

# GULU UNIVERSITY



## Office of the University Secretary Notice of Expression of Interest

### For Provision of Consultancy services for Development of Master Plans for University Lands GU/SRVCS/2021/00001

- Gulu University has allocated funds to be used for the acquisition of the consultancy services described below.
- The Entity now invites eligible consultants to submit sealed expressions of interest for;

Procurement Reference No.	Subject of Procurement
GU/SRVCS/2021/00001	Consultancy for Development of Master Plans for University Lands

- Interested consultants should provide information demonstrating that they are eligible and possess the required qualifications to perform the services supported with relevant documentation.
- The short listing criteria will include:

- The information and eligibility documents detailed below:
  - Provide a copy of the Bidder's Certificate of Incorporation or Registration of the firm.
  - Provide a copy of the Bidder's valid Trading licence for 2020 of the firm.
  - Provide a copy of annual income tax clearance certificate for the financial year 2019; **OR** an original transactional tax clearance certificate specific for this procurement. The original transactional tax clearance certificate should be addressed to Gulu University.
  - Provide a signed letter indicating that the consultant does not have a conflict of interest in the subject of procurement.
  - Provide a registered Power of Attorney. For foreign firms, the Power of Attorney shall be notarized.
  - Provide a copy of memorandum and articles of association.

**Note: Where the consultant is not registered in Uganda,**

**the consultant shall submit alternative/ equivalent documents from their country or a statement affirming non-availability of the documents in the country of the consultant.**

- Experience/performance on similar contracts in the country/ region/ internationally providing Consultancy services in Construction Works for buildings detailing the scope of projects previously undertaken, the value of the contract and contact details of at least 3 entities for which the services were performed.
- Qualification and experience of key personnel.
- Local facilities or representation.
- Available capacity of the consultant.

5. Consultants may associate with other firms in the form of a joint venture to enhance their qualifications. The form of association, where applicable, should be indicated in the Expression of Interest. In case of the Joint Venture, the bidder should also submit the following documents:

- Provide a copy of the registered joint venture Agreement;
- Provide a separate original powers of attorney from each party to the joint venture confirming participation in this procurement process and authorising the signatory on behalf of the party to the joint venture;
- Provide original power of attorney for the authorised representative to the joint venture.
- Each party to the joint venture shall also separately submit ALL eligibility documents and information stated in 4 (a) above.

6. **Documents will be issued from the locations in No. 8(b) below from 31<sup>st</sup> August, 2020.**

7. Sealed expression of interest should physically be delivered to the

address below in No. 8(c) at or before 2:00 pm on 11th September 2020. Late submission shall be rejected.

8 (a) Documents may be inspected at:

**Gulu University, Procurement and Disposal Unit, Administration Block Annex Room 6, Gulu University Main Campus, or Gulu University Coordination Office Kampala, UMA Showground, Lugogo, opposite Madivan Showroom, Kampala.**

b) Documents will be issued from:

**Gulu University, Procurement and Disposal Unit, Administration Block Annex Room 6, Gulu University Main Campus, or Gulu University Coordination Office Kampala, UMA Show ground, Lugogo, opposite Madivan Showroom, Tel: 0312-278816.**

c) Sealed Expression of Interest must be delivered to:

**Gulu University Main Campus, Administration Block Annex, Room 6.**

9. The planned Procurement schedule (Subject to changes) is as follows:

	Activity	Date
a.	Publication of Notice of Expression of Interest	31 <sup>st</sup> August 2020
b.	Closing date for receipt of Expression of Interest	11 <sup>th</sup> September 2020
c.	Evaluation of Expressions of Interest	Within 15 working days from closing date
d.	Display of shortlist	Within 5 working days from approval of shortlist by the Contracts Committee

**ASAF ADEBUA  
ACCOUNTING OFFICER**