



**MINISTRY OF FINANCE, PLANNING AND ECONOMIC  
DEVELOPMENT**

**THE RESOURCE ENHANCEMENT AND ACCOUNTABILITY  
PROGRAMME (REAP)**

**BID NOTICE**

<b>PROCUREMENT REFERENCE NUMBER</b>	<b>SUBJECT OF PROCUREMENT</b>
MOFPED/UGIFT/CONS /23-24/00006	Consultancy firm to develop IEC materials for the Water and Sanitation Conditional grant and a documentary profiling the impact, achievements of the UgIFT programme for publication across stakeholders.

1. The Ministry of Finance, Planning and Economic Development through the Resource Enhancement and Accountability Programme (REAP) has allocated funds to be used for procuring consultancy firm to provide the above assignment.
2. The Entity invites sealed proposals from eligible consulting firms for the provision of the above requirements.
3. Bidding will be conducted in accordance with the Open Domestic Bidding method and is open to eligible consulting firms.
4. Interested eligible firms may obtain further information and inspect the Request for Proposal documents at the address given below at 8(a) from 8:00am to 5:00pm only during working hours.
5. A complete set of Request for Proposal documents in English may be purchased by interested consulting firms on submission of a written application to the address in 8(a) below and upon

payment of a non-refundable fee of **UGX100,000** (Uganda Shillings One Hundred thousand) or its equivalent in a freely convertible currency using exchange rates published by Bank of Uganda on the date of purchase of the documents. The method of payment will be made to the **URA COLLECTION ACCOUNT AT COMMERCIAL BANKS** under the Ministry of Finance, Planning and Economic Development.

6. Proposals must be delivered to the address below at 8(b) at or before: **1100Hrs. Local time on 1st December 2023**. Late proposals shall be rejected.
7. Proposals shall be opened in the presence of the firms' representatives who choose to attend at the address below at 8(c) on the **1st December 2023 at 1115Hrs, Local Time**.
8. (a) Documents may be inspected and issued at:  
**The Resource Enhancement and Accountability Programme (REAP)**  
**Plot 17 Hannington Road,**  
**Crested Towers Building**  
**Tall Tower, 9th Floor, office 9.13**  
**KAMPALA**
- (b) Bids must be delivered to:  
**The Resource Enhancement and Accountability Programme (REAP)**  
**Plot 17 Hannington Road,**  
**Crested Towers Building**  
**Tall Tower, 9th Floor, office 9.12**  
**KAMPALA**
- (c) Address for bid opening:  
**The Resource Enhancement and Accountability Programme (REAP)**  
**Plot 17 Hannington Road,**  
**Crested Towers Building**  
**Tall Tower, 9th Floor, office 9.10**  
**KAMPALA**

9. The planned procurement schedule (subject to changes) is as follows:

<b>Activity</b>	<b>Date</b>
a. Publish bid notice	2 <sup>nd</sup> November 2023
b. Pre bid/proposal meeting	N/A
c. Bid closing/opening date	1 <sup>st</sup> December 2023
d. Evaluation process (End)	23 <sup>rd</sup> February 2024
e. Display and communication of best evaluated bidder notice (Start)	1 <sup>st</sup> March 2024
f. Contract signature	29 <sup>th</sup> March 2024

**UNDER SECRETARY/ACCOUNTING OFFICER**