

Public document to be completed by the contracting authority

SUPPLY CONTRACT NOTICE

Contract title: Supply and Delivery of Motor Vehicles & Motorcycles to the Ministry of Agriculture Animal Industry & Fisheries – Support to Promoting Commercial Aquaculture Project in Uganda

Location – Entebbe, Uganda, East Africa

1. Publication reference

FED/2018/397-275/MAOPE01

2. Procedure

Open

3. Programme title

Multi Annual Programme Estimate - Support to Promoting Commercial Aquaculture project in Uganda – FED/2018/397-275

4. Financing

11th EDF - FED/2016/038-334

5. Contracting authority

Government of Uganda/Ministry of Agriculture Animal Industry & Fisheries (MAAIF)

CONTRACT SPECIFICATIONS

6. Description of the contract

The subject of the contract is the supply and delivery of 4 (four) 4 x 4 wheel drive motor vehicles and 3 (three) motorcycles in 3 (three) lots to the Ministry of Agriculture Animal Industry & Fisheries, Support to Promoting Commercial Aquaculture project in Uganda Delivery Duty paid within 60 days following the signature of the contract.

The supplies must comply fully with the technical specifications set out in the tender dossier (technical annex) and conform in all respects with the quantities, models and other instructions.

7. Number and titles of lots

3 lots.

Lots Titles:

Lot 1: Supply of 1 (one) 4 x 4 Station Wagon Motor vehicle

Lot 2: Supply of 3 (three) 4 x 4 Double Cabin Motor vehicles

Lot 3: Supply of 3 (three) Motorcycles

TERMS OF PARTICIPATION

8. Eligibility and rules of origin

Participation in tendering is open on equal terms to natural and legal persons (participating either individually or in a grouping – consortium – of tenderers) which are established in one of the Member States of the European Union, ACP States or in a country or territory authorised by the ACP-EC Partnership Agreement under which the contract is financed (see also item 22 below). Participation is also open to international organisations. All goods supplied under this contract must originate in these countries.

All supplies under this contract must originate in one or more of these countries for Lot 2.

Please be aware that after the United Kingdom's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries and of goods originating from third countries will apply to candidates or tenderers from the United Kingdom, and to all candidates or tenderers proposing goods originating from the United Kingdom depending on the outcome of negotiations for Lot 2. In case such access is not provided by legal provisions in force at the time of the contract award, candidates or tenderers from the United Kingdom, and candidates or tenderers proposing goods originating from the United Kingdom could be rejected from the procurement procedure.

All supplies under this contract may originate from any country for Lot 1 and Lot 3.

9. Grounds for exclusion

Tenderers must submit a signed declaration, included in the tender form for a supply contract, to the effect that they are not in any of the situations listed in Section 2.6.10.1. of the practical guide.

Tenderers included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

10. Number of tenders

The candidates may submit an application for one lot only, several lots or all of the lots, but only one application may be submitted per lot. Tenders for parts of a lot will not be considered. Tenderers may not submit a tender for a variant solution in addition to their tender for the supplies required in the tender dossier.

Contracts will be awarded lot by lot and each lot will form a separate contract. Any tenderer may state in its tender that it would offer a discount in the event that its tender is accepted for more than one lot.

11. Tender guarantee

No tender guarantee is required.

12. Performance guarantee

No performance guarantee is required.

13. Information meeting and/or site visit

No information meeting is planned.

14. Tender validity

Tenders must remain valid for a period of 90 days after the deadline for submission of tenders. In exceptional circumstances, the contracting authority may, before the validity period expires, request that tenderers extend the validity of tenders for a specific period (see para 8.2 of the instructions to tenderers).

15. Period of implementation of tasks

The period of implementation is 60 days from the date of last signature of the contract until the provisional acceptance.

SELECTION AND AWARD CRITERIA

16. Selection criteria

The following selection criteria will be applied to tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole unless specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors:

- 1) Economic and financial capacity of tenderer (based on i.a. item 3 of the tender form for a supply contract). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.

The selection criteria for tenderers to lot n° 1 are as follows:

- the average annual turnover of the tenderer for the last three years must be at least EUR 50,000.00.

The selection criteria for tenderers to lot n° 2 are as follows:

- the average annual turnover of the tenderer for the last three years must be at least EUR 150,000.00.

The selection criteria for tenderers to lot n° 3 are as follows:

- the average annual turnover of the tenderer for the last three years must be at least EUR 20,000.00.

Tenderers for more than one lot must have the cumulative turnover required for the specific number of lots being applied for.

- 2) Professional capacity of tenderer (based on i.a. items 4 and 5 of the tender form for a supply contract). The reference period which will be taken into account will be the last three years from submission deadline.
 - the tenderer must be a firm duly registered and authorised to carry out supplies specified under this contract according to the national laws such as a trading licence from the local authority permitting the supply of the specified commodities (**copies of certificates are to be included in the tender**); and
 - has a professional certificate appropriate to this contract (**copies of certificates are to be included in the tender**); and
 - at least 4 staff currently work for the tenderer in fields related to this contract.

- 3) Technical capacity of tenderer (based on i.a. items 5 and 6 of the tender form for a supply contract). The reference period which will be taken into account will be the last three years from submission deadline.

The selection criteria for tenderers to lot n° 1 are as follows:

- the tenderer has delivered supplies under at least 2 contracts with a budget of at least EUR 50,000.00 in supply of motor-vehicles which were implemented during the following period: three years (2016 – 2019).

The selection criteria for tenderers to lot n° 2 are as follows:

- the tenderer has delivered supplies under at least 2 contracts with a budget of at least EUR 150,000.00 in supply of motor vehicles which were implemented during the following period: three years (2016 – 2019).

The selection criteria for tenderers to lot n° 3 are as follows:

- the tenderer has delivered supplies under at least 2 contracts with a budget of at least EUR 20,000.00 in supply of motor cycles which were implemented during the following period: three years (2016 – 2019).

This means that the contract the tenderer refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, final acceptance). In case of projects still on-going only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value.

Capacity-providing entities

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. Some examples of when it may not be considered appropriate by the contracting authority are when the tenderer relies in majority on the capacities of other entities or when they rely on key criteria. If the tenderer relies on other entities it must prove to the contracting authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing a commitment on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality, as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be furnished when requested by the contracting authority.

With regard to technical and professional criteria, a tenderer may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

17. Award criteria

Price (or, if appropriate after prior approval, the best price-quality ratio which is a combination of quality and price)

TENDERING

18. How to obtain the tender dossier

The tender dossier is available from the following Internet address: <https://www.finance.go.ug>. The tender dossier is also available from the contracting authority. Tenders must be submitted using the standard tender form for a supply contract included in the tender dossier, whose format and instructions must be strictly observed.

Tenderers with questions regarding this tender should send them in writing to:

**The Permanent Secretary,
Support to Promoting Commercial Aquaculture Project in Uganda
Ministry of Agriculture Animal Industry & Fisheries (MAAIF),
Plot 16–18, Lugard Avenue, P. O. Box 102,
Entebbe, Uganda
Main Office Building, Former Library Premises
Attention to: Mr. Paul Omanyi**

E-mail address: ps@agriculture.go.ug with copy to paulomanyi@gmail.com

(mentioning the publication reference shown in item 1) at the latest 21 days before the deadline for submission of tenders given in item 19. The contracting authority must reply to all tenderers' questions at the latest 11 days before the deadline for submission of tenders. Eventual clarifications or minor changes to the tender dossier shall be published at the latest 11 days before the submission deadline on the website of the Ministry of Finance, Planning & Economic Development, Kampala – Uganda at:

<https://www.finance.go.ug>

and also in the local newspapers/press.

19. Deadline for submission of tenders

The tenderer's attention is drawn to the fact that there are two different systems for sending tenders: one is by post or private mail service, the other is by hand delivery.

In the first case, the tender must be sent before the date and time limit for submission, as evidenced by the postmark or deposit slip¹, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the tender which will serve as proof.

The Deadline for the submission of tenders is 1st July 2019@ 2:00pm hours Uganda time.

Any tender submitted to the contracting authority after this deadline will not be considered.

The contracting authority may, for reasons of administrative efficiency, reject any tender submitted on time to the postal service but received, for any reason beyond the

¹ It is recommended to use registered mail in case the postmark would not be readable.

contracting authority's control, after the effective date of approval of the evaluation report, if accepting tenders that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

How tenders may be submitted

Tenders must be submitted in English exclusively to the contracting authority in a sealed envelope:

- EITHER by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to :

**The Permanent Secretary,
Ministry of Agriculture Animal Industry & Fisheries (MAAIF),
Support to Promoting Commercial Aquaculture Project in Uganda
Plot 16–18, Lugard Avenue,
P. O. Box 102,
Entebbe, Uganda
Main Office Building, Former Library Premises**

Attention to: Mr. Paul Omanyi

- OR hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

**The Permanent Secretary,
Ministry of Agriculture Animal Industry & Fisheries (MAAIF),
Support to Promoting Commercial Aquaculture Project in Uganda
Plot 16–18, Lugard Avenue,
P. O. Box 102,
Entebbe, Uganda
Main Office Building, Former Library Premises**

Attention to: Mr. Paul Omanyi

The project offices are open Monday to Friday from 08:30 hrs to 16:30 hrs (Uganda time).

The contract title and the Publication reference (see item 1 above) must be clearly marked on the envelope containing the tender and must always be mentioned in all subsequent correspondence with the contracting authority.

Tenders submitted by any other means will not be considered.

By submitting a tender candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the tender.

20. Tender opening session

The tenders will be opened on 2nd July 2019 at 10:00am Uganda time at the following venue PESCA offices, DAMD BOARDROOM, Ministry of Agriculture Animal Industry & Fisheries (MAAIF), Plot 16–18, Lugard Avenue, P. O. Box 102, Entebbe, Uganda.

21. Language of the procedure

All written communications for this tender procedure and contract must be in English.

22. Legal basis²

Annex IV to the Partnership Agreement between the members of the African, Caribbean and Pacific Group of States of the one part, and the European Community and its Member States, of the other part, signed in Cotonou on 23 June 2000 as amended in Luxembourg on 25 June 2005 and in Ouagadougou on 22 June 2010. Reference is made to Annex IV as revised by Decision 1/2014 of the ACP-EU Council of Ministers of 20 June 2014.

23. Additional information

None

² Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term).