



**MINISTRY OF FINANCE, PLANNING AND ECONOMIC
DEVELOPMENT
THE RESOURCE ENHANCEMENT AND ACCOUNTABILITY
PROGRAMME (REAP)**

BID NOTICE

FOR

**INDIVIDUAL CONSULTANCY SERVICES TO UNDERTAKE CLIENT
CARE TRAINING OF KCCA REVENUE STAFF**

REF: MOFPED/REAP/CONS/23-24/00027

1. The Government of Uganda has allocated funds to be utilised for the acquisition of individual consultancy services to undertake client care training of KCCA revenue staff.
2. The Ministry of Finance, Planning and Economic Development – Resource Enhancement and Accountability Programme (REAP) hereby invites sealed proposals from eligible consultancy firms to provide the aforementioned services.
3. Bidding will be conducted in accordance with the Open Domestic Bidding procurement method and is open to eligible consultancy firms.
4. Interested consultancy firms may obtain further information and inspect the proposal documents at the address given below at 8(a) from 0800 – 1700hrs (Kampala Time) on working days.
5. The Request for proposals document may be acquired on submission of a written application to the address below at 8(a) for issuance of the Request for Proposal Document.
6. Proposals must be delivered to the address below at 8(b), at or before **1100hrs** (Kampala Time) on **5th March 2024**. Late proposals shall be rejected. Proposals will be opened in the presence of the consultants’ representatives who choose to attend the meeting on **5th March 2024**.

7. There shall not be a pre – proposal meeting.
8. (a) Address for obtaining more information, inspecting the Request for Proposals document and issuance of the Request for Proposals document:

The Resource Enhancement and Accountability Programme (REAP)
Ministry of Finance, Planning and Economic Development
Plot 17 Hannington Road
Crested Towers Building, 9th Floor Tall Tower, Office 9.13
Email: reap@finance.go.ug

- (b) Address for submission of proposals:

The Resource Enhancement and Accountability Programme (REAP)
Ministry of Finance, Planning and Economic Development
Plot 17 Hannington Road
Crested Towers Building, 9th Floor Tall Tower, Office 9.12

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

Activity	Date
a. Publish bid notice	15 th February 2024
b. Bid closing	5 th March 2024
c. Evaluation process (End)	5 th April 2024
d. Display and communication of best evaluated bidder notice	16 th April 2024
e. Contract signature date	2 nd May 2024

UNDER SECRETARY/ACCOUNTING OFFICER