

In partnership



## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: <i>RFQ/FSME/SAYE/001/25</i>	Date: 13 <sup>th</sup> March 2025
<b>Request for Quotations for the Provision of Snacks (62,000 units) during the Mapping, profiling, group formation and training of MSE groups in team building, group dynamics, gender safeguarding and mindset change.</b>	

### SECTION 1: REQUEST FOR QUOTATION (RFQ)

The Federation of Small and Medium Enterprises kindly requests your quotation for the provision of services as detailed in Annex1 of this RFQ.

This Request for Quotation comprises the following documents:

- Section 1:** This request letter
- Section 2:** RFQ Instructions and
- Annex 1:** Schedule of Requirements
- Annex 2:** Quotation Submission form

When preparing your quotation, please be guided by the RFQ Instructions. Please note that quotations must be submitted using Annex 2: Quotation Submission, by the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations. Issued by:

Name: Peter Sebiweke  
Title: Ag. Head, Procurement and Disposal Unit  
Date: 13<sup>th</sup> March 2025

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Introduction</b>	<p>Bidders shall adhere to all the requirements of this RFQ, including any amendments made in writing by FSME. This RFQ is conducted in accordance with the FSME's Procurement guidelines and Code of Ethics.</p> <p>Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid. FSME is under no obligation to award a contract to any Bidder as a result of this RFQ.</p> <p>FSME reserves the right to cancel the procurement process at any stage without any liability of any kind for FSME, upon notice to the bidders or publication of cancellation notice on the FSME website.</p>
<b>Deadline for the Submission of Quotation</b>	<p><b>17<sup>th</sup> of March 2025, 05:00pm</b></p>
<b>Method of Submission</b>	<p>Quotations must be submitted by Courier / Hand delivery to the address below:</p> <p><b>Bid submission address:</b></p> <p>FSME Head Office  Plot 43, Stretcher Rd, Ntinda, Kampala  Or BDS Centre, Mafubira Jinja</p>
<b>Cost of preparation of quotation</b>	<p>FSME shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.</p>
<b>Supplier Code of Conduct, Safeguarding, Fraud, Corruption,</b>	<p>All prospective suppliers must read and sign FSME's Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the FSME. Moreover, FSME strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of FSME vendors and requires all bidders/vendors to observe the highest standard of ethics during the procurement process and contract implementation. FSME's Anti-Fraud Policy can be found at <a href="http://www.fsmeuganda.org">http://www.fsmeuganda.org</a></p>

<b>Gifts and Hospitality</b>	Bidders/vendors shall not offer gifts or hospitality of any kind to FSME staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches, dinners or similar. In pursuance of this policy, FSME: (a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a FSME contract.
<b>Conflict of Interest</b>	<p>FSME requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to FSME if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified</p> <p>Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of FSME staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.</p>
<b>Special Conditions of Contract</b>	<input checked="" type="checkbox"/> Cancellation of PO/Contract if the delivery/completion is delayed by 30 days. <input checked="" type="checkbox"/> Liquidated damages: Will be imposed under the following conditions: Percentage of contract price per day of delay: 0.2%. Max. no. of days of delay: 30 days.
<b>Eligibility</b>	<p>A vendor who will be engaged by FSME may not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to FSME whether they are subject to any sanction or temporary suspension imposed by these organizations. Failure to do so may result in termination of any contract or PO subsequently issued to the vendor by FSME.</p> <p>It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by FSME. Bidders must have the legal capacity to enter a binding contract with FSME and to deliver in the country, or through an authorized representative. A certificate of Incorporation and/or Memorandum of Association, as well as, a company profile should be attached to the Quotation.</p>
<b>Currency of Quotation</b>	Quotations shall be quoted in UGX

<b>Joint Venture, Consortium or Association</b>	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between FSME and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture, Consortium or Association.
<b>Only one Bid</b>	The Bidder (including the Lead Entity on behalf of the individual members of any Joint Venture, Consortium or Association) shall submit only one Bid, either in its own name or, if a joint venture, Consortium or Association, as the lead entity of such Joint Venture, Consortium or Association. Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following: a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or b) they have the same legal representative for purposes of this RFQ; or c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this RFQ process. d) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or e) some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this RFQ process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
<b>Duties and taxes</b>	The Service Provider will be responsible for the declaration of the income received for Income tax purposes. Therefore, the Service Provider will be required to submit a valid Tax Identification Number.
<b>Language of quotation</b>	English
<b>Documents to be submitted</b>	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Signed supplier Code of Conduct form <input checked="" type="checkbox"/> Annex 4: Signed conflict of interest declaration form <input checked="" type="checkbox"/> Annex 5: Sanctions declaration form <input checked="" type="checkbox"/> Company Profile. <input checked="" type="checkbox"/> Proof of five years of experience in the event management organization industry <input checked="" type="checkbox"/> Registration certificate. <input checked="" type="checkbox"/> TIN certificate.
<b>Quotation validity period</b>	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.

<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted
<b>Alternative Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of deliverables and payment documentation. <input type="checkbox"/> Other
<b>Conditions for Release of Payment</b>	<input checked="" type="checkbox"/> Milestone based payment based on the delivery of stated goods. <input checked="" type="checkbox"/> Written Acceptance of Goods, Services and Works, based on full compliance with RFQ requirements <input type="checkbox"/> Others [pls. specify]
<b>Contact Person for correspondence, notifications, and clarifications</b>	E-mail address: <a href="mailto:procurement@fsmeuganda.info">procurement@fsmeuganda.info</a> <b>Attention: Quotations shall not be submitted to this email address but to the address for quotation submission above. Otherwise, the offer shall be disqualified. Any delay in FSME's response shall be not used as a reason for extending the deadline for submission, unless FSME determines that such an extension is necessary and communicates a new deadline to the Proposers.</b>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 2 days before the submission deadline.
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The Contract will be awarded to the lowest price substantially compliant offer <input type="checkbox"/> Other
<b>Evaluation criteria</b>	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Having the track record in providing snacks. <input checked="" type="checkbox"/> Having experience in organizing and managing youth events/workshops
<b>Right not to accept any quotation</b>	FSME is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, FSME reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

<b>Type of Contract to be awarded</b>	<input checked="" type="checkbox"/> Purchase Order <a href="#">Framework Contract</a> (Goods and-or Services) (this is utilized for a Long-Term Agreement) and if an LTA will be signed, specify the document that will trigger the call-off. E.g., PO,
<b>Expected date for contract award.</b>	<b>31<sup>st</sup> of March 2025</b>
<b>Publication of Contract Award</b>	FSME will publish all contract awards valued at USD 50,000 and more on the FSME Website.
<b>Policies and procedures</b>	This RFQ is conducted in accordance with <a href="#">FSME Procurement Policies, Code of Ethics and Gender/Safeguarding Policies</a>

## **ANNEX 1: Schedule of Requirements**

### **1.0 BACKGROUND**

#### **1.1 About the Federation of Small and Medium-Sized Enterprises-Uganda**

The Federation of Small and Medium Enterprises-Uganda (FSME) is the umbrella body for Micro, Small and Medium Enterprises in Uganda that plays a pivotal role in creating a robust and conducive business environment for small and medium businesses in Uganda. It is a not-for-profit membership association, registered as a company limited by guarantee. The Mission of the FSME is to equip MSMEs for success and growth, by ensuring that there is a conducive environment for business and access to quality business development services. The strategic priorities of FSME for the period 2020-2025 are: to build a healthy entrepreneurial ecosystem and advocate for a conducive business environment for the growth of MSMEs, to increase the competitiveness of MSMEs in Uganda by addressing constraints in financing, entrepreneurship, technical skills, value chains and access to markets, to support the post COVID-19 recovery and resilience of MSMEs through digital transformation and to promote the inclusion of women, youth and other marginalized groups in the association's programs and structures.

#### **1.2 About the SAYE Project:**

The Federation for Small & Medium Enterprises (FSME) is part of a consortium implementing a 5-year project led by Heifer Project International in partnership with Master card Foundation under its program the Young Africa Works. The project seeks to improve socio-economic wellbeing and resilience of young people in the Busoga sub-region by 2029. The project will focus on four intervention areas: skills development, equitable access to markets, innovative and inclusive finance and creating an enabling environment to realize desired outcomes. The project target is to reach 250,000 young people between 16-35 years (70% females and 3% youth with disabilities). FSME will deliver on two major outcomes: Increased growth of youth-led agriculture and service-based enterprises; and Increased participation of youth in decision making, resource allocation, and utilization focusing on two intervention areas: Access to Market and the Enabling Environment to realize the desired outcomes. The consortium is composed of Heifer Project International, The Consortium for Enhancing University responsiveness to Agribusiness Development Limited (CURAD), The Federation for Small & Medium Enterprises (FSME) Financial Sector Deepening Uganda (FSDU) and ASIGMA group. In Year 2 of the project, FSME is mapping, profiling, supporting micro enterprises to form groups, setting-up group governance structures and training youth owned MSEs in team building, group dynamics, gender safeguarding and mindset change.

#### **1.3 Quotation for the Provision of Snacks**

As part of the above-mentioned activities, FSME is seeking a provider of snacks for the above mentioned trainings targeting 31,000 youth. Snacks will be provided on two separate days across 100 Wards/Town Councils in 11 districts of Busoga sub-region.

#### **1.4 Delivery location**

100 Wards/Town Councils in 11 districts of Busoga sub-region.

#### **1.5 Requirements**

<b>S/NO</b>	<b>Item</b>	<b>Description</b>	<b>Quantity</b>
1	Snacks-Cake/Biscuit/Banana	<b>Medium-size</b>	31,000
2	Soda/Water	Plastic soda-300 mgs	31,000

### 1.6 Key Milestones and Deliverables

<b>Milestone number</b>	<b>Milestone description</b>	<b>Payment</b>
LPO 1	Signing of Contract	<b>Immediate</b>
LPO 2	20,000 units of snacks delivered	35%
LPO 3	30,000 units of snacks delivered	45%
LPO 4	12,000 units of snacks delivered	20%

### 1.7 Key Reporting

The Vendor will report to and work under the guidance of the Administrative Assistant-SAYE.





## ANNEX 1: QUOTATION SUBMISSION FORM

*Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their quotation along with Annex 2: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:		
RFQ reference:		Date:

### Company Profile

Item Description	Details
Legal name of bidder or Lead entity for JVs	
Legal Address, City, Country	
Website	
Year of Registration	
Legal structure	
Are you a prequalified vendor with FSME?	<input type="checkbox"/> Yes <input type="checkbox"/> No      If yes,
Do you have a valid Registration Certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your Company possess five years' experience in supplying snacks?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Does your organization demonstrate significant commitment to sustainability through some other means, for example internal company policy documents on youth and women empowerment, renewable energies or membership of trade institutions promoting such issues ( <i>If yes, provide a Copy</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Bank Information	Bank Name: Bank Address: IBAN: SWIFT/BIC: Account Currency: Bank Account Number:			
<b>Previous relevant experience: 3 contracts</b>				
<b>Name of previous contracts</b>	<b>Client &amp; Reference Contact Details including e-mail</b>	<b>Contract Value</b>	<b>Period of activity</b>	<b>Types of activities undertaken</b>

**Bidder's Declaration**

Ye s	No	
<input type="checkbox"/>	<input type="checkbox"/>	<b>Requirements and Terms and Conditions:</b> I/We have read and fully understand the RFQ, including the RFQ Information and Data, Schedule of Requirements, and any Special Conditions of Contract. I/we confirm that the Bidder agrees to be bound by them.
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm that the Bidder has the necessary capacity, capability, and necessary licenses to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Ethics:</b> In submitting this Quote I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor; has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFQ; has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.

Ye s	No	
<input type="checkbox"/>	<input type="checkbox"/>	I/We confirm to undertake not to engage in proscribed practices, or any other unethical practice, with FSME or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the FSME and we have read the FSME Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to FSME.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Conflict of interest:</b> I/We warrant that the bidder has no actual, potential, or perceived Conflict of Interest in submitting this Quote or entering a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFQ process the bidder will report it immediately to the Procuring Organization's Point of Contact.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Prohibitions, Sanctions:</b> I/We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium members or subcontractors or suppliers for any part of the contract is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists and have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Bankruptcy:</b> I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Offer Validity Period:</b> I/We confirm that this Quote, including the price, remains open for acceptance for the Offer Validity.
<input type="checkbox"/>	<input type="checkbox"/>	I/We understand and recognize that you are not bound to accept any Quotation you receive
<input type="checkbox"/>	<input type="checkbox"/>	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

\_\_\_\_\_

Name:

Title:

Date:

**ANNEX 2: FINANCIAL OFFER - GOODS**

*Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 1: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:		
RFQ reference:		Date:

Currency of the Quotation: <a href="#">Click or tap here to enter text.</a>					
Item No	Description (L-W-H)	UOM	Qty	Unit price	Total price
1			1		
				Total Price	
				VAT (18%)	N/A
				WHT (6%)	N/A
				Other Charges (specify)	
				<b>Total Final and All-inclusive Price</b>	

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

Company Name

Address:

Phone No.:

Email Address:

Authorized Signature:

Date:

Name:

Functional Title of Authorized  
Signatory:

Email Address: