

**FORM 10**

*Regulation 50 (5)*

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

<b>Procurement Reference Number</b>			
Code of Procuring and Disposing Entity	Supplies/Works/ Non-consultancy services	Financial year	Sequence number
<b>BOU</b>	<b>Non-consultancy services</b>	<b>2021/2022</b>	<b>00188</b>

<b>Particulars of Procurement</b>	
<b>Subject of procurement</b>	<b>Provision of Catering Services to Bank of Uganda at Branches (Gulu, Masaka, Kabale, Mbarara, Arua) and Lira CTC)</b>
<b>Location of Pre-bid Meeting</b>	<b>Kabale Branch</b>
<b>Date and time of Meeting</b>	<b>11<sup>th</sup> March 2022 at 10:00am</b>

<b>Record of Pre-bid Meeting Minutes</b>	
<b>Question asked</b>	<b>Response given</b>
Should bidders submit the original receipt for purchase of the documents or a copy	Bidders are advised to attach a copy of the receipt to the bid
You indicated that bidders should provide a standard price per plate of food; is there room for negotiation in cases where the market forces prices up?	As indicated in the bidding Documents, bidders are required to quote prices that shall be fixed for one year.  In instances where there is an increase in price due to market forces, the Bank does market research and there will be room for negotiating. However, this can <del>only be done after the first year of the contract is completed</del>
Where should bidders deliver the bid	Bidders should submit their bids in the respective regions/branches bided for; in this case submit at Kabale Branch.



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<b>Particulars of Procurement</b>	
<b>Subject of procurement</b>	<b>Provision of Catering Services to Bank of Uganda at Branches (Gulu, Masaka, Kabale, Mbarara, Arua) and Lira CTC)</b>
<b>Location of Pre-bid Meeting</b>	<b>Mbarara Branch</b>
<b>Date and time of Meeting</b>	<b>10<sup>th</sup> March 2022 at 03:00pm</b>

<b>Record of Pre-bid Meeting Minutes</b>	
<b>Question asked</b>	<b>Response given</b>
The price schedule provides for price for the different days of the week; Is the bidder required to provide a different price for each day?	Bidders are required to provide an average price per plate of food.
How many Carbohydrates can I provide per day?	As indicated on page 55 of 74 of the bidding document, Bidders are required to provide at least 3 different types of Carbohydrates as a minimum.
When are providers paid?	The service provider is expected to submit an invoice every after two weeks for payment processing.
When is lunch served	Lunch is served beginning at 12:30pm to 2:00pm.
Where will the Bid opening take place?	All bids will be opened at the different branches. Bidders should submit their bids in the respective regions/branches bided for and bids will be opened the same location; in this case at Mbarara Branch.



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<b>BOU</b>	<b>Non-consultancy services</b>	<b>2021/2022</b>	<b>00188</b>

<b>Particulars of Procurement</b>	
<b>Subject of procurement</b>	<b>Provision of Catering Services to Bank of Uganda at Branches (Gulu, Masaka, Kabale, Mbarara, Arua) and Lira CTC)</b>
<b>Location of Pre-bid Meeting</b>	<b>Masaka Branch</b>
<b>Date and time of Meeting</b>	<b>10<sup>th</sup> March 2022 at 10:00am</b>

<b>Record of Pre-bid Meeting Minutes</b>	
<b>Question asked</b>	<b>Response given</b>
Will there be an opportunity to witness the bid opening	Since the Covid 19 Surge ended, the Bank will open the bids in Presence of Bidders representatives who wish to attend the bid opening session in the respective branches / regions. The Covid 19 SOPS and restrictions shall be Adhered to. The Bank will the bid opening results to all bidders.
What happens when numbers of plates fluctuate from those communicate in the bidding document?	The Branch Manager will inform the servicer provider in advance of any changes in numbers.
What happens where the notice to increase quantities is short?	The service provider will be asked to confirm whether they are able to meet the increased quantities abruptly; where the service provider is not able to, it will not be held against the provider.
What quantities are expected during the weekend?	Quantities have been provided for in the Bidding Document

Should the Powers of Attorney also bear the URSB Stamp? What happens where the POA was stamped by Registrar of	As long as the POA bears both the donor and done signatures, it is ok if it has either the URSB stamp or Registrar of company's stamp
Who provides the cluttery?	The service provider

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<b>Procurement Reference Number</b>			
Code of Procuring and Disposing Entity	Supplies/Works/ Non-consultancy services	Financial year	Sequence number
<b>BOU</b>	<b>NCONS</b>	<b>21-22</b>	<b>00188</b>

<b>Particulars of Procurement</b>	
<b>Subject of procurement</b>	<b>Provision of Catering Services to Bank of Uganda at Branches (Gulu, Masaka, Kabale, Mbarara, Arua) and Lira CTC)</b>
<b>Location of Pre-bid Meeting</b>	<b>Arua Branch</b>
<b>Date and time of Meeting</b>	<b>14<sup>th</sup> March 2022 at 02:00pm</b>

<b>Record of Pre-bid Meeting Minutes</b>	
<b>Question asked</b>	<b>Response given</b>
Is the price per plate uniform for the entire week	Yes, the price is uniform from Monday to Sunday.
When will the new provider start serving	June 1, 2022.
Does the buffet have to come with a soft drink?	No, the Bank provides clean drinking water to its staff.
Some vegetarian dishes like fresh peas and beans are seasonal will I be excused for serving dry beans.	If you cannot find fresh beans, you are requested to notify the Bank and the Bank will approve the type of dry beans that you prepare to serve the Bank staff.
How many people shall we be serving on a daily?	On average, you will serve lunch to 32 people and supper between 7-17 people depending on other factors like the security situation. Also, during public holidays and weekends, you will serve lunch and supper to a number between 7 -17

What is the accepted time of serving food	12:30pm – 2:00pm. Food should be kept warm throughout this period
What is the contract duration	One year renewable annually upon satisfactory performance up to a maximum period of three (3) years; if the Bank wishes.
How will the Bank make payment to the successful bidder	The Bank will make payment to the provider after every two weeks by EFT. The provider should prepare and submit an invoice after every two weeks.  The Bank will deduct a 6% withholding tax from the invoice total when making payment to the provider.
Should we incorporate the cost of delivery to the price	Yes, you are required to incorporate all costs and applicable taxes to your price per plate.
Will I be allowed to adjust the price after some time?	Yes, depending on the prevailing economic situation and only within the limitations of the procurement law. But you should quote a price that you can work with to avoid requesting for price amendments.  Kindly note that bidders are required to quote prices that shall be fixed for one year. Within the year there shall not be price revision.
How many copies of the bid should we submit	One copy. But make sure that it contains all requirements.
In the bid submission sheet there is a statement that our total price is? What should I fill in there?	Fill the price per plate. For example, <b>UGX.5,000 per plate</b> if that is your price
How long does the Bank take to process payment	Five days if the value is low and 2 weeks if the value is high.



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<b>BOU</b>	<b>NCONS</b>	<b>21-22</b>	<b>00188</b>

<b>Particulars of Procurement</b>	
<b>Subject of procurement</b>	<b>Provision of Catering Services to Bank of Uganda at Branches (Gulu, Masaka, Kabale, Mbarara, Arua) and Lira CTC)</b>
<b>Location of Pre-bid Meeting</b>	<b>Gulu Branch</b>
<b>Date and time of Meeting</b>	<b>15<sup>th</sup> March 2022 at 10:30am</b>

<b>Record of Pre-bid Meeting Minutes</b>	
<b>Question asked</b>	<b>Response given</b>
In case I have an inquiry how do I reach the Bank	Write to <a href="mailto:procurement@bou.or.ug">procurement@bou.or.ug</a>
Clarify the size of the chicken that should be served	The chicken should weigh two (2) kilograms
Should we provide a soft drink as part of the buffet?	No, the Bank provides clean drinking water to its staff.
What is the average number of people served on a daily basis	On weekdays, the number is not below 30 people. For supper and weekends, the number is between 7-17 people depending on other factors like the security situation. Also, during public holidays and weekends, you will serve lunch and supper to a number between 7 -17 people

Why is the Bank recruiting two providers per branch	Some bidders under quote and may not be able to provide the service and secondly some providers get quality challenges during contract execution. Therefore, the alternate winner is engaged when the best evaluated bidder fails to provide services as per contract.
Why doesn't the Bank want spirit lite equipment	The was an accident at the Bank Headquarters where a spirit lite food warmer burnt a provider's staff. Since that incident, the Bank banned the use of spirit lite food warmers.
Where do we submit our bids to	Bids should be submitted to the respective branches for your case to Bank of Uganda Gulu Branch.
What is the difference between this tender and the one for Hotel services that ran recently?	The tender for hotel services is for you to host Bank of Uganda workshops and conferences and to provide accommodation to the Bank's guests. This tender is for Provision of Catering services or cooked food to the Bank on a daily basis.

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<b>BOU</b>	<b>NCONS</b>	<b>21-22</b>	<b>00188</b>

<b>Particulars of Procurement</b>	
<b>Subject of procurement</b>	<b>Provision of Catering Services to Bank of Uganda at Branches (Gulu, Masaka, Kabale, Mbarara, Arua) and Lira CTC)</b>
<b>Location of Pre-bid Meeting</b>	<b>Lira CTC</b>
<b>Date and time of Meeting</b>	<b>16<sup>th</sup> March 2022 at 9:00am</b>

<b>Record of Pre-bid Meeting Minutes</b>	
<b>Question asked</b>	<b>Response given</b>
For the vegetarian dish, can I bring a pasted dish like Malakwang?	Yes, you can bring any pasted local vegetarian dish.
What kind of fish should we serve	Bidders are required to quote for and serve fish from the lake not from the
Should I quote for VAT separately?	No, bidders are required to incorporate all applicable taxes into their price. The price per plate quoted should be inclusive of VAT.
When will the Bank make visits to bidder's business premises?	The Bank will visit business premises for all bidders who make it to the technical evaluation stage within 20 working days from the date of bid submission.
Please clarify on the requirement for bidders to attach a Tax Clearance Certificate to their bids as stated on Page 23. What about restaurants that have not been operating in the last one year?	Bidders are advised to visit the nearest URA office, explain their situation to the officials and request to be issued with a Transaction Clearance Certificate.
If I am the owner and only Director of the Company, do I need a Power of Attorney?	No, you do not need one. However, the bidders should attach the Memorandum and Articles of Association
What is the Bank of Uganda's TIN Number	The Bank of Uganda's Tax Identification Number [TIN] is <b>100028435</b>

## EXPLANATORY NOTES ON THE TENDER DOCUMENT

NO	AREA IN THE TEBDER DOCUMENT	EXPLANATION PROVIDED
1	The Procurement and Disposal email address on page 3 of the tender document	The Bank email of <a href="mailto:procurement@bou.or.ug">procurement@bou.or.ug</a> is correctly spelt and it does not contain <b>.org</b> as most bidders always assume. Bidders are advised that all requests for clarification related to the tender should be sent to that email.
2	Bank Account/details stated in the advert	The Bank details that are stated in the tender document and advertisement are correct and if any Commercial Bank alleges that, the account is wrong, the bidder should insist that, the account is very correct, and it is held in the Bank of Uganda. Bidders should get proof of payment from commercial banks and attach it to the bid.
3	Pages 4- 22	Bidders were advised to read and understand instructions to bidders in these pages
4	ITB 12.1 (f) on Page 23	<p>Contains documents that bidders should attach to their bids and for documents like a Tax Clearance Certificate that require processing, bidders should contact URA when it is still early.</p> <p>One of the documents required is a Power of Attorney bearing both the donor and done signatures and should be registered with URSB which has offices in all districts in Uganda.</p>
5	Company form 7 & 10	Bidders can also attach a stamped page of the Articles of Association showing shareholders of the company and the percentage of their shares holding. Bidders should submit copies of identity cards and passports for majority shareholders and if the company s foreign owned, it should prove that it has been in business for the last two years before the of bid submission.
6	Deadline of Bid submission	<p>The deadline of bid submission is April 5, 2022 at 11:00am and it does not have an extension of even a one minute.</p> <p>If a person delivering your bid arrives at the Bank premises at 11:00am then, the bid is late.</p>
7	Bid opening	Bids will be opened at 11:15am on April 5, 2022 and the Bank will read out the name of each bidder, the price per plate quoted and the absence or presence of a Bid Securing Declaration and the Power of Attorney. So do not ask very many questions at this stage.
8	Page 28	<p>Bidders were requested to read and understand the contents of this page since it contains the technical evaluation criteria.</p> <p>Bidders are required to maintain their kitchens clean at all times because the Bank will pay a visit to bidders at the technical evaluation stage to asses cleanliness of their kitchens and the presence or absence of trained chefs, availability of running water, food storage facilities, finishing of the kitchen area in cement or terrazzo, the distance of the facility from the branch not more than 7 kilometres, availability of garbage collection facilities, equipment like fridges, Baine Marie, etc. the Bank will not accept explanations for absence of kitchen staff during this impromptu visits.</p>
9	Page 30 bid submission sheet	This should be on the bidder's letter head and the should be signed by a person authorised to sign documents in

NO	AREA IN THE TEBDER DOCUMENT	EXPLANATION PROVIDED
		the POA. It should also be the first document in your bid.
10	Page 32-33 Code of Ethical Code in Business	This document should be signed by a person authorised to sign documents in the POA
11	Page 34 Bid Securing Declaration	Bidders must sign and return this document as it is.
12	Page 41 the price schedule	<p>The Bank has approximately 32 staff that are expected to have lunch from Monday to Friday at Arua Branch. If a bidder registers a reduction in the number of plates served, then there is a problem in the quality of food being served.</p> <p>The successful bidder is expected to serve supper to approximately 7-10 people on weekends and public holidays. The food for weekdays shall be delivered to the Bank premises, the one for supper or dinner will be delivered to the Bank and to two residences located within a 2-kilometre radius. Delivery of food will be done using a motor vehicle and no food will be delivered using motorcycles [boda boda].</p>
13	Understanding the menu	<p>The Bank menu has the following items:</p> <p><b>Meats:</b> Two (2) meats items should be served every day, and this should vary from day to day. For example.</p> <p><b>Monday;</b> chicken and Ox liver.  <b>Tuesday;</b> boiled goat's meat and fish.  <b>Wednesday;</b> grilled chicken and beef.  <b>Thursday;</b> chicken stew and grilled goat's meat.  <b>Friday</b> beef goat and turkey etc.</p> <p>The Bank will not accept chicken stew made from Broiler chicken, the sauce should contain very little cooking oil and avoid over spicing as the natural taste of sauce is preferred.  <b>All meats should be fresh and not kept in the fridge.</b></p> <p><b>Vegetarian dish;</b> groundnut sauce, cow peas, fresh beans. One vegetarian sauce should be served every day.</p> <p><b>Green vegetables:</b> Sukuma, bugga, dodo, eggplant, cabbages, Nakati, boo, Malakwang etc. one green vegetable dish should be served every day.  <b>Carbohydrates:</b> Rice, Matooke, posho, Kalo, yams, Irish potatoes etc. the provider should emphasise variety eg white rice, brown rice, boiled Irish potatoes, chips etc. <b>Matooke should be cooked in banana leaves.</b>  <b>Fruit salad:</b> Yellow Bananas, Mangoes, Apples, Watermelon, oranges depending on the season.</p>

NO	AREA IN THE TEBDER DOCUMENT	EXPLANATION PROVIDED
14	Price Quoted	The price quoted will be used for the entire contract period. Bidders are encouraged to quote a price per plate that they can work with but not to over or under quote their prices. Bidders should quote according to the Bank's requirements and not what they can provide.
15	Number of winners	The Bank will select two (2) Best Evaluated Bidders. That is a winner and an alternate. Both will sign contracts and in case one gets issues or is not able to provide the service, the alternate will be called upon to fill the gap.
16	Page 47 & 48	These two pages should be filled and attached to the bid
17	Items provided by the Bank	The Bank will provide a kitchen, electricity, water and a dining area for the successful bidder.  The provider shall bring in smartly dressed service staff, a Baine Marie or electric dish warmers, plates, cutlery, saucepans, serving dishes, water glasses, table linen, serving trays and all that is required to run and operate a dining area. Each dining table shall contain, toothpicks, saltshakers, tomato sauce, chili serviettes, No spirit lit food warmers shall be accepted in the Bank premises.
18	Other requirements of the tender	<b>Personnel:</b> Bidders must attach a list of their catering staff including chef's with copies of their CV's, <b>Experience of the bidder:</b> copies of purchase orders, contracts and recommendation letters to prove their experience.
19	Page 50 - 55	Read the instructions and understand

Certification of minutes as a true record of the proceedings of the meeting:

Name:

Gloria T.Wakooba

Position: Chairperson of the meeting

Signature:

*Tuhaise*

Date: March 25 2022