

BANK OF UGANDA



Republic of Uganda

BIDDING DOCUMENT

SHORTLISTING OF FIRMS FOR

SUBJECT OF PROCUREMENT:	UPGRADE OF THE CCTV SYSTEM & INSTALLATION OF ACCESS CONTROL AND INTRUSION DETECTION SYSTEMS AT BANK BRANCHES
PROCUREMENT REFERENCE NUMBER:	BOU/NCONS/20-21/00312/C
DATE OF ISSUE:	JUNE 2021

June 29, 2021.

Notice of Shortlisting of Firms for Upgrade of the CCTV System & Installation of Access Control and Intrusion Detection Systems at Bank Branches – [BOU/NCONS/20-21/00312/C]

1. Bank of Uganda has allocated funds to be used for upgrade of the CCTV System & Installation of Access Control and Intrusion Detection Systems at Bank Branches.
2. This procurement process will be conducted in accordance with the Open Domestic Bidding method with shortlisting method contained in the Bank of Uganda Procurement and Disposal Manual and the bidding procedures described.
3. Interested providers should provide information demonstrating that they are eligible and meet the short listing criteria indicated in the terms of reference for this shortlisting, available on the Bank of Uganda Website (www.bou.or.ug).
4. Sealed shortlisting documents should be delivered to the address below at or before **11:00am (EAST) on July 20, 2021**.
5. Interested eligible providers may obtain further information from the Director Procurement and Disposal Department Bank of Uganda online using procurement@bou.or.ug
6. The Notice of shortlisting is available at the entities website at www.bou.or.ug.
7. The planned procurement schedule for this procurement (subject to change) is as follows:

Activity	Date
a. Publication of Notice of Shortlisting	June 29, 2021
b. Closing Date for Receipt of Shortlisting	July 20, 2021 at 11:00am
c. Evaluation of shortlisting	Within 15 working days from bid closing date
d. Display of shortlist	After 5 working days from approval of the shortlist by Contracts Committee.

Management

1. Introduction

Bank of Uganda intends to upgrade the CCTV Surveillance Systems and Install electronic access control and intrusion detection systems at its Branches in Jinja, Mbale, Lira, Gulu, Arua, Masaka, Mbarara, Kabale and Fort Portal so as to enhance the security management on the premises.

2. Purpose

This request for shortlisting is intended to identify highly skilled and experienced firms that have the capacity to implement this project.

After review and evaluation of the Proposals submitted by firms, the Bank will shortlist eligible firms that will be invited to bid for the upgrade of the CCTV System & Installation of Access Control and Intrusion Detection Systems at Bank Branches.

3. Summary of Scope

The successful vendor shall be guided by a Bank project committee. The scope of work includes the design, supply, installation, configuration, testing and commissioning of the following elements:

- a. Upgrading and/or replacement of the existing CCTV surveillance systems by state-of-the-art systems of latest technology at each of the Branches.
- b. Upgrading and/or installation of electronic access control systems at each of the Branches.
- c. Rectification and/or installation of electronic intrusion detection systems at each of the Branches.
- d. The works further include all the associated civil, electrical/electronic, mechanical and related work items, training, maintenance and support services.

4. Deliverables

- a) Functional state-of-the-art CCTV surveillance systems with latest technology at each of the Branches
- b) Functional electronic access control systems at Jinja, Mbale, Lira, Gulu, Arua, Mbarara, Kabale and Fort Portal Branches.
- c) Functional electronic intrusion detection systems at Jinja, Mbale, Lira, Gulu, Arua, Masaka, Mbarara, Kabale and Fort Portal Branches.
- d) Trained and competent users of the installed system
- e) Associated systems' documentation to facilitate effective utilisation and management
- f) Maintenance of installed/upgraded systems for at least 12 months after the warranty period

5. Required Information and evidence to be supplied by the bidder

In order to facilitate the evaluation of the proposals for the shortlisting, bidders shall submit the following information to the Bank;

5.1 Company Requirements

The Company shall;

a. Submit a company profile

b. Submit Eligibility Documentation that will including the following;

- i. Company Certificate of Incorporation or its equivalent;
- ii. A latest Trading License (2021) of the Firm or its equivalent;
- iii. Evidence of fulfillment of obligations to pay taxes and social security contributions i.e.
 - a copy of the Bidder's income tax clearance certificate or equivalent valid until **March 2021**
 - a copy of the NSSF Clearance certificate or equivalent valid up to **December 2021**
- iv. A signed statement indicating that the vendor does not have a conflict of interest in the subject of procurement;
- v. Company Profile – information concerning the firm's activities.
- vi. Registered/Notarized Power of Attorney (POA) with Donor and Donee signatures. The POA must be registered with URSB if issued in Uganda.
- vii. a certified copy of the Joint Venture Agreement, which is legally binding on all partners, showing that all partners shall be jointly and severally liable and one of the partners will be nominated as being in charge, authorised to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture.
In case of a Joint Venture, eligibility documents above shall apply to all parties of the Joint Venture.

5.2: Company Experience

The Company should have experience of atleast five years in installation, service and maintenance of security Systems installation, networking and integration with particular regard to CCTV, Access Control and Intrusion systems. Please provide detailed information that will include the following;

- a. Specific information of atleast three (3) reference projects, preferably in the financial service industry that are comparable to this project in terms of size, technology and complexity i.e. networking and integration of field devices of atleast 30 cameras and 10 card readers; Refer to Form 6 (General Experience)
- b. Accreditation/ certification/authorisation by system (hard & software) manufacturer for design, supply, installation and Programming of security systems (CCTV, Access Control, Intrusion Detection) and associated devices.
- c. Audited books of accounts for the previous two financial years to demonstrate financial stability. Annual turnover of not less than UGX 1 Billion (Uganda Shillings one Billion only)

5.3 Technical Staff

Bidders should provide the names of suitably qualified personnel to meet the specified requirements below;

No	Personnel	Qualifications and Experience
1	Project Team Leader	<ul style="list-style-type: none"> a) A registered Engineer with a minimum of a bachelor's degree in electrical/electronic engineering or computer sciences. b) The project Team Leader must have at least five (5) years experience in experience Security systems (CCTV, Access Control & Intrusion detection systems) installation, service & maintance and must have been with the company for at least two (2) years.
2	Project Lead Technician	<ul style="list-style-type: none"> a) With at least a diploma in electrical/electronic,/computer engineering or computer sciences. b) Must have had training in security systems (CCTV, Access Control & Intrusion detection systems) installation, service and maintenance. (attach valid accreditation/certification/authorisation from system (Hard & software) manufacturer). c) The project Lead Technician must have at least three (3) years experience in experience Security systems (CCTV, Access Control & Intrusion detection systems) installation, service & maintance and must have been with the company for at least one (1) years.
3	Project Systems Programmer	<ul style="list-style-type: none"> a) With at least a diploma in computer sciences or engineering. Copies of certificates must be provided b) Must have had training in programming networked or integrated security systems (CCTV, Access Control & Intrusion detection systems). (attach valid accreditation/certification/authorisation from system (Hard & software) manufacturer) c) The project Systems Programmer must have at least three (3) years experience in experience Security systems (CCTV, Access Control & Intrusion detection systems) installation, service & maintance and must have been with the company for at least one (1) years.

Attach signed CV's of the personnel above with copies of academic/ qualification certificates.

Instruction to bidders

6.1 Bidder Participation

- 6.0.1 A Bidder, and all parties constituting the Bidder, shall meet the following criteria to be eligible to participate in public procurement:
- (a) the bidder has the legal capacity to enter into a contract;
 - (b) the bidder is not:
 - (i) insolvent;
 - (ii) in receivership;
 - (iii) bankrupt; or
 - (iv) being wound up
 - (c) the bidder's business activities have not been suspended by either the PPDA or other International Bodies such as IMF, World Bank, UN, AFDB, etc. to which Uganda is a member.
 - (d) the bidder is not the subject of legal proceedings for any of the circumstances in (b); and
 - (e) the bidder has fulfilled his or her obligations to pay taxes and social security contributions where applicable.
- 6.0.2 A Bidder may be a natural person, private entity or government-owned entity.
- 6.0.3 The Bidder shall prepare one original of each of the documents comprising the Proposal as described and clearly marked "ORIGINAL". In addition, the Bidder shall submit 2 copies of the Proposal. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 6.0.4 The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorised to sign on behalf of the Bidder. This authorisation shall consist of a Power of Attorney which if signed in Uganda shall be registered and if signed outside Uganda, shall be notarized and shall be attached to the bid. The name and position held by each person signing the authorisation must be typed or printed below the signature. All pages of the bid, except for unamended printed literature, shall be signed or initialled by the person signing the bid.
- 6.0.5 A firm that is under a declaration of suspension by any Authority, at the date of the deadline for bid submission or thereafter before contract signature, shall be disqualified.
- 6.0.6 Government-owned enterprises shall be eligible only if they can establish that they are legally and financially autonomous and operate under commercial law.
- 6.0.7 Bidders shall provide such evidence of their continued eligibility satisfactory to the Procuring and Disposing Entity, as the Procuring and Disposing Entity shall reasonably request. All related supplies and staff employed under the contract shall have their origin or nationality in an eligible country.

6.1 Qualification of the Bidder

- 6.1.1 To establish its qualifications to perform the Contract, the Bidder shall complete and submit:
- (a) The Experience in providing similar works.
 - (b) The information and eligibility documents detailed in section 2.

6.2 Shortlisting preparation cost

- 6.2.1 The Bidder shall bear all costs associated with the preparation and submission of the request for shortlisting. The Bank shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 6.2.2 All documents submitted with the request for shortlisting shall not be returnable.

6.3 Right to accept and reject any or all the request for shortlisting

- 6.3.1 The Bank reserves the right to accept or reject any request for shortlisting or annul the short listing process at any time in the process.

6.4 Preparation and submission of request for shortlisting document

Language

- 6.4.1 All information in the request for shortlisting must be in English. Information in any other language, if not accompanied by an authenticated translation in English, shall not be considered. In the event of any discrepancy between the offer in a language other than English and its English translation, the English translation shall prevail.

6.5 Correspondences/ inquiries

- 6.5.1 Any inquiries to Bank of Uganda concerning this Request for shortlisting shall be submitted to the Director Procurement and Disposal Department, Bank of Uganda, not later than **July 09, 2021 at 3.00pm (EAST)**. All correspondence to Bank of Uganda shall be in writing and signed by the authorized person.
- 6.5.2 Correspondences by fax, e-mail or any electronic/digital format shall be regarded as advance information only, which should be immediately followed by the original copy submitted by courier or registered mail.
- 6.5.3 Bank of Uganda responses shall be in writing on official letterhead and shall also be posted on the Bank Website (www.bou.or.ug) under the Procurement tab not later than **July 16, 2021 at 3.00pm (EAST)**.

6.6 Amendment of shortlisting Document

- 6.6.1 Before the deadline for submission of request for shortlisting, the shortlisting document may be modified by the Bank by issue of Addendum.
- 6.6.2 Any Addendum issued shall be part of the request for shortlisting Document.
- 6.6.3 To give prospective Bidders reasonable time in which to take the Addendum into account in preparing their request for shortlisting, extension of the deadline for submission of request for shortlisting may be given as considered necessary by the Bank.

6.7 Submission of request for shortlisting

- 6.7.1 Sealed envelopes should be hand delivered to Bank of Uganda Headquarters, Shimoni Road Security Kiosk not later than **“July 20, 2021 at 11.00am (EAST)**. The envelopes should be clearly marked **“Shortlisting for upgrade of the CCTV System & Installation of Access**

Control and Intrusion Detection Systems at Bank Branches - [BOU/NCONS/20-21/00312/CJ]", the Provider's name, the name of the Procuring and Disposing Entity.

6.7.2 Bidders who may wish to courier their request for shortlisting documents should allow for sufficient time to ensure timely receipt of their request for shortlisting.

6.7.3 Any submission made after the close of submission date and time will be rejected.

6.7.4 Bank of Uganda reserves the right to accept or reject any submission and is not bound, committed nor obliged to shortlist any provider who has expressed interest.

6.8 Evaluation

6.8.1 The Bank will determine whether each request for shortlisting is responsive to the eligibility requirements of the shortlisting Document. The request for shortlisting shall be considered responsive if:

a) It contains all the information and documents as requested in section 7.1 below.

b) It contains information in formats specified in this shortlisting Document as per appendices attached.

c) There should not be inconsistencies between the request for shortlisting and the supporting documents.

d) Non responsive proposals will be rejected.

6.8.2 Shortlisting documents which are responsive and eligible shall then be evaluated for their technical competence based on information and documents as requested in section 7.2, 7.3 and 7.4 below.

SECTION 2:

7.0 Qualification Criteria

Interested Bidders should meet all the requirements in the criteria below:

Section No.	Criteria	Documentary Evidence	Weight/ Score
7.1	Eligibility	<ul style="list-style-type: none"> a) A Certificate of Registration by the PPDA or any other Authority for bidders currently registered with the Authority or b) A certificate of registration of the Firm or its equivalent and c) Trade Licenses of the Firm or its equivalent for 2021, d) Evidence of fulfilment of obligations to pay taxes and social security contributions where applicable; Firms must submit; <ul style="list-style-type: none"> a. a copy of the Bidder's income tax clearance certificate or equivalent valid until March 2021 b. a copy of the NSSF Clearance certificate or equivalent valid up to December 2021 e) A signed statement indicating that the vendor does not have a conflict of interest in the subject of procurement; f) Company Profile – information concerning the firm's activities, g) Brief company history h) Registered/Notarized Power of Attorney (PoA) with both donor and donee signatures. The PoA must be registered with Uganda Registration Services Bureau, i) Copy of Recent Return of allotment of Shares of the firm, j) a certified copy of the Joint Venture Agreement, which is legally binding on all partners, showing that all partners shall be jointly and severally liable and one of the partners will be nominated as being in charge, authorised to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture. 	Pass/Fail
7.2	Firm Experience	<p>The Provider must have the required experience as indicated in 5.2 above.</p> <p>Only work orders with relevant experience shall be considered for evaluation.</p>	Pass/Fail
7.3	Technical Staff	<p>The Provider shall provide the required personnel as listed in 5.3 above.</p>	Pass/Fail
7.4	Financial Strength	<p>Duly audited Financial statements for the last two years with annual turnover of Uganda Shillings 1 Billion</p>	Pass/Fail

In case of a Joint Venture, eligibility documents, capacity and experience shall apply to all parties of the Joint Venture, consortium, or association.

SECTION 3: TECHNICAL FORMS

Forms for Personnel

Form – 1: Proposed Personnel

Bidders should provide the names of suitably qualified personnel to meet the specified requirements for each of the positions listed in Section III (Evaluation and Qualification Criteria). The data on their experience should be supplied using the Form below for each candidate.

1.	Title of position
	Name
2.	Title of position
	Name
3.	Title of position
	Name
4.	Title of position
	Name
5.	Title of position
	Name

Form – 2: CV of Proposed Personnel

The Bidder shall provide all the information requested below. Fields with asterix (*) shall be used for evaluation.

Position*		
Personnel information	Name *	Date of birth
	Professional qualifications	
Present employment	Name of Employer	
	Address of Employer	
	Telephone	Contact (manager / personnel officer)
	Fax	E-mail
	Job title	Years with present Employer

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From*	To*	Company, Project , Position, and Relevant Technical and Management Experience*

All CV's must be signed by staff submitting the CVs and must be witnessed by the Company Representative.

Form 3: Qualification Forms

To establish its qualifications to perform the contract, the Bidder shall provide the information requested in the corresponding Information Sheets included hereunder

Form 3a) Bidder Information Sheet

Date: _____

Procurement Ref No.: _____

1. Bidder's Legal Name:
3. Bidder's actual or intended Country of Registration:
4. Bidder's Year of Registration:
5. Bidder's Legal Address in Country of Registration:
6. Bidder's Authorized Representative Information Name: Address: Telephone/Fax numbers: Email Address:
7. Attached are copies of original documents of: Ǿ Certificate of Incorporation or Registration of firm named in 1, above. In case of government owned entity from the Employer's country, documents establishing legal and financial autonomy and compliance with the principles of commercial law.

FORM 4 - Financial Analysis
Historical Financial Performance

Bidder's Legal Name: _____

Date: _____

Bidding No.: _____

Page _____ of _____ pages

To be completed by the Bidder

Financial information in UGX equivalent	Historic information for previous _____ (____) years (UGX equivalent in 000s)						
	Year 1	Year 2	Year 3	Year ...	Year n	Avg.	Avg. Ratio
Information from Balance Sheet							
Total Assets (TA)							
Total Liabilities (TL)							
Net Worth (NW)							
Current Assets (CA)							
Current Liabilities (CL)							
Information from Income Statement							
Total Revenue (TR)							
Profits Before Taxes (PBT)							

Please Attach copies of Complete Audited financial statements for the last three years.

Form 5

Average Annual Turnover

Bidder's Legal Name: _____

Date: _____

Bidding No.: _____

Page _____ of _____ pages

Annual turnover data (construction only)		
Year	Amount and Currency	UGX equivalent
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
*Average Annual Construction Turnover	_____	_____

*Average annual turnover calculated as total certified payments received for work in progress or completed over the number of years specified in Section III, Sub-Factor 6.3.2, divided by that same number of years.

FORM 6

Experience

General Experience

Bidder's Legal Name: _____ Date: _____

Bidding No.: _____

Page _____ of _____ pages

Starting Month / Year	Ending Month / Year	Years*	Contract Identification	Role of Bidder
_____	_____		a) Contract/Project name: b) Project type and size. c) Project/Contract Duration and Budget: d) Location of Project; e) Brief Description of the Works performed by the Bidder: (Including technical details of project and technology applied, including software applications, extent of integration and complexity). f) Name of Employer: g) Address: h) Contact Person: (Name, telephone and email address of the contact person) i) Reference Letters from the clients of the potential Provider or copies of the contracts or purchase orders	_____
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Starting Month / Year	Ending Month / Year	Years*	Contract Identification	Role of Bidder
_____	_____		j) Contract/Project name: k) Project type and size. l) Project/Contract Duration and Budget: m) Location of Project; n) Brief Description of the Works performed by the Bidder: (Including technical details of project and technology applied, including software applications, extent of integration and complexity). o) Name of Employer: p) Address: q) Contact Person: (Name, telephone and email address of the contact person) r) Reference Letters from the clients of the potential Provider or copies of the contracts or purchase orders.	_____

We, the undersigned, declare that

(a) the information contained in and attached to these forms is true and accurate as of the date of bid submission:

or *[delete statement which does not apply]*

(b) the originally submitted pre-qualification information remains essentially correct as of the date of bid submission.

Signed: *[signature of person whose name and capacity are shown below]*

Name: *[insert complete name of person signing the Qualification Form]*

In the capacity of *[insert legal capacity of person signing the Qualification Form]*

Duly authorized to sign the Qualification Form for and on behalf of: *[insert complete name of Bidder/Member of Joint Venture]*

Dated on _____ day of _____, _____ *[insert date of signing]*

MANAGEMENT