THE REPUBLIC OF UGANDA

MINISTRY OF INTERNAL AFFAIRS

P.O BOX 7191 KAMPALA

NOTICE FOR INVITATION OF EXPRESSION OF INTEREST (EoI)

PROCUREMENT REFERENCE NUMBER: MIA/SRVS/19-20/00069

(OPEN DOMESTIC BIDDING)

CONSULTANCY SERVICES FOR PREPARATION OF A 50-YEAR MASTER PLAN, AND A STRATEGIC ENVIRONMENTAL ASSESSMENT (SEA) FOR DEVELOPMENT OF PHYSICAL INFRASTRUCTURES AT MINISTRY OF INTERNAL AFFAIRS

1. The Government of Uganda represented by Ministry of Internal Affairs (MoIA) has allocated funds within its budget for FY 2019/2020 to be used for acquisition/procurement of consultancy services for preparation of the 50-year spatial master plan, and undertaking the required Strategic Environmental Assessment (SEA) of the master plan for development of the physical infrastructures of MoIA as further described below.
2. The Ministry of Internal Affairs intends to develop the physical infrastructures at the Ministry to achieve its vision and mission.
3. This expression of interest (EoI) is issued to shortlist firms to tender for consultancy services for provision of a 50-year Spatial Master Plan and a Strategic Environmental Assessment (ASEA) of the Master Plan to guide the development of the physical infrastructures at the Ministry.
4. The Ministry of Internal Affairs now invites eligible consultants to submit sealed expressions of interest (EoI) for the consultancy assignment as hereunder.
5. Scope of the consultancy assignment:

a. ***Objective of the proposed infrastructure development at Ministry of Internal Affairs:*** to provide buildings and spaces, roads and other movement infrastructures, landscape, services and amenities that are adequate, well planned, of high quality and distinct character, to enable MoIA achieve its

vision of mission of ensuring and maintaining internal security, peace and stability in the Country.

b. **Scope of the proposed master planning area:** the land area for planning and development of physical infrastructures is a total of **0.976 Ha** within Kampala Metropolitan area.

c. **Scope of the spatial master plan:** strategies, interventions shall focus on planning and development of buildings, spaces, roads, streets and movement infrastructures within MoIA area and connecting to the surrounding areas; land use planning; landscape development; provision of services namely water supply, drainage, waste management, electricity and power supply, communication installations to be implemented at MoIA in the next 50 years.

d. **The scope of the Consultant's services shall include:** Formulation of strategic planning framework, baseline study and analysis, stakeholder identification, mapping, analysis and management, preparation of a 50-year spatial master plan for development of physical infrastructures at MoIA; preparation of an implementation action plan (prioritized), with cost estimates for each component comprised in the master plan; undertaking a strategic environmental assessment of the master plan

e. **Time frame for the assignment:** the overall duration for master plan preparation and undertaking strategic environmental assessment of the master plan is estimated to be **44 calendar weeks (approx. 6 months)**, starting from date of commencement of the Consultant's assignment.

6. MoIA now invites eligible and qualified Consultants to indicate their interest in providing the required master plan and strategic environmental assessment of the master plan.

7. Consultants will be short listed to tender and subsequently selected in accordance with the procedures set out in the Government of Uganda's Public Procurement and Disposal of Public Assets (PPDA) Act and Regulations 2014.

8. Interested consultants should provide information demonstrating that they are eligible and possess the required qualifications to perform the services supported with relevant documentation.

9. Short listing shall be based on the eligibility and qualifications (capacity) of the applicant. The shortlist shall be made of the best ranked 3-6 applicants who are eligible and have attained the qualifying mark of 50 points as set out in the criteria for evaluation below:

a. Eligibility of applicants (on a pass/fail basis)

i. Legal capacity to enter into a contract with GoU

ii. Applicant is not insolvent, in receivership, bankrupt or being wound up;
iii. Business activities of applicant are not suspended
iv. Applicant is not under legal proceedings for any of (ii)
v. Has fulfilled obligations to pay taxes and social security contributions
vi. Applicant does not have a conflict of interest
vii. Applicant is not suspended by PPDA
viii. Applicant is not a member of MoIA or MoWT

b. Qualifications (Capacity) of applicant (on a merit point basis)

i. Experience (of firm) in similar assignment (30 Points)
ii. Consultant's organization and facilities for the assignment (10 Points)
iii. Skills of Consultant relevant to the assignment (60 Points)

c. The qualifying mark for capacity of eligible applicants shall be 50 points

10. 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

11. Interested applicants must provide information and documents as follows to indicate that they are eligible and qualified to perform the services

a. Eligibility documents:

- copy of valid practice certificate/license for key staff;
- copy of memorandum and articles of association;
- copy of business registration and incorporation certificate;
- Certificate of incorporation/registration
- Copy of business registration and incorporation certificate
- Income tax transactional certificate addressed to MoIA
- PPDA registration and clearance certificate
- Tax registration certificate,
- Powers of attorney registered with registrar of companies in Uganda or Notarised for companies registered outside Uganda
- Applicant is not under legal proceedings and meets other eligibility requirements (where the consultant is not registered in Uganda, the consultant may submit alternative/equivalent documents from their country or a statement affirming non-availability of the documents in the country of the consultant)

b. Qualification (Capacity) documents:

- Documentary evidence to prove completion of at least three similar assignments in form of signed contracts, completed certificates shall be required,

- Verified recommendation letters of past experiences from organisations
- Brochures, description of similar assignments,
- Experience in similar conditions,
- Availability of appropriate skills among key staff, etc.

Consultants may associate or form joint ventures to enhance their qualifications.

12. Interested eligible consultants may obtain further information at the address given below from 9:00 am – 5:00 pm during office hours on working days.

13. Sealed Expressions of Interest and other relevant documents must be delivered to the address below at or before at **11: 00 am on 1st November, 2019.**

Ministry of Internal Affairs – Procurement and Disposal Unit

Plot 75 Jinja Road

P.O Box 7191 Kampala

Tel: +256414253446/ +256772547241

The notice of invitation of EoI is available at the MoIA website at www.mia.go.ug

14. Address for submission/Obtaining further information: The Procurement Secretary, Ministry of Internal Affairs, Plot 67, Old Port bell Road, P.O Box 7191, Kampala, Fax No. +256 414231063, Website: www.mia.go.ug, Email info@mia.go.ug.

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

Activity	Date
Publication of Notice of Expression of Interest	*October, 2019*
Closing date for receipt of Expression of Interest	*November, 2019*
Evaluation of Expressions of Interest	*11th November, 2019*

Display of shortlist	–	*22nd November, 2019*

Paul Kibogo - HPDU
For: PERMANENT SECRETARY