



MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT

THE THIRD FINANCIAL MANAGEMENT AND ACCOUNTABILITY PROGRAMME (FINMAP III)

SHORT TERM INDIVIDUAL CONSULTANT TO DESIGN THE FRAMEWORK FOR SETTING OF RATES FOR TAXES AND FEES IN LOCAL GOVERNMENTS MoFPED/FINMAP III/SRVCS (CONS)/18-19/00011

BID NOTICE

1. The Ministry of Finance, Planning and Economic Development through the Third Financial Management and Accountability Programme (FINMAP III) has allocated funds to be used for procurement of short term individual consultant to design the framework for setting of rates for taxes and fees in Local Governments
 2. The Entity invites sealed proposals from eligible individual consultants for the provision of the above individual consultancy services.
 3. Bidding will be conducted in accordance with the method of shortlisting of consultants following publication of Request for Proposals method contained in the Public Procurement and Disposal of Public Assets Act, 2003, and is open to eligible individual consultants.
 4. Interested eligible individual consultants may obtain further information and inspect the Request for Proposal documents at the address given below in No. 7(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 consultant on submission of a written application to the address in 8(a) below and upon payment of a non-refundable fee of **UGX 50,000** (Uganda Shillings Fifty Thousand only) 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 by cash/EFT.
 6. Proposals must be delivered to the address below in No. 7(b) at or before: **1515Hrs Local time on 30th November 2018**. Late bids shall be rejected.
- Bids shall be opened in the presence of the bidders' representatives who choose to attend at the address below in No. 7(c) on **30 November 2018 at 1530 Hrs Local Time**
7. (a) Documents may be inspected and issued at:
Ministry of Finance, Planning and Economic Development
Plot 2/12 Apollo Kaggwa Road
Finance Building, 3rd Floor, Office 3.7
 - (b) Bids must be delivered to:
Ministry of Finance, Planning and Economic Development
Plot 2/12 Apollo Kaggwa Road
Finance Building, 3rd Floor, Office 3.4
 - (c) Address for bid opening:
Ministry of Finance, Planning and Economic Development
Plot 2/12 Apollo Kaggwa Road
Finance Building, 1st Floor, committee room 2
8. The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Publish bid notice	8 November 2018
b. Pre-proposal meeting	N/A
c. Bid closing/opening date	30 November 2018
d. Evaluation process (End)	21 December 2018
e. Display and communication of best evaluated bidder notice (Start)	27 December 2018
f. Contract signature	31 January 2019

PROGRAMME COORDINATOR