



REQUEST FOR PROPOSALS FOR THE PROVISION OF CONSULTANCY SERVICES
IN ASSESSMENT, REGISTRATION, AND CERTIFICATION

PART 1**Introduction**

The Infectious Diseases Institute Limited (IDI) invites proposals from qualified and experienced consultancy firms for the provision of services related to the assessment, registration, and certification of lifting equipment. The selected consultant will assist in ensuring that all lifting equipment within our operations meets the required safety and regulatory standards.

Background

As part of our commitment to maintaining a safe working environment, IDI requires that all lifting equipment, including cranes, hoists, and forklifts, undergo thorough assessment, registration, and certification. This initiative aims to ensure compliance with national and international safety standards, as a legal requirement in the Occupational Safety & Health ACT of Uganda 2006, minimizing risks associated with the use of such equipment.

Objectives

- a) **Assessment:** Conduct a comprehensive assessment of all lifting equipment to identify potential hazards and non-conformities.
- b) **Registration:** Assist in the registration of lifting equipment with relevant regulatory bodies.
- c) **Certification:** Facilitate the certification process to ensure all equipment complies with applicable safety standards.

Scope of Work

The scope of work includes the following tasks:

- a) **Initial Equipment Assessment**
 - i. Conduct on-site inspections of all lifting equipment (5 level building lift, pallet jack and forklift)
 - ii. Evaluate the condition and safety of the equipment, identifying any deficiencies or areas of concern.
 - iii. Provide recommendations for repairs, replacements, or adjustments to meet compliance standards.
- b) **Documentation and Registration**
 - i. Prepare and submit all necessary documentation for the registration of lifting equipment.
 - ii. Coordinate with regulatory bodies to ensure timely registration and compliance with legal requirements.
- c) **Certification Process**
 - i. Develop and implement a certification plan for all lifting equipment.
 - ii. Provide training and support to operators and maintenance personnel on safety and operational standards.



- iii. Schedule and oversee inspections and audits by certified bodies.
 - iv. Address any issues or non-conformities identified during the certification process.
- d) **Post-Certification Support**
- i. Offer ongoing monitoring and support to maintain compliance with certification standards.
 - ii. Conduct periodic re-assessments to ensure continued safety and compliance of lifting equipment.

5. Deliverables

- a) **Assessment Report:** A detailed report on the condition and safety of all lifting equipment, including recommendations for compliance.
- b) **Registration Documents:** Completed documentation and proof of registration with relevant authorities.
- c) **Certification Plan:** A roadmap for achieving and maintaining certification, with specific timelines and milestones.
- d) **Training Materials:** Customized training resources for staff on lifting equipment standards and safety practices.
- e) **Final Certification:** Official certification of all lifting equipment by recognized bodies.

6. Timeline

The consultancy services are expected to be completed within 2 months from the start of the contract. A detailed timeline with specific milestones will be agreed upon with the selected consultant.

7. Qualifications and Experience

The ideal consultant should possess:

- i. Extensive experience in the assessment, registration, and certification of lifting equipment.
- ii. Knowledge of national and international safety standards related to lifting equipment.
- iii. Strong project management and communication skills.
- iv. Proven track record of successful consultancy projects in similar industries.

8. Proposal Submission Requirements

Interested consultants should submit a proposal that includes:

- a) **Company Profile:** Overview of the firm's qualifications and experience in similar projects.
- b) **Methodology:** A detailed approach to how the assessment, registration, and certification will be conducted.
- c) **Work Plan:** A proposed timeline with key milestones.
- d) **Team Composition:** Information on key personnel, their qualifications, and their roles in the project.



- e) **Cost Proposal:** A detailed budget, including fees, expenses, and other associated costs.
- f) **References:** At least three references from previous clients for similar projects.

PART 2:

PROPOSAL PREPARATION PROCEDURES

Any resulting contract shall be subject to the terms and conditions detailed in this Request for Proposal. IDI reserves the right to add any terms and conditions in the resultant contract.

Preparation of Proposals:

You are requested to prepare your proposal by completing and returning:

- a) The Bid Submission sheet;
- b) Documented evidence indicating your eligibility as a firm/ partnership (MOU & Articles of Association, Trading License, Certificate of Incorporation, applicable certificates of membership or affiliation to professional and regulatory bodies or authorities);
- c) Tax registration and compliance documents;
- d) Proof of performance of similar assignments with other organizations;
- e) Proof of relevant training and qualification;
- f) Any other relevant information that you may deem important for submission to IDI in response to this RFP;

Sealing and marking of Proposals:

Proposals should be sealed in TWO separate envelopes, clearly marked with the subject of procurement and a sub-heading on each envelope indicating "Technical Proposal" and another "Financial Proposal". Envelopes should be sealed in such a manner that opening and resealing cannot be achieved.

The proposals should include services to run for Two (2) months.

PART 3:

PROPOSAL EVALUATION AND AWARD CRITERIA

Opening of Proposals;

The bids will be opened and evaluated by the IDI select committee and bidders shall be informed of the results within 2 weeks after the deadline of submission of bids. If no feedback is received within this period, please do not hesitate to contact us.

Evaluation Criteria:

Proposals will be evaluated based on the following:

- a) Experience and qualifications of the consultancy firm.
- b) The proposed methodology and its alignment with project objectives.
- c) Feasibility and detail of the work plan.
- d) Cost-effectiveness of the proposal.



- e) Feedback from provided references.

Right to Reject:

The Institute reserves the right to accept or reject any Proposal or to cancel the bidding process and reject all Proposals at any time prior to contract award.

PART 4:

STATEMENT OF REQUIREMENTS/SCOPE OF WORK

The lifting equipment to be assessed and certified shall include;

1. A 5-level lift at MKC building
2. Forklift at the warehouse
3. Pallet Jack at the warehouse

10. Submission Instructions

Proposals must be submitted to IDI reception located at MKC Building, Makerere University, **NOT LATER THAN** 4pm Friday 30th August 2024.

Your bid(s) should be addressed to the undersigned at the address below.

Emily Akankwasa

Procurement Officer

Infectious Diseases Institute — Knowledge Centre Building, Makerere University Main Campus

P.O. Box 22418 | Kampala | Uganda

Email: eakankwasa@idi.co.ug

Tel: 0312 211422/0781248404

PART 5:

BID SUBMISSION SHEET

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

Proposal addressed to:

Date of Proposal:

Subject of procurement:

1. We offer to provide the said service in accordance with the terms and conditions stated in your Request for Proposal referenced above.
2. We confirm that we are eligible and meet the eligibility criteria specified in part 2 & 3
3. We undertake to abide by the code of ethical conduct for bidders and providers during the procurement process execution of any resulting contract.
4. Having read and understood the scope of work and having obtained all the requisite information affecting this Bid, I/We the undersigned hereby offer to execute and complete



the whole of the said consultancy for the Sum of: UGX (in figures) UGX (in words)

5. The validity period of our Proposal is _____ months from the time and date of the submission deadline.
6. We confirm that the fees quoted in the activity schedule are fixed and shall not be varied during the period of execution of services.
7. We confirm that our firm is not under any form of conflict of interest in responding to this Request for Proposal. We pledge to disclose any form of Conflict of Interest, real or perceived should a situation arise presenting this state.

Authorized for and on behalf of:

Company: _____

Name and position _____

Address: _____

Date: _____