

**BANK OF UGANDA**



**BIDDING DOCUMENT  
FOR PROVISION OF SUPPORT AND MAINTENANCE SERVICES FOR THE  
PORTFOLIO ANALYSIS TOOL II-PAT2**

<b>Subject of Procurement:</b>	<b>Provision of Support and Maintenance Services for the Portfolio Analysis Tool II-PAT2</b>
<b>Procurement Reference Number:</b>	BOU/NCONS/21-22/00062/C
<b>Date of Issue:</b>	JULY 2022

# ABRIDGED BID NOTICE UNDER OPEN INTERNATIONAL BIDDING

## BANK OF UGANDA



**PLOT 37/45 KAMPALA ROAD, P.O. BOX 7120, KAMPALA.**

**Tel: 256-414-258441/6, 258061, 0312-392000, 0417-302000. Telex: 61069/61344; Fax:  
+256-414-233818**

**Website: [www.bou.or.ug](http://www.bou.or.ug) E-mail address: [procurement@bou.or.ug](mailto:procurement@bou.or.ug)**

### BID NOTICE

1. Bank of Uganda invites sealed bids from eligible bidders for;

No	Procurement Reference Number	Subject matter of Procurement
1	BOU/NCONS/21-22/00062/C	Provision of Support and Maintenance Services for the Portfolio Analysis Tool II-PAT2

2. The bidding document shall be inspected online under the procurement tab on the Bank of Uganda website [www.bou.or.ug](http://www.bou.or.ug)
3. The deadline for bid submission shall be at 11:00AM(EST) on **September 06, 2022**
4. The detailed bid notice is available at the Bank of Uganda website at [www.bou.or.ug](http://www.bou.or.ug)

### MANAGEMENT

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July 27, 2022

**Invitation to bid for Provision of Support and Maintenance Services for the Portfolio Analysis Tool II-PAT2 - BOU/NCONS/21-22/00062/C**

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1. Bank of Uganda intends to procure Support and Maintenance Services for the Portfolio Analysis Tool II.
2. Bank of Uganda invites your quotation for provision of the above-mentioned Services.
3. This procurement process will be conducted in accordance with the Open International Bidding Procurement Method contained in the *Bank of Uganda Procurement and Disposal of Assets Manual 2017* and the procedures described in Part 1: Quotation Procedures.
4. Any resulting contract shall be subject to the Terms and Conditions detailed in Part 3: Contract.
5. The planned procurement schedule for this procurement (subject to changes) is as follows:

Activity	Date
a) Issue of Request for Quotations	<b>July 27, 2022</b>
b) Bid closing date	<b>September 06, 2022</b>
c) Evaluation process	<i>Within 20 working days from bid opening date</i>
d) Communication of Award	<i>(Within 5 working days from Contracts Committee award)</i>
e) Contract Signature	<i>(After expiry of at least 10 working days from display of the best evaluated bidder notice and Solicitor General's approval).</i>

6. Any queries should be addressed to the Director Procurement and Disposal Department, Bank of Uganda, Plot 37/45 Kampala Road, P. O. Box 7120, Kampala. [procurement@bou.or.ug](mailto:procurement@bou.or.ug)
7. Please prepare and submit your quotation clearly marked **“Provision of Support and Maintenance Services for the Portfolio Analysis Tool II-PAT2 - BOU/NCONS/21-22/00062/C”** by email to [procurement@bou.or.ug](mailto:procurement@bou.or.ug) and copied to [rogwal@bou.or.ug](mailto:rogwal@bou.or.ug)  
The Bid shall be submitted by **11:00am, September 06, 2022.**

Pelly R. Mugasi  
**Director**

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## **Part 1: BIDDING PROCEDURES**

Procurement Reference Number: **BOU/NCONS/21-22/00062/C**

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

1. The Bid Sheet in this Part;
2. The List of Services 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 (RFQ) 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.

Where an electronic copy of the Request for Quotations document is issued, the paper or hard copy is the original version. In the event of any discrepancy between the two, the hard copy shall prevail.

**Validity of Bids:** The bid must remain valid until and including **February 10, 2023**

**Marking of Bids:** The technical and financial proposals should be sealed in separate envelopes, both clearly marked “Provision of Support and Maintenance Services for the Portfolio Analysis Tool II-PAT2 - BOU/NCONS/21-22/00062/C”, the Consultant’s name, the name of the Procuring and Disposing Entity and either “Technical Proposal” or “Financial Proposal” as appropriate.

Both envelopes should be enclosed in a single outer envelope, clearly marked with the Procurement Reference Number above, the Consultant’s name and the name of the Procuring and Disposing Entity. All three envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected and bear a warning not to open before the time and date for proposal opening.

**Submission of Bids:** Bids 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: **September 06, 2022**

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

Address: [procurement@bou.or.ug](mailto:procurement@bou.or.ug) and copied to [rogwal@bou.or.ug](mailto:rogwal@bou.or.ug)

**Opening of Bids:** Technical Proposals will be opened internally by the Procuring and Disposing Entity at the time, date and address shown above for submission of proposals. A record of the opening will be posted on the Bank’s website within one working day of the opening. Financial Proposals will be kept unopened and the evaluation committee shall have no access to financial information until the detailed evaluation is concluded.

**Evaluation of Bids:** The evaluation of Proposals will use the Quality and Cost based evaluation 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 technical responsiveness shall be as follows;

<b>Detailed Technical Evaluation Criteria</b>	<b>Marks</b>
<p>Responsiveness to the Mandatory requirements</p> <p>The bidder is expected to cover all aspects of the mandatory requirements and shall clearly articulate how they comply with all the mandatory requirements mentioned. The bidder will be allotted marks as follows (based on the % of the requirement met):</p> <p>a. Where the bidder meets 100% of the requirements - 50 Marks</p> <p>b. Where the bidder meets less than 100% of the requirements - 0 Marks.</p>	50 Points
Highly Desirable requirements	5 Points
<p>Relevant Experience:</p> <p>The Bidder shall provide documentary evidence that they have personnel with a minimum of 3 years' experience providing support for the PAT2 system. Experience with Microsoft ASP.NET technologies may be considered. Attach detailed CVs of staff</p>	20 Points
Reference Sites	
The Bidder shall provide at least two (2) reference organisations that they currently support or have supported the PAT2 system, the duration of that support and the functionality covered by the support, including contact details of the reference organisations.	10 Points
<p>Support Arrangements</p> <p>Detailed proposal for Support and Maintenance Services to be offered the Bank. A detailed support and maintenance proposal should be clearly labelled and submitted as part of the proposal. (5 Marks)</p>	5 Points
Due Diligence to confirm compliance to requirements and services offered	10 Points
	100 points
The Minimum Score to qualify for the next stage shall be <b>75 points</b> .	

3. Financial comparison of the bids that achieved the minimum qualifying score under the detailed evaluation shall be carried out to determine the financial score of each proposal. The Financial proposal shall contain a breakdown of Lump Sum showing all costs for the assignment, broken down into Support and Maintenance and miscellaneous costs (if any) inclusive of all applicable local taxes; the Applicable taxes include VAT (18%) and withholding tax of 6% for local firms and 15% for international Firms. Must be clearly itemised in the price schedule and form part of the total cost

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The technical proposal will be weighted at 80% while the financial will be weighted at 20%.

Technical and financial scores will be combined, using the weightings above. The bidder with the highest total score will be ranked first and recommended for contract award.

**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;
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 (the 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:

- a. Certificate of Incorporation/registration or equivalent
- b. Trading Licence for the year 2022 or equivalent
- c. Evidence of fulfilment of tax and social security obligations or equivalent.
- d. Registered/Notarised Powers of Attorney for the signatory of the bid (Must include Donee Sample signature for ease of reference.
- e. Signed Code of Ethical Conduct attestation
- f. Signed Bid Submission Sheet with the validity indicated on Page 3 above
- g. Signed Price Schedule for this tender
- h. Bid Securing Declaration valid up to **March 22, 2023**

*Where the business of the bidder is not registered in Uganda and a document required above is not available in the country of the bidder, the bidder shall submit its equivalent or alternative document or statement on official company letterhead affirming that the document is not available in the country of the bidder.*

**Technical Criteria:** Proposals shall be awarded scores out of the maximum number of points indicated above.

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**Currency:** Quotations should be priced in United States Dollars (USD). The currency of evaluation will be USD. Quotations in other currencies will be converted to this currency for evaluation purposes only, using the exchange rates published by the Bank of Uganda at 12:00hrs EST on the date of the submission deadline.

**Best Evaluated Bid:** The best evaluated bid shall be the bidder who obtains the highest total score and shall be recommended for award of contract.

**Post-qualification:** Bank of Uganda may undertake a post qualification on the Best Evaluated Bidder to confirm whether the best evaluated bidder has the technical capacity and financial resources to execute the assignment. The Post Qualification Criteria Shall include:

- a) Financial Strength of the Bidder by reviewing the financial statements to confirm that the firm is a going concern and has adequate financial resources.
- b) Ability to Deliver in time
- c) Capacity of the Bidder as demonstrated by similar deliveries made to other Entities
- d) Past Performance record in terms of Quality, timeliness of Delivery, and reliability.
- e) For Bidders that have not previously supplied the Bank, performance will be assessed from their clients.

**Right to Review:** The Bidder may seek an Administrative Review by the Accounting Officer in accordance with the Bank of Uganda Manual Procurement and Disposal of Assets Manual 2017 if they are aggrieved with the decision of the Bank.

**Right to Reject:** The Bank reserves the right to accept or reject any quotation or to cancel the bidding process and reject all bids at any time prior to contract signing.



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**BID 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 bid is not authorised, it may be rejected.]*

Bid Addressed to:	
Date of Bid:	
Procurement Reference Number:	<b>BOU/NCONS/21-22/00062/C</b>
Subject of Procurement:	<b>Provision of Support and Maintenance Services for the Portfolio Analysis Tool II-PAT2</b>

We offer to supply the items listed in the attached List of Services 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: Bidding Procedures.

We, including any subcontractors or providers for any part of the contract resulting from this procurement process, are eligible to participate in public procurement.

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

Our bid shall be valid until and including ***[insert date, month and year]*** and it shall remain binding upon us and may be accepted at any time before or on that date;

We confirm that the prices quoted in the List of Services 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: \_\_\_\_\_ days/weeks/months from date of Purchase Order.

**Bid Authorised By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

*(DD/MM/YY)*

Authorised for and on behalf of:

Company: \_\_\_\_\_

Address: \_\_\_\_\_

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## **CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS**

(Under Section 93 of the Public Procurement and Disposal of Public Assets Act, 2003)

### **1. Ethical Principles**

Bidders and providers shall at all times-

- (a) maintain integrity and independence in their professional judgement and conduct;
- (b) comply with both the letter and the spirit of-
  - i. the laws of Uganda; and
  - ii. any contract awarded.
- (c) Avoid associations with businesses and organisations which are in conflict with this code.

### **2. Standards**

Bidders and providers shall-

- (a) strive to provide works, services and Services of high quality and accept full responsibility for all works, services or Services provided;
- (b) Comply with the professional standards of their industry or of any professional body of which they are members.

### **3. Conflict of Interest**

Bidders and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with any Bank. Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

### **4. Confidentiality and Accuracy of Information**

- (a) Information given by bidders and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.
- (b) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

### **5. Gifts and Hospitality**

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of a Bank that might be viewed by others as having an influence on a government procurement decision.

### **6. Inducements**

- (a) Bidders and providers shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.
- (b) Bidders and providers shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

### **7. Fraudulent Practices**

Bidders and providers shall not-

- (a) collude with other businesses and organisations with the intention of depriving a Bank of the benefits of free and open competition;
- (b) enter into business arrangements that might prevent the effective operation of fair competition;

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- (c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
  - (d) misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of the Bank; or utter false documents;
  - (e) unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the PDE;
  - (f) Withholding information from the PDE during contract execution to the detriment of the PDE.

I ..... agree to comply with the above code of ethical conduct in business.

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**AUTHORISED SIGNATORY**

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**NAME OF BIDDER/PROVIDER**

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## Bid-Securing Declaration

Date: *[insert date (as day, month and year)]*  
Procurement Reference. No.: *[insert Procurement Reference Number]*

To: *[insert complete name of Procuring and Disposing Entity]*

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.
2. We accept that we may be suspended for three years by the Authority from being eligible for bidding in any contract with the Government of Uganda, if we are in breach of our obligation(s) under the bid conditions, because we:
  - (a) have withdrawn our bid during the period of bid validity specified by us in the Bid Submission Sheet or
  - (b) having been notified of the acceptance of our bid by the Procuring and Disposing Entity during the period of bid validity (i) fail or refuse to execute the Contract if required or (ii) fail or refuse to furnish the Performance Security in accordance with ITB Clause 41; or (iii) fail or refuse to accept the correction of our bid by the Procuring and Disposing Entity, pursuant to ITB Clause 29;
3. We understand this Bid Securing Declaration shall remain valid and including *[insert date in accordance with ITB Clause 19.3]*

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Bid Securing Declaration]*

Name: *[insert complete name of person signing the Bid Securing Declaration]*

Duly authorized to sign the bid securing declaration for and on behalf of: *[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]

**Beneficial Ownership Information**

**Bidder MUST complete the form below with accurate details, sign and stamp at the bottom of the page**

<b>Template beneficial ownership declaration form</b>	
<i>This beneficial ownership declaration form issued by The Public Procurement and Disposal of Public Assets Authority to collect beneficial ownership information. The template includes sections to be completed by the bidders.</i>	
<b>Company identification</b>	
Full legal name of the bidder (Company or Joint Venture)	
Physical / contact address	
Names of Beneficial owner /Joint venture companies / Consortiums etc.	Name :
	1.
	2.
	3
Are any of the beneficial owners a Politically Exposed Person (PEP)? no: <input type="checkbox"/> if yes: <input type="checkbox"/> Name: ..... Public office position and role: ..... Date when office was assumed.....	
<b>Attestation</b>	
I, undersigned, for and on behalf of the bidder confirm that all the information provided in the above beneficial ownership declaration is accurate and reliable	
(Name):	(Position):
(Signature):	
<b>Beneficial ownership definition</b>	
“Beneficial owner” means “the natural person who ultimately owns or controls a legal person or the natural person on whose behalf a transaction is conducted and includes those natural persons who exercise ultimate effective control a legal person or arrangement directly or indirectly”	

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**PART 2: STATEMENT OF REQUIREMENTS**

**List of Services and Price Schedule**

Procurement Reference Number: **BOU/NCONS/21-22/00062/C**

Purchase Order Serial Number: \_\_\_\_\_

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

[COMPLETE THE CURRENCY OF YOUR BID. COMPLETE THE UNIT AND TOTAL PRICES FOR EACH ITEM LISTED BELOW. AUTHORISE THE PRICES QUOTED IN THE SIGNATURE BLOCK BELOW.]

**CURRENCY OF QUOTATION: USD**

Item No	Description of Services	Quantity	Unit of Measure	Unit Price	Total Price
1.	Provision of Support and Maintenance Services for the Portfolio Analysis Tool II-PAT2	1	Annual		
				<b>Subtotal</b>	
				<b>Taxes</b>	
				<b>Total</b>	

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

**List of Services and Price Schedule Authorised By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

*(DD/MM/YY)*

Authorised for and on behalf of:

Company: \_\_\_\_\_

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**PART 2: STATEMENT OF REQUIREMENTS**  
**TERMS OF REFERENCE**

**Support Services for Portfolio Analysis Tool (PAT II)**

**ABSTRACT**

The Bank of Uganda (BOU) uses the Portfolio Analysis Tool II (PAT II) for management of fixed income securities in multiple currencies. The system is used to carry out the operations of Front, Middle and Back Office. It is integrated, for Straight-Through-Processing functionality, to SWIFT and the General Ledger module of Oracle EBusiness Suite.

The Bank seeks to engage the services of a suitably qualified Service Provider to ensure the smooth operation of PAT II by providing effective and efficient support services as described in the “Work Description” Section below:

**WORK DESCRIPTION**

The Service Provider shall support the Portfolio Analysis Tool II according to the attached Service Level Terms

**REQUIRED QUALIFICATIONS AND EXPERIENCE**

The Service Provider shall provide documentary evidence that they have a minimum of 2 personnel with a minimum of 3 years’ experience providing support for the PAT2 system.

The Service Provider shall provide at least two (2) reference organisations that they currently support or have supported running the PAT 2 System, the duration of that support and the functionality covered by the support, including contact details at the reference organisations

**KEY DELIVERABLES**

Support Services that adhere to the signed Service Level Agreement

**TIMELINES**

It is expected that the support engagement shall be valid for a period of one (01) year from the date of signing the SLA, renewable upon satisfactory performance and mutual agreement.

**SERVICE LEVEL TERMS**

These terms apply to both the Primary and Secondary Sites; The Client is expected to:

1. Provide a structured facility (Service Desk) to log system incidents that includes reporting functionality for tracking of incident status, response and resolution times.
2. Provide online support between Operational Hours (8:00am to 5:00pm EAST) under normal conditions
3. Provide online support for required extended hours in the event of a service outage
4. Provide physical presence support services, where required
5. Define escalation procedures that can be tracked

The Provider shall submit service request escalation contacts to enable rapid notification in case of SLA infringements.

Reporting and Escalation Levels	Contact Details (Name, Phone and Email)
Level 1	Service Desk
Level 2	Account Manager
Level 3	To Be Discussed
Level 4	To Be Discussed

Note: The Provider or Client may change its contact persons from time to time upon communication to the other party to this agreement.

6. Appoint an assigned Account Manager
7. Adhere to response times based on classification of severity as defined in the tables below

	Severity 1	Severity 2	Severity 3	Severity 4
<b>Service Response Time</b>	1 hour	1 hour	1 day	1 day
<b>Service Resolution Time</b>	2 days	2 days	4 days	4 days

Incident Severity Classification	
Severity Class	Description
1	Emergency – Total loss of service
2	Major – Significant degradation or intermittent service Loss of service to multiple users.
3	Minor – Minor degradation of service.
4	Change Request

Note:

**Response Time:** the time between logging of a support request by the client and acknowledgement of receipt of the support request by the Service Provider.

**Resolution Time:** the time between logging of a support request by the client and the confirmation of restoration of the normal functions of the PAT2 system.

A permanent solution must be provided for a call to be closed. Although a work-around solution can be implemented to ensure minimal disruption to the service, a call will not be closed based on a work-around solution.



## Specification and Compliance Sheet

Procurement Reference Number: **BOU/NCONS/21-22/00062/C**

*Column b states the minimum technical specification of the Bank of Uganda.*

*The Bidder shall complete column c with their response to the technical requirements by stating “comply” or “not comply” and give details of the areas of non-compliance; failure to do so shall lead to disqualification.*

<b>a</b>	<b>b</b>	<b>c</b>										
	<b>Requirement</b>	<b>Compliance to Requirements</b>										
	<b>Scope of Work</b>											
	The Service Provider shall support the Portfolio Analysis Tool II according to the attached Service Level Terms											
	<b>Bidder Experience</b>											
	The Service Provider shall provide at least two (2) reference organisations that they currently support or have supported running the PAT 2 System, the duration of that support and the functionality covered by the support, including contact details at the reference organisations											
	<b>Mandatory Requirements</b>											
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	Provide a structured facility (Service Desk) to log system incidents that includes reporting functionality for tracking of incident status, response and resolution times											
	Provide online support between Operational Hours (8:00am to 5:00pm EAST) under normal conditions											
	Provide online support for required extended hours in the event of a service outage											
	Provide physical presence support services, where required											
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2	Major – Significant degradation or intermittent service Loss of service to multiple users.																												
3	Minor – Minor degradation of service.																												
4	Change Request																												
	<b>Response Time:</b> the time between logging of a support request by the client and acknowledgement of receipt of the support request by the Service Provider.																												
	<b>Resolution Time:</b> the time between logging of a support request by the client and the confirmation of restoration of the normal functions of the PAT2 system.																												
	A permanent solution must be provided for a call to be closed. Although a work-around solution can be implemented to ensure minimal disruption to the service, a call will not be closed based on a work-around solution.																												

**Specification and Compliance Sheet Authorised By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

Authorised for and on behalf of:

Company: \_\_\_\_\_

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**PART 3: CONTRACT**

**General Conditions of Contract**

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

**Special Conditions of Contract**

Procurement Reference Number: BOU/NCONS/21-22/00062/C

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
<b>Site</b>	The Sites for delivery are <b>BOU Headquarters, Plot 37/45, Kampala Road.</b>
<b>Notices</b>	Any notice shall be sent to the following addresses: For the Bank, the address shall be as given on the first page of the Contract and the contact name shall be <b><u>Director Business Automation Department.</u></b> For the Provider, the address and contact name shall be as given on the first page of this Purchase Order/Contract.
<b>Delivery of Services</b>	Delivery is to be completed <b>within two (2) weeks</b> from the date of Contract and for a period of one year.
<b>Terms of Payment</b>	The structure of payments shall be: <b>Quarterly in advance and upon receipt and approval of invoice.</b>
	Payments shall be made no later than <b>thirty (30) days</b> after submission of an invoice and its certification by the Bank.
	The currency of payment shall be <b>United States Dollars [USD]</b>
<b>Service and Support</b>	The Support and Maintenance Services shall be for a period of one (1) year renewable annually up to a maximum of three (3) years upon satisfactory performance and at the discretion of the Bank.
<b>Confidentiality GCC 3.1 &amp; 2</b>	The Bank and the Consultant shall keep confidential and shall not without the written consent of the other party hereto, divulge to any third

Subject and GCC clause reference	Special Conditions
	<p>party any reports or data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Consultant may furnish to its Subcontractor such documents, data, and other information it receives from the Bank to the extent required for the Subcontractor to perform its work under the Contract, in which event the Consultant shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Consultant under the Contract.</p>
	<p>The Bank shall not use such documents, data, and other information received from the Consultant for any purposes unrelated to the contract. Similarly, the Consultant shall not use such documents, data, and other information received from the Bank for any purpose other than the design, procurement, or other work and Services required for the performance of the Contract.</p>
<p><b>Property of Deliverables GCC.44.1</b></p>	<p>All reports and data such as maps, diagrams, drawings, plans, designs, specifications, calculations and software containing data and information compiled, prepared and furnished by the Consultant for the Bank under the Contract shall become and remain the absolute property of the Bank. The Consultant shall deliver all such documents to the Bank on completion or termination of the Contract. The Consultant may retain a copy of such reports, data and software and any restrictions about the future use of such reports, data or software shall be specified in the SCC.</p> <p>Restrictions on the use of deliverables: the future use of deliverables are restricted as follows</p> <p>A Non-disclosure agreement shall be part of the agreement</p>