OPEN CALL FOR TENDERS

Tender Specifications
This Tender is divided into 5 Lots. These are;

LOT 1 - Office supplies
a) General stationery and customised office supplies;
b) IT consumables, laser toner and ink cartridges;

LOT 2 - Hotel Services

LOT 3 - Communications, Productions and Events Set Up
a) social media activity/promotions/influencing
b) Videography and Photography
c) Web Hosting
d) airtime bookings (TV, Radio, Print)
e) events production/coordination and management
f) music (audio & video) production

LOT 4 - Motor vehicles Hires

LOT 5 - Laptops and Computer accessories
a) Printer purchase and printer repairs

Part 1. Introduction to RAHU & the RAHU Procurement Committee

- About Reach A Hand Uganda (RAHU)
RAHU is a youth serving organisation that focuses on youth empowerment programs with an emphasis on Livelihoods and Skills Development, Behavior Change Communication (BCC), Sexual Reproductive Health and Rights (SRHR), and HIV/AIDS awareness and prevention. Through the design of innovative, creative and effective communication strategies and campaigns.

Part 2: Terms of Reference for the Tenders

1. Purpose And Context Of The Contract
The scope of this Call for Tenders is to provide good quality services and goods (Stated under the tender specifications) through a Contract for Services, in an efficient, timely and dependable manner. This Call for Tenders is being launched by Reach A Hand Uganda (RAHU).
1.1. Type and description of Contract
The type of contract is a framework supply contract. Whenever the RAHU wishes to purchase goods and services from the tenderer, orders will be placed by means of Local Purchase Orders, and Service of Contracts for service providers which will be considered as supplementary agreements to the framework contract(s). The actual volume of orders will depend on the needs of RAHU for the specific service and goods needed.

2. Products And Services To Be Provided
The sourcing of goods and services will either be online or physical. Packaging should be adapted to the size of the delivered article and be environmentally friendly where possible. RAHU will designate a contact point to administer office supplies and it expects the prospective Supplier to designate at least one staff/contact person to act as (single) point of contact for all RAHU needs.

3. Specific Requirements
LOT 1 - Office supplies
   a) General stationery and customised office supplies;
The prospective supplier is expected to provide all stationery products as per a Committing Price Offer (that will be shared with the tenderer upon entering into an agreement). All stationery and office supplies shall be delivered to the main reception area of the Agency and stored in a designated area at the expense of the prospective Supplier. The prospective Supplier shall have the capacity to source any related product requested even if not listed on the Committing Price Offer agreed upon.

   The prospective Supplier should be in the position to provide RAHU with customised office products such as printed letterhead paper, personalised business cards, pens etc. When supplying customised material the specifications of RAHU concerning graphic designs, letterheads etc., will be strictly followed at all times; RAHU reserves its right to return any non-conformant customised office supplies delivered and refrain from paying any associated costs.

   b) IT consumables, laser toner and ink cartridges;
The prospective supplier is expected to provide all consumable IT related supplies as well as toners and cartridges for the photocopiers and printers of the Agency. These products will be made available as per a Committing Price Offer. All IT consumables, toners and cartridges shall be delivered to the main reception area of the RAHU Offices and stored in a designated area at the expense of the prospective Supplier.

   The prospective Supplier shall have the capacity to source any related product requested even if not listed on the Committing Price Offer. It is highly desirable that toners come in multi-item packaging (twin, quad pack etc.) to improve cost effectiveness. Prospective suppliers should also indicate
whether they provide a recycling service for used toner cartridges as this will be considered as advantageous to the offer.

LOT 2 - Hotel Services
The prospective supplier is expected to provide a catalogue of hotel services. It should be detailed with prices for respective rooms, location and venue of the hotel, services offered under the hotel and the meals and accommodation plan.

Categorisation should be made for different participant numbers on a day by day basis.
  a) Used for trainings on day by day basis (person range of 20 to 30 person) on day hire or bed and breakfast
  b) Used for one day conferences (person range of 20 to 30 persons) on day hire
  c) Other classification

Lot 3: Communications, Productions and Events Set Up
The prospective supplier is expected to provide a catalogue of each communication activity listed below. The catalogue should specifically state the services being provided, experience and portfolio from previous clients, samples of work. Such services being sourced are;
  a) Social media activity/promotions/influencing
  b) Videography and Photography
  c) Web Hosting
  d) Airtime bookings (TV, Radio, Print)
  e) Applications and other innovative developments in line with our work/focus

LOT 4 - Motor vehicles
The prospective supplier should upon request have listed motor vehicles for day to day hire. These should be available upon a Committing Price Order. The prospective should have the motors available for physical checking.

LOT 5: Laptops and other computer accessories
The prospective supplier is expected to deliver laptops, desktops or computer accessories. This must be detailed with costs of each item, specifications, warranty and/or guarantee

The prospective supplier should have laptops, desktops and other computer accessories available for checking/testing.

  a) Printer purchase and printer repairs

4. Online Or Printed Catalogue
Details of an online (web based) or offline ordering system should be provided and include full
catalogues of items normally supplied. This catalogue should have current and regularly updated pricing for each listed item. It should be indicated how often this catalogue is updated. A sample current catalogue must be submitted as part of an offer.

5. Delivery And Returns Policy
All goods shall be delivered within a maximum of 1 calendar week (5 working days) from the signature of the order form in the context of the framework contract(s). All services should be delivered upon the dates agreed in a signed contract between the provider and RAHU. The tenderer is invited to propose a shorter standard delivery time if possible in their offer. Tenderers should demonstrate how their delivery policy will be applied in the performance of the contract.

6. Warranties
The Contractor warrants that all products will be newly manufactured and that they will comply with the minimum warranty periods according to Ugandan law and standards and guidelines for provision of certain goods and services.

7. Evaluation Samples
If required during the evaluation of offers, bidders may be asked by the Chairman of the Procurement Committee or upon hiring of an evaluator to provide at no cost to RAHU, one or more of the items offered, in its basic configuration, or with extra options proposed (depending on the specific circumstances resulting from the actual offers). The items provided will be required to be delivered to RAHU premises within 48 hours and at the end of the evaluation period they will be returned to the tenderers at RAHU’s expense. A physical visit to the bidders premises may also be used in the alternative.

8. Content Of The Technical Offer
The Tenderer shall enclose with the Technical Offer all documents and information that will enable its offer to be assessed in terms of quality and of compliance with the Specifications.

9. Content And Presentation Of The Financial Offer
The Financial offer must be drawn up using the Committing Price Offer agreed upon. Prices must be quoted in Ugandan Currency or if upon request in any given currency with an exchange rate attached as well and include all expenses necessary, including delivery, to perform the contract.

10. Price
Prices will be determined through a Committing Price Offer and agreed payments in a standing contract between RAHU and the Contractors/ tenderers/ bidders/ suppliers.

Prices submitted in response to this Call for Tenders must be inclusive of all costs involved in the
performance of the contract. Prices shall be submitted only in UGX and VAT included where applicable and required by tax related laws. Contract prices may be revised as specified in the draft contract between the parties.

11. Costs Involved In Preparing And Submitting A Tender
RAHU will not reimburse any costs incurred in the preparation and submission of a Tender. Any such costs must be paid by the Tenderer.
A one off non refundable cost of tender processing equivalent to Ugx.100,000/= will be paid by all bidding entities by depositing on our bank account with the details below.

Account details; 6004086501
Reach A Hand Uganda
ABSA Bank
Kansanga Branch

12. Period Of Validity Of The Tender
Tenderers must enclose a confirmation that the prices given are valid for (90) ninety days from the date of submission of the tender.
Selected vendors will be maintained for a period not exceeding 24 months subject to periodic reviews.

13. Contractual Details
The result of the evaluation of tenders will be the awarding of a Contract for Services and Goods and a Supply Contract(s). This Contract will lay down the legal, financial, technical and administrative provisions governing the relations between RAHU, and the Contractor during the period of its validity. It shall include the present Call for Tenders document and the technical and financial proposal of the successful tenderer. All products will be ordered via the issuing of specific Purchase Orders detailing the actual items to be supplied by the contractor.

Part 3: Administrative Details

A. Formal Requirements
You are invited to tender for this project and requested to submit your tender no later than 4th June, 2021 either by;
   a. Registered post or express courier.
   b. Hand-delivery (direct or through any authorised representative of the Tenderer)

The offer must be sent to one of the following addresses;
PLOT 7502, Block 244 - Heritage Village
Kitaranga, Kansanga - Ggaba Road
P.O Box 21288 Kampala, Uganda
Or if submitted on line on info@reachahand.org
B. **Grounds For Exclusion Of Tenderers**

Contracts may not be awarded to Candidates or Tenderers who, during the procurement procedure:

a. Are subject to a conflict of interest;

b. Are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information;

c. Any attempt by a Tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or RAHU during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of his offer and may result in administrative penalties.

C. **Selection Criteria**

The following criteria will be used to select the Tenderers. If the Tender is proposed by a consortium these criteria must be fulfilled by each partner. Documentary evidence of the Tenderers’ claims in respect of the below-mentioned criteria is required.

a. Personal Information

b. Technical and professional capacity

c. Quality of offer

d. Price of the Offer

D. **Validity**

The successful Tenderer must maintain its Offer for a further 90 days from the notification of the award.

E. **Variants**

In the absence of any such indication in the terms of reference your tender should not deviate from the services requested.

F. **Scope For Additional Services**

RAHU may, at its own discretion, extend the contract in duration and/or scope subject to the availability of funding. Any extension of the contract would be subject to satisfactory performance by the Contractor.

G. **No Obligation To Award The Contract**

Initiation of a tendering procedure imposes no obligation on RAHU to award the contract. Should the invitation to tender cover several items or lots, RAHU reserves the right to award a contract for only some of them. RAHU shall not be liable for any compensation with respect to Tenderers who’s Tenders have not been accepted. Nor shall it be so liable if it decides not to award the contract.
H. Draft Contract
A Contract for Services will be proposed to the selected candidates who meet the criteria.