1.1 Content of tenders of the tender document.
9.	Is the whole project to a tune of 1,000,000 Euros or each project is to a tune of 1,000,000 Euros. Please clarify.	The 1,000,000 Euros is the maximum amount Enabel shall spend on the framework for the 4 calendar years.

**Sandra Adero**

Public Procurement Officer