



## Request for price

CONTRACT TITLE: Public service contract for the Provision of Consultancy Services for Development of Academic Management Information System For The Vocational Training Institutions

PROCUREMENT REFERENCE NUMBER: UGA22005-10093

NAVISION CODE: UGA22005

Contents	
1.1 Requirements for the services .....	4
1.1.1 Technical methodology .....	4
1.1.1.1 Background information .....	4
1.1.1.2 Location of activities .....	4
1.1.1.3 General Objective.....	4
1.1.1.4 Specific Objectives .....	4
1.1.1.5 Tasks.....	5
1.1.1.6 Deliverables.....	6
1.1.1.7 Timeline for activities.....	6
1.1.1.8 Methodology.....	7
1.2 Quality management.....	8
1.3 Project management.....	8
1.4 Requirements for the resources .....	9
1.4.1 Human Resources .....	9
1.4.1.1 Selection of the team .....	9
1.4.1.3 Other Resources and Logistics .....	11
2.1 General remarks.....	12
2.2 Subcontracting .....	12
2.3 Cession .....	12
2.4 Conformity of performance .....	12
2.5 Execution modalities .....	12
2.6 Acceptance of services.....	13
2.7 Invoicing and payment.....	13
2.8 Taxes.....	15
2.9 Insurance.....	15
2.10 Intellectual property rights .....	15
2.11 Obligation of confidentiality .....	15
2.12 Deontological clauses.....	16
2.13 Complaints management and competent courts .....	17
3.1 Procurement procedure.....	18
3.2 Evaluation criteria .....	21
4.1 Administrative proposal.....	23
4.1.1 Identification form .....	23
4.1.2 Private/public law body with legal form.....	24
4.1.3 Public-law body <sup>9</sup> .....	26

4.1.4 Declaration on honour – Grounds for exclusion.....	28
4.1.5 Integrity Statement of the tenderers.....	30
4.1.6 Subcontractor form.....	31
4.1.7 Economic and financial capacity Form.....	32
4.1.8 Technical and professional capacity form.....	33
4.1.9 Professional capacity form.....	34
4.2 Financial proposal .....	35

# 1 Technical Specifications

## 1.1 Requirements for the services

### 1.1.1 Technical methodology

The contractor shall provide the services and deliverables as specified hereafter by applying a technical methodology factoring in the following aspects.

#### 1.1.1.1 Background information

Technical and Vocational Education and Training (TVET) in Uganda faces systemic challenges that hinder its ability to address youth unemployment and support economic growth. The Uganda Country Strategy 2023-2027 highlights several critical gaps in the current TVET landscape, including limited access and equity, outdated curricula, inadequate gender inclusion, weak private sector engagement, and slow policy implementation.

To address these challenges, the Development for Digitalization (D4D) team previously introduced an Academic Management Information System (AMIS) in National Teachers' Colleges (NTCs), improving data management and aligning training programs with labour market needs. Additionally, efforts were made to introduce Moodle in some Vocational Training Institutions (VTIs), though this did not take off successfully. This consultancy will build on those experiences, adapting and scaling AMIS implementation in VTIs while learning from previous attempts at digital transformation.

This consultancy will ensure that AMIS is adapted to VTI-specific needs, integrates existing digital tools such as Moodle where applicable, and fosters collaboration between stakeholders to improve governance, accessibility, and training quality.

#### 1.1.1.2 Location of activities

The assignment will be carried out within Uganda particularly 5 partner VTIs in Rwenzori and Albertine regions .

#### 1.1.1.3 General Objective

To develop a customised academic management information system that addresses VTI-specific needs, integrates existing digital tools such as Moodle where applicable, fosters collaboration between VTI staff and stakeholders to improve governance, accessibility, and training quality.

#### 1.1.1.4 Specific Objectives

1. Leverage existing AMIS experience from NTCs and integrate best practices for a scalable VTI implementation.
2. Analyse and adapt previous digitalization efforts, including Moodle, to ensure sustainability and responsiveness to VTI needs.

3. Establish core working groups within each VTI, who went for exposure visits to NTCs to leverage on their learnings about AMIS functionalities for smooth system installation and adaptation.
4. Design a hybrid implementation model involving consultants, VTI teams, and the Enabel D4D team to maximize efficiency and local capacity utilization.
5. Ensure gender and inclusivity considerations, with tools to monitor marginalized groups' participation in TVET programs.
6. Promote digital transformation by integrating AMIS with e-learning tools where applicable.

#### **1.1.1.5 Tasks**

The Consultant shall:

Preliminary Tasks:

- 1. Conduct Stakeholder Consultations:**

Engage with stakeholders including principals and instructors of VTIs in Rwenzori/Albertine regions, Enabel's D4D team, and relevant institutional leaders to validate institutional priorities and confirm user requirements for AMIS customization and deployment.

- 2. Situation Analysis:**

- Assess the current state of digital infrastructure and data management practices in target VTIs.
- Review past digitization initiatives (e.g., Moodle) to extract lessons learned.
- Identify challenges in academic management and decision-making that AMIS can address—especially related to student tracking, gender equity, inclusivity, and reporting.

- 3. Planning and Design:**

- Develop a detailed implementation plan for AMIS rollout, including timelines, training strategies, pilot phases, and core working group roles.
- Select VTIs for phased implementation based on need, readiness, and existing infrastructure.

- 4. Prototype Testing:**

- Conduct early testing of the AMIS platform in a few selected VTIs.
- Collect feedback from administrators, instructors, and student representatives to refine features, dashboards, and workflows before full deployment.

5. System Development and Deployment:

i. AMIS Customization:

- Develop or adapt AMIS modules to support student registration, course tracking, performance analytics, and resource allocation.
- Ensure dashboards support real-time decision-making and inclusivity monitoring (e.g., gender, disability, refugee status).

ii. Technical Deployment:

- Install and configure AMIS in the selected VTIs, ensuring integration with existing systems and offline access where necessary.
- Validate system performance and user access roles in controlled testing environments.

iii. Training and Support:

- Train institutional working groups (administrators, instructors, data clerks) to operate AMIS independently.
- Provide post-installation technical support and helpdesk services during the implementation phase.

#### 1.1.1.6 Deliverables

The consultant will provide the following outputs:

- I. Inception Report detailing the methodology, timeline, and work plan.
- II. Assessment Report analyzing existing digitalization efforts and lessons from NTCs.
- III. System Design Report specifying technical architecture, functionalities, and integration with existing systems and infrastructure.
- IV. Implementation Roadmap detailing phased deployment, training plans, and sustainability strategies.
- V. Final Report – summarizing

#### 1.1.1.7 Timeline for activities

The Consultants will be engaged for a total of 60 working days, with 120 calendar days for the overall assignment.

Deliverable	Description	Person Days
Inception Report	Methodology, timeline, and work plan. Set out the consultancy roadmap.	4

<b>Situation Analysis Report</b>	Assessment of existing systems in VTIs, review of prior digitalization efforts (like Moodle), stakeholder consultations, and gender/inclusivity analysis.	6
<b>AMIS Development</b>	<i>(Aligned to AMIS system development):</i> Designing, customizing, and developing AMIS for 5 VTIs, including user roles, dashboards, offline access, etc.	15
<b>Prototype Testing Report</b>	Pilot testing of AMIS in select VTIs, capturing user experience, functionality validation, and system usability feedback.	5
<b>AMIS Deployment</b>	Final deployment of AMIS in 5 VTIs, installation, and configuration, ensuring system readiness.	15
<b>Training Report</b>	Orientation and training sessions for users in all 5 VTIs, including manuals, digital skills integration, and sustainability practices.	6
<b>Final Activity Report</b>	Summary of implementation, challenges, system design documentation, roadmap, recommendations for scale-up.	4
<b>Total</b>		<b>60</b>

#### 1.1.1.8 Methodology

The Consultant will apply a phased, collaborative, and iterative approach to ensure successful AMIS adaptation and institutional ownership:

##### 1. Stakeholder Validation Phase:

- Conduct consultations with VTI leadership, instructors, core staff, and the D4D team to define user requirements, validate system needs, and outline institutional expectations.

##### 2. Baseline Assessment Phase:

- Assess existing infrastructure, data management practices, and digital skills among staff.
- Review past digitalization efforts such as Moodle to build on lessons and avoid known barriers.

##### 3. Planning and Co-Design Phase:

- Develop a roadmap for AMIS implementation with clear milestones, team roles, and feedback loops.
- Identify and prepare institutional core working groups to take part in peer learning and system design discussions.

#### **4. System Development and Pilot Phase:**

- Customize AMIS to reflect VTI structures, workflows, and data needs.
- Pilot the system in selected institutions, gather user feedback, and refine features for optimal usability.

#### **5. Deployment and Capacity Building Phase:**

- Fully deploy the AMIS in all selected VTIs.
- Conduct comprehensive training for users and administrators to ensure operational sustainability and data quality management.

#### **6. Final Reporting and Handover:**

- Document the implementation process, including challenges, feedback received, and recommendations for institutionalizing AMIS nationwide.

### **1.2 Quality management**

The Consultant will undertake this assignment under the coordination of the WeWork Project Manager (Intervention Manager) and Digital and Innovation Officer. The Project Manager or any delegated person is responsible for receiving and approving the deliverables.

The Consultant is expected to liaise and meet regularly with the D4D team and is responsible for identifying relevant documentation needed for the assignment

While consultants are expected to work independently on assigned tasks, strong coordination will be required to ensure coherence and consistency. Effective communication, timely updates, and collaboration with the Project manager are critical for the successful delivery of the assignment.

### **1.3 Project management**

A kick-off meeting will be held in Kampala between the Consultant and the project management team to agree on workplans, communication channels, and expected outcomes.

Additional meetings will be held as needed throughout the implementation to monitor progress, address bottlenecks, and coordinate joint actions.

All formal communication and documentation must be submitted in English, and records of decisions and discussions maintained throughout the consultancy period.



## 1.4 Requirements for the resources

### 1.4.1 Human Resources

#### 1.4.1.1 Selection of the team

Composition of the team	<ul style="list-style-type: none"><li>• 1 Coordinator/team leader</li><li>• 1 Software Developer/Systems Integrator</li></ul>
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The Contractor shall be responsible to present a pool of key experts that shall cover all contents of this contract. The contractor shall be responsible for selecting a coordinator/team leader and the individual expert out of his pool for delivering the output of the specific service requests of the contract.

#### **Coordinator/Team Leader**

The Contractor shall identify a coordinator/team leader within the organization who will represent the single point of contact for all administrative and operational communication with the contracting authority. The single point of contact and if necessary, his/her replacement must fulfil the requirements set in the selection criteria. Similarly, the contracting authority will designate contact persons.

All communications and exchange of information between the contracting authority and the Contractor during the contract period shall be held in writing or email, in English and be addressed to the Contractor's single point of contact and to the contact person in the contracting authority respectively.

The coordinator will need to closely collaborate with the contracting authority, ensuring that the quality of the assignment meets the standards set. In addition, he/she shall safeguard that the requirements as described in this tender are being kept.

#### **Individual Expert**

The Contractor will be responsible for selecting the individual expert(s) for delivering the outputs of the specific activities of the contract. However, each expert will require all the following skills and expertise, as specified hereafter.

#### 1.4.1.2 Qualifications of the Team leader

##### **Team Leader**

Provides overall leadership, project management, and technical guidance. Responsible for coordination with Enabel, VTIs, and other stakeholders, ensuring timely delivery, adherence to quality standards, and alignment with institutional needs. Oversees system design, integration, and reporting.

##### **Mandatory requirements for Team Leader (to be shown in CV)**

- Master's Degree in Education, Adult and Community Education, Instructional Design, Computer Science or Information Technology.
- At least five years of experience in:
  - conducting user training, capacity building, or change management during system rollout
  - monitoring & evaluation
  - in scaling or localizing AMIS platforms for institutions in low-resource or rural settings)
- Proven ability to lead stakeholder engagement processes, including collaboration with ministries, training institutions or local partners.

**Other added requirements**

- Certification in Project Management (e.g., PMP, PRINCE2, Agile/Scrum) and/or ICT4Education-related training.
- Previous work in the education or TVET sector, preferably involving school or institutional management systems.
- Experience implementing training modules to support system adoption by educators and administrative staff.

**Software Developer / Systems Integrator:**

Leads system development, customization of AMIS features, integration with existing platforms, and installation. Ensures data security, functionality, and performance optimization. Provides technical documentation and contributes to troubleshooting during and after deployment.

**Mandatory requirements for Software Developer (to be shown in CV)**

- Bachelor's Degree in Computer Science, Software Engineering, Information Technology
- At least three years of experience in developing similar systems

**Other added requirements**

- Recognized certifications in programming, systems integration, or databases (e.g., Oracle, Microsoft Certified Solutions Expert, AWS/Azure, Linux Server Management).
- Knowledge of data security, privacy compliance, and relevant regulatory standards in Uganda is an added advantage.
- Prior experience scaling or localizing AMIS (Academic Management Information Systems) or similar platforms for rural or resource-constrained environments is highly desirable.

#### **1.4.1.3 Other Resources and Logistics**

The Consultant shall be responsible for provision of all required equipment, software, data bundles, transport, accommodation, meals, and stationery for their staff, Ensuring secure hosting and backup solutions for AMIS until handover is complete, Covering all operational and logistical costs associated with the assignment

## **2. Contract conditions**

### **2.1 General remarks**

Except when specified otherwise in the order or any related contractual document of the contracting authority, these conditions apply to public contracts for services awarded in the name and on behalf of Enabel (contracting authority).

### **2.2 Subcontracting**

The service provider may, under their sole responsibility, call upon subcontractors for certain components of this contract. Subcontracting is under the sole responsibility of the service provider and does in no way discharge the service provider of performance obligations under the contract vis-à-vis the contracting authority, which recognizes no legal relation with subcontracting third parties.

### **2.3 Cession**

One contracting party may not cede its rights and relinquish its obligations resulting from the order to a third party, without having obtained in advance the written approval of the other party.

### **2.4 Conformity of performance**

The services must comply in all respects with the contract documents. Even in the absence of specifications in the procurement documents, the services must comply in all aspects with good practice.

### **2.5 Execution modalities**

The start date, the performance deadlines agreed as well as the instructions about the performance place must be strictly observed.

Any exceeding of the performance deadline and this for whatever reason shall result as of right and by the expiry of the deadline in the application of a fine for late performance of 0.07% of the amount of the order per commenced week of delay. This fine is limited to a maximum of 10% of the total amount of the order.

In the event of excessive delay or other non-performance, the contracting authority can terminate the public contract and launch another request for price quote and have the services delivered by another provider. Any possible extra cost shall be borne by the defaulting service provider.

Any costs to which the contracting authority would be exposed and attributable to the defaulting service provider are borne by the latter and deducted from amounts owed.

## 2.6 Acceptance of services

The service provider delivers only services that have no apparent and/or hidden defects and that correspond strictly to the Terms of Reference of this public contract and, if necessary, to the prescriptions of related documents as well as applicable regulations, in compliance with good practice and the state of the art and for the purposes that the contracting authority has in mind, which the service provider knows or at least should know.

Acceptance of the services or final acceptance only takes place after the complete inspection by the contracting authority of the conformity services delivered. An acceptance reports confirms such acceptance.

The signature of (a staff member of) the contracting authority, in particular in electronic reception devices, upon delivery of the report or other required output, does consequently only count as evidence of taking possession and does not concern the acceptance of the report or the output.

The contracting authority disposes of a maximum verification term of thirty days starting on the end date of delivery of services to be accepted and to notify the result to the service provider.

## 2.7 Invoicing and payment

The contractor shall send a copy of the invoice and contract acceptance report (original copy) to the following address:

Evarist Bashongoka

[evarist.bashongoka@enabel.be](mailto:evarist.bashongoka@enabel.be)

Financial controller

Invoices in due form and not disputed are paid within 30 calendar days after acceptance.

### The invoice must be in UGX

The payments will be made in respect of deliverables as indicated below

SN	Deliverable	Percentage Cost
1.	Submission and approval of Inception Report	30%
2.	Submission and approval of Assessment report, System Design Report and Implementation Roadmap	50%

3.	Submission and approval of final report	20%
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#### **Advance payment:**

By way of derogation from the foregoing, and in accordance with Articles 12/1 to 5 of the Law of 17 June 2016, inserted by the Law of 22 December 2023 amending the regulations relating to public contracts with a view to promoting access by SMEs to the said contracts, the contracting authority shall pay an advance when the successful tenderer proves to be an SME within the meaning of Article 163, § 3, subparagraph 2, of the Law of 17 June 2016.

The amount of the advance payment is calculated by applying the following percentages to a reference value determined in accordance with Article 12/5 of the Law of 17 June 2016:

1° if the successful tenderer is a micro-enterprise, i.e. an enterprise that employs fewer than ten (10) people and whose annual turnover or annual balance sheet total does not exceed two million euros (2M euro), the percentage to be taken into account is twenty per cent (20%);

2° if the successful tenderer is a small business, i.e. a business that employs fewer than fifty (50) people and whose annual turnover or annual balance sheet total does not exceed ten million euros (10M euro), the percentage to be taken into account is ten per cent (10%);

3° where the successful tenderer is a medium-sized company, i.e. a company employing fewer than two hundred and fifty (250) people and whose annual turnover does not exceed fifty million euros (50M euro) or whose annual balance sheet total does not exceed forty-three million euros (43M euro), the percentage to be taken into account is five per cent (5%).

According to Article 12/5 of the Law of 17 June 2016, the reference value relevant for calculating the advance in a framework agreement is equal to the amount of each order, including all taxes.

The first half of the advance shall be set off against the sums due to the contractor when the value of the services performed reaches thirty per cent of the original order amount and the second half of the advance shall be set off against the sums due to the contractor when the value of the services performed reaches sixty per cent of the original order amount. The aforementioned amounts shall be understood as amounts inclusive of value-added tax.

The supplier must provide an **advance bank guarantee** prior to any advance payment.

The amount of the advance will be deducted from the final invoice of each order.

No advance will be paid when implementation duration of an order is less than 60 days.

## **2.8 Taxes**

### **1. VAT**

All prices shall be quoted exclusive of VAT.

However, at the time of invoicing, the contractor must include VAT on the invoice.

### **2. Withholding tax**

This contract is subjected to Ugandan withholding tax. For national entities 6% is deducted at payment, for international entities 15% is deducted according to the withholding tax regulation of Uganda.

## **2.9 Insurance**

The service provider is bound to take out any obligatory insurance and to take out or renew any necessary insurance for the good performance of this contract, especially insurance covering 'civil liability' 'work accidents' and 'transport-related risks', and this for the whole period of the assignment.

The service provider will send the contracting authority, upon simple demand, a copy of the insurance policies taken out by the service provider and proof of regular payment of the premiums that are borne by him.

## **2.10 Intellectual property rights**

The service provider integrally, definitively and exclusively and without any financial compensation on top of the price(s) quoted in his tender, cedes any author rights or industrial property rights that it holds or will create in the context of this contract to Enabel. This cession will take place at the time of acceptance of the works that are protected by copyrights.

The service provider must cover the contracting authority against any third-party claims of violation of intellectual property rights on the goods or services delivered.

The service provider must assume, without limitation as to the amount, all payments of compensation, costs or expenditure ensuing from and borne by the contracting authority in a legal action, which is based on such a claim, provided the service provider has the right to overview the defence and negotiations with a view to an amicable settlement.

## **2.11 Obligation of confidentiality**

The service provider and its employees are bound by a duty of reserve concerning the information which comes to their knowledge during performance of this public contract. This information may not under any circumstances be communicated to third parties without the written consent of the contracting authority. The contractor may, nevertheless, list this contract

as a reference, provided that he indicates its status correctly (e.g., 'in performance') and that the contracting authority has not withdrawn this consent due to poor contract performance.

Any commercial, organisational and/or technical information (all data, including, and this without limitation, the passwords, documents, schedules, plans, prototypes, figures) that the service provider gets hold of through this public contract remain the property of the contracting authority.

The Contractor shall respect the protection of personal data.

## **2.12 Deontological clauses**

Any failure to comply with one or more of the deontological clauses given below may lead to the termination of this contract and to the exclusion of the service provider from other public contracts for Enabel.

For the duration of the contract, the service provider and his staff respect human rights and undertake not to go against political, cultural or religious customs of the country where services are delivered.

In accordance with Enabel's Policy regarding sexual exploitation and abuse (add link to text), the service provider and his staff have the duty to behave in an irreproachable manner towards the beneficiaries of the projects implemented by Enabel and towards the population in general. They must abstain from any acts that could be considered a form of sexual exploitation or abuse and they must abide by the basic principles and guidelines laid down in this policy. In application of Enabel's Policy regarding sexual exploitation and abuse there will be zero tolerance towards any misconduct referred to in its Policy regarding sexual exploitation and abuse that could impact the professional credibility of the contracting parties.

Any attempt by a service provider to obtain confidential information, to make illicit agreements with competitors or to influence the contracting authority in any way will result in the rejection of his tender.

Moreover, in order to avoid any impression of risk of partiality or connivance in the followup and control of the performance of the public contract, it is strictly forbidden to the service provider to offer, directly or indirectly, gifts, meals or any other material or immaterial advantage, of whatever value, to appointees of the contracting authority who are concerned, directly or indirectly, by the follow-up and/or control of the performance of the contract, regardless of their hierarchical rank.

In accordance with Enabel's Policy regarding sexual exploitation and abuse of June 2019 and Enabel's Policy regarding fraud and corruption risk management complaints relating to issues of



integrity (fraud, corruption, etc.) must be sent to the Integrity desk through the <https://www.enabelintegrity.be> website.

### **2.13 Complaints management and competent courts**

Only Belgian law applies to this public contract.

The parties commit to sincerely perform their engagements to ensure the good performance of this contract.

In case of litigation or divergence of opinion between the contracting authority and the service provider, the parties will consult each other to find a solution. Where needed, the service provider may request mediation via e-mail [complaints@enabel.be](mailto:complaints@enabel.be) cf. <https://www.enabel.be/content/complaints-management>

Any litigation about the orders and these contract conditions are the exclusive competence of the Brussels Courts.

### 3.1 Procurement procedure

CONTACT PERSON AT ENABEL during the procedure	
NAME:	Ritah Mwesigwa
FUNCTION:	Public Procurement Officer - Contract Service Center, Enabel
ADDRESS:	Enabel, Belgian Development Agency Lower Kololo Terrace, Plot 1B PO Box 40131, Kampala
E-MAIL:	<a href="mailto:uga_csc_contracts@enabel.be">uga_csc_contracts@enabel.be</a>

CONTACT PERSON AT ENABEL AFTER CONTRACT CONCLUSION	
NAME:	Irene Kharono
FUNCTION:	Intervention Manager
ADDRESS:	Enabel, Belgium Development Agency Lower Kololo Terrace, Plot 1B P.O Box 40131, Kampala
E-MAIL:	<a href="mailto:Irene.kharono@enabel.be">Irene.kharono@enabel.be</a>

INFORMATION REGARDING THE PROCEDURE		
Information	Any queries/clarification requests regarding this tender should be submitted by 5 <sup>th</sup> September 2025 through the Enabel contract service center mailbox <a href="mailto:uga_csc_contracts@enabel.be">uga_csc_contracts@enabel.be</a>	
RECEPTION OF TENDERS:	BID SUBMISSION DATE:	12 <sup>th</sup> September 2025 at 10:00 am, Kampala time
	MEANS:	The tenderer submits his tender as follows:  - The duly completed and signed tender shall be submitted only by e-mail and only as attachments and not via a link to a platform. The files shall be clearly named and structured

		<p>and submitted in a compressed zip folder. The tenderer is solely responsible for the accessibility and legibility of files. The tenderer shall not submit at the last minute. Untimely submission, incomplete submission or indirect submission of documents that are inaccessible or illegible may lead to the rejection of the tender.</p> <ul style="list-style-type: none"> <li>- 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 tenderer.</li> <li>- It shall be submitted by email to: <a href="mailto:uga_csc_tenders@enabel.be">uga_csc_tenders@enabel.be</a></li> </ul> <p>Upon the electronic submission of your tender, you will receive an automatic reply from the Enabel Contracts Service Center as confirmation of receipt of your tender.</p> <p>In case you don't receive the automatic reply after you submit a tender, please contact Enabel immediately using the email addresses stated under the section on "information" in this tender document or through telephone No. 0393-256-370 as most likely, your tender may not have reached the Enabel servers.</p>
SUBMISSION DETAILS		<ul style="list-style-type: none"> <li>- The tenderer shall submit separately, the administrative, technical and financial proposals in the email. In case they exceed 6MB, then the tenderer submits separate emails clearly indicating ' Administrative, technical or Financial proposal'</li> </ul>
VALIDITY PERIOD OF THE TENDER:		90 calendar days
CONTENT OF THE TENDER		<p><u>Administrative proposal</u></p> <ul style="list-style-type: none"> <li>- Identity form (Natural persons)</li> <li>- Legal Identification form</li> </ul>

	<p>(Private/public law body with legal form).</p> <ul style="list-style-type: none"> <li>- Financial identification form</li> <li>- Declaration on honor – Grounds for exclusion.</li> <li>- Integrity Statement of the tenderers.</li> <li>- Subcontractor form.</li> <li>- Technical and professional capacity form.</li> <li>- Signed CVs and academic documents for the experts.</li> </ul> <p><u>Technical proposal</u></p> <ul style="list-style-type: none"> <li>- Technical methodology</li> <li>- Quality Management</li> <li>- Project management proposal</li> </ul> <p><u>Financial proposal</u></p> <ul style="list-style-type: none"> <li>- Signed Financial offer form</li> </ul>
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## 3.2 Evaluation criteria

### Exclusion criteria

The tenderer shall be evaluated with regard to compliance with exclusion grounds stated in the enclosed Declaration on Honour as well as the Enabel integrity policy

### Selection Criteria

Moreover, by means of the documents requested in the Annexes - Administrative Proposal, the tenderer must prove that he is sufficiently capable, from an economic and financial as well as from a technical point of view, to successfully perform this public procurement contract.

1	Sufficient Economic and Financial Capacity
1.1	Sufficient turn-over
Minimum Standard	Minimum average annual turn-over of at least UGX 30,000,000 during the past three financial years of 2024,2023, 2022. Ref: 4.1.7 Economic and financial capacity Form
2	Sufficient Technical and Professional Capacity
2.1	Sufficient experience
Minimum Standard	Minimum of one similar assignments successfully completed in the past three years.
2.2	Sufficient Human Resources
Minimum standard	At least one staff member must be dedicated to fulfilling the technical specifications of the project. (Attach signed CVs)

### Award criteria

#### **Technical criteria: 40 %**

N.	Qualitative Award Criteria	Max. Points: 60
1.	Technical Methodology (Evaluation of the proposed technical approach and the appropriateness of the techniques)	30
2.	Quality Management (Assessment of quality control measures)	15
3.	Project Management (Planning, executing, and overseeing the development and implementation)	15

**Only tenders with scores of at least 35 points out of 60 points qualify for the financial evaluation.**

- Price: 40%

With regards to the 'price' criterion, the following formula will be used:

Points tender A = amount of lowest tender \* 40

amount of tender A

**Final score**

The scores for the qualitative and financial award criteria will be added up. The procurement contract will be awarded to the tenderer with the highest final score, after the contracting authority has verified the accuracy of the Declaration on honour of this tenderer and provided the control shows that the Declaration on honour corresponds with reality.

## 4 Tender form to be signed by the tenderer

### 4.1 Administrative proposal

#### 4.1.1 Identification form

##### Natural person

<b>I. PERSONAL DATA</b>			
FAMILY NAME(S) <sup>1</sup>			
FIRST	NAME(S)		
DATE OF BIRTH			
	DD	MM	YYYY
PLACE OF BIRTH (CITY, VILLAGE)	COUNTRY OF BIRTH		
TYPE OF IDENTITY DOCUMENT			
IDENTITY CARD	PASSPORT	DRIVING LICENCE <sup>2</sup>	OTHER <sup>3</sup>
ISSUING COUNTRY			
IDENTITY DOCUMENT NUMBER			
PERSONAL IDENTIFICATION NUMBER <sup>4</sup>			
PERMANENT PRIVATE ADDRESS			
POSTCODE	P.O. BOX	CITY	
REGION <sup>5</sup>	COUNTRY		
PRIVATE PHONE			
PRIVATE E-MAIL			
<b>II. BUSINESS DATA</b>		If YES, please provide business data and attach copies of the official supporting documents.	

<sup>1</sup> As indicated on the official document.

<sup>2</sup> Accepted only for Great Britain, Ireland, Denmark, Sweden, Finland, Norway, Iceland, Canada, United States and Australia.

<sup>3</sup> Failing other identity documents: residence permit or diplomatic passport.

<sup>4</sup> See table with corresponding denomination by country.

<sup>5</sup> To be completed with Region, State or Province by non EU countries only, excluding EFTA and candidate countries.

Do you run your own business without a separate legal personality (e.g. sole traders, self-employed etc.)  YES      NO	<b>BUSINESS NAME</b> (if applicable)  <b>VAT NUMBER</b>  <b>REGISTRATION NUMBER</b>  <b>PLACE OF REGISTRATION:</b> CITY  COUNTRY
<b>DATE</b>	<b>SIGNATURE</b>

#### 4.1.2 Private/public law body with legal form

<b>OFFICIAL NAME<sup>6</sup></b>			
<b>BUSINESS NAME</b> (if different)			
<b>ABBREVIATION</b>			
<b>LEGAL FORM</b>			
<b>ORGANISATION</b>	<b>FOR PROFIT</b>		
<b>TYPE</b>	<b>NON FOR PROFIT</b>		
		<b>NGO<sup>7</sup></b>	<b>YES      NO</b>
<b>MAIN REGISTRATION NUMBER<sup>8</sup></b>			
<b>SECONDARY REGISTRATION NUMBER</b> (if applicable)			
<b>PLACE OF MAIN</b>			
<b>REGISTRATION</b>	<b>CITY</b>	<b>COUNTRY</b>	
<b>DATE OF MAIN REGISTRATION</b>			
	<b>DD</b>	<b>MM</b>	<b>YYYY</b>
<b>VAT NUMBER</b>			
<b>ADDRESS OF HEAD OFFICE</b>			
<b>POSTCODE</b>	<b>P.O. BOX</b>	<b>CITY</b>	
<b>COUNTRY</b>		<b>PHONE</b>	
<b>E-MAIL</b>			
<b>DATE</b>		<b>STAMP</b>	

<sup>6</sup> National denomination and its translation in EN or FR if existing.

<sup>7</sup> NGO = Non Governmental Organisation, to be completed if NFPO is indicated.

<sup>8</sup> Registration number in the national register of companies. See table with corresponding denomination by country.



<b>SIGNATURE OF AUTHORISED REPRESENTATIVE</b>	
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#### 4.1.3 Public-law body<sup>9</sup>

<b>OFFICIAL NAME<sup>10</sup></b>			
<b>ABBREVIATION</b>			
<b>MAIN REGISTRATION NUMBER<sup>11</sup></b>			
<b>SECONDARY REGISTRATION NUMBER (if applicable)</b>			
<b>PLACE OF MAIN</b>			
<b>REGISTRATION</b>	<b>CITY</b>	<b>COUNTRY</b>	
<b>DATE OF MAIN REGISTRATION</b>			
	<b>DD</b>	<b>MM</b>	<b>YYYY</b>
<b>VAT NUMBER</b>			
<b>OFFICIAL ADDRESS</b>			
<b>POSTCODE</b>	<b>P.O. BOX</b>	<b>CITY</b>	
<b>COUNTRY</b>		<b>PHONE</b>	
<b>E-MAIL</b>			
<b>DATE</b>		<b>STAMP</b>	
<b>SIGNATURE OF AUTHORISED REPRESENTATIVE</b>			

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<sup>9</sup> Public law body WITH LEGAL PERSONALITY, meaning a public entity being able to represent itself and act in its own name, i.e. being capable of suing or being sued, acquiring and disposing of property, entering into contracts. This legal status is confirmed by the official legal act establishing the entity (a law, a decree, etc.).

<sup>10</sup> National denomination and its translation in EN or FR if existing.

<sup>11</sup> Registration number in the national register of the entity.

**Financial identification form**

<b><u>BANKING DETAILS</u></b>	
ACCOUNT NAME <sup>9</sup>	
IBAN/ACCOUNT NUMBER <sup>10</sup>	
CURRENCY	
BIC/SWIFT CODE	
BANK NAME	

<b>ADDRESS OF BANK BRANCH</b>		
STREET & NUMBER		
TOWN/CITY	POST CODE	
COUNTRY		

<b><u>ACCOUNT HOLDER'S DATA</u></b> AS DECLARED TO THE BANK		
ACCOUNT HOLDER		
STREET & NUMBER		
TOWN/CITY	POST CODE	
COUNTRY		

SIGNATURE OF ACCOUNT HOLDER (Obligatory)	DATE (Obligatory)

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<sup>9</sup> This does not refer to the type of account. The account name is usually the one of the account holder. However, the account holder may have chosen a different name to its bank account.

<sup>10</sup> Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established.

#### 4.1.4 Declaration on honour – Grounds for exclusion

Hereby, I / we, acting as legal representative(s) of above-mentioned tenderer declare that the tenderer is not in any of the following cases of exclusion:

1. The tenderer nor any of its directors was found guilty following an indefeasible judgement for one of the following offences:
  - 1° Involvement in a **criminal organisation**
  - 2° **Corruption**
  - 3° **Fraud**
  - 4° **Terrorist** offences, offence linked to terrorist activities or incitement to commit such offence, collusion or attempt to commit such an offence
  - 5° **Money laundering** or **financing of terrorism**
  - 6° **Child labour** and other trafficking in human beings
  - 7° Employment of foreign citizens **under illegal status**
  - 8° Creating a shell company.

The exclusions on the basis of this criterion apply for a 5-year term from the date of judgement (or the end of the offence for 7°).

2. The tenderer which fails to fulfil his obligations relating to the payment of taxes or social security contributions for an amount in excess of EUR 3 000, except if the tenderer can demonstrate that a contracting authority owes him one or more unquestionable and due debts which are free of all foreseeable liabilities. These debts are at least of an amount equal to the one for which he is late in paying outstanding tax or social charges.
3. The tenderer is in a state of bankruptcy, liquidation, cessation of activities, judicial reorganization, or has admitted bankruptcy, or is the subject of a liquidation procedure or judicial reorganization, or in any similar situation resulting from a procedure of the same kind existing under other national regulations.
4. The tenderer or one of its directors has committed serious professional misconduct which calls into question their integrity.

The following are considered serious professional misconduct, among others:

- a. A breach of Enabel's Policy regarding sexual exploitation and abuse – June 2019  
prs-sexual\_exploitation\_and\_abuse\_policy\_final\_en.pdf (enabel.be)
  - b. A breach of Enabel's Policy regarding fraud and corruption risk management – June 2019  
[https://www.enabel.be/sites/default/files/fraud\\_policy\\_en\\_final.pdf](https://www.enabel.be/sites/default/files/fraud_policy_en_final.pdf)
  - c. A breach of a regulatory provision in applicable local legislation regarding sexual harassment in the workplace;
  - d. The tenderer was seriously guilty of misrepresentation or false documents when providing the information required for verification of the absence of grounds for exclusion or the satisfaction of the selection criteria, or concealed information;
  - e. Where Enabel has sufficient plausible evidence to conclude that the tenderer has committed acts, entered into agreements or entered into arrangements to distort competition.  
The presence of this tenderer on one of Enabel's exclusion lists as a result of such an act/agreement/arrangement is considered to be sufficiently plausible an element.
5. When a conflict of interest within the meaning of Article 6 of the Law cannot be remedied by other, less intrusive measures;

6. Significant or persistent failures by the tenderer were detected during the execution of an essential obligation incumbent on him in the framework of a previous public contract, a previous contract placed with a contracting authority, when these failures have given rise to measures as of right, damages or another comparable sanction.  
Failures to respect applicable obligations regarding environmental, social and labour rights under European Union law, national law, labour agreements or international provisions on environmental, social and labour rights are considered 'significant'.  
The presence of the tenderer on the exclusion list of Enabel because of such a failure serves as evidence.
7. The tenderer nor one of its directors are on the lists of persons, groups or entities submitted by the United Nations, the European Union and Belgium for financial sanctions:

For the United Nations, the lists can be consulted at the following address:  
<https://finances.belgium.be/fr/tresorerie/sanctions-financieres/sanctions-internationalesnations-unies>

For the United Nations, the lists can be consulted at the following address:

For the European Union, the lists can be consulted at the following address:  
<https://finances.belgium.be/fr/tresorerie/sanctions-financieres/sanctionseurop%C3%A9ennes-ue>

<https://eeas.europa.eu/headquarters/headquarters-homepage/8442/consolidated-listsanctions>

[https://eeas.europa.eu/sites/eeas/files/restrictive\\_measures-2017-01-17-clean.pdf](https://eeas.europa.eu/sites/eeas/files/restrictive_measures-2017-01-17-clean.pdf)

For Belgium:  
[https://finances.belgium.be/fr/sur\\_le\\_spf/structure\\_et\\_services/administrations\\_generales/tr%C3%A9sorier/contr%C3%B4le-des-instruments-1-2](https://finances.belgium.be/fr/sur_le_spf/structure_et_services/administrations_generales/tr%C3%A9sorier/contr%C3%B4le-des-instruments-1-2)

8. <...> if Enabel executes a project for another funder or donor, other grounds for exclusion may be added.
- I have / we have read and understood the articles about deontology of this public contract (see 1.7.) as well as Enabel's Policy regarding sexual exploitation and abuse and Enabel's Policy regarding fraud and corruption risk management and I / we declare fully endorsing and respecting these articles.

Date

Place

Signature

#### 4.1.5 Integrity Statement of the tenderers

Hereby, I / we, acting as legal representative(s) of above-mentioned tenderer, declare the following:

- Neither members of administration or employees, or any person or legal person with whom the tenderer has concluded an agreement in view of performing the public contract, may obtain or accept from a third party, for themselves or for any other person or legal person, an advantage appreciable in cash (for instance, gifts, bonuses or any other kind of benefits), directly or indirectly related to the activities of the person concerned for the account of Enabel.
- The board members, staff members or their partners have no financial or other interests in the businesses, organisations, etc. that have a direct or indirect link with Enabel (which could, for instance, bring about a conflict of interests).
- I have / we have read and understood the articles about deontology of this public contract (see 1.7.) as well as Enabel's Policy regarding sexual exploitation and abuse and Enabel's Policy regarding fraud and corruption risk management and I / we declare fully endorsing and respecting these articles.

If above-mentioned public contract is awarded to the tenderer, I / we declare, moreover, agreeing with the following provisions:

- In order to avoid any impression of risk of partiality or connivance in the follow-up and control of the performance of the public contract, it is strictly forbidden to the public contractor (i.e. members of the administration and workers) to offer, directly or indirectly, gifts, meals or any other material or immaterial advantage, of whatever value, to the employees of Enabel who are concerned, directly or indirectly, by the follow-up and/or control of the performance of the contract, regardless of their hierarchical rank.
- Any (public) contract will be terminated, once it appears that contract awarding or contract performance would have involved the obtaining or the offering of the above-mentioned advantages appreciable in cash.
- Any failure to comply with one or more of the deontological clauses will lead to the exclusion of the contractor from this and other public contracts for Enabel.

Finally, the tenderer takes cognisance of the fact that Enabel reserves the right to lodge a complaint with the competent legal instances for all facts going against this statement and that all administrative and other costs resulting are borne by the tenderer. Date

Place

Signature

**4.1.6 Subcontractor form**

Name and legal form	Address / Registered office	Regards

#### 4.1.7 Economic and financial capacity Form

##### Financial Statement

The tenderer must complete the following table of financial data based on his/her annual accounts.

Financial data	Year- 3 UGX	Year- 2 UGX	Year- 1 UGX	Average UGX
Annual turnover, excluding this public contract				



#### 4.1.8 Technical and professional capacity form

##### List of main similar assignments

Description of the main similar assignments totally performed	Location	Amount involved	Completion date in the last 3 years (only totally performed assignments)	Name of the public or private bodies

Upon request, for each of the projects listed, the tenderer must provide immediately the **certificates of completion** (statement or certificate without major reservation) and / or any supporting documents (contracts, invoices...) approved by the entity which awarded the contract

#### 4.1.9 Professional capacity form

##### CVs of the key experts

The tenderer must complete the **table hereunder**. He must provide in his offer the **CVs of the key experts (the team leader and expert) proposed** for implementing this services contract. The CV's (qualifications and experience of key experts) have to fulfil the profiles as requested in the ToRs.

Proposed position	Name of expert	Academic qualifications	Years of general experience	Years of specialist experience
Team leader				
Expert 1				

## 4.2 Financial proposal

By submitting this tender, the tenderer commits to performing this public contract in conformity with the terms of reference and performance conditions of this public contract and explicitly declares accepting all conditions listed in the request for a price quote and renounces any derogatory provisions such as his own general sales conditions.

N°	Description	Total price in UGX exc. VAT
1.	Public service contract for the Provision of Consultancy Services for Development of Academic Management Information System For The Vocational Training Institutions.	
Total Amount in UGX exc. VAT		
VAT percentage (if applicable):		

**NOTE: the tenderer shall include a detailed cost breakdown sheet detailing the lumpsum price stated in the financial offer form.**

Name: .....

Duly authorised to sign this tender on behalf of: .....

Place and date: .....

Signature: .....