

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.	URSB/CONS/17-18/00003	Provision of Consultancy service to carry out training of youth and women groups in Entrepreneurship skills in various regions of Uganda
2.	URSB/CONS/17-18/00006	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 17th 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 and at www.ppda.go.go/tenderportal



UGANDA REGISTRATION SERVICES BUREAU
NOTICE OF EXPRESSION OF INTEREST FOR PROVISION OF CONSULTANCY SERVICE TO CARRY OUT TRAINING OF YOUTH AND WOMEN GROUPS IN ENTREPRENEURSHIP SKILLS IN VARIOUS REGIONS OF UGANDA -REF: URSB/CONS/17-18/00003

1. Uganda Registration Services Bureau (URSB) has received funding from the Government of Uganda towards the cost of hiring consultancy services to carry out training of youth and women groups in Entrepreneurship skills in various regions of Uganda (Eastern Region, Northern Region, and Central Region (excluding Kampala), and Western Region.) in line with the terms of reference below.
2. URSB now invites eligible consultants to submit sealed expressions of interest to deliver quality training programs on entrepreneurship and sound business practices while also highlighting the importance of business registration and formalization, countrywide.

All training programs will mainly be targeted to youth and women groups. The programs must be carried out in compliance with the existing legal frameworks and should as a reflection; enhance the business registration volumes and transactions with URSB.

The objective of this assignment is to enhance sustainability of youth and women entrepreneurs by building their capacities to develop business ideas, mobilize capital, start-up and register businesses, manage their operations and finances and plan strategically

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

- i. The consultant shall train the targeted youth and women groups in the following areas:
 - a) business development
 - b) business registration
 - c) financial management and
 - d) Strategic planning.
- ii. The consultant (trainer) will be required to provide:
 - a) on-site training in all subjects in each given region (geographical area)
 - b) do follow-up visits to selected youth and women entrepreneurship groups in the geographical areas where the training was conducted to assess and assist in application of what was learned.
 - c) The expected result is increased business registrations, reduction in failed business start-ups hence sustainability, growth in strategic business partnerships and linkages and documentation of lessons learned from the geographical areas.
- iii. The consultant will:
 - a) In consultation with URSB, prepare costed work plans for the implementation of the training and sensitization activities in selected districts and/or regions for a period of 6 months.
 - b) Develop Information, Education and Communication training materials.

- c) Mobilize participants for meaningful engagements and participation in the training activities.
 - d) Procure venues and meals for all sensitization and training activities.
 - e) Facilitate all sensitization and training activities to meet the objectives of these TORs.
 - f) Provide a tool to enable URSB track progress made by the trained beneficiaries to register and formalize their businesses.
 - g) Disseminate information during training sessions, on the core mandates of URSB, including the importance and processes of business registration and formalization to all intended beneficiaries (youth in business, youth with start-up ideas, youth whose businesses have closed) as a way of empowering them to formalize and sustain their businesses.
 - h) Monitor the impact made on the beneficiary groups and stakeholders by conducting post-training evaluation of all workshops for purposes of impact assessment.
 - i) Provide periodic monthly activity reports on performance to URSB during the 6 month contractual period.
 - j) Provide a workshop participants' database and a tracking mechanism for the existing and resultant businesses.
3. Interested consultants should provide information demonstrating that they are eligible and possess the required qualifications to perform the services supported with relevant documentation.
 4. 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 30th 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.
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. 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.
 6. 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
 7. Preference schemes shall apply when evaluating Request for Proposals from the shortlisted consultants.
 8. 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: **4th Floor**
Town/City: **Kampala**
Postal Code/PO Box No: **6848**
Country: **Uganda**
Telephone: **0414-233219**
Email: paul.magera@ursb.go.ug

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

The packages must be clearly marked, “**Consultancy service to carry out training of youth and women groups in Entrepreneurship skills in various regions of Uganda REF: URSB/CONS/17-18/00003**”

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

10. The notice of expression of interest is available at the Entity's website at www.ppda.go.ug and www.ursb.go.ug

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

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

**Registrar General
Uganda Registration Services Bureau**