



Republic of Uganda

Ministry of Education and Sports

Bidding Document for the Procurement of Non-Consultancy Services

OPEN BIDDING

Subject of Procurement: Supply, Installation, Commissioning, Operation and Maintenance of Solar Photovoltaic Systems, Electrical Works and Lighting for Forty-five (45) Seed Secondary Schools in Three (3) Lots

Procurement ReferenceNumber: MoES/SUPLS/2024-2025/00037

Date of Issue: 28th January 2025

PREFACE

1. This Standard Bidding Document (SBD) document has been prepared by the Public Procurement and Disposal of Public Assets Authority (PPDA) for use by Procuring and Disposing Entities (PDEs) for the procurement of Non-Consultancy Services. The procedures and practices presented in this SBD have been developed to reflect the requirements of the Public Procurement and Disposal of Assets Act, 2003, the Public Procurement and Disposal of Public Assets Regulations, 2014 and best international procurement practices.
2. This SBD for the Procurement of Non-Consultancy Services is suitable for use under the Open (International or Domestic) Bidding procurement method with or without pre-qualification. It is also suitable for the Restricted (International or Domestic) Bidding procurement method. The SBD may also be used for procurement under the Direct Procurement method with appropriate modifications to the document.
3. This SBD is suitable for lump-sum contracts where the services are pre-defined and the period of the services are fixed to enable a total lump sum amount to be calculated representing the total amount under the contract. Thus time based contracts would not normally be applicable to non-consultancy services. The User Guide to this SBD further explains the circumstances in which this SBD for non-consultancy services is most appropriate.
4. The preferred evaluation methodology for procurement of non-consultancy services is Technical Compliance Selection (TCS) as described in the PPDA Regulations, and further elaborated in the User Guide to this SBD.
5. Before using this SBD, the user should be familiar with the PPDA Act and Regulations and should read the User Guide to this SBD which has been prepared to provide guidance to public officials in the correct use of the Standard Bidding Document (SBD) for Non-Consultancy Services as a model for preparing an individual Bidding Document.

PPDA welcomes any feedback or comments from the users of this SBD which will assist in improving this document.

**The Executive Director,
Public Procurement and Disposal of Public Assets Authority**

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Standard Bidding Document

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**ABRIDGED BID NOTICE UNDER OPEN BIDDING
(SUPPLIES, WORKS AND NON-CONSULTANCY SERVICES)**

Ministry of Education and Sports

BID NOTICE

1. The Ministry of Education and Sports invites sealed bids from eligible bidders for:

<i>No.</i>	<i>Procurement Reference Number</i>	<i>Subject matter of Procurement</i>	<i>Bid Security</i>
1	MoES/SUPLS/2024-2025/00037/Lot-1	Supply, Installation, Commissioning, Operation, and Maintenance of Solar Photovoltaic Systems, Electrical Works and Lighting for Fifteen (15) Seed Secondary Schools in Central & Western Regions – Lot 1	USD 18,000
2	MoES/SUPLS/2024-2025/00037/Lot-2	Supply, Installation, Commissioning, Operation, and Maintenance of Solar Photovoltaic Systems, Electrical Works and Lighting for Fifteen (15) Seed Secondary Schools in Eastern and North Eastern Region– Lot 2	USD 18,000
3	MoES/SUPLS/2024-2025/00037/Lot-3	Supply, Installation, Commissioning, Operation, and Maintenance of Solar Photovoltaic Systems, Electrical Works and Lighting for Fifteen (15) Seed Secondary Schools in Northern and West Nile Region – Lot 3	USD 18,000

2. The Bidding document(s) shall be inspected and issued at the Ministry of Education and Sports, Embassy House, Plot 9-11 King George VI Way, Procurement Unit – Room 3.7
3. The deadline for bid submission shall be at 11 a.m. East Africa time on 12th March 2025
4. The detailed bid notice is available at the Entity's website at www.education.go.ug .

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PERMANENT SECRETARY

**Standard Invitation to Bidders
BID NOTICE UNDER OPEN BIDDING**



Republic of Uganda

Ministry of Education and Sports

**Standard Invitation to Bidders
BID NOTICE UNDER OPEN BIDDING**

Procurement Reference Number: MoES/SUPLS/2024-2025/00037

Invitation to Bid for the Supply, Installation, Commissioning, Operation, and Maintenance of Solar Photovoltaic Systems, Electrical Works and Lighting for Forty-Five (45) Seed Secondary Schools in Three (3) Lots under Open International Bidding -

1. The Ministry of Education and Sports (MoES) has received funds from the World Bank towards the cost of the Electricity Access Scale-Up Project (EASP) to be used for the acquisition of Supply, Installation, Commissioning, Operation, and Maintenance of Solar Photovoltaic Systems, Electrical Works and Lighting for Forty-Five (45) Seed Secondary Schools in Three (3) Lots.
2. The Entity invites sealed bids from eligible bidders for the provision of the above nonconsultancy services.
3. Bidding will be conducted in accordance with the open international bidding procedures contained in the Public Procurement and Disposal of Public Assets Act, 2003 and is open to all bidders.
4. Interested eligible bidders may obtain further information and inspect the bidding documents at the Ministry of Education and Sports website from www.education.go.ug.
5. The Bidding Documents in English may be purchased by interested bidders on the submission of a written application to the address below at 8(b) and upon payment of a non-refundable fee of **N/A**.
6. Bids must be delivered to the address below at 8(c) at or before 11:00 a.m. on **12th March 2025**. All bids must be accompanied by a bid security of **18,000 (US Dollars Eighteen Thousand only)** for Lot 1, **18,000 (US Dollars Eighteen Thousand only)** for Lot 2 and **18,000 (US Dollars Eighteen Thousand only)** for Lot 3. Bid securities must be valid until **26th June 2025**. Late

Part 1: Section 1 Instructions To Bidders

bids shall be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at 8(d) at 11:15 a.m. on **12th March 2025**.

7. There shall be a pre – bid meeting at Ministry of Education and Sports, Plot 9/11 King George VI Way, 3rd Floor, Embassy House, Board room on **11th February 2025** at **9:00 a.m.** on the dates indicated in the proposed schedule in this notice.

8. (a) Documents may be inspected at: Ministry of Education and Sports, Plot 9/11 King George VI Way, 3rd Floor, Embassy House, Room 3.7
- (b) Documents will be issued from: Ministry of Education and Sports, Plot 9/11 King George VI Way, 3rd Floor, Embassy House, Room 3.7
- (c) Bids must be delivered to: Ministry of Education and Sports, Plot 9/11 King George VI Way, 3rd Floor, Embassy House, Room 3.7
- (d) Address of Bid Opening: Ministry of Education and Sports, Plot 9/11 King George VI Way, 3rd Floor, Embassy House, Room 3.7

9. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Publish bid notice	28 th January 2025
b. Pre-bid meeting/Site visits where applicable	11 th February 2025
c. Bid closing date	12 th March 2025 at 11:00 a.m.
d. Evaluation process	<i>(Within 20 working days from bid closing date)</i>
e. Display and communication of best evaluated bidder notice	<i>(Within 5 working days from Contracts Committee award)</i>
f. Contract Signature	<i>(After expiry of at least 10 working days from display of the best evaluated bidder notice and SG's approval).</i>

Dr. Kedrace R. Turyagyenda
ACCOUNTING OFFICER

Section 1. Instructions to Bidders

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Section 1. Instructions to Bidders

A. General

1. Scope of Bid

- 1.1 The Procuring and Disposing Entity indicated in the Bid Data Sheet (BDS), invites bids for the provision of the Services specified in Section 6, Statement of Requirements to commence on the date indicated on the BDS.
- 1.2 The Instructions to Bidders (ITB) should be read in conjunction with the BDS. The subject and procurement reference number and inputs to be provided by the Procuring and Disposing Entity are provided in the SCC.
- 1.3 Throughout this Bidding Document:
 - (a) the term “in writing” means communicated in written form with proof of receipt;
 - (b) if the context so requires, singular means plural and vice versa; and
 - (c) “day” means working day,
- 1.4 Procurement will be undertaken in compliance with the Public Procurement and Disposal of Public Assets Act 2003 and the Public Procurement and Disposal of Public Assets Regulations, 2014.

2. Source of Funds

- 2.1 The Procuring and Disposing Entity named in the BDS, has an approved budget from Government funds towards the cost of the procurement. The Procuring and Disposing Entity intends to use these funds to place a contract for which this Bidding Document is issued.
- 2.2 Payments will be made directly by the Procuring and Disposing Entity and will be subject in all respects to the terms and conditions of the resulting contract placed by the Procuring and Disposing Entity.

3. Corrupt Practices

- 3.1 It is the Government of Uganda’s policy to require that Procuring and Disposing Entities, as well as Bidders and Providers, observe the highest standards of ethics during procurement and the execution of contracts. In pursuit of this policy, the Government of Uganda represented by the Public Procurement and Disposal of Public Assets Authority (herein referred to as the Authority);
 - (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value, to influence the action of a public official in the procurement process or in contract execution; and
 - (ii) “fraudulent practice” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
 - (iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions

of another party;

(iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

- (b) will reject a recommendation for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract;
- (c) will suspend a Provider from engaging in any public procurement proceeding for a stated period of time, if it at any time determines that the Provider has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government contract.

3.2 Furthermore, Bidders shall be aware of the provision stated in Clause 2.2, 2.3 and 14.1(g)-(h) of the General Conditions of Contract.

3.3 In pursuit of the policy defined in Sub-Clause 3.1, the Procuring and Disposing Entity may terminate a contract or be ordered by the Public Procurement and Disposal of Public Assets Appeals Tribunal to cancel a contract if it at any time determines that corrupt, fraudulent, collusive or coercive practices were engaged in by representatives of the Procuring and Disposing Entity or of a Bidder or Provider during the procurement or the execution of that contract.

3.4 In pursuit of the policy defined in Sub-clause 3.1, the Government of Uganda requires representatives of both Procuring and Disposing Entities and of Bidders and Providers to adhere to the relevant codes of ethical conduct. The Code of Ethical Conduct for Bidders and Providers as provided in the bidding forms shall be signed by the Bidder and submitted together with the other bidding forms.

3.5 In pursuit of the policy defined in Sub-clause 3.1, the Government of Uganda may suspend a provider from engaging in any public procurement or disposal process for a period determined by the Authority, where the provider is debarred from the procurement processes of an international agency of which Uganda is a member.

3.6 Any communications between a Bidder and the Procuring and Disposing Entity related to matters of alleged fraud or corruption must be made in writing and addressed to the Accounting Officer of the Procuring and Disposing Entity.

4. Eligible Bidders

4.1 A Bidder, and all parties constituting the Bidder, shall meet the following criteria to be eligible to participate in public procurement:

- (a) the bidder has the legal capacity to enter into a contract;
- (b) the bidder is not:
 - (i) insolvent;
 - (ii) in receivership;
 - (iii) bankrupt; or
 - (iv) being wound up
- (c) the bidder’s business activities have not been suspended;

- (d) the bidder is not the subject of legal proceedings for any of the circumstances in (b); and
 - (e) the bidder has fulfilled his or her obligations to pay taxes and social security contributions.
- 4.2 A Bidder may be a natural person, private entity, government-owned entity, subject to ITB Sub-Clause 4.6, or any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a joint venture, consortium, or association. In the case of a joint venture, consortium, or association, all parties shall be jointly and severally liable. For bids submitted by an existing or intended JV, a Power of Attorney from each member of the JV nominating a Representative in the JV and a Power of Attorney from the JV nominating a representative who shall have the authority to conduct all business for and on behalf of any and all the parties of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution.
- 4.3 A Bidder, and all parties constituting the Bidder including sub-contractors shall have the nationality of an eligible country, in accordance with Section 5, Eligible Countries. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed subcontractors for any part of the Contract including related works or supplies.
- 4.4 A Bidder shall not have a conflict of interest. All Bidders found to be in conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they:
- (a) have controlling shareholders in common; or
 - (b) receive or have received any direct or indirect subsidy from any of them; or
 - (c) have the same legal representative for purposes of this bid; or
 - (d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Procuring and Disposing Entity regarding this bidding process; or
 - (e) submit more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid, or as Bidders and subcontractors simultaneously.
- 4.5 A firm that is under a declaration of suspension by the Authority, at the date of the deadline for bid submission or thereafter before contract signature, shall be disqualified.
- 4.6 Government-owned enterprises shall be eligible only if they can establish that they are legally and financially autonomous and operate under commercial law.
- 4.7 Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring and Disposing Entity, as the Procuring and Disposing Entity shall reasonably request. All related supplies and staff employed under the contract shall have their origin or nationality in an eligible country.