



## UGANDA REGISTRATION SERVICES BUREAU

Notice of Expression of Interest for Provision of Consultancy services for development of ISO 9001 (Quality Management System) for Uganda Registration Services Bureau.

### **PROCUREMENT REF NUMBER: URSB/CONS/19-20/00001**

1. Uganda Registration Services Bureau (URSB) is an autonomous statutory body established by Chapter 210 Laws of Uganda in 1998. Under the Business Registry, URSB is mandated to register business names, companies, business documents whereas under the Intellectual property department, intellectual property like trademarks, patents, copyrights, utility models and designs are registered. We also register marriages with Civil Registry. The Registrar General is at the same time the official receiver and thus we carry out official receiver role and liquidation of companies.
2. URSB now invites eligible consultants to submit sealed expressions of interest for development of ISO 9001 (Quality Management System) for Uganda Registration Services Bureau.

The main objective for this Consultancy is to undertake a review of the URSB business processes and procedures to develop an organization wide quality management system based on proven business approaches that will lead to ISO 9001:2015 certification.

The following specific aspects shall be covered in the scope of assignment:

- a) Carry out initial Audit (Gap Analysis) against the requirements of ISO 9001\*2015
- b) Implement Capacity Building (Training & Awareness) on the requirements of ISO 9001\*2015
- c) Support documentation of the quality management system
- d) Carry out Internal Audit
- e) Facilitate the management review process
- f) Support the Certification process.

In terms of service locations, the scope of this assignment includes:

- a) URSB head Office at Georgian House,
- b) Branch Offices in Nakivubo, Uganda Investment Authority Office, and Posta Uganda;
- c) Regional Offices in Arua, Gulu, Mbale and Mbarara.

The consultant shall be expected to work in direct collaboration with URSB Project Team for ISO as well as senior and functional managers in delivering this assignment.

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. Certificate of Incorporation/ Registration
    - ii. Memorandum and Articles of Association or equivalent
    - iii. Company Form 7 or equivalent evidencing current directors
    - iv. A valid trading license or its equivalent.

- 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, 2018.
  - vii. An annual income tax clearance certificate for the financial year 2018 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 2016, 2017 and 2018. 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 staff and development of ISO 9001 (Quality Management System)
  - x. 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 (4a) 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: **4<sup>th</sup> Floor**  
Town/City: **Kampala**  
Postal Code/P. O Box No: **6848**  
Country: **Uganda**  
Telephone: **0414-233219**  
Email: [paul.magera@ursb.go.ug](mailto: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 **21<sup>st</sup> August, 2019 at 11:00 am**

The packages must be clearly marked, “**Consultancy services for Development of ISO 9001 (Quality Management System) for Uganda Registration Services Bureau.**”

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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/P. O Box No: 6848

Country: Uganda

Telephone: 0414-233219

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

10. The notice of expression of interest is available at the Entity’s website at [www.gpp.ppda.go.ug](http://www.gpp.ppda.go.ug) and [www.ursb.go.ug](http://www.ursb.go.ug)

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

<b>Activity</b>	<b>Date</b>
a. Publication of Notice of Expression of Interest	1 <sup>st</sup> August, 2019
b. Closing date for receipt of Expression of Interest	21 <sup>st</sup> August, 2019
c. Evaluation of Expressions of Interest	From 23 <sup>rd</sup> August-30 <sup>th</sup> August, 2019
d. Display of shortlist	5 <sup>th</sup> September, 2019

**Registrar General  
Uganda Registration Services Bureau**