



REQUEST FOR PROPOSALS FOR THE PROVISION OF CONSULTANCY SERVICES IN CORPORATE FITNESS PROGRAM

PART 1 BACK GROUND:

The Infectious Diseases Institute Limited (IDI) is a Ugandan not-for-profit organisation whose mission is to strengthen health systems in Africa, with a strong emphasis on infectious diseases, through research and capacity development.

IDI has six operational areas through which it works to achieve its mission: Prevention, Care and Treatment, Training, Health Systems strengthening, Research, Global Health Security and Laboratory services.

The institute intends to establishment a corporate fitness program at Infectious Diseases Institute to enhance the health and well-being of its employees and promote a culture of physical exercise, good health and wellness within the organization.

PURPOSE:

IDI seeks a competent firm to provide a corporate fitness program to enhance the health and well-being of its employees and promote a culture of physical exercise, good health and wellness within the organization.

The consultant shall organize and lead the corporate fitness program as scheduled in the table below.

PROGRAM ACTIVITY SCHEDULE:

	Program activity	Occurrence	Timeframe	Location
1.	Fitness classes (Zumba & aerobics)	Monday	One hour (5-6)	Mulago
2.	Fitness classes (Zumba & aerobics)	Tuesday	One hour (5-6)	Makerere
3.	Fitness classes (Zumba & aerobics)	Wednesday	One hour (5-6)	Mulago
4.	Fitness classes (Zumba & aerobics)	Thursday	One hour (5-6)	Makerere

This fitness program shall be conducted twice every week at each site (Mulago and Makerere offices) and shall be led by a professional instructor for safety and healthy exercising.

The contractor may engage the teams to guide on eating and feeding habits with support of a nutritional expert.



PART 2: PROPOSAL PREPARATION PROCEDURES

Any resulting contract shall be subject to the terms and conditions detailed in this Request for Proposal. The Institute 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:

- The Bid Submission sheet;
- 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)
- Tax registration and compliance documents,
- Proof of performance of similar assignments with other organizations.
- Proof of relevant training and qualification in fitness program
- 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 one year (12 months) renewable contract subject to the institute’s assessment and availability of funds.

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:

The evaluation of Proposals shall follow the criteria listed below:

1. Preliminary evaluation to determine eligibility (as described above) and administrative compliance of this RFP.
2. Evidence of experience in fitness program (number of years in service, clients served, etc.)
3. Qualification of trainers including their training in fitness program and experience in delivering training and implementation fitness program plus other relevant academic and professional trainings.
4. Compliance and adherence to the stated scope of work.
5. Proposed budget, applicable taxes, and all associated costs to carry out the fitness program.
6. Applicable commercial terms to the proposal submitted.

NOTE: Proposals that do not meet the eligibility criteria (PART 2) above shall be eliminated and shall not be considered for subsequent stages of the evaluation.

Best evaluated bid:

Proposals will be evaluated by a select committee and where there is no outright best evaluated firm, the top qualifying firm(s) may be requested to make a presentation to the committee.

There is no express or implied obligation for IDI to reimburse responding firms for any expenses incurred in preparing proposals or presentations in response to this request for proposal or through the entire bidding process.

The best evaluated firm shall be one which is eligible and substantially responsive to the evaluation criteria stated above and shall be recommended for award of contract.

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

Corporate fitness program Implementation:

- Together with the OHSE Team/champions review the context of the organization, identify the needs and expectations of interested parties, determine the scope of the trainings and exercises to be conducted.
- Build the culture of body exercising/physical exercise, good health and healthy eating among the staffs and encourage self-exercising.

Expected outcomes of the corporate fitness program.

1. IDI Staff have enhanced knowledge in corporate fitness program.
2. IDI Staff have adopted the culture of safe exercising and healthy eating.
3. IDI Staff have full participation in the corporate fitness program.

Deadline and Place of Submission of bids;

Bids shall be submitted to IDI reception located at MKC Building, Makerere University,

NOT LATER THAN 4pm Tuesday 18th June 2024.

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

Emilly Akankwasa

Procurement Officer

Infectious Diseases Institute — Knowledge Centre Building, Makerere University

Main Campus

P.O. Box 22418 | Kampala | Uganda

Email: ekankwasa@idi.co.ug



PART 6: 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) per Month.
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: _____