

## ABRIDGED NOTICE OF EXPRESSION OF INTEREST



## UGANDA REGISTRATION SERVICES BUREAU

### NOTICE OF EXPRESSION OF INTEREST

1. **Uganda Registration Services Bureau** invites sealed expression of interest from eligible consultants for:

<i>No.</i>	<i>Procurement Reference Number</i>	<i>Subject matter of Procurement</i>
1.	<b>URSB/CONS/17-18/00003</b>	Provision of Consultancy service to carry out training of youth and women groups in Entrepreneurship skills in various regions of Uganda
2.	<b>URSB/CONS/17-18/00006</b>	Provision of Consultancy service to carry debt recovery on behalf of Uganda Registration Services Bureau

2. The shortlisting shall be conducted in accordance with the shortlisting criteria, the PPDA Act, 2003 and the PPDA (procurement of consultancy services) Regulations, 2014.
3. Sealed Expression of Interest must be delivered before 17<sup>th</sup> January 2018 at 11:00 am (East African Time).
4. The detailed notice of expression of interest is available at the Entity's website at [www.ursb.go.ug](http://www.ursb.go.ug) and at [www.ppda.go.go/tenderportal](http://www.ppda.go.go/tenderportal)



**UGANDA REGISTRATION SERVICES BUREAU**  
**NOTICE OF EXPRESSION OF INTEREST FOR PROVISION OF CONSULTANCY SERVICE TO CARRY DEBT RECOVERY ON BEHALF OF UGANDA REGISTRATION SERVICES BUREAU -REF: URSB/CONS/17-18/00006**

1. Uganda Registration Services Bureau (URSB) has received funding from the Government of Uganda towards the cost of hiring consultancy services to carry debt recovery services on its behalf in line with the terms of reference below.
2. URSB now invites eligible consultants to submit sealed expressions of interest for the provision of consultancy services to carry out debt recovery.

The Office of the Official Receiver is part of the structure of Uganda Registration Services Bureau (URSB), a government agency mandated inter alia to register companies, business names and documents, registration of intellectual property Rights, civil marriages and also act as the Official Receiver in insolvency related matters.

The fundamental duties of a liquidator are to take in a reasonable and expeditious manner all necessary steps to collect (take custody and control of all the company's assets), realise as advantageously as reasonably possible and distribute the assets or the proceeds of the assets of the company.

In the process of liquidation of the above companies, there are some residual matters that have taken a bit of time to be finalised. The Official Receiver has a debt portfolio of Ug shs 1,155,907,900/= (One Billion, One Hundred Fifty Five Million, Nine Hundred Seven Thousand, Nine Hundred Uganda Shillings) and USD 720,768 (Seven Hundred Twenty Thousand, Seven Hundred Sixty Eight) which is due and owing to different companies. The debts need to be realised for distribution to the general body of creditors to enable conclusion of the liquidation process.

The objective of outsourcing debt recovery services is to provide comprehensive support to the Official Receiver Unit to ensure full debt recovery of the debt Portfolio of Ug shs 1,155,907,900/= and USD 720,768.

**Specific Objectives**

The Specific Objectives are:

- a) To review the outstanding debt portfolio and advise on the feasibility of effective recovery;
- b) To ensure full recovery of the debt portfolio within the agreed timeframe.

**The list of the specific tasks or duties to be performed are;**

- i. The consultant shall take the responsibility of carrying out all the tasks for recovery of the all outstanding debts as well as legal endorsement of all documents relating to the recovery.
- ii. The (Consultant) debt collector will support the Official Receiver in recovery of due

debts and constantly keep both the debtors and Official Receiver updated on the recovery process progress as well as maintain accurate files on the financial status of recovered accounts.

- iii. The consultant through working with the unit shall be required to develop a clear strategy for recovery of the outstanding debts.

The Debt Collector shall be required to provide the following services:

- iv. Tracing and locating all the handed over debtors and obtaining any other necessary information needed to succeed in the debt recovery efforts.
- v. Initiate contact with the debtors by sending out notices of unpaid debt.
- vi. Setting up and maintaining the handed over debtors' files and reporting on a monthly basis on the status of the various debtors. This shall include keep full and proper books of accounts and records showing clearly all enquiries, transactions and proceedings regarding the debt settlement progress and sharing the same with the Official Receiver.
- vii. Remit promptly all monies received in the debt recovery on behalf of the Official Receiver to the Companies in Liquidation account
- viii. Negotiate and manage reasonable debt repayment plans with the handed over debtors to ensure full debt recovery.
- ix. As it may be necessary from time to time depending on the debt being handled, liaise with the Official Receiver to write necessary demand letter (s) to assist in recovery of the debt and/or obtain necessary court orders to auction debtor (s) assets to be used to recovery of the debt.
- x. As it may be necessary from time to time depending on the debt being handled, liaise with the auctioneers to execute the court orders to auction the assets of the debtor to recover the outstanding debt.
- xi. To engage the Official Receiver on all relevant enquiries and requests obtained from the debtors in respect of the debts outstanding.
- xii. To identify and evaluate the possible write offs of outstanding debts that prove to be completely unrecoverable with reasons detailing why a write off of the said debts should be considered.

3. The short listing criteria will include:

a) Documents evidencing eligibility of the Consultant/Firm which shall include:

- i. A valid trading license or its equivalent.
- ii. Certificate of Incorporation/ Registration
- iii. Memorandum and Articles of Association or equivalent
- iv. Company Form 7 or equivalent evidencing current directors. c)
- v. A signed statement by the authorised officer indicating that the Consultant/Firm does not have a conflict of interest in the subject of the procurement.
- vi. All firms registered and trading in Uganda should also submit NSSF clearance certificate indicating that the firms paid Social Security Contributions up to 30<sup>th</sup> June, 2017.
- vii. An annual income tax clearance certificate for the financial year 2017 or an original transactional income tax clearance certificate for this Expression of Interest addressed to Uganda Registration services Bureau.
- viii. The firm shall be required to submit a complete set of audited financial accounts for the years 2014, 2015 and 2016. Including: statement of comprehensive income, statement of financial situation, statement of changes in equity, statement of cash flows and notes to financial statements.

- ix. The Bidding firm must submit at least evidence of 2 similar contracts in scope and size related to training completed in the last 3 years
- x. A signed statement by the authorized representative of the Consultant with declaration statements that,
  - a) the consultant is not insolvent, in receivership, bankrupt or being wound up;
  - b) the business activities of the consultant are not suspended;
  - c) the consultant fulfilled the obligations to pay taxes and social security contributions in Uganda or country of origin;
  - d) the consultant does not have a conflict of interest in relation to the subject of the procurement; the consultant is not suspended by the Public Procurement and Disposal Public Assets Authority (PPDA); and
  - e) the consultant is not a member of the procuring and disposing entity as defined in section 91U of the PPDA Act 2003 as Amended.
- xi. Original registered powers of attorney of the authorized representative of the firm.
- xii. A letter of introduction authorising the employer or his agent to verify information declaration and submissions by the firm with appropriate authorities.
4. 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. Where the business of a consultant is not registered in Uganda and the documents required above are not available in the country of the consultant, the consultant shall submit an alternative or equivalent document or a statement affirming that the documents are not available in the country of the consultant.
5. In case of a Joint Venture: The firm should also submit a duly certified copy of the registered joint venture Agreement; Separate original registered 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; an original registered power of attorney for the authorised representative to the joint venture; and a copy of valid passport or National Identity Card for the person duly authorised to sign on behalf of the joint venture. Each party to the joint venture shall also separately submit ALL eligibility documents and information required in clause (5a) above
6. Preference schemes shall apply when evaluating Request for Proposals from the shortlisted consultants.
7. Interested eligible consultants may obtain further information at the address given below from hours 08:00 to 17:00 hours

**Uganda Registration Services Bureau**  
**Procurement and Disposal Unit**  
Street Address: **Plot 5 George Street, Georgian House**  
Floor/Room number: **4<sup>th</sup> Floor**  
Town/City: **Kampala**  
Postal Code/PO Box No: **6848**  
Country: **Uganda**  
Telephone: **0414-233219**  
Email: [paul.magera@ursb.go.ug](mailto:paul.magera@ursb.go.ug)

8. Sealed Expressions of Interest in English (One original plus three copies) must be delivered to the address below at or before 17<sup>th</sup> January 2018 at 11:00 am

**The packages must be clearly marked, “consultancy services to carry debt recovery services on behalf of URSB” REF: URSB/CONS/17-18/00006”**

Uganda Registration Services Bureau

Procurement and Disposal Unit

Street Address: Plot 5 George Street, Georgian House

Floor/Room number: 4th Floor

Town/City: Kampala

Postal Code/PO Box No: 6848

Country: Uganda

Telephone: 0414-233219

**Email:** [paul.magera@ursb.go.ug](mailto:paul.magera@ursb.go.ug)

9. The notice of expression of interest is available at the Entity’s website at [www.ppda.go.ug](http://www.ppda.go.ug) and [www.ursb.go.ug](http://www.ursb.go.ug)
10. The planned Procurement schedule (Subject to changes) is as follows:

<b>Activity</b>	<b>Date</b>
a. Publication of Notice of Expression of Interest	Tuesday, 2 <sup>nd</sup> January, 2017
b. Closing date for receipt of Expression of Interest	Wednesday, 17 <sup>th</sup> January, 2018
c. Evaluation of Expressions of Interest	From Thursday, 18 <sup>th</sup> January, 2017 to Wednesday, 24 <sup>th</sup> January 2018
d. Display of shortlist	Thursday 25 <sup>th</sup> January 2018

**Registrar General  
Uganda Registration Services Bureau**

