



DETAILED BID NOTICE UNDER OPEN BIDDING

Pre-qualification of providers for Consultancy Services for the period 2023-2025 Procurement reference Number: UDB/SRVCS/22/00048

1. Uganda Development Bank Limited (UDBL) has a budget allocation to be used for the acquisition of consultancy services in various fields.
2. The Procuring and Disposing Entity is in the process of pre-qualifying firms and individuals and therefore invites sealed applications from eligible and competent providers of the following Consultancy Services for the period 2023-2025.

ITEM CODE	ITEM DESCRIPTION
Category A	Management Advisory Services
Category B	Strategy Advisory Services
Category C	Operations Advisory Services
Category D	Financial Advisory Services
Category E	Human Resource Advisory Services
Category F	Risk & Compliance Advisory Services
Category G	ICT Advisory Services
Category H	Accounting & Bookkeeping Services
Category I	Legal Advisory Services
Category J	Agricultural Advisory Services
Category K	Sales and Marketing Advisory Services
Category L	Technical Manufacturing Advisory Services
Category M	Tax Advisory Services

3. Bidding will be conducted in accordance with the open domestic bidding method and pre-qualification procedures in accordance with the Government of Uganda's Public Procurement and Disposal of Public Assets Act, 2003 (Amended), and is open to all providers.
4. Interested eligible bidders may obtain further information and inspect the pre-qualification documents at the address given below at the address in 8(a) from 8.00am – 4.00pm (Local time) during working days (Monday – Friday).
5. The Pre-qualification documents (in English) may be purchased by interested bidders upon submission of a written Letter of application for the bidding document at the address below at the address in 8(a) and upon payment of a non-refundable fee of **Ugx100,000** (One Hundred Thousand Shillings Only).
 - (a) Payments will be made directly to Uganda Development Bank Limited bank account. Below are the bank details;

DFCU Bank
Account Number 01013500015673

- (b) Payment for the pre-qualification document shall be made in the legal name of the interested applicant.
- (c) Applicants shall, after payment, submit the bank deposit slips to UDBL Cash office at **Plot 6 Nakasero Road, Kampala, Rwenzori Towers, 1st Floor Wing B**, to obtain a payment receipt.
- (d) **Applicants shall submit to the procuring and disposing entity copies of payment receipts, copies of business registration or copy of valid National Identity card or valid passport for the applicant, together with the application letter for the pre-qualification document.**
6. Applications with complete information and documents demonstrating eligibility and qualification must be delivered to the address below at 8(b) at or before **11.00am (Local time) on 5th January 2023**. Late applications shall be rejected. Applications will be opened in the presence of the providers' representatives who choose to attend at the address below at the address in 8(b) at **11.30am (Local time) on 5th January 2023**.
7. All requests for clarification shall be submitted to the procuring and disposing entity at the address in 8(b) below, and in accordance with Clause 2.5 of the pre-qualification document.
8. For purposes of this pre-qualification process:
- (a) Pre-qualification documents may be inspected and issued from:
- Uganda Development Bank Limited,**
Plot 6 Nakasero Road, Kampala,
Rwenzori Towers, 1st Floor Wing B.
P.O. Box 7210, Kampala; Email: info@udbl.co.ug
- (b) Applications must be delivered to and opened from:
- Uganda Development Bank Limited,**
Plot 6 Nakasero Road, Kampala,
Rwenzori Towers, 1st Floor Wing B.
P.O. Box 7210, Kampala.
9. The Planned Procurement Schedule (subject to changes) is as follows:

Activity	Date
a. Publish bid notice	7 th December, 2022
b. Deadline to request for clarifications	21 st December, 2022
c. Application closing date	5 th January 2023; 11.00am (Local time)
d. Evaluation process	Within 20 working days from application closing date.
e. Display of the short list	Within five (5) working days from Contracts Committee approval of the Pre-qualification List

MANAGING DIRECTOR