

FORM 10

Regulation 50 (5)

THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS ACT, 2003
RECORD OF MINUTES OF ONLINE PRE-BID MEETING

Procurement Reference Number			
Code of Procuring and Disposing Entity	Supplies/Works/Non-consultancy services	Financial year	Sequence number
BOU	NCONS	21-22	00034

Particulars of Procurement	
Subject of procurement	Supply, Installation and Testing of an Integrated Financial and Human Resources Management System for The Deposit Protection Fund of Uganda [DPF]
Location of Pre-bid Meeting	Microsoft Teams
Date and time of Meeting	November 3, 2021 at 10:00am

The meeting commenced at 10:00am.

An opening prayer was offered by Dr. Michael Lugemwa from DPF

Attendees were as follows.

Bank of Uganda	Ms. Sharon Kyolaba & Mr. Ronald Ogwal
DPF	Dr. Michael Lugemwa & Mr. Balaam Ssempala
Prospective Bidders	Up to 23 Representatives from Several Organizations

A quick perusal of the Bidding Document was undertaken with emphasis placed on the following areas.

Bidding Dates	November 19, 2021-Deadline for Requests for Clarification November 30, 2021 at 11:00 am-Deadline for Bid Submission May 10, 2022-Bid Validity June 30, 2022-Bid Security Validity
Documents Evidencing Eligibility	Reference was made to ITB 12.1 (f) on Page 19 of the Bidding Document where the Additional information required with Providers' bids is detailed. It was emphasized that while this tender is reserved to Resident and National Providers as per the reservation scheme guidelines, Resident and National Providers are not estopped from participating in this tender under Joint Venture. However, where Bidders participate as a Joint Venture, Bidders must provide all requisite documentation and information for both their companies and those of the companies with

	<p>which they are in Joint Venture except where proof is provided that requested Documentation and/or information is not provided or applicable in the Jurisdiction of the company(ies) with which they are in Joint Venture.</p>
<p>Evaluation Methodology</p>	<p>Reference was made to <i>Section 3. Evaluation Methodology and Criteria</i> on <i>Pages 22 - 25</i> of the Bidding Document where the Evaluation Methodology is detailed</p> <p>Bidders were informed that the Technical Compliance Selection (TCS) methodology shall be used to evaluate this tender. The following Issues were re-emphasized.</p> <ol style="list-style-type: none"> a. A Bidder shall be considered compliant with the Preliminary Requirements by provision of ALL documentation requested under this section, by the Bank b. A Bidder shall be considered compliant with the Technical Requirements by Superlative Responsiveness to ALL the Mandatory Requirements under this tender and provision of all incidental Technical Literature supporting their proposed system/solution to the Bank's satisfaction. c. Bidders were referred to <i>Section 6. Statement of Requirements</i> on <i>Pages 37-103</i> of the Bidding Document and were reminded to include intended compliance to specifications offered as well as include all supporting technical literature on the specifications offered in order to prove their responsiveness to the technical requirements.
<p>Review of Technical Requirements</p>	<p>In reference to <i>Section 6. Statement of Requirements</i> on <i>Pages 37-103</i> of the Bidding Document, Bidders were informed that DPF intends to use a Financial Management System that is in consonance with the International Financial Reporting Standards (IFRS) Particularly, the IFRS9.</p> <p>Bidders were informed that the DPF Chart of Accounts shall be shared with the Best Evaluated Bidder for purposes of implementation of the Solution Sought.</p> <p>Bidders were also reminded that the Required System should feature the General Ledger Module, Accounts Payable Module, Accounts Receivable Module, Financial Reporting Module, Budgeting Module, Purchasing and Order Generating Module Invoice Processing Module, Fixed Assets Module, Validation Module, with Year End Closing Features, querying features, reporting features, report writing features, design features, integration and interoperability features. It should also feature the Human Resources Master Data Module, Employee Performance Management Module, Leave Management Module, Learning and Development Module, Payroll Administration Module and be able to Handle Employee Loans and Advance Management.</p> <p>Furthermore, Bidders were reminded of the Required System's Support and Non-functional Aspects, as well as the Security Requirements for controlling access to and use of System resources or information. This spans event logs and audit trail management, Accessibility and Access Control Requirements, System Administration Requirements, platform support requirements, support and maintenance requirements, online help, training, documentation and licensing Requirements and deployment requirements, System Support Requirements, IT</p>

	requirements, System Hardening and User Acceptance Testing and other Project Management requirements as detailed in the Bidding document.
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Requests for Clarification were made, and the following responses were provided.

How many entities need Integrated Financial and Human Resources Management Systems and how many Branches are to be covered (if any)?	<p>It was clarified that only the Deposit Protection Fund of Uganda [DPF] requires this system and that Bank of Uganda is merely procuring the said System on DPF's behalf.</p> <p>It was further noted that DPF has no Branches, and has a Single Chart of Accounts, with Cost Centres and that there is no intention, in the short run, to open any further Branches.</p>
How many Users shall be considered for the System?	<p>It was clarified that DPF has about fifty (50) Employees and that all employees shall be users of the System. Under the Financial Management Arm, a maximum of 10 users shall be catered for, however, under the Human Resources Arm, The System shall have an Employee Self Service Portal, where all staff shall engage at different levels say, as Users, Approvers, System Administrators et al.</p> <p>Since the Service Portal shall be licensed per user, Bidders shall consider Up to 50 users for this tender and the Bank/DPF shall request for additional licenses in the event of recruitment and on-boarding of additional employees.</p>
Configuration of the System	<p>Bidders were informed that DPF's current main platform is Windows Operating System 2019. The required System shall be Locally Hosted, On Premises, and on Servers that DPF has already secured for this purpose, both at their Headquarter and Business Resumption Site Premises. As such bidders should not quote for Cloud Hosting services for the system. Any references to cloud hosting services under requirements FHMS-REQ-044 AND FHMS-REQ-077.</p> <p>Bidders shall provide Licenses for their proposed system and shall specify their Hardware and Software propositions.</p>
Does the required System have an inventory / stock Module?	It was clarified that the required System has no inventory / stock management Module?
How does DPF Operate?	The DPF Website [www.dpf.or.ug] hosts all up-to-date information regarding the business of the Fund. It can be visited to familiarize oneself with the operations of the Fund and contact information provided may be used to seek any further information required.
Correction of requirement under ITB 12.1 (f) on Page 19	<p>The Bid document previously indicated a date of June 30, 2020,</p> <p>It was clarified that the Social Security (NSSF) Clearance Certificate shall be valid up to at least June 30, <u>2021</u> where applicable</p>

<p>Clarification of requirement FHMS-REQ-077</p>	<p>The Bid document previously stated that the vendor shall deploy an off-the-Shelf or Cloud hosted system, vendor supported and upgradeable Financial and HR Management System software that includes the following key functional components:</p> <p>It was clarified that for purposes of Law Abidance, the system shall <u>ONLY be On-Premises Hosted</u>. No Cloud-Hosting shall be required.</p> <p>This also clarifies requirement FHMS-REQ-044 on Page 94 of the Bidding Document</p>
<p>Where a Joint Venture is undertaken with an International Bidder, shall they require a NITA, Level 2 Certificate?</p>	<p>It was clarified that where Bidders participate as a Joint Venture, Bidders must provide all requisite documentation and information (or its equivalent) for both their companies and those of the companies with which they are in Joint Venture except where proof is provided that requested Documentation and/or information is not provided or applicable in the Jurisdiction of the company(ies) with which they are in Joint Venture.</p>

The meeting ended at 11:11am.

Prepared by:

Ms. Sharon N Kyolaba

[Secretary of the meeting]