BIDDING DOCUMENT
FOR SUPPLY AND INSTALLATION OF VSAT INTERNET AT ELEVEN (11) HEALTH FACILITIES IN KALANGALA DISTRICT

OPEN DOMESTIC BIDDING

SUBJECT OF PROCUREMENT

<table>
<thead>
<tr>
<th>TENDER NAME</th>
<th>TENDER NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply and installation VSAT internet at eleven (11) health facilities in Kalangala district</td>
<td>RHSP/WRKS/2020/001</td>
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</table>
INVITATION FOR SEALED BIDS FOR SUPPLY AND INSTALLATION OF VSAT INTERNET AT ELEVEN HEALTH FACILITIES IN KALANGALA DISTRICT

UNDER OPEN DOMESTIC BIDDING

Rakai Health Sciences Program (RHSP) invites sealed bids for Supply of and installation of Vsat internet at eleven Health Facilities in Kalangala district where RHSP has Operation as specified in the statement of requirements below clearly indicating the projected number of users, latitudes and longitudes for your guidance.

<table>
<thead>
<tr>
<th>No</th>
<th>Health Centre</th>
<th>Projected number of Users</th>
<th>Latitudes</th>
<th>Longitudes</th>
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<tr>
<td>1</td>
<td>Bukasa HC IV</td>
<td>25</td>
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<tr>
<td>2</td>
<td>Kasekulo HC II</td>
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<tr>
<td>3</td>
<td>SIAAP HC II</td>
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<td>Mazinga HC III</td>
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<td>5</td>
<td>Bubeke HC III</td>
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<tr>
<td>6</td>
<td>Lujjabwa HC II</td>
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<tr>
<td>7</td>
<td>Jaana HC II</td>
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<td>8</td>
<td>Kachanga HC II</td>
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<td>9</td>
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<td>11</td>
<td>Bumangi HC III</td>
<td>15</td>
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<td>32.23978</td>
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</table>

The internet will support services including medical records transmission; email; online meetings with apps like zoom, gotomeeting; and browsing.

NOTE:

1. Please provide details where similar work has been done by your organization and state the experience in your proposal.

Procurement will be undertaken in compliance with RHSP's Procurement Policy and Procedures Manual guidelines on large sized tenders 2020.

1. Bid Price:
   a) The contract shall be for supply and installation as described in the list of requirements. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
   b) Prices for the works shall be quoted inclusive of delivery and installation at the final destination.
   d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
   e) The prices for Supply and installation must be quoted in USD.

2. Validity of bids: Bids shall remain valid for a period not less than 60 days after the deadline date specified for submission.
3. Bids should be sent by completing and signing the price schedule at Annexure I enclosed and attaching any other documents required to be submitted under this invitation but the terms and conditions specified in the bid invitation will take precedence over any terms and conditions stated in your bid.

4. The bids shall give a comprehensive description of the proposed works, clearly indicating the name of the equipment, mode of data package etc and should be accompanied by technical information in English, such as leaflets, brochures or catalogue pages. If the proposed equipment does not comply exactly with the technical requirements and descriptions provided in the bidding document, the nearest functional equivalent or closest standard should be offered as an alternative. The Service provider in his bid should indicate the full name and address of the manufacturer’s representative closest to the consignee, who can provide after-sales-service, spare-parts and warranty services whose responsibility will it be to provide such after-sales-service.

5. Other documents required to be submitted along with the bid shall include:
   - Certificate of registration
   - A copy of trading license
   - Presence of tax clearance certificate
   - Power of Attorney
   - Certificate of Incorporation/Registration
   - Written Confirmation of the authorization to sign on behalf of the Bidder
   - Statement regarding its major operations
   - Full contact information of the firm – physical location and postal address, telephone numbers and valid email address.
   - Certificates of dealership to supply the equipment requested

6. Bid Submission
   a) The bid should be enclosed in an envelope that should be subsequently sealed and addressed to the address given below. **The envelope should have the lot number and date of opening boldly and conspicuously superscribed.**
   b) The Bidder shall prepare one original of the documents comprising the bid and clearly mark it “ORIGINAL”. In addition, the bidder shall submit two other copies of the bid and clearly mark each of them ‘COPY”. In the event of any discrepancy between the original and the copies, the original shall prevail.
   c) It is the exclusive responsibility of the bidders to ensure that the sealed envelope containing the quotation/bids reaches the indicated delivery address before the time and date indicated in paragraph 7 below. If being delivered by hand, the quotations must be delivered at the below address during the working hours from 08.00 hrs to 13.00 hrs and from 14.00 hrs to 17.00 hrs, Monday through Thursday, and on Fridays from 08:00hrs to 15:00hrs except for holidays being observed by the Government of Uganda.

7. **Delivery of Bids:** It is the responsibility of bidders to submit the bid on or before **10.00 hrs** (local time) on **10th September 2020** either through post, courier or by hand-delivery to the address below:
   - Attention: Procurement Unit
   - Town/City: Kalisizo town, Old Bukoba Road
Postal Code: P.O.Box 279
Country: Uganda

8. Bids shall give a comprehensive description of the proposed works and services. If the proposed items do not comply exactly with the technical specifications and descriptions provided in the bidding document, the nearest functional equivalent or closest standard should be offered as an alternative.

9. Any deviation from the requested specifications shall be highlighted and explained. When comparative specification tables or other tables are provided by the Purchaser, such tables shall be completed, and item reference numbers should be referred to. The country of origin shall be specified for each item offered.

10. **Evaluation of bids:** The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which (a) are properly signed; and (b) conform to the terms and conditions, and specifications. For the purposes of the evaluation, the rates excluding taxes and duties but including expenses like packing and forwarding, freight, insurance etc. shall be considered. For purposes of comparison, prices are converted into local currency at the selling exchange rates prevailing on the date of opening of the quotations. The source of the exchange rate will be Bank of Uganda.

11. The bids would be evaluated for all the indicated items together.

12. **Award of contract:** The Purchaser will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the most competitive evaluated bid.

13. Notwithstanding the above, the Purchaser reserves the right to accept or reject any bids and to cancel the bidding process and reject all bids at any time prior to the award of contract.

14. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the bidding validity period. The terms of the accepted offer shall be incorporated in the purchase order.

15. Payment shall be made within the agreed terms and conditions.

16. Normal commercial warranty/guarantee shall be applicable to the supplied equipment.

17. You are requested to provide your offer latest by 10:00 hours on 10th September 2020. Any offers received late shall not be considered.

We look forward to receiving your quotations and thank you for your interest in this project.

Signature:
Name: Agnes Nantongo
Annexure I – Price Schedule

Procurement Reference Number: RHSP/SRVS/2020/00001

Annex II: Technical Specifications

Procurement Reference Number: RHSP/SRVS/2020/00001

Table of Forms

i. Suppliers Bid Form
ii. Price Schedule Form
iii. Bid Security Form (Bank Guarantee)
iv. Performance Security Form (Bank Guarantee)
v. Advance Payment Security Form (Bank Guarantee)
vi. Vendor Information Sheet (VIS)
Form-1

BID FORM

Date:____________

To: The Chairperson
   Bids Evaluation and Award Committee (BEAC)
   RHSP
   [insert Mission address]

We, the undersigned, declare that;

Having examined the Bidding Document for the [insert project name and IFB No.], issued on [insert date], the receipt of which is hereby duly acknowledge, I, representing [insert name of company] offer to complete the Supply of Insurance Services in conformity with the Bidding Document for the total fixed lump sum price of [insert total bid amount in words and figures and currency].

I undertake, if my Bid is accepted, to provide services in accordance with the Price Schedule specifications set out in the Bidding Document.

If my Bid is accepted, I will obtain the guarantee of a bank in a sum equivalent to 5 million shillings for the due performance of the Contract, in the form prescribed by RHSP per lot.

I agree to abide by this Bid for the Bid Validity Period for 60 days from the time of bid closing

Until a formal contract is prepared and executed, the Bid, together with your written acceptance thereof and the Notice of Award, shall constitute a binding agreement between us.

I hereby certify that the Bid complies with the requirements stipulated in the Bidding Document.

Dated this ______________day of__________________20________.

________________________           ______________________________
[signature over printed name]           [in the capacity of]

Duly authorized to sign Bid for and on behalf of [name of company]
## PRICE SCHEDULE

<table>
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<tr>
<th>Item Lot.</th>
<th>Description of Goods</th>
<th>Unit</th>
<th>QTY</th>
<th>Unit Price (UGX)</th>
<th>Amount</th>
<th>Grand Total Price (UGX)</th>
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Name of Bidder: _________________________
Signature of Bidder: ____________________
Date: _________________________________
BID SECURITY (Bank Guarantee)

WHEREAS, [name of Bidder] (hereinafter called “the Bidder”) has submitted his Bid dated [date] for the construction of [name of Contract] (hereinafter called “the Bid”).

KNOW ALL PEOPLE by these presents that We [name of Bank] of [name of country] having our registered office at [address] (hereinafter called “the Bank”) are bound unto name of RHSP (hereinafter called “the Employer”) in the sum of [ ] for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors, and assigns by these presents.

SEALED with the Common Seal of the said Bank this [day] day of [month], [year].

THE CONDITIONS of this obligation are:

1. If, after Bid opening, the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid; or
2. If the Bidder having been notified of the acceptance of his Bid by the Employer during the period of Bid validity:
   (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
   (b) fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders; or
   (c) does not accept the correction of the Bid Price pursuant to ITB Clause 25;

we undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer’s having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or any of the two conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date 28 days after the date of the expiration of the Bid Validity, as stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE ___________________________ SIGNATURE OF THE BANK__________

WITNESS ___________________________SEAL ________________________

[signature, name, and address]
PERFORMANCE SECURITY (Bank Guarantee)

To: [name and address of Employer]

WHEREAS [name and address of Supplier] (hereinafter called “the Supplier/ Vendor”) has undertaken, in pursuance of Contract No. [number] dated [date] to execute [name of Contract and brief description of Services] (hereinafter called “the Contract”);

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Supplier such a Bank Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Supplier, up to a total of [amount of Guarantee] [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of [amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Goods to be performed thereunder or of any of the Contract documents which may be made between you and the Supplier shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall be valid until a date 28 days from the date of issue of the Certificate of Completion.

Signature and seal of the Guarantor ________________________________

Name of Bank ______________________________________________________

Address _______________________________________________________________________

Date ______________________________________________________
ADVANCE PAYMENT SECURITY (Bank Guarantee)

To:  [name and address of RHSP]
Contract:  [name of Contract]

Gentlemen:

We have been informed that [name of Supplier] (hereinafter called "the Supplier") has entered into Contract No. [reference number of the contract] dated [insert date] with you, for the supply of [brief description of goods & related services] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of [amount in figures & in words] is to be made against an advance payment guarantee.

At the request of the Supplier, we [name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [amount in figures and in words] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Supplier are in breach of their obligation under the Contract because the Supplier have used the advance payment for purposes other than toward providing the required Services under the Contract.

We further agree that no change or addition to or other modification of the terms of the Contract or of Services to be supplied thereunder or of any of the Contract documents which may be made between [name of RHSP] and the Supplier, shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall remain valid and in full effect from the date of the advance payment under the Contract until [name of RHSP Mission] receives full repayment of the same amount from the Supplier.

Yours truly,

Signature and seal: ________________________________

Name of Bank/Financial Institution: ________________________________
Address: ________________________________
Date: ________________________________

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1 The Guarantor shall insert an amount representing the amount of the advance payment and denominated either in the currency of the advance payment as specified in the Contract, or in a freely convertible currency acceptable to RHSP.
FORM-7

VENDOR INFORMATION SHEET (VIS)

Name of the Company ____________________________

Address

Leased      Owned   Area: _______ sqm

House No

Street Name

Postal Code

City

Region

Country

Contact Numbers/Address

Telephone Nos. __________________    Contact Person: __________________

Fax No. ______________        Email Address __________________

Website: __________________

Location of the company

Nature of business

Corporation       Partnership

Business License No.:          Place/Date Issued: ______ Expiry Date ______

No. of Personnel ____________ Regular __________ Contractual/Casual __________

Complete Products & Services

Payment Details

Payment Method

Cash       Check       Bank Transfer       Others

Currency

Loc. Currency       USD

Terms of Payment

30 days       15 days       7 days upon receipt of invoice

Advance Payment

Yes       No       % of the Total PO/Contract
Bank Details:

Bank Name
___________________________________________________

Bank Account Name
___________________________________________________

Bank Account No.
___________________________________________________

Swift Code
___________________________________________________

Key Personnel & Contacts (Authorized to sign and accept PO/Contracts & other commercial documents)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
<th>Signature</th>
</tr>
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Companies with whom you have been dealing for the past two years with approximate value in US Dollars:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Business Value</th>
<th>Contact Person/Tel. No.</th>
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</table>

Trade Reference

<table>
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<th>Company</th>
<th>Contact Person</th>
<th>Contact Number</th>
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Banking Reference

<table>
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<th>Contact Number</th>
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