



MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

THE RESOURCE ENHANCEMENT AND ACCOUNTABILITY PROGRAMME (REAP)

BID NOTICE

FOR

CONSULTANCY SERVICES TO DEVELOP SIMPLIFIED BUDGET TEMPLATES

REF: MOFPED/REAP/CONS/24-25/00030

1. The Government of Uganda has allocated funds to be utilised for the acquisition of consultancy services to develop simplified Budget templates.

The main objectives for developing these budgeting templates are:

- a) Simplifying the budgeting process across departments.
- b) Ensuring that templates are user-friendly and accessible to all users, regardless of financial expertise.
- c) Enhancement of accuracy and consistency of budget submissions.
- d) Improve financial tracking and reporting efficiency.
- e) Improve financial tracking and reporting efficiency.

The scope of this consultancy will focus on developing simplified Budget templates and enhancing the structure and usability of the Ministerial Policy Statements for Uganda's Ministry of Finance, Planning and Economic Development and other key stakeholders. This will involve an in-depth review of the current budgeting templates and MPS documents, identification of inefficiencies and areas for simplification, and the design and development of improved templates that streamline the process of budgeting and reporting for both government agencies and the public.

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 **17th April 2025**. Late proposals shall be rejected. Proposals will be opened in the presence of the consultants’ representatives who choose to attend the meeting **17th April 2025** 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 | 25 th March 2025 |
| b. Bid closing | 17 th April 2025 |
| c. Evaluation process (End) | 22 nd May 2025 |
| d. Display and communication of best evaluated bidder notice | 29 th May 2025 |
| e. Contract signature date | 10 th July 2025 |

UNDER SECRETARY/ACCOUNTING OFFICER

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

