



MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

THE RESOURCE ENHANCEMENT AND ACCOUNTABILITY PROGRAMME (REAP)

BID NOTICE

FOR

CONSULTANCY SERVICES TO UNDERTAKE INDEPENDENT QUALITY ASSURANCE OF THE HUMAN CAPITAL MANAGEMENT (HCM) SYSTEM

REF: MOFPED/REAP/CONS/24-25/00004

1. The Government of Uganda has allocated funds to be utilised for the acquisition of consultancy services to independent quality assurance of the Human Capital Management (HCM) System.

The major objective of the assignment is to provide end to end Quality Assurance Services during the implementation of the HCM System in Phase 3, post-implementation, and support and warranty period with the aim of ensuring the implementers of the system successfully achieve the intended deliverables and milestones as stipulated in the HCM contract and third-party contracts. This will require the consultant to independently verify that all aspects of the HCM project are evaluated for compliance with recommended industry standards and best practices; a series of inspections, reviews and tests are conducted throughout the implementation of the application; and planned activities are conducted with the aim of providing confidence that the HCM operates as per the Government requirements in the Bid to increase adoption and utilization. The consultant will provide advisory and assurance services on all functional, technical, security, performance, operational and transitional matters relating to the efficient and successful execution of the project and HCM utilization.

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), and upon payment of a non-refundable fee of Shs50,000 (Shillings Fifty Thousand only). Interested consultancy firms may make payment to the URA collection account at commercial banks. The **bank advice and the application** shall be presented for issue of the Request for Proposal Document, to the address below at 8(a).
6. Proposals must be delivered to the address below at 8(b), at or before **1100hrs** (Kampala Time) on **12th September 2024**. Late proposals shall be rejected. Proposals will be opened in the presence of the consultants’ representatives who choose to attend the meeting on **12th September 2024** at **1120hrs**.

7. There shall not be a pre – proposal meeting.

8. (a) Address for obtaining more information 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	22 nd August 2024
b. Bid closing	12 th September 2024
c. Evaluation process (End)	31 st October 2024
d. Display and communication of best evaluated bidder notice	12 th November 2024
e. Contract signature date	12 th December 2024

UNDER SECRETARY/ACCOUNTING OFFICER

Please scan the QR Code below to **inspect** the RFP document

