



REPUBLIC OF UGANDA

**WAKISO DISTRICT LOCAL
GOVERNMENT**

**Bidding Document
For**

**Request for Quotations for Repair of an ambulance UG 1847 M
for Wakiso Health Centre IV**

Procurement Reference Number: Waki555/Srvcs/2018-19/00400

Date of Issue: 25th March, 2019

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WAKISO DISTRICT LOCAL GOVERNMENT

Office of Procurement and Disposal Unit
P.O. Box 7218, Kampala Uganda, Tel: 0775-470741
Email: wakisopdu@yahoo.com



Date: 25th March, 2019

Ms. Juliyafe Motor Service Garage Ltd P.O Box 8696 k'la

Ms. Impex Auto Garage P.O Box 15076 k'la

Ms. Lukandwa Auto Garage Ltd P.O Box 2666 k'la

Waki555/Srvcs/2018-19/00400

Dear Sirs,

Request for Quotations for Repair of an ambulance UG 1847 M for Wakiso Health Centre IV

The Procuring and Disposing Entity indicated above invites your quotation for the items described above.

This procurement process will be conducted in accordance with the Quotations Procurement method contained in the Government of Uganda's Public Procurement and Disposal of Public Assets Act and Regulations, 2003 and the procedures described in Part 1: Quotation Procedures.

The items required are described in detail in Part 2: Statement of Requirements.

Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.

Any queries should be addressed to **Senior Procurement Officer, 0776-132257** at the address given above.

Please prepare and submit your quotation in accordance with the instruction in Part 1: Quotation Procedures or inform the undersigned if you will not be submitting a quotation.

Yours sincerely,

Namuwaya Sarah
Senior Procurement Officer

PART 1: QUOTATION PROCEDURES

Procurement Reference Number: Waki555/Srvcs/2018-19/00400

Preparation of Quotations: You are requested to quote for these items by completing, signing and returning:

1. the Quotation Submission Sheet in this Part;
2. the List of Supplies and Price Schedule in Part 2;
3. the Specification and Compliance Sheet in Part 2;
4. the documents evidencing your eligibility, as listed below;

You are advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract in Part 3: Contract, before preparing your quotation. The standard forms in this RFQ may be retyped for completion but the Bidder is responsible for their accurate reproduction.

Validity of Quotations: The quotation validity required is 8 days.

Sealing and marking of Quotations: Quotations should be sealed in a single envelope, clearly marked with the Procurement Reference Number above, the Bidder's name and the name of the Procuring and Disposing Entity. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

Submission of Quotations: Quotations should be submitted to the address below, no later than the date and time of the deadline below. Late quotations will be rejected.

Date of deadline: **1st April, 2019**

Time of deadline: **11:00 am**

Address: **Wakiso District Headquarters
P.O Box 7218, Kampala**

Opening of Quotations: Quotations will be opened internally by the Procuring and Disposing Entity. Bidders' representatives are not permitted to attend the opening. A record of the opening will be posted on the Procuring and Disposing Entity's Notice Board within one working day of the opening.

Evaluation of Quotations: The evaluation of quotations will use the Technical Compliance Selection methodology as detailed below:

1. Preliminary examination to determine eligibility (as defined below) and administrative compliance to this Request for Quotations on a pass/fail basis;
2. Detailed evaluation to determine commercial and technical responsiveness;
3. Financial comparison to determine the evaluated price of quotations and to determine the best evaluated bid.

Quotations failing any stage will be eliminated and not considered in subsequent stages.

Eligibility Criteria: You are required to meet the following criteria to be eligible to participate in public procurement:

1. have the legal capacity to enter into a contract;
2. not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
3. not have had your business activities suspended;
4. have fulfilled your obligations to pay taxes and social security contributions;
5. have the nationality of an eligible country, as defined in the Special Conditions of Contract;

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6. not to have a conflict of interest in relation to this procurement requirement; and
 7. not to be subject to suspension by the Public Procurement and Disposal of Public Assets Authority.

Documents Evidencing Eligibility: You are requested to submit copies of the following documents as evidence of your eligibility and sign the declaration in the Quotation Submission Sheet:

1. valid trading licence or equivalent;
2. valid certificate of registration or equivalent;
3. income tax clearance certificate or equivalent (for the last Financial Year);
4. valid VAT registration or equivalent or a signed statement that you are VAT exempt;

Origin of Supplies: All supplies and related services shall have as their country of origin an eligible country, as defined in the Special Conditions of Contract.

Technical Criteria: The Specification and Compliance Sheet details the minimum specification of the supplies required. The supplies offered must meet this specification, but no credit will be given for exceeding the specification.

Currency: Quotations may be priced in Uganda Shillings or any other freely convertible currency. The currency of evaluation will be Uganda Shillings. Quotations in other currencies will be converted to this currency for evaluation purposes only, using the exchange rates published by the Bank of Uganda on the date of the submission deadline.

Best Evaluated Bid: The best evaluated bid shall be the lowest priced quotation, which is eligible and substantially responsive to the commercial and technical requirements of the procuring and disposing entity and shall be recommended for award of contract. A Notice of Best Evaluated Bidder will be published on the Procuring and Disposing Entity's Notice Board for a period of 5 days prior to contract award and shall be copied to all Bidders.

Award of contract: Award of contract shall be by placement of a Purchase Order in accordance with Part 3: Contract.

Right to Reject: The Procuring and Disposing Entity reserves the right to accept or reject any quotation or to cancel the bidding process and reject all quotations at any time prior to contract award.

Quotation Submission Sheet

[Complete this form with all the requested details and submit it as the first page of your quotation, with the documents requested above attached. Ensure that your quotation is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]

Quotation Addressed to (PD Entity):	
Date of Quotation:	
Procurement Reference Number:	
Subject of Procurement:	

We offer to supply the items listed in the attached List of Supplies and Price Schedule and Specification and Compliance Sheet, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Quotation Procedures of your Request for Quotations.

We undertake to abide by the Code of Ethical Conduct for Bidders and Providers during the procurement process and the execution of any resulting contract;

The validity period of our quotation is: 5 working days from the time and date of the submission deadline.

We confirm that the prices quoted in the List of Supplies and Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

The delivery period offered is: 3 weeks from date of Purchase Order.

The warranty period offered is one months.

Quotation Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

PART 2: STATEMENT OF REQUIREMENTS

List of Supplies and Price Schedule

Procurement Reference Number: Waki555/Srvcs/2018-19/00036

Purchase Order Serial Number: _____

[Purchase Order Serial Number to be completed in the event of award of contract only]

[Complete the currency of your quotation. Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.]

Currency of Quotation: Uganda Shillings

Item No	Description of Supplies	Quantity	Unit of Measure	Unit Price	Total Price
01	Cylinder head gasket	1	Pc		
02	Cylinder head re-surfacing				
03	Clutch cylinders (lower, upper)	2	Pcs		
04	Bale joints	4	Pcs		
05	Set of road control arms	1	Set		
06	Brake down				
07	Flexible rubber pipe (calliper)				
08	Rack ends	1	Set		
09	Pannel beating				
10	Colour- spraying				
11	Calliper (R.H.S)	1	Pc		
12	Floor carpets				
13	Brake pads				
14	Gear box mounting (big)				
15	Brake linings	1	Set		

16	Suspension brushes	8	Pcs		
17	Tyre road ends bar (linkage)	1	Pc		
18	R.H.S Suspension plate				
19	Wheel stands & nuts	8	Pcs		
20	Shock- absorbers	4	Pcs		
21	Mad flaps	1	Set		
22	Wheel hub bearings	4	Pcs		
				Subtotal	
				VAT @ %	
				Total	

The Delivery and Completion Schedule shall be as specified in the Special Conditions of Contract.

List of Supplies and Price Schedule Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

PART 2: STATEMENT OF REQUIREMENTS

Specification and Compliance Sheet

Procurement Reference Number: Waki555/Srvcs/2018-19/00400

Purchase Order Serial Number: _____

[Purchase Order Serial Number to be completed in the event of award of contract only]

Complete column c with the specification of the supplies offered. Also state “comply” or “not comply” and give details of any non-compliance to the specification required. Attach detailed technical literature if required. Authorise the specification offered in the signature block below.

Item No	Technical Specification Required	Compliance of Specification Offered
<i>a</i>	<i>B</i>	<i>C</i>
	Cylinder head gasket	
	Cylinder head re-surfacing	
	Clutch cylinders (lower, upper)	
	Bale joints	
	Set of road control arms	
	Brake down	
	Flexible rubber pipe (calliper)	
	Rack ends	
	Pannel beating	
	Colour- spraying	
	Calliper (R.H.S)	
	Floor carpets	
	Brake pads	
	Gear box mounting (big)	
	Brake linings	

Item No	Technical Specification Required	Compliance of Specification Offered
<i>a</i>	<i>B</i>	<i>C</i>
	Suspension brushes	
	Tyre road ends bar (linkage)	
	R.H.S Suspension plate	
	Wheel stands & nuts	
	Shock- absorbers	
	Mad flaps	
	Wheel hub bearings	

Specification and Compliance Sheet Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

PART 3: CONTRACT

Contract Agreement and General Conditions of Contract

Any resulting contract shall be placed by means of a Government of Uganda Purchase Order and shall be subject to the Government of Uganda General Conditions of Contract (GCC) for the Procurement of Supplies (available on request) except where modified by the Special Conditions below.

Special Conditions of Contract

Procurement Reference Number: Waki555/Srvcs/2018-19/00400

Purchase Order Serial Number: _____

[Purchase Order Serial Number to be completed in the event of award of contract only]

The clause numbers given in the first column correspond with the relevant clause number of the General Conditions of Contract.

Subject and GCC clause reference	Special Conditions
Eligible Countries GCC 1.1(g)	All countries are eligible, unless as a matter of law or official regulation, the Government of Uganda prohibits commercial relations with that country or by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government of Uganda prohibits any import of Supplies from that country or any payments to persons or entities in that country.
Site GCC 1.1(o)	The Site for delivery of the Supplies is Wakiso Health Centre IV
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2000.
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the Procuring and Disposing Entity, the address shall be as given on the first page of this Purchase Order and the contact name shall be Mayanja William For the Provider, the address and contact name shall be as given on the first page of this Purchase Order.
Delivery and Documents GCC 12.1	The supplies are to be delivered within 3weeks from the date of purchase order. The shipping and other documents to be furnished by the Provider are: (a) signed delivery note; (b)

Subject and GCC clause reference	Special Conditions
Terms of Payment GCC 16.1	The structure of payments shall be: full payment following delivery of the Supplies and submission of an invoice and the documents listed in clause 12.1.
Terms of Payment GCC 16.3	Payments shall be made no later than thirty days after submission of an invoice and its certification by the Procuring and Disposing Entity.
Terms of Payment GCC 16.4	The currency of payment shall be the currency of order specified in the List of Supplies and Price Schedule in the Statement of Requirements.
Packing GCC 23.2	The packing, marking and documentation within and outside the packages shall be: _____
Insurance GCC 24.1	The Supplies _____ be insured. The insurance shall be _____.
Incoterm for Transportation GCC 25.1	The supplies shall be delivered: to Wakiso Health Centre IV
Liquidated Damages GCC 27.1	Liquidated Damages shall not apply.
Warranty GCC 28.3	The period of the warranty shall be twelve months.