



THE REPUBLIC OF UGANDA

MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

11th August, 2020

**NOTICE OF EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES OF A THIRD PARTY PROCUREMENT AGENT
PROCUREMENT REF: MOFPED/CONS/20-21/00002**

1. The Ministry of Finance, Planning and Economic Development derives its mandate and functions from the 1995 Constitution of the Republic of Uganda and other related subordinate laws, including; the Public Finance Management Act (2015) and Acts establishing Agencies and Auxiliary organizations. Accordingly, the Ministry plays a pivotal role in the co-ordination of development planning; mobilization of public resources; and ensuring effective accountability for the use of such resources for the benefit of all Ugandans.
2. The Ministry of Finance, Planning and Economic Development intends to procure consultancy services of a third party procurement and disposal agent for the Public Procurement and Disposal of Public Assets Authority (PPDA). The PPDA is a regulatory body and the PPDA Act No. of 2003. Section 25(2) of the PPDA Act, 2003 provides for the appointment of a procurement agent that shall carry out procurement and disposal activities for the Authority that are above the micro procurement thresholds. The average annual procurement expenditure is estimated at UGX 3billion. The works, goods and services may ordinarily include;
 - a. Office furniture and fittings;
 - b. Computers/IT related equipment, electronic systems and other office equipment;
 - c. Designing and Printing services;
 - d. Insurance services,
 - e. Medical insurance services;
 - f. Consultancy services
 - g. Cleaning services

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| <ul style="list-style-type: none"> h. Hotel and conference services i. Catering services j. Security services k. Stationery supplies l. Motor vehicle and motor cycle supplies m. Construction works n. Prequalification activities | <ul style="list-style-type: none"> o. Disposal activities p. Any other acquisition by purchase, rental, lease, license, tenancy, franchise or other contractual means of any type of works, supplies, services or any combination that may arise during the period of the contract |
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3. The Ministry is in need of consultancy services whose overall objective shall be to carry out procurement and disposal function on behalf of the PPDA in accordance with the PPDA Act, 2003, Regulations and relevant guidelines.

4. The Entity now invites eligible consultancy firms to submit sealed expressions of interest for Consultancy services of a Third party procurement and disposal agent

5. The short listing criteria will include:

- a) **Eligibility** of the firm to perform the task to include;
 - i. a copy of the valid (2020) trading license or equivalent.
 - ii. a copy of the certificate of incorporation/registration or equivalent.
 - iii. a signed statement indicating that the consultant does not have a conflict of interest in the subject of the procurement.
 - iv. a copy of memorandum & articles of association or equivalent.
 - v. a signed statement stating that the consultancy firm is not insolvent, in receivership, bankrupt or being wound up.
 - vi. a copy of the audited books of accounts and financial statements for the last two years 2018 and 2019.
 - vii. a copy of the current certificate of registration by the public procurement and disposal of public assets (PPDA) in Uganda
 - viii. the consultant is not suspended by relevant Authority, PPDA in Uganda or debarred to participate in any procurement by any Authority in the region or any donor such as world bank, AFDB, EU etc.).

- ix. the consultancy firm is registered to pay taxes in Uganda or elsewhere the business is located.
- x. the consultancy firm should be a company registered in Uganda.

b) Experience:

- I. The consulting firm should have at least five years of operation and should have organizational management and financial capacity to successfully carry out the assignment;
- II. The firm should have considerable experience in public procurement and disposal procedures in a developing country; to demonstrate this experience, a minimum of three successfully completed similar assignments with supporting reference letters or completion certificates are required; and
- III. In the last five years, the implemented assignments should have required the application of the PPDA Act 2003 and related regulations and guidelines or using donor regulations.

c) Qualifications of Key Technical Professional Staff

The minimum key personnel shall consist of; lead procurement consultant, two procurement specialist, finance specialist and legal expert and these shall be the designated key personnel for the procurement agent in agreement and their primary task shall be the provision of procurement agent services.

The procurement agent shall provide other professional and administrative staff needed to provide the services that will not be named as key personnel but will be evaluated as support staff.

For unique and complex procurement, the agent shall provide key personnel with technical knowledge and competence from the relevant fields to take part in the procurement process.

Lead Procurement Consultant (one)

The lead procurement consultant should have experience in leading teams and must meet the following requirements:

- i) Minimum of a Master's degree in procurement, supply chain management or contracts management or economics or finance or accounting or commerce or social sciences or law or engineering or business administration or any other related qualifications,
- ii) A professional qualification in procurement and supply chain management from a reputable institution.

- iii) At least 10 years post qualification experience in public procurement and disposal of Assets.
- iv) Up-to-date membership of the procurement professional association will be an added advantage.
- v) Demonstrated and verifiable knowledge and awareness of the PPDA Act, Regulations, Guidelines and circulars as issued from time to time with wide understanding of public procurement in Uganda.
- vi) Should demonstrate analytical and report writing skills and strong task management and team leading competences.

Procurement specialist (two)

The procurement specialist must meet the following requirements

- i) A minimum of a bachelor's degree in procurement or supply chain management or business administration or economics or finance or accounting or commerce or social sciences or law or engineering or any other related qualifications;
- ii) Professional qualifications in procurement and supply chain management;
- iii) At least five years working experience in procurement and supply chain management, of which three should be in the public sector procurement and disposal practice;
- iv) Demonstrable knowledge of donor funded procurement procedures will be an added advantage; and
- v) Up to date membership of a procurement professional association will be an added advantage.

Finance specialist (one)

The finance specialist must meet the following requirements

- i) A minimum of a bachelor's degree and a professional qualification in finance and accounting like ACCA, or CPA with a minimum working experience of five years in a busy environment.
6. Interested eligible consultancy firms may obtain further information in writing at the address given below from **Monday to Friday** between **08:00am to 05:00pm**.

Ministry of Finance, Planning & Economic Development
Procurement & Disposal Unit
Plot 2/12 Apollo Kaggwa Road

Finance Building,
Floor 1, Room 1.5
Tel: 256-414-707000

7. Sealed Expressions of Interest (one original and two copies) must be delivered in written form must be delivered to the address in 7 above by 10:00am **(EAT/ local time)** on **26th August, 2020** at the address. The packaging must be clearly marked **Consultancy Services of a Third Party Procurement Agent**
8. The notice of expression of interest is available at the Entity's website at www.finance.go.ug and www.ppda.go.ug.
9. The planned Procurement schedule (Subject to changes) is as follows:

Activity	Date
a. Publication of Notice of Expression of Interest	11 th August, 2020
b. Closing date for receipt of Expression of Interest	26 th August, 2020
c. Evaluation of Expressions of Interest	26 th August- 2 nd September 2020
d. Display of shortlist	4 th September, 2020

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Betty Kasimbazi
UNDER SECRETARY/ACCOUNTING OFFICER