



UNIVERSITY RESEARCH Co., LLC
CENTER FOR HUMAN SERVICES



REQUEST FOR QUOTATIONS (RFQ)

RFQ Number: FY24-KLA-UHA-012

Description: PROVISION OF CONSULTANCY SERVICES FOR ARCHITECTURAL
DESIGN AND SUPERVISION OF WORKS FOR LABORATORY PROJECT AT KAABONG
GENERAL HOSPITAL

Contracting Entity: University Research Company, LLC (URC)
USAID Uganda Health Activity

Funded by: USAID

Place of Delivery: NA

Publication Date 5th March 2024

Deadline for Submission of Questions: 21st March 2024

Deadline for Submission of Quotations: 28TH March 2024 by 5:00pm

SECTION 1: INSTRUCTIONS TO OFFERORS

PART 1: BID PREPARATION AND SUBMISSION PROCEDURE

1.1 Introduction

University Research Co., LLC (URC), a US-based company working in Uganda since 2005, is implementing the URC/ USAID-Uganda Health Activity [URC/USAID-UHA]. URC/USAID-UHA supports the Government of Uganda's (GOU's) efforts to increase the survival and well-being of vulnerable populations and improve overall health system resilience in seven priority regions. The program will strengthen the quality and availability of MNCH, FP/RH, nutrition, and facility-level WASH services as well as health systems at the regional, district, facility, and community-levels.

URC/USAID-UHA is hereby inviting your company to submit offers in response to this Request for Proposal (RFP) for **Provision of consultancy services for architectural design and supervision of works for laboratory project at Kaabong General Hospital** under the USAID Uganda Health Activity.

Issuance of this solicitation does not in any way oblige URC to award a release order, nor does it commit URC to reimburse offerors for costs incurred in the preparation and submission of a proposal.

Please note that in submitting a response to this solicitation, the Offeror understands that USAID is not a party to this solicitation and the Offeror agrees that any protest hereunder must be presented in writing with full explanations to URC for consideration, as USAID will not consider protests made to it under USAID-financed awards. URC, at its sole discretion, will make a final decision on the protest.

1.2 Preparation of Proposals: You are requested to submit **separate** technical and financial proposals, as detailed below. The standard forms in this RFP may be retyped for completion but the vendor is responsible for their accurate reproduction.

1.3 Preparation of Technical Proposals: Technical proposals should contain the following documents and information:

1. The Technical Proposal Submission Sheet in this Part.,
2. A brief methodology for performing the services.,
3. A work plan, showing the inputs of all key staff.,
4. CVs of key staff.,
5. A summary of your experience in similar assignments.,
6. The documents evidencing your eligibility, as listed in the eligibility criteria.

1.4 **Preparation of Financial Proposals:** Financial proposals should contain the following documents and information:

- A) The Financial Proposal Submission Sheet in this Part.,
- B) A copy of the breakdown of Lump Sum Price form in this Part showing all relevant costs and fees for the assignment.

1.5 Questions and Clarifications

- A) All questions and clarifications regarding this RFP must be submitted in writing to
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UHAProcurement@urc-chs.com not later than 21st March 2024, 5:00pm EAT

- B) All correspondence and inquiries regarding this solicitation must reference the RFP Number and subject of the procurement.
- C) Questions and requests for clarification, and the responses thereto, that the bidder believes may be of interest to other bidders, will be circulated to all RFP recipients who have indicated an interest in bidding.

1.6 Validity of Proposals: Proposals must remain valid for a period of 120 days from proposal submission.

1.7 Pre-Bid Meeting: There shall be no pre – bid meeting.

1.8 Sealing and Marking of Proposals: The Technical and Financial proposals should be sealed in separate envelopes, both clearly marked with the Consultant's name and either "Technical Proposal" or "Financial Proposal" as appropriate.

Both envelopes should be enclosed in a single outer envelope, clearly marked with the Consultant's name and subject of the procurement. All three envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected and should bear a warning not to open before the time and date for proposal opening.

1.9 Submission of Proposals: Proposals should be submitted to the address below, no later than the date and time of the deadline below. Any proposal received after the deadline for submission of proposals shall be declared late, rejected, and returned unopened to the Consultant. No electronic proposals are allowed.,

Date of deadline: Thursday 28th March 2024.

Time of deadline: 5:00pm

Address:

**USAID URC UGANDA HEALTH ACTIVITY
PLOT 11 BUKOTO CRESCENT ROAD
NAKAWA DIVISION KAMPALA
UGANDA**

1.10 Opening of Proposals: Proposals will be opened internally by the USAID | URC., LLC UHA Project team. Bidders' representatives shall not be required to attend the opening. Financial Proposals will be kept unopened until the detailed technical evaluation is concluded.

PART 2: BID EVALUTAIION

The evaluation of Proposals will use the Quality and Cost Based Selection (QCBS) Methodology as detailed below:

A Summary of Methodology

- 2.1 The Quality and Cost Based Selection methodology recommends the highest scoring bid, which is eligible and substantially responsive to the technical and commercial requirements of the Bidding Document, provided that the vendor is determined to be qualified to perform the contract satisfactorily.
- 2.2 The evaluation shall be conducted in three sequential stages:
 - (a) a preliminary examination to determine whether the Bidder is eligible and to determine administrative compliance with the basic instructions and requirements of the solicitation document.,
 - (b) a detailed evaluation to assess:
 - (i) responsiveness to the terms and conditions of the solicitation document.,
 - (ii) the technical quality of bids against set criteria on a merit point system, to determine the technical score of each technical bid and to determine which technical bids reach the minimum technical score required.,
 - (c) a financial comparison to determine the financial score of each financial bid and to determine the total score of each bid.
- 2.3 Failure of a bid at any stage shall prevent further consideration of the bid at the next stage of evaluation. Substantial responsiveness shall be considered a pass at the preliminary examination stage.

B Preliminary Examination Criteria

3 Eligibility Criteria

- 3.1 The documentation required to provide evidence of eligibility shall be: -
 - a. a copy of the Bidder's Valid Trading License
 - b. Identifiable physical office location
 - c. a copy of the Bidder's Certificate of Registration (or Incorporation).
 - d. A valid and current Professional Practicing Certificate in the case of individual consultants will be required.
 - e. a copy of the Bidders Valid and Current VAT registration
 - f. a valid tax clearance certificate addressed to **URC TIN 1000099925**
 - g. signed Conflict of Interest form

C Detailed Technical Evaluation Criteria

4 Commercial Criteria

- 4.1 The commercial responsiveness of bids shall be evaluated in accordance with the following criteria.
 - (a) acceptance of the conditions of the proposed contract.
 - (b) Evidence that the firm/individual has executed at least **Three (03)** assignments of similar nature in the last five (05) years (similar experience in design and supervision of construction of construction projects). Vendor must attach copies of completion certificates or award/contract letters.
 - (c) General experience in supervision of building construction works in the last seven (07) years.
 - (d) Qualifications of **KEY** personnel as listed in the table below.
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Attach:

- a. Curriculum Vitae (CVs) of the above required key personnel duly signed by the proposed individuals. Use the attached Format of Curriculum Vitae (CV) for proposed personnel. (Annex 3)
- b. Copies of Academic documents/ certificates of the proposed key personnel
- c. Letters of availability for the assignment signed by the proposed key personnel.

5 Technical Criteria

The bids shall be evaluated based on the Bidder's responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified below. Each responsive bid will be given a technical score. A bid shall be rejected at this stage if it does not achieve the minimum technical score below.

5.1 The maximum number of points to be given under each technical evaluation criterion are:

	Points
(a) Specific experience of the Bidder related to the assignment:	20
(b) Adequacy of the proposed work plan and methodology in responding to the Terms of Reference	25
(i) Quality of Submission and Completeness	5
(ii) Understanding of T.O. R	5
(iii) Workplan	5
(iv) Methodology	10
(c) General experience in Architectural design and supervision of building construction works.....	10
(d) Qualifications and Competence of the key staff for the Assignment	45
i. Team Leader/Project Architect.....	12
ii. Civil/Structural/Geotechnical Engineer.....	10
iii. Electrical Engineer.....	5
iv. Mechanical Engineer.....	5
v. Quantity Surveyor.....	4
vi. Environmental Expert.....	4
vii. Clerk of Works	5

Total Points: 100

5.2 Determination of Technical Score

- (a) The technical score for each bid shall be determined against the criteria detailed above.
- (b) The minimum technical score required to pass the technical evaluation is: **75 points**. Bids scoring less than this will be rejected.

6 Financial Criteria

6.1 Proposal Prices: Proposals shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services and shall include all taxes and duties. The whole cost of performing the services shall be included in the items stated and the cost of any incidental services shall be deemed as included in the prices quoted.

6.2 Currency: Proposals must be priced in Uganda Shillings (UGX) and all payments shall be made in Uganda Shillings.

6.3 Determination of Best Evaluated Bidder:

The bid achieving the highest combined technical and financial score shall be the Best Evaluated Bid.

BIDDING FORMS

Technical Bid – Standard Forms

1. Conflict of Interest Certification
 2. Technical Bid Submission Sheet
 3. Bidder's References.
 4. Comments and Suggestions on the Terms of Reference.
 5. Description of the Methodology for Performing the Assignment.
 6. Team Composition and Task Assignments.
 7. Format of Curriculum Vitae for Proposed Key Staff
 8. Activity (Work) Schedule.
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CONFLICT OF INTEREST CERTIFICATION

Bidder Name: _____

As required by Federal Regulations and URC policy the Bidder must provide to URC information regarding all potential organizational conflicts of interest in its proposal, including all relevant facts concerning any past, present or currently planned interests which may present an organizational conflict of interest.

Conflicts:

If there are such conflicts, the information should be attached in a letter addressed to **Chief of Party, USAID /URC., LLC UGANDA HEALTH ACTIVITY PLOT 11 BUKOTO CRESCENT ROAD NAKAWA DIVISION KAMPALA UGANDA**

The undersigned acknowledges any potential organizational conflicts of interests have been spelled out in an attached letter.

Signature

Date

Typed Name

Title

No Conflicts:

The undersigned acknowledges there are no potential organizational conflicts of interest.

Signature

Date

Typed Name

Title

Technical Proposal Submission Sheet (To be completed on company letter head)

[Complete this form with all the requested details and submit it as the first page of your quotation, with the documents requested above attached. Ensure that your quotation is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your quotation is not authorized, it may be rejected.]

Proposal Addressed to:	
Date of Technical Proposal:	
Subject of Procurement:	

We offer to provide the Services detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

We hereby submit our bid which includes this technical bid, and a financial bid sealed under a separate envelope.

We confirm that we meet the eligibility criteria specified in Part 1: Proposal Procedures of your Request for Proposals.

Our bid shall be valid for a period of *120* days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We are hereby submitting our proposal, which includes this technical proposal and a financial proposal sealed in a separate envelope.

Technical Proposal Authorised By:

Name: *[insert complete name of person signing the Bid]*

In the capacity of *[insert legal capacity of person signing the bid]*

Signed: *[signature of person whose name and capacity are shown above]*

Duly authorised to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

FIRM'S REFERENCES

Relevant Services Carried Out in the Last Five Years

Using the format below, provide information on each assignment (for the required three similar assignments) for which your firm either individually as a corporate entity or in association, was legally contracted **(attach letters of awards or completion certificates as proof of evidence)**.

Assignment Name:
Professional Staff provided by Your Firm/Entity:
Name of Client:
No. of Staff:
Address of client:
No of Staff-Months; Duration of Assignment:
Start Date (Month/Year):
Completion Date (Month/Year):
Value of Services (UGX):
Name of Associated Consultants, if any:
No. of Months of Professional Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:
Narrative Description of Project:
Description of Actual Services Provided by Your Staff:

Firm's Name: _____

Name and title of signatory; _____

[The information requested is required in the format provided below and should be included by the Bidder in its bid. If none, include form and state "None"]

Comments and Suggestions on the Terms of Reference

[The information requested is required in the format provided below and should be included by the Bidder in its bid]

Description of the Methodology for performing the Assignment

[The information requested is required in the format provided below and should be included by the Bidder in its bid]

Team Composition and Task Assignments

1. Technical/Key Personnel Staff		
Name	Position	Task(s)

2. Support Staff		
Name	Position	Task(s)

[The information requested is required in the format provided below and should be included by the Bidder in its bid]

Format of Curriculum Vitae for Proposed Key Personnel

Proposed Position: _____

Name of Bidder: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications: *(Relevant to the Assignment)*

Education: *(& Professional Qualifications)*

Employment Record:

Languages:

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

[Signature of staff member] Date: _____
Day/Month/Year

Full name of staff member: _____

[Authorised representative of the firm] Date: _____
Day/Month/Year

Full name of authorised representative: _____

[The information requested is required in the format provided below and should be included by the Bidder in its bid. Bidders may reproduce this format in landscape format if more practical but are responsible for its accurate reproduction]

Activity (Work) Schedule

A. Technical Input

	<i>[1st, 2nd, etc. are months from the start of assignment.]</i>					
	1 st	2 nd	3 rd	4 th	5 th	6 th
Activity (Work)						

B. Completion and Submission of Reports and Other Deliverables

Reports	Date
1. Inception Report	
2. Interim Progress Reports (a) First Status Report (b) Second Status Report (c)	
3. Draft Final Report	
4. Final Report	

5.	Other Deliverables	
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[This Bid Submission Sheet should be on the letterhead of the Bidder and should be signed by a person with the proper authority to sign documents that are binding on the Bidder. It should be included by the Bidder in its bid]

FINANCIAL PROPOSAL.

(Complete this form with all the requested details and submit it as the first page of your financial proposal)

Ensure that your proposal is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorized, it may be rejected. The total price of the proposal should be expressed in Uganda Shillings currency]

Proposal Addressed to:	
Date of Technical Proposal:	
Subject of Procurement:	

We, the undersigned, declare that:

The total price of our proposal is: (Amount in words and figures)
inclusive of all applicable taxes.

We confirm that the prices quoted in the financial proposal are fixed and firm for the duration of the validity period (120 days) and will not be subject to revision or variation.

We are hereby submitting our proposal, which includes this Financial Proposal and a Technical Proposal sealed in a separate envelope.

Name: _____ *[insert complete name of person signing the bid]*

In the capacity of _____ *[insert legal capacity of person signing the bid]*

Signed: _____ *[signature of person whose name and capacity are shown above]*

Duly authorised to sign the bid for and on behalf of: _____ *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

SCOPE OF WORKS – DESIGN & SUPERVISION TERMS OF REFERENCE

Introduction

USAID Uganda awarded URC a 5-year cooperative agreement, the USAID Uganda Health Activity (USAID UHA), to implement an integrated health delivery project in 7 sub-regions (Eastern, East Central, Acholi, Lango, Karamoja, Ankole, and Kigezi) of Uganda purposed to increase the survival and well-being of vulnerable populations and improve overall health system resilience in supported districts.

In line with USAID UHA's mandate and with funding from USAID, USAID UHA plans to construct a new laboratory block for Kaabong Hospital. The project has carried out preliminary assessments and identified space at the hospital where the Laboratory will be constructed.

Kaabong Hospital has faced challenges with settlement of its buildings, with evidence of cracks on its structures, and the Project intends to avoid similar challenges with this laboratory. The project wishes to engage an Architectural and Engineering design firm to design and supervise the Laboratory project.

Objective:

The overall goal of the USAID-UHA project is to improve access to health facilities through having functional health infrastructure facilities. The laboratory project will go a long way in supporting this objective.

The consultant will work hand in hand with the USAID-UHA Project Engineer during this period to achieve this objective.

Scope of Works

The Scope of works for the Design & Supervision firm are;

Project initiation;

Within two weeks of contract signing, the consultant shall commence work for this stage and shall visit the sites to get acquainted with the project, collect and carry out a complete evaluation of site investigations and surveys, including;

1. Meeting with the UHA Project team to understand the nature of the project and requirements to make the project a success.
 2. Preliminary study of the standard MOH laboratory architectural drawings for the proposed project to verify that they are practical and compliant with the current and future needs of the users.
 3. Site evaluation with attention to ground soil conditions, cadastral and topographical survey parameters, Site Access, Condition of existing structures, and Existing services (water supply, electricity supply, wastewater system, drainage, under cables, waste management, etc.).
 4. It may be noted that geotechnical/soil investigation and structural integrity studies are a key requirement for the success of this project
 5. Presentation of the pre-design findings and consequent design proposals to stakeholders.
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Conceptual design;

The consultant after review of the existing MOH architectural designs and site investigation shall;

1. Tailor fit the design for the proposed site and come up with a concept design with a site layout, laboratory plan and elevations for the laboratory building
2. Generate a cost estimate based on site investigations and concept design.
3. Present to the Project for client review and incorporate feedback.

Schematic design;

The Consultant will be required to provide architectural, engineering and quantity surveying services, plus other services needed to prepare the necessary designs and documentation. Details shall be indicated in the form of detailed working drawings and specifications.

The schematic design package shall include;

1. Architectural drawings
2. Civil/ Structural drawings
3. Electrical drawings
4. Mechanical drawings
5. BOQs and accurate Cost estimates
6. Specifications

Regulatory Approvals;

Preparing and submitting documents for necessary approvals to the district

Construction Supervision;

The consultant's team will be required to provide requisite site supervision of the entire renovations works; as a minimum, the consultant shall provide all key staff as required in this tender document. The responsibility of the Consultant includes, but is not limited to, the following tasks:

1. In collaboration with the client, handover the site to the contractor, complete with the necessary contract documents.
 2. Manage the renovations contracts on behalf of the project including, but not limited to, providing solutions on site through formal communications.
 3. Periodically review the drawings and provide any necessary additional information required by the contractors during implementation.
 4. Check and ensure that the renovation and construction firms are fully mobilized to undertake renovation works.
 5. Check and approve the Work Programmes submitted by the Contractor(s) at mobilization stage;
 6. Review and approve the contractor's implementation schedule and supervise the progress of renovations works. The Consultant shall keep the client informed of any delay or potential delays in the work schedule of the Contract and will take all necessary actions to prevent potential delays.
 7. Regularly monitor and inspect the contractor's quality control and assurance program to ensure that quality of the finished works meets the approved standards and specifications. This includes regular checking of the materials, samples testing program before, during and after renovations activities.
 8. Convene monthly site meetings with the contractor to discuss issues and problems affecting the progress and brief the client.
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9. Review and comment on the monthly progress reports submitted by the contractor detailing the works undertaken during the previous month, the progress of the works against the approved schedule, challenges encountered by the contractor and other issues arising during implementation of the works.
 10. Ensure that the construction methods as proposed by the contractor are satisfactory, in accordance to the technical requirements of sound environmental standards on the basis of NEMA and USAID Environmental Guidelines, inspection of contractor's construction equipment, safety of the works, property, personnel, and general public.
 11. The Consultant shall be responsible for checking and monitoring the performance requirements in the Contract and ensuring the criteria and limits are met.
 12. Provide an inception report indicating detail of site inspections/meetings before commencement of works.
 13. Review requests for variations and provide technical and financial justification to the project before execution of the works.
 14. Update the Client by providing Site inspection reports at most one week after the monthly site inspection showing progress of works, value and percentage of works done, amount paid, variations and completion time.
 15. Responsible for reviewing the contractor's valuation claims, produce valuation reports and payment certificates within not more than two weeks from the Contractor's submission and according to the set terms and conditions.
 16. Oversee the practical handover of renovated facilities to the employer and users. Provide certification of practical completion, reports of settled utility bills and site clearance.

The consultant shall have a Clerk of works (COW) who will be responsible for the following;

1. Ensure that only approved and competent key personnel are deployed on the sites.
 2. Ensure that only approved materials for works are utilized, materials tested where need be, and test results shared with the project.
 3. Issue instructions to the contractor to remove or improve any works that are not in accordance with the drawings and/or specifications.
 4. Maintain a site diary, which shall record all events pertaining to the administration of the contract, request forms, and instructions issued on site, and any other information which may at a later date be of assistance in resolving queries which may arise during execution of works.
 5. Daily monitoring of workmanship, materials, and work methods for the works to ensure adherence to building codes, standards, drawings, specification and health & safety regulations in liaison with the Project Engineer and the District Engineer.
 6. Supervising the contractor to ensure that Environmental Monitoring and Mitigation Plan (EMMP) requirements are complied with.
 7. Represent the client while providing the contractor with the technical back up to assist in resolving queries arising on site, identify and suggest solutions to problems to ensure that work proceeds in an effective manner.
 8. Support the Contractor in interpretation of Designs, Drawings and Technical Specifications ensuring that any discrepancies/modifications in the scope of work are dealt with in good time.
 9. Attend site meetings and prepare minutes and reports.
 10. Maintain a diary to record the progress of construction, delays, weather conditions, site visitors, and other significant facts, and submit weekly reports.
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11. Support the consultants to review Payment Claims for the Contractors.
 12. Support the project to prepare the site handover function
 13. Write a final report which should include photographic documentation of physical structures for the construction works at the hospital before, during and after the process. The report should also include memos of site visits, record of visitors, progress reports made during the entire supervision process, problems encountered, recommendations that would improve management of this activity if a similar exercise were to be taken up in the future.

Post Construction Stage

During the Defects Liability Period, the consultant shall:

1. Conduct routine monitoring during the defect's liability period and complete final certification of works following expiry of the defect's liability period.
2. At the completion of the contract, verify the contractor's "as-built drawings" as a true record of the works as constructed.
3. Issue Completion Certificate/ Final account after satisfactory completion of the works in accordance with the contract provisions.

Required Team:

The consultant shall field a team of suitably qualified and experienced personnel. The Architect/Team leader must, in addition to relevant technical background, also have broad-based experience in architectural design of public health buildings.

The consultant's team shall consist of the following experts:

1. Team Leader/ Project Architect
2. Civil/Structural/Geotechnical Engineer
3. Electrical Engineer
4. Mechanical Engineer
5. Quantity Surveyor
6. Environmental Expert
7. Clerk of Works

Profession	Minimum years of Experience	Minimum Qualifications Note: Certificate must be Valid
Team Leader/ Project Architect	15 years	Bachelor's degree in architecture, Registered Architect with Architects Registration Board
Civil/ Structural/ Geotechnical Engineer	10 years	Bachelor's degree in civil engineering, Registered Engineer with Engineers Registration Board
Electrical Engineer	7 years	Bachelor's degree in Engineer Engineering, Registered Engineer with Engineers Registration Board
Mechanical Engineer	7 years	Bachelor's degree in mechanical engineering, Registered Engineer with Engineers Registration Board

Quantity Surveyor	7 years	Bachelor's degree in quantity surveying, Registered QS with Surveyors Registration Board
Environmental Expert	5 years	Qualification in disciplines such as environmental and natural resources sciences, environmental engineering, and Environmental Impact Assessment
Clerk of Works	5 years	Diploma in Civil/ building Engineering or Architecture

LETTER OF TRANSMITTAL

The following letter must be completed and submitted electronically with any offer on your company letter head with your physical office address details:

To: URC
Attention: Dr. Augustin Muhwezi
Chief of Party **URC/USAID-UHA**

Subject: Offer from Company Name
Reference: **FY24-KLA-UHA-012**

Date: _____

Company Name hereby proposes the attached offer to perform all work required for Provision of Consultancy services in accordance with the scope of work as described in the above-referenced RFP. Please find attached our detailed offer, as called for in the RFP.

We hereby acknowledge and agree to all the terms and conditions, special provisions, and instructions included in the above-referenced RFP. We further certify that Company Name, as a firm—as well as the firm’s principal officers, and all commodities and services offered in response to this RFP—are eligible to participate in this procurement under the terms and conditions of this solicitation and under USAID regulations and are currently not excluded from federal procurement or non-procurement programs.

The quotation is comprised of the following required documents.

- ☐ Bill of quantities
- ☐ Price schedule and Works Completion Schedule
- ☐ Offeror’s latest trading license and Tax Registration Certificate
- ☐ Letter of Transmittal
- ☐ Signed conflict of interest forms

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Company Name

Name and title of authorized representative

Signature

Date _____

SPECIAL CONDITIONS OF CONTRACT

Contract Document conditions supersedes the terms concluded in Bid Documentation

	Special Conditions
Authorized Representatives	The Authorised representatives are; For USAID/URC., LLC UHA Project; The Chief of Party For the Contractor:
Notices	For notices, USAID/ URC., LLC UHA Project address shall be; University Research Co., LLC USAID UHA Project Plot 11, Bukoto Crescent Road Nakawa Division Kampala, Uganda Attention: Dr. Augustin Muhwezi Chief of Party For notices, the contractors address shall be;
Site	1. Kaabong General Hospital
Start Date	Five Days from the Date of Signature of Contract
The Works	The Services consist of: Provision of Consultancy Services for Architectural Design and Supervision of construction works at Kabong General Hospital Supported under USAID/UHA Project
Type of Contract	Firm Fixed Price
Language	The language of the Contract is English, and any correspondences should be written in the same.
Intended Completion Date	2 months design and 9 months construction after contract signing
Possession of the Site	N/A
Program	The Consultant shall submit a schedule of the assignment within five days of signing of the Contract Document. Program updates shall be required.
Liquidated Damages	Liquidated damages for the whole supervision services are 0.1% of the Total Contract Price per day. The consultant shall pay liquidated damages to the Employer at the rate of 0.1% per day for each day that the Monthly Reports or other Requested Reports are submitted later than the Intended Submission Date. The maximum amount of liquidated damages for the whole supervision services is 10% percent of the final contract price.

	Special Conditions
Defects Liability Period	180 days
Payment Certificates	A single statement of the value of the services executed shall be submitted on completion of the assignment. The URC Project Manager shall check the statement and certify the amount to be paid to the Consultant.
Payments	The amount certified by the URC Project Manager shall be paid in full within 30 days of acceptance by the Employer of an invoice, supported by: (1) the payment certificate; and (2) Certificate of Completion of the Works.
Price Adjustment	The Contract is not subject to price adjustment.
Advance Payment	Advance payment can be negotiated upon request.
