

Bank of Uganda



REQUEST FOR PROPOSALS DOCUMENT

FOR PROVISION OF CONSULTANCY SERVICES TO GENERATE A BLUEPRINT FOR REVAMPING THE MUSEUM

UNDER OPEN BIDDING METHOD

SUBJECT OF PROCUREMENT:	Provision of Consultancy Services to Generate a Blueprint for Revamping the Museum
PROCUREMENT REFERENCE NUMBER:	BOU/CONS/22-23/00060/R
DATE OF ISSUE:	September 06, 2022



Request for Proposals Document

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ABRIDGED BID NOTICE UNDER OPEN BIDDING
BANK OF UGANDA



37/45 KAMPALA ROAD, P.O. BOX 7120, KAMPALA;

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

Website: www.bou.or.ug E-mail address: procurement@bou.or.ug

BID NOTICE

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

No.	Procurement Reference	Subject of Procurement	Bid Security
1	BOU/CONS/22-23/00060/R	Provision of Consultancy Services to Generate a Blueprint for Revamping the Museum	Bid Securing Declaration

2. The bidding document shall be inspected online under the procurement tab on the Bank of Uganda website www.bou.or.ug
3. The bidding document will be issued to interested bidders upon request. Interested bidders will submit their request for the bidding document to procurement@bou.or.ug or download the document from the Bank of Uganda Website under the procurement tab/invitation to tender.
4. The deadline for bid submission shall be at **11:00hrs (EST) on September 15, 2022.**
5. The detailed bid notice is available at the Bank of Uganda website at www.bou.or.ug

MANAGEMENT

September 2022

BANK OF UGANDA



September 06, 2022

Invitation to Bid for Provision of Consultancy Services to Generate a Blueprint for Revamping the Museum -Procurement Ref No: BOU/CONS/22-23/00060/R

1. The Bank has allocated funds to be used for Procurement of Consultancy Services to Generate a Blueprint for Revamping the Museum.
2. The Bank invites sealed bids from eligible bidders for the provision of the above service.
3. Bidding will be conducted in accordance with the Open Domestic Method contained in the Public Procurement and Disposal of Public Assets Act, 2003, and is open to all bidders.
4. Bidding document shall be issued to interested bidders by email upon submission of a request to procurement@bou.or.ug or downloaded directly from the Procurement/Invitation to tender tab of the Bank of Uganda Website (www.bou.or.ug).
6. Bids labelled “**Provision of Consultancy Services to Generate a Blueprint for Revamping the Museum -Ref No: BOU/CONS/22-23/00060/R**” must be delivered to the address below on 8 (b) at or before 11:00am EST on **September 15, 2022**. All bids must be accompanied with a bid securing Declaration. Bid Securing Declaration must be valid until **May 15, 2023**. Late bids shall be rejected. Results of the bid opening will be shared by email and or posted on the website.
7. There shall be no a pre-bid meeting/site visit.
8. (a) Documents shall be inspected online under the Procurement tab on the Bank of Uganda website www.bou.or.ug .

(b) Bids shall be delivered and opened at: The Procurement and Disposal Department, 3rd Floor, New Building Room 3E 05, Bank of Uganda Headquarters, Plot 37/45 Kampala Road, P.O. Box 7120, Kampala.
9. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Publish bid notice	September 06, 2022
b. Bid closing date	September 15, 2022 at 11:00am
c. Evaluation process	<i>(Within 20 working days from bid closing date)</i>

d. Display and communication of best evaluated bidder notice	<i>(Within 3 working days from Contracts Committee award)</i>
e. Contract signature	<i>(After expiry of at least 5 days from display of the best evaluated bidder notice and Attorney General's approval where applicable.).</i>

MANAGEMENT

Signature:

Name:

Position of Authorised Official:

Part 1: Proposal Procedures

Section 1: Instructions to Consultants

Procurement Reference Number: **BOU/CONS/22-23/00060/R**

Preparation of Proposals: You are requested to submit separate technical and financial proposals, as detailed below. The standard forms in this RFP may be retyped for completion but the Consultant is responsible for their accurate reproduction.

You are advised to carefully read the complete Request for Proposals document, including the Special Conditions of Contract in Part 3: Contract, before preparing your proposal.

Where an electronic copy of the Request for Proposals 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

Preparation of Technical Proposals: Technical proposals should contain the following documents and information:

1. The Technical Proposal Submission Sheet in this Part;
2. A brief methodology for performing the services;
3. A work plan, showing the inputs of all key staff;
4. CV's of key staff;
5. A summary of your experience in similar assignments;
6. The documents evidencing your eligibility, as listed below.

Preparation of Financial Proposals: Financial proposals should contain the following documents and information:

1. The Financial Proposal Submission Sheet in this Part;
2. A copy of the breakdown of Lump Sum Price form in this Part for each currency of your proposal, showing all costs for the assignment, broken down into fees and reimbursable and miscellaneous costs;

Validity of Proposals: Proposals must remain valid until April 15, 2023.

Sealing and marking of Proposals: The Technical and Financial Proposals should be sealed in a single envelope, clearly marked with the Procurement Reference Number above, the Consultant'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 and bear a warning not to open before the time and date for proposal opening.

Submission of Proposals: Proposals should be submitted to the address below, no later than the date and time of the deadline below. Any proposal received by Bank of Uganda after the deadline for submission of proposals shall be declared late, rejected, and returned unopened to the Consultant.

Date of deadline: **September 15, 2022**

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

Address: **Director, Procurement and Disposal Department
3rd Floor, New Building
Bank of Uganda Headquarters
Plot 37/45 Kampala Road,
P.O. Box 7120, Kampala
Telephone: +256-312-392000**

Opening of Proposals: Proposals will be opened by the Procuring and Disposing Entity at the time, date and address shown above for submission of proposals. Due to COVID-19

Part 1: Proposal Procedures

restrictions, a public bid opening will not be held however, results of the bid opening session will be shared with bidders whose submissions were received on time and opened accordingly.

Evaluation of Proposals: 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 Proposals on a pass/fail basis;
2. Detailed Technical evaluation;
3. Financial comparison to determine the best evaluated bid.

Proposals 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 this 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.

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

1. *A copy of the Bidder's Certificate of Incorporation/Registration or equivalent.*
2. *A copy of the Bidder's Trading License for 2022 or equivalent.*
3. *A copy of a Registered /Notarized Power of Attorney that authorizes bidders to sign documents on behalf of the company. Must bear both Donor and Donee signatures.*
4. *A duly signed Quotation Submission Sheet valid until April 15, 2023.*
5. *A duly signed Bid Securing Declaration valid until May 15, 2023.*
6. *Signed code of ethical conduct*

NOTE:

In the case of a joint venture (JV), 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. All parties shall provide documentary proof (purchase order or contract) of experience in executing similar assignment.

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.

Part 1: Proposal Procedures

Nationality of Personnel: All personnel employed under any resulting contract shall have the nationality of an eligible country as defined in the Special Conditions of Contract. Any related supplies or works purchased under any resulting contract shall have as their country of origin an eligible country, as defined in the Special Conditions of Contract.

Technical Criteria: Proposals shall be awarded scores out of the maximum number of points indicated below for each of the following criteria:

Specific Experience (Firm and Individual Consultant Experience)	40 points
Methodology Proposed	20 points
Specific Qualifications	20 points
Due Diligence (Visit to the Reference Sites for the eligible and technically responsive bidders)	20 points
Total:	100 points

The minimum technical score required to pass the technical evaluation is 80 points.

The technical weight shall be 80% and the financial weight shall be 20%

Financial Criteria:

Currency: Proposals should be priced in Uganda Shillings (UGX).

*{*A score of 100 should be awarded to the lowest priced proposal.*

Other proposals should be given a financial score inversely proportional to the lowest priced proposal, using the following calculation:

Lowest price ÷ proposal price × 100 = financial score.

Margin of Preference: A margin of preference shall apply. In accordance with section 59A of the PPDA Act. The Bidder shall submit with its bid the following documents to evidence that they qualify for a margin of preference

1. Copy of certificate of incorporation or registration in Uganda
2. Copy of Ugandan National Identity Card or Passport of the shareholders for all the bidding entities.
3. Copy of Company Form 7 or 10 to show owner that more than 50% capital is owned by Ugandan citizens.

Best Evaluated Bid: The best evaluated bid shall be the bidder who obtains the highest weighted average score above the minimum 80 points and shall be recommended for award of contract.

Award of contract: Award of contract shall be by placement of an Agreement in accordance with Part 3: Contract. Bank of Uganda shall not award a contract to the best evaluated bidder until the lapse of 5 days after the date of display of the Notice of Best Evaluated Bidder.

Right to Review: Consultants may seek administrative review by the Accounting Officer in accordance with the Public Procurement and Disposal of Public Assets Act, 2003 if they are aggrieved with the decision of the Bank.

Part 1: Proposal Procedures

Right to Reject: Bank of Uganda reserves the right to accept or reject any proposal or to cancel the procurement process and reject all proposals at any time prior to contract signature and issue by the Procuring and Disposing Entity, without incurring any liability to Consultants.

Part 1: Proposal Procedures

Section 2: Technical Proposal Submission Sheet

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

Proposal Addressed to (Procuring and Disposing Entity):	
Date of Technical Proposal:	
Procurement Reference Number:	BOU/CONS/22-23/00060/R
Subject of Procurement:	

I/We offer to provide the services described in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

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

I/We, including any subcontractors or consultants for any part of the contract resulting from this procurement process are registered with the Authority. *[Consultants who are not registered or whose subcontractors are not registered should amend the statement to reflect their status].*

I/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;

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

I/We enclose a separately sealed financial proposal.

Technical Proposal Authorised By:

Signature: _____ Name: _____

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

Authorised for and on behalf of:

Company: _____

Address: _____

Part 1: Proposal Procedures

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 supplies of high quality and accept full responsibility for all works, services or supplies 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 procuring and disposing entity. 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

- (1) 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.
- (2) 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 procuring and disposing entity that might be viewed by others as having an influence on a government procurement decision.

6. Inducements

- (1) 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.
- (2) 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 procuring and disposing entity of the benefits of free and open competition;
- (b) enter into business arrangements that might prevent the effective operation of fair competition;
- (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 Procuring and Disposing Entity; 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.

Part 1: Proposal Procedures

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

AUTHORISED SIGNATORY

NAME OF CONSULTANT

Part 1: Proposal Procedures

TEMPLATE FOR BENEFICIAL OWNERSHIP DECLARATION FORM

Template beneficial ownership declaration form	
<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>	
Company identification	
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.....	
Attestation	
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):	
Beneficial ownership definition	
“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”	

Part 1: Proposal Procedures

Bid-Securing Declaration

Date: *[insert date (as day, month and year)]*

Procurement Reference. No.: *[insert Procurement Reference Number]*

To: *[insert complete name of Bank]*

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 Bank 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 Bank, pursuant to ITB Clause 29;
3. We understand this Bid Securing Declaration shall remain valid and including *[insert date in accordance with validity period]*

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.]

Part 1: Proposal Procedures

Section 3: Financial Proposal Submission Sheet

[Complete this form with all the requested details and submit it as the first page of your financial proposal, with the documents requested above attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected. The total price of the proposal should be expressed in the currency or currencies permitted in the instructions above.]

Proposal Addressed to (Procuring and Disposing Entity):	
Date of Financial Proposal:	
Procurement Reference Number:	BOU/CONS/22-23/00060/R
Subject of Procurement:	

The total price of our proposal is: _____.

We confirm that the rates quoted in our Financial Proposal are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Financial Proposal Authorised By:

Signature: _____ Name: _____

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

Authorised for and on behalf of:

Company: _____

Address: _____

Breakdown of Lump Sum Price

Part 1: Proposal Procedures

[Complete this form with details of all your costs and submit it as part of your financial proposal. Where your costs are in more than one currency, submit a separate form for each currency. Authorise the rates quoted in the signature block below.]

Procurement Reference Number: **BOU/CONS/22-23/00060/R**

CURRENCY OF COSTS: UGX

FEES				
Description Outline your proposed fees	Input Quantity	Unit Input	of Rate	Total Price
TOTAL:				

NOTE:

The bidder should include all applicable taxes.

Please note that in accordance with Section 85 of the Income tax act CAP 340 of Uganda, Withholding tax of 15% and a reverse VAT of 18% shall be deducted from payments to non – residents deriving income from Uganda.

REIMBURSABLE AND MISCELLANEOUS COSTS				
Description of Cost	Quantity	Unit of Measure	Unit Price	Total Price
TOTAL:				

TOTAL LUMP SUM PRICE IN CURRENCY: _____

Breakdown of Lump Sum Price Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Part 2.: Statement of Requirements

Part 2: Statement of Requirements

Terms of Reference

Procurement Reference Number: **BOU/CONS/22-23/00060/R**

Terms of Reference for Consultancy Services for the Revamping of the C. N. Kikonyogo Money Museum

1.0 Introduction / Background

1.1 About the Museum

At the C.N. Kikonyogo Money Museum the story of Evolution of Currency, History of the Bank and Functions of the Bank come alive. The Museum was established in 2006 and named after the 8th Governor Charles Nyonyintono Kikonyogo in recognition of his contribution to the financial sector and Uganda's economy.

The museum is dedicated to preserving and displaying the numismatic heritage of Uganda. From traditional (Barter Trade) currency, the British protectorate currency to the Uganda shilling, the Museum is home to an extensive collection.

The museum also exhibits people and events that have shaped the Bank since its inception in 1966 with a rare collection of historical prints and photographs that explore the history of the Bank.

1.2 Museum Collections, exhibitions and the public (Need for consultancy services)

Traffic at museums is usually enhanced by visual photographic productions and new installations or developments online. The Museum has been left behind by events of technological virtual tours and mobile apps.

The Museum falls short especially in terms of digitizing its collections, gallery display and visitor promotions. The infrastructural facility is limited to expand on the displays and this limits access to many Ugandans and international visitors.

2.0 Objective of Revamping the C.N. Kikonyogo Museum

The revamping of the Museum is aimed at enhancement of the numismatic, ethnographic and historical collections for posterity through digital platforms and storage memory knowledge.

2.1 Specific Objectives:

The revamping will specifically aim;

- i. To enrich the preservation of museum artefacts through documentation of the collections using photographic digital archives
- ii. Establish virtual tour of the Museum by creating virtual rooms, digital photos to provide inclusive accessibility online
- iii. Restore and transcribe the audio-visual archives into digital films and library

3.0 Scope

The scope will cover, but is not limited to the following areas:

Part 2.: Statement of Requirements

Main Scope of work for the Consultant

- i. Conducting assessment and review for deepened understanding of the collections at the Museum that require digitization, setting practical goals and prioritizing phases
- ii. Proposing a photographic studio designed to achieve the goal of preserving and educating using the digital content of images, texts, audios, maps, videos, 3D images;
- iii. Proposing an appropriate preservation plan of films, slides, glass, prints and transparent objects
- iv. Propose an appropriate strategy to effectively bring out the Audio and video conversation into digital platforms including digital panels and multimedia presentation.
- v. Detail out a communication and digital strategy combining both augmented reality (AR) and virtual reality (VR) to make history feel more present through audio-visual presentations, virtual tour and exhibitions with additional information on exhibits, physical exhibition, lectures and publications.
- vi. Propose appropriate interactive monitors.
- vii. Propose an appropriate interactive Museum webpage
- viii. Elaborate services to be provided by the Museum
- ix. Draw emergency evacuation plan
- x. Lay out an implementation framework
- xi. Lead the client's team to at least three money museums bench marking similar operations to the proposed museum.

4.0 Key Deliverables

- i. Inception report
- ii. Leading the clients' team to at least three money museums where similar services were provided within the past 5 years.
- iii. Draft Blue print for structurally and technologically revamped and expanded Museum
- iv. Final Blue print

4.1 Timeline for Deliverables

- i. Submission of Inception report should be ten working days after contract signing.
- ii. Submission of draft final blue print 60 working days after signing contract.
- iii. Submission of the final blue print 90 working days after signing contract.

5.0 Key Personnel Competencies, Skills and Qualifications

Consultants are required to submit duly signed CVs illustrating the required individual experience together with copies of the relevant qualification documents.

Position	Qualification and Experience
Lead Consultant (1)	<ul style="list-style-type: none">• Undergraduate and post graduate qualification in management of tourism or hospitality facilities from reputable institutions.• Public and private sector experience in conceptualizing, designing and setting up promoting and marketing tourism and hospitality products.

Part 2.: Statement of Requirements

Position	Qualification and Experience
	<ul style="list-style-type: none"> • Experience in developing and designing museum tourism products at national or international level. • Knowledge of best practices in similar/related tourism and hospitality products in areas of property management systems, e-reservations, digital displays and virtual tours.
Digital expert (2)	<ul style="list-style-type: none"> • Undergraduate and post-graduate qualifications in ICT related studies. • Digital Marketing qualifications. • Experience in web design, digital marketing, Digital Analytics, managing online presence, lead Generation, Search Engine Marketing (SEM), Search Engine Optimization (SEO), Paid Media Planning, Digital Media Policy, Systems Analysis and Design.
Design and layout expert Architect (1)	<ul style="list-style-type: none"> • Undergraduate qualification in Architecture • Experience in site Analysis, Designing Layouts, Design drawings, 3D modelling, colour and light scheming, concept design and artistic impression, • Experience in using ArchiCAD, Adobe InDesign, Artlantis Studio, Lumion, SketchUP and Adobe Photoshop.
Operations and systems expert (2)	<ul style="list-style-type: none"> • Undergraduate and post-graduate qualifications in system, operations and financial management. • Public and private sector experience in managing tourism and hospitality facilities. • Experience in developing and operationalizing money museum/tourism products

Consultant Firms are expected to submit specific information on **three (3) similar reference projects** carried out within the past 5 years highlighting the following information:

- i. Name of the client organization.
- ii. Name, telephone, and email address of the contact person.
- iii. Service type, size, duration, and budget.
- iv. Year of start and completion.
- v. Technical details of the project
- vi. Reference letters **together with** copies of the contract from the specified three (3) clients.

Note: Proposals should also demonstrate the Consultant's understanding of the assignment, provide a detailed explanation on how the Bank's needs will be met, techniques to be applied, organization and staffing options to adequately suit the Bank's need, plus any sample demonstrations/ reports, where required.

Part 1: Proposal Procedures

Part 3: Contract

Section 5: General Conditions of Contract

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

Section 6: Special Conditions of Contract

Procurement Reference Number: **BOU/CONS/22-23/00060/R**

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

GCC reference	clause	Special Conditions of Contract
Eligible Countries GCC 1.2 (e)		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.
Authorised Representatives GCC 4.4		The Authorised Representatives are: For Bank of Uganda: Director Communications Department For the Consultant: _____
Governing Law GCC 5.1		The Contract shall be governed by the Laws of Uganda.
Notices GCC 7.1		For notices , the Procuring and Disposing Entity's address shall be: Attention: Director, Communications Department Plot 37/45 Kampala Road P. O. Box 7120, Kampala Uganda For notices , the Provider's address shall be: Attention: _____ Street Address: _____ Floor/Room number: _____ Town/City: _____ P. O. Box: _____ Country: _____ Telephone: _____ Facsimile number: _____ Electronic mail address: _____

Part 4: Contract

GCC clause reference	Special Conditions of Contract
Commencement GCC 8.1	The Consultant shall commence the Services: Immediately following Contract signing.
Dispute Resolution GCC 17.2	The formal mechanism for dispute resolution shall be the Arbitration and Conciliation Act Cap 4 of the Laws of Uganda.
Completion Period GCC 18.1	The period for the completion of the Services shall be: The Services shall be performed for a period of one (1) year.
Payment GCC 22.1	The Contract is a Lump Sum Contract.
Payment Documentation GCC 24.1	The following documentation shall be required to support invoices requesting payments: <ol style="list-style-type: none"> 1. A copy of the signed contract 2. A certified tax invoice 3. Acceptance of Deliverables by the User Department
Payment Schedule GCC 25.1	The payment schedule shall be: <ol style="list-style-type: none"> 1. 25% upon submission and acceptance of the inception report 2. 60% upon submission and acceptance of the draft blue print 3. 15% upon submission and acceptance of the final blue print
Payment Period GCC 27.1	Payments shall be made by Bank of Uganda within thirty days of receipt and certification of invoices accompanied by the supporting documents specified in GCC 24.1.
Insurance to be taken out by the Provider GCC 40.1	The Consultant shall take out and maintain the following insurance coverage: <ol style="list-style-type: none"> (i) Professional liability: (ii) Other:

Part 4: Contract

Section 7: Agreement

Agreement For Lump Sum

Procurement Reference No: _____

THIS AGREEMENT made this _____ day of _____, _____, between _____ of _____ (hereinafter called "Procuring and Disposing Entity"), , and _____ of _____ (hereinafter called "the Consultant").

WHEREAS

- (a) the Procuring and Disposing Entity has requested the Consultant to provide certain consultancy services (hereinafter called the "Services") as defined herein and attached to this Contract;
- (b) the Consultant having represented to the Procuring and Disposing Entity that it has the required professional skills, personnel and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract.

NOW THEREFORE the parties hereto agree as follows:

1. The documents forming the Contract shall be as stated in and in the order of priority stated in the General Conditions of Contract.
2. The mutual rights and obligations of the Procuring and Disposing Entity and the Consultant shall be as set forth in the Contract, in particular:
 - (a) The Consultant shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Procuring and Disposing Entity shall pay the Consultant the Contract Price of _____ or such other sum as may become payable under the provisions of the Contract, at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

Signed by _____ (Authorised Representative of the Procuring and Disposing Entity)

Name: _____ Position: _____

In the presence of:

Name: _____ Position: _____

Signed by _____ (Authorized Representative of the Consultant)

Name: _____ Position: _____

In the presence of:

Name: _____ Position: _____