

## MINUTES OF THE INFORMATION MEETING

**Contract title:** Framework agreement for the construction of Health and Educational facilities implemented by Enabel in Uganda

**Reference:** 2800UGA-10177

The information meeting for the framework agreement for the construction of Health and Educational facilities implemented by Enabel in Uganda held on 15<sup>th</sup> July 2025 at Enabel in Uganda.

N°	Issue / question raised	Response
1.	The BoQ which is provided on the website is only for a 3-classroom block and nothing in respect for a health facility. I therefore wish to know whether in terms of prices, the bidders shall be assessed on the basis of the provided BoQ alone or another BoQ in respect of health facilities is yet to be provided	Yes, indeed, the BoQ provided is indicative and only for purposes of bidder assessment to be listed/awarded the framework agreement for Lots. Following the conclusion of this process, detailed BoQs for various schools and health centre IV facilities, drawings and specifications corresponding to these works will be issued for mini competition based on price, schedule. The starting point will be COMPULSARY pre-bid/information meeting to held on all sites per Lot for the listed contractors
2.	There is no drawings of both health and Educational facilities on the website. Kindly clarify.	Refer to explanation in (1) above
3.	We kindly request for the bill of quantities be per site since sites are in different locations for both health and educational facilities	Refer to explanation in (1) above

4.	There is no main summary sheet per lot for each site	Refer to explanation in (1) above
5.	If I am participating in four lots, does it mean I have to provide different experts for each lot?	Yes, the tenderer shall be required to provide different experts per Lot.  Note: The contracting authority shall restrict the number of lots that can be awarded to a single tenderer to a maximum of 2 lots
6.	Can we provide contracts as evidence for similar assignments instead of providing completion certificates?	No, tenderers shall be required to only provide completion certificates as they show proof that indeed the project was successfully implemented and completed.
7.	In the tender document it is indicated that CVs should have a maximum of 3 pages, does this include the academic documents?	No, the academic documents shall not be part of the CVs. The tenderers are encouraged to summarise and be specific in the CVs and provide what is required as per the tender document.
8.	In the tender document it is indicated that the technical proposal should have a maximum of 20 pages, does the font matter?	No, the font size and type does not matter however it should be in a font and size that is readable and be specific to avoid full volumes of books.
9.	The law applicable is the Belgium Law, in the Ugandan Law, we would have got a bid submission Form. Is there a document we are supposed to sign?	Yes, there are documents that you are required to fill in the information and sign. Refer to section 6 annexes of the tender document.
10.	Is the powers of attorney required?	Yes, the powers of attorney required. Refer to section 5.4.1.1 Content of tender: administrative proposal.
11.	When will we get the minutes for this meeting, and will it be through our emails or Enabel website?	The minutes shall be shared 10 calendar days before the bid submission deadline through emails and the Enabel website.

12.	The turnover is required in euros, does this mean we are going to convert the books of accounts from UGX to Euros and what is the standard figure to use when converting?	No, tenderers are not required to convert their currency in the audited books in Euros. Note: Internally Enabel uses UGX: 4000 as its standard rate.
13.	Will the amounts in the completion certificates be converted to Euros?	No, tenderers shall not convert contract amounts in the completion certificates, you will submit completion certificates as is.
14.	For instance, we are 5 bidders, and we have all passed the technical criteria and have been short listed, can we form a joint venture at that stage?	No, a joint venture can only be formed at the initial stage of tendering and shall not be accepted at the second stage of the mini competition.
15.	Where do we find the European Single Procurement Document (ESPD)?	The European Single Procurement Document (ESPD) is available on the Enabel website.
16.	In the tender document, the equipment listed involves power consuming machines in case there is no power source on site, can we instead use manual / human labour?	For this kind of a project you are expected to have a power source backup because there are activities that cannot be handled with humanly energy and require heavy machinery.
17.	Is the source of funding from Belgium?	Yes, the source of funding for this project is from Belgium.
18.	Is the bid security required?	No, a bid security shall not be required.
19.	Do you require bank guarantees in Euros, yet the bank accounts are in UGX?	Yes, the bank guarantees shall be required in Euros.
20.	In the tender document under equipment 5 (tipper trucks/ dumpers) it is indicated 3 and 9 tons what is the capacity required?	Please provide as indicated in the tender documents, both 3ton trucks and 9 ton trucks.
21.	In the BOQ item B rate column formula is not clear.	No Formula is expected in Rate Column. Find attached here cleaned BoQ

22.	Completion certificate of 1.6 million Euros, can this be revised?	No, the contract value of 1.6 million Euros Completion certificate shall not be revised. This is the contracting Authority's minimum requirement.
23.	Are E-signatures allowed or natural signatures only and should every page of the proposal be signed or stamped?	Yes, E-signatures are allowed however tenderers shall not use the scanned signatures, copy and paste. Initialing your tender/bid is to your advantage, you can decide to sign every page or not.
24.	Will the rates listed in the financial proposal be used in the final stage?	No, the rates listed in the financial proposal shall not be used in the final stage.
25.	Enabel is working together with the ministry and the government, why not drop the bank grantee?	The bank grantee is a requirement for advanced payment and even ministries or government require it as long as they are to provide an advance payment.
26.	Does commercial building apply as similar assignment like apartments?	No, commercial buildings, i.e apartments shall not suffice for similar assignment.
27.	Should the powers of attorney be specific or general?	Either specific or general powers of attorney shall be okay as long as the person signing has the power.
28.	The BOQs are in Euros, can we quote in UGX instead?	No, the BOQs are in Euros because you are required to quote in Euros.
29.	We would like to kindly inquire about the scheduled time and venue for the site visits for all the lots.	The timeline and venue for the site visits for all the lots shall be communicated to only the shortlisted bidders during the mini competition.
30.	Is there a criteria for quoting all the 4 Lots?	There are no specific criteria for a specific Lot, the criteria in the tender document shall apply to all Lots.