

INTER-UNIVERSITY COUNCIL FOR EAST AFRICA



Request for Proposals

for

Procurement of Consultancy services for the development of a Business Case for an Integrated Digitalised Results Management System (DRM)

Procurement Ref No: IUCEA/PRO/CONS/23-24/006

**Procurement Method: Open Bidding through EAC/and
IUCEA Websites**

Date of issue: Friday 14th June 2024

Contents

Invitation to Consultants.....	3
Section 1: Instructions to Consultants	4
Section 2: Technical Proposal Submission Sheet	8
Section 3: Financial Proposal Submission Sheet	11
Part 2: Statement of Requirements	13
Terms of Reference	13
Part 3: Contract.....	14
Section 5: General Conditions of Contract.....	14
Section 6: Special Conditions of Contract.....	14
Section 7: Agreement	Error! Bookmark not defined.

Part 1: Proposal Procedures

IUCEA Standard Invitation to Consultants

Invitation to bid for consultancy services for development of Business Case for an Integrated Digitalised Results Management System (DRM) - IUCEA/PRO/CONS/23-24/006

1. IUCEA has allocated funds to be used for the acquisition of **consultancy services for development of Business Case for an Integrated Digitalised Results Management System (DRM)**.
2. IUCEA now invites sealed proposals for the provision of the above services.
3. Bidding will be conducted in accordance with the provisions of the IUCEA Procurement Manual (2014) and the procedures described in Part 1: Proposal Procedures.
4. The invitation for bidding has been published on IUCEA and EAC website.
5. You may obtain further information and inspect the proposal documents at the address given below at 8(a) **from 8:00am to 5:00 pm**.
6. Proposals must be delivered to the address below at 8(c) at or before **Friday 5th July 2024 at 3:00 pm**. All proposals must be accompanied by a proposal securing declaration which must be valid for **120 calendar days** from the date of proposal submission.

Late proposals shall be rejected. Proposals will be opened in the presence of the consultants' representatives who choose to attend at the address below at 8(d) at **Friday 5th July 2024 at 3:30 pm**.
7. There shall be no pre-proposal meeting conference.
8. (a) Documents may be inspected **online**
(b) Documents will be issued **online**
(c) Proposals must be delivered to: IUCEA Reception
(d) Address of Proposal Opening: IUCEA Meeting Room
9. Please inform us, upon receipt:
 - (a) that you received the letter of invitation; and
 - (b) whether you will submit a proposal alone or in association.
10. The planned procurement schedule (subject to changes) is as follows:

	Activity	Date
a	Uploading the RFP to IUCEA & EAC Websites	Friday 14/06/2024
b	Proposal closing date	Friday 05/07/2024
c	Evaluation process	Friday 12/07/2024
d	Display and communication of best-evaluated bidder notice	Friday 19/07/2024
e	Contract Signature	Friday 09/08/2024

Signature:

Name:

Position of Authorised Official:

Part 1: Proposal Procedures

Section 1: Instructions to Consultants

Procurement Reference Number: **IUCEA/PRO/CONS/23-24/006**

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;
4. CV's of the interested consultant;
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 the 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 for **120 days from the deadline submission date (05th July 2024) of the proposal.**

Sealing and marking of Proposals: The technical and financial proposals should be sealed in separate envelopes, both marked with the Procurement Reference Number above, the Consultant's name, IUCEA address, and either "Technical Proposal" or "Financial Proposal" as appropriate.

Both envelopes should be enclosed in a single outer envelope, clearly marked with the Procurement Reference Number above, the Consultant's name and the name of the IUCEA. All three 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 IUCEA after the deadline for submission of proposals shall be declared late, rejected, and returned unopened to the Consultant.

Date of deadline: _____ (day, month and year).

Time of deadline: _____ (local time).

Address: _____

Opening of Proposals: Technical Proposals will be opened in public by IUCEA at the time, date and address shown above for submission of proposals. A record of the opening will be

Part 1: Proposal Procedures

posted on the IUCEA website within **four working day of the opening**. Financial Proposals will be kept unopened and the evaluation committee shall have no access to financial information until the detailed evaluation is concluded.

Evaluation of Proposals: The evaluation of Proposals will use the **quality and cost-based selection** 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 evaluation to assess the technical quality of bids against the criteria in the Terms of Reference in the invitation and determine their total technical score using a merit point system;
3. Financial comparison of those bidders who were substantially responsive and met the minimum qualifying mark will be opened and a financial comparison carried out to examine financial bids and determine the financial score of each bid and to determine the best evaluated bid.
4. Technical and financial scores will be combined, using the weightings given in the invitation, to give a total score for each bid. The bidder with the highest total score will be ranked first and recommended for contract award, subject to any negotiations required.

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 public procurement:

1. Not be insolvent, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
2. not have had your business activities suspended;
3. have fulfilled your obligations to pay taxes and social security contributions;
4. have the nationality of an eligible country, as defined in the Special Conditions of Contract;
5. not to have a conflict of interest in relation to this procurement requirement; and
6. not to be subject to suspension by IUCEA, EAC or other international financial institutions.

Nationality of Personnel: The consultant to be 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:

Criteria/ Sub-criteria			Max Points
Assessment of technical methodology design			50
s/n	Sub- criteria	Score	
1.1	Interpretation of the ToR objectives and acceptance criteria	10	
1.6	Stakeholder management approach	5	
1.2	Requirement elicitation approach	5	
1.3	Output breakdown structure	5	
1.4	Activities/Output plan	5	

Part 1: Proposal Procedures

	1.5	Project steering/management approach	5		
	1.7	Risk Management approach	5		
	1.8	Change management approach	5		
	1.9	Quality management approach	5		
	Subtotal		50		
	Assessment of proposed staff (Combined)				50
	2.1 Education/training				5
	2.2 English Language skills				5
	2.3 Experience in organisational transformation in combination with digitalisation				10
	2.4 Experience in Enterprise Architecture frameworks				10
	2.5 Experience in designing and deploying ERP systems				10
	2.6 Regional experience				10
	Sub total				50
	Total points score for all criteria above				100 points
	The minimum technical score (St) required to pass is: 70 Points				
	<p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</p> <p>$Sf = 100 \times Fm / F$, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (P) Proposals are: T = 70, and P = 30</p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.</p>				

Financial Criteria:

Currency: Proposals shall be priced in United States Dollars.

The currency of evaluation will be United States Dollars.

Best Evaluated Bid: The best evaluated bid shall be _____ and shall be recommended for award of contract. IUCEA shall issue a Notice of Best Evaluated Bidder within 5 working days from the decision of the Procurement Committee to award a contract, place such notice on the IUCEA website for the prescribed period, and inform all the other bidders prior to proceeding with contract award.

Part 1: Proposal Procedures

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

Right to Review: Consultants may seek administrative review by the Executive Secretary in accordance with the IUCEA Procurement Manual if they are aggrieved with IUCEA's.

Right to Reject: IUCEA 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 IUCEA, 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:	
Date of Technical Proposal:	
Procurement Reference Number:	IUCEA/PRO/CONS/23-24/006
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 IUCEA procurements 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 IUCEA Procurement Code of Ethics 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: _____

IUCEA PROCUREMENT CODE OF ETHICS

Part 1: Proposal Procedures

1. Ethical Principles

Bidders and providers shall at all times-

- (a) maintain integrity and independence in their professional judgement and conduct;
- (b) comply with the provisions of both:
 - i. the IUCEA Procurement Manual; 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 IUCEA. 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 IUCEA 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 any IUCEA 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 IUCEA Financial Rules & Regulations, and the Procurement Code of Ethics.

7. Fraudulent Practices

Bidders and providers shall not:

- (a) collude with other businesses and organisations with the intention of depriving IUCEA 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 IUCEA; 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 IUCEA;
- (f) withholding information from IUCEA during contract execution to the detriment of IUCEA.

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

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:	
Date of Financial Proposal:	
Procurement Reference Number:	IUCEA/PRO/CONS/23-24/006
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: _____

Part 1: Proposal Procedures

Breakdown of Lump Sum Price

[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: **IUCEA/PRO/CONS/23-24/006**

Purchase Order Serial Number: _____

[Purchase Order Serial Number to be completed in the event of award of contract only]

CURRENCY OF COSTS: _____

FEES				
Name and Position of Personnel	Input Quantity	Unit of Input	Rate	Total Price
TOTAL:				

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: _____

Curriculum Vitae Refer to attached annex

Part 2: Statement of Requirements

Terms of Reference **Refer to attached annex.**

3: Contract

Section 5: General Conditions of Contract

Any resulting contract shall be subject to the IUCEA 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: **IUCEA/PRO/CONS/23-24/006**

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

GCC clause reference	Special Conditions of Contract
Eligible Countries GCC 1.2 (e)	All countries are eligible, unless as a matter of law or official regulation, the East African Community (EAC) 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 EAC 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 IUCEA: Executive Secretary for the Consultant: _____
Governing Law GCC 5.1	The Contract shall be governed by the Laws of Uganda.
Notices GCC 7.1	For notices , IUCEA’s address shall be: Attention: Executive Secretary Street Address: Plot M833, Kigobe Road Floor/Room number: Second Floor, IUCEA Building Town/City: Kampala P. O. Box: 7110 Country: Uganda Telephone: +256773181662 Electronic mail address: exsec@iucea.org For notices , the Provider’s address shall be: Attention: _____ Street Address: _____ Floor/Room number: _____ Town/City: _____ P. O. Box: _____ Country: _____ Telephone: _____ Facsimile number: _____

Part 3: Contract

GCC clause reference	Special Conditions of Contract
	Electronic mail address: _____
Commencement GCC 8.1	The Consultant shall commence the Services within _____ after the date of the Contract.
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: _____
Payment GCC 22.1	The Contract is a _____ (<i>Lump Sum Contract</i>).
Payment Documentation GCC 24.1	The following documentation shall be required to support invoices requesting payments: Copy of the contract and submission of acceptable reports in accordance with the terms of reference payment schedule
Payment Schedule GCC 25.1	The payment schedule shall be: _____
Payment Period GCC 27.1	Payments shall be made by the IUCEA 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: (i) Third Party motor vehicle: (ii) Third Party liability: (iii) Employer’s liability and workers’ compensation: (iv) Professional liability: (v) Loss or damage to equipment and property: (vi) Other:

Part 3: Contract

**Agreement
For Lump Sum**

Procurement Reference No: **IUCEA/PRO/CONS/23-24/006**

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

WHEREAS

- (a) IUCEA 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 IUCEA 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 IUCEA 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) IUCEA 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 IUCEA)

Name: _____ Position: _____

In the presence of:

Name: _____ Position: _____

Signed by _____ (Consultant)

Part 3: Contract

Name: _____ Position: _____

In the presence of:

Name: _____ Position: _____