

**THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS ACT, 2003**  
**RECORD OF MINUTES OF PRE-PROPOSAL CONFERENCE MEETING**

Code of Procuring and Disposing Entity		Procurement Reference Number		Sequence number
		Supplies/Works/Non-consultancy services	Financial year	
MAAIF- NOSP		CONS	2024-2025	00026
<b>Particulars of Procurement</b>				
<b>Subject of procurement</b>		<b>Procurement of Consultancy Services for Agribusiness Development Service Provision (PSP) in the districts of Namayingo, Bugiri, Jinja, Iganga, Mayuge, Bugweri, Buyende Namutumba, Kaliro, Luuka and Kamuli (Busoga sub region).</b>		
<b>Location of Pre-bid Meeting</b>		MAAIF Tent		
<b>Date and time of Meeting</b>		29 <sup>th</sup> April, 2025 at 10:00AM		
<b>Agenda</b>		1. Prayer 2. Introduction 3. Remarks from Chairperson 4. Questions and Responses 5. Closure		
<b>Minutes</b>				
<b>2025/04-29/01: Introduction</b>				
Prayer was led by Ms. Penelope Kameri – Procurement and Contracts Manager - NOSP				
<b>2025/04-29/02: Introduction</b>				
Self- introduction was made by all members present including MAAIF staff.				
<b>2025/04-29/03: Remarks from Chairperson</b>				
The meeting was chaired by Ms. Phionah Ninsiima. The Chairperson called the meeting to order at 10:00am. She thanked all the prospective bidders for turning up for the pre-proposal meeting whose aim was to seek clarification on the Request for Proposal document issued for the Consultancy Services. She further assured the members present that all issues raised and clarifications will be communicated in writing to all potential bidders and requested all members present to register on the attendance list. In addition the chairperson informed members this is a retender of the procurement process for the consultancy services for Agri Business Service Provision in Busoga sub region.				



2025/04-30/04: Questions and Responses	
Record of Pre-bid Meeting Minutes	
Question asked	Response given
1. Apart from the bidding documents, are there any other documents that one could have missed on the website?	Only the issued proposal document is the only document that is posted on the website and incase of any addendum or any additional information to bidders, these will be communicated and posted on the website for the bidders to access
2. Is there any minimum or maximum expectation on the deliverables especially in terms of performance?	Required experience by the consultancy firms is included in the issued proposal document and the deliverables for this assignment are clearly stated in the Terms of Reference for this assignment.
3. Shall there be seed loans?	NO. No seed loan will be given by the PSP to the beneficiaries except as explained below. The successful firm is expected to only provide demonstration materials both at LSB level and grain production level with farmer groups/cooperatives. However, the firms are free to link the project beneficiaries with Value Chain actors offering such services for example like at the Cluster MSP level, there may be various actors with such services. It is very important that the beneficiaries understand the terms and conditions in such arrangements.
4. What are our expectations on the TORs	The Terms of Reference in the proposal document are clear and give details on the Tasks to be handled and they do reflect the entire value chain in oil seed production.
5. Has the project done any baseline or gap analysis for farmer groups and how can the reports be accessed?	The project has so far conducted the baseline study as well as the value chain mapping assessment. Reports are available. The information can be provided upon request.





6. Will there be insurance services?	The credit and finance officer who is among the staff of the Consultant will be expected to identify providers of such services in the cluster or region or even at national level and link the beneficiaries. However, awareness creation and trainings must be offered for the beneficiaries to understand the service very well and not be taken advantage of.
7. Is it possible to include an operation permit apart from a Trading License?	For nonprofit making companies like NGOs, Operational Permits can be submitted instead of a trading License
8. Can the bids both Technical and Financial be combined together?	NO. Financial proposals should be sealed and labelled separately and Technical Proposals should be sealed and labelled separately and thereafter both envelopes placed and sealed in one envelope that will be submitted.
9. How many extension staff will be needed in the region? How come they were not awarded marks as seen in the RFP advertised?	As a selected bidder you shall be expected to recruit Eleven (11) people each per district as indicated in ITC 15.2(c). The Consultant will be required to submit workplans and budgets to cater for them. Additionally, you are also required to recruit CBFs for each sub county. Hence 55 in total for this sub region. These two categories will be recruited immediately as the successful bidder signs off the contract.
10. In consortium is it necessary for leading company to give Powers of attorney.	Yes. The leading company should give Powers of attorney to the representative authorized to sign documents on behalf of the consortium Please refer to ITC 20.2
11. Should the partners process new powers of attorney	Please note that this is a new procurement process and written registered powers by Uganda Registration Services Bureau or notarized powers of attorney shall be required.
12. How many copies should be submitted	Please refer to ITC 20.3 for details of the number of copies required i.e. a) 1 original for technical proposal and one original for financial proposal b) 3 Copies for technical proposal and 3 Copies of financial proposal
13. Is the call for proposals open to all organizations to companies limited by shares?	Yes, the proposal is open to all eligible providers.



14. If the firms are in a joint venture, should each partner present the eight Contracts	No, Please refer to the requirement on qualification table 1.5.4.1 and 1.5.4.2 where all members combined in the joint venture must meet the minimum requirement under experience.
15. Evidence of certified financial statements	Two (02) Requirements to support the financial capacity of the consultant, include: a) <b>Certified audited financial statements for the last three Years (2021, 2022 and 2023).</b> This supersedes the requirement under form TECH 2A i.e Certified financial statements for the last three years supported by tax returns, evidence of financing dedicated for the implementation of the services as attested by an authorized representative of the consultant and Bank Statement in the qualification table 1.5.3 Historical financial performance, under documentation required item. b) <b>A Valid Tax Clearance certificate (TCC) or equivalent</b>
16. If the TCC submitted is not addressed to Ministry of Agriculture, Animal Industry and Fisheries, (MAAIF), will it qualify	Yes, as long as it is Valid
17. Should the CVs of the Key Personnel be signed by One Party.	No. the CVs of the Key Personnel <b>Must be signed by both the Authorized Representative of the consultancy firm and the key personnel</b>
18. Is there a threshold on the budget? Combined what is the highest and lowest figure?	The project does not provide any figures /thresholds for the assignment. As a Consultant you are expected to cost your proposal in line with the scope of services to be undertaken in the assignment based on your experience in doing similar work.
<b>2025/04-29/01 - Closure.</b> The chair once again thanked the present bidders for their attendance and taking interest in the procurement process and urged the members to take the shared minutes as the final communication. He further guaranteed transparency in the process. The chair closed the meeting at 12:00 pm	

Certification of minutes as a true record of the proceedings of the meeting:

Position: Secretary of the meeting

Name: Penelope Kameri



Procurement and Contracts Manager.

Position: Chairperson of the meeting

Phionah Ninsiima



Value chain Team Leader.