

MINUTES OF THE NON-COMPULSORY INFORMATION MEETING

Contract title: Public service contract for consultancy services for regional bamboo skills development and work-based learning in Uganda

Reference: UGA22003-10327

The non-compulsory information meeting was held on 3rd August 2026 at 10:00 am, Kampala time online.

N°	Issue / question raised	Response
1.	What constitutes proof of similar assignments successfully completed?	Additionally, training reports, attendance registers for training conducted, photographs of training shall be considered for proof of similar assignments. Also see corrigendum annexed to theses minutes.
2.	Many potential tenderers in the bamboo sector have conducted skills trainings, demonstration, and masterclasses which are self-initiatives to popularise the sector. It is most probable that they do not have invoices or certificates of completion to show proof of similar assignments. Can training reports, attendance registers, photographs of trainings be considered?	Yes, they shall be acceptable. Also see corrigendum annexed to theses minutes.
3.	What are the documents that make up administrative, technical and financial proposals?	The administrative proposal shall have documents assessed at eligibility and exclusion and the selection stage (see Section 14 "Qualitative Selection" and the annex ("Forms")). The technical proposal shall be presented in free format responding to the requirements stated in the terms of reference and Section 16 "Award Criteria", and the financial proposal shall be presented according to the information provided in the financial form. The details on what should be included in the administrative, technical and financial proposals can be found in the Tender document and the tenderers

		are therefore encouraged to read and familiarise themselves with the tender documents in order to be able to submit a responsive proposal.
4.	Can another person within the company without powers of attorney sign the relevant documents?	No, the person with powers of attorney shall sign the relevant documents except when the tenderer has explicitly transferred the powers of attorney to another person for this particular tender. An authorised delegation of powers of attorney should be adduced.
5.	Are similar assignments executed outside Uganda accepted?	Yes, similar assignments outside Uganda are accepted.
6.	Will the training be residential and will the contractor be responsible for transporting trainees to the training facilities?	No, the training will not be residential. Trainees shall commute to and from the training facilities. Transport fees shall be borne by the trainees (see item 4 “Technical and Material Resources” under Section 5 “Terms of References”)
7.	Some tenderers acquired their tools several years ago and may no longer have the original purchase documents to show proof of ownership. Could an asset register or another verifiable record be accepted as evidence of ownership?	Yes, the asset register shall also be accepted as proof of ownership of equipment. Also see corrigendum annexed to theses minutes.
8.	Does Enabel have a defined format for presenting a CV that tenderers should use?	No, CVs shall be presented in free format by the tenderers however they should bear details of the work executed by the expert, duration of work highlighting the dates, name and signature of the expert.
9.	Since the bamboo sector is in its infancy and most players may not be able to provide the required turnover of 30,000 Euros. Could average turnover be reduced to at least 15,000 Euros for the past 3 years?	Yes, the turnover requirement per lot has been reduced to 15,000 Euro. Also see corrigendum annexed to theses minutes. NB: If a contractor submits for more than one (1) lot, the amount above shall be cumulated/summed up for the lots tendered. However, if the turnover is

		insufficient for the lots tendered, the tenderer will not be considered for any of the lots.
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