

CLARIFICATIONS

Contract title: Public contract for Consultancy services for Business Development Services under Framework agreement

Reference: UGA22003-10019

Please note that the contracting authority will not further respond to any other question as provided for under point 3.3 "Information". As a reminder, tenders must be received **before before 7th February, 2025 at 11:00 am Kampala time.**

Late bids will not be accepted.

N°	Issue / question raised	Response
1.	If we wish to submit a bid for more than one lot, are we allowed to submit a single bid, or should we submit separate bids for each lot?	<p>Please refer to section 5.4.2 of the tender document as it highlights issues regarding submission of tenders.</p> <p>NB; We guide that the administrative proposal can be one file for all the lots, however ensure that you comply to all the requirements especially in regards to turnover, similar assignments and CVs.</p> <p>The technical and financial proposal have to be submitted for each lot</p> <p>Important to note is that all those documents have to be sent in 3 sealed separated envelopes put together in ONE BIG envelope also sealed (see section 5.4.2.)</p>
2.	In the event that we are submitting for multiple lots, can we use the same team of experts for different lots? For example, can we use the same team leader for	You may have the same expert for different Lots, however, considering the fact that the framework agreement will be used for different projects at the same

	more than one lot, or is it required that each lot have a separate team of experts?	time, its advisable to have different experts per lot. NB; Please ensure that experts proposed have the right qualifications and experience as indicated in the tender document in section 1.3.1.2.
3.	We understand that we are required to submit the Technical Proposal, Administrative Proposal, and Financial Proposal in separate envelopes, all sealed in one outer envelope. Could you please clarify whether we are also required to submit three separate flash drives for each proposal, or if it is acceptable to place the electronic copies of the Technical, Administrative, and Financial Proposals on a single flash drive?	You may use one flash for all the lots, however ensure that the documents per lot are well separated per lot
	Bank Account Requirements: Does the tenderer need to have a EUR bank account to proceed, or can a USD account or another currency account work?	<p>The contract currency is the Euro. Our payments to the successful tenderer will be made in euros.</p> <p>It is not compulsory to have a bank account in euros, but please note that any exchange differences incurred by the bidder are not the responsibility of Enabel.</p> <p>Bidders should be aware that if they have an account in another currency, they may lose money.</p>
	Financial Tender Form Adjustments:	The tendering process shall result into a framework agreement. This means that

	<p>In the event of additional expenses or costs that may be incurred, is it permissible to adjust the financial tender form?</p>	<p>prices indicated shall remain the same for the contractual period. Additionally, any additional expenses incurred outside the unit prices indicated at the original financial proposal shall not be considered. Please refer to section 5.4.1.1 under Content of tenders that states what shall be included in the unit price (person days.)</p> <p>Furthermore, there are Re-imbursables/ Miscellaneous expenses that will be considered as seen in the financial proposal forms.</p>
	<p>Is the financial tender form the same as the financial proposal template, and in what currency should it be completed (EUR or UGX)?</p>	<p>The financial tender form is the same as the financial proposal template.</p> <p>The form MUST be completed in Euros.</p>
	<p>Financial Proposal Duration:</p> <p>Should the financial proposal provided cover the entire 4 calendar years of the contract, or is it based on a shorter time period?</p>	<p>The financial proposal provided cover the entire 4 calendar years of the contract, though the unit cost shall be per person day. The unit cost per person day as indicated by the tenderer shall be used for the entire contractual period.</p>
	<p>VAT Registration:</p> <p>Is VAT registration a requirement for this tender? If our company is not VAT registered, are we still eligible to apply?</p>	<p>In the context of this European tender procedure, your company must comply with the local tax legislation relevant to your jurisdiction. If your company is not VAT registered, you will need to document any exemptions or legal authorizations for being unregistered.</p>

		<p>This should be supported with clear proof in accordance with your local regulations.</p> <p>Additionally, please pay close attention to the requirements in Section 5.6.1 regarding the minimum turnover per lot. Certain small enterprises, such as those in Uganda, may be exempt from VAT registration due to their low turnover. It is important to ensure that your company meets the turnover criteria outlined in the tender.</p>
	<p>Financial Cap per Lot:</p> <p>Is there a specific financial cap or maximum budget allocated for each lot that we should adhere to when preparing the financial proposal?</p>	<p>The tender is for a 4-year framework agreement. The financial bids will be compared considering the person/day price.</p> <p>The financial cap or maximum budget per lot will not help you prepare your financial proposal, as the only price required is the unit price (person/day and certain reimbursements/miscellaneous expenses).</p>
	<p>Annex Formats:</p> <p>Would it be possible to receive the essential annexes in Word format to facilitate better completion?</p>	<p>Yes, this will be shared.</p>
	<p>Clarification on Section 3.4:</p> <p>Could you please provide further clarity on Section 3.4 regarding the items listed? We would appreciate more details to</p>	<p>Each lot is divided into sections, tasks and even sub-tasks also called 'items' (see for example section 1.2.1 concerning lot 1: Governance/compliance/HR</p>

	ensure our proposal aligns with the requirements.	management and development). In submitting a tender for Lot 1, the Tenderer must ensure that it is able to fulfil all the sections, tasks and sub-tasks of Lot 1. The Tenderer must submit a person/day price for all the team (Team leader and all experts) required for Lot 1 and this price will apply to all aspects of Lot 1.
	Modifications or Additional Information: Could you kindly inform us of any modifications, updates, or additional information that has been made to this call that we should be aware of?	All clarifications and responses made so far are available on the Enabel website
	Additionally, we have observed that the form for the first lot differs from the other forms. Could you confirm if this is intentional or if there are any updates we should be aware of?	Reference is made to Section 5.4.1.1 Content of tenders. It states that the tenderer is to include in his unit and global prices any charges and taxes generally applied to the performance of the contract, with the exception of the value-added tax. The bidder will quote its daily rates in euros, excluding VAT. He will mention the VAT rate in a separate line item. NB; Please follow the table as stated in Lot 1 to include the tax element and the total for Lot 2, 3 and 4.