

FORM 10

Regulation 50 (5)

THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS ACT, 2003
RECORD OF MINUTES OF PRE-BID MEETING

		Procurement Reference Number		
Code of Procuring and Disposing Entity	Supplies/Works/Non-consultancy services	Financial year	Sequence number	
MAAIF	SUPLS/ SRVCS	2025-2026	00026-63	

		Particulars of Procurement	
Subject of procurement	PROCUREMENT OF ASSORTED FRAMEWORK CONTRACTS FOR A PERIOD OF TWO YEARS		
Location of Pre-bid Meeting	Ministry Tent		
Date and time of Meeting	17 TH March, 2026 at 10:00Am		
Agenda	<ol style="list-style-type: none"> 1. Introduction 2. Remarks from Chairperson 3. Questions and Responses 4. Adjournment 		
Minutes			
2026/17-03/01: Introduction			
Self- introduction was made by all members present including MAAIF and the participating bidders.			
2026/17-03/02: Remarks from Chairperson.			
The meeting was chaired by Ms. Kyamanywa Aisha, PAS/F&A 2. The Chairperson called the meeting to order at 10:03am. She thanked all the prospective bidders for turning up for the pre-bid meeting which is a key requirement in the procurement process. she informed bidders that the purpose of the meeting is to listen to issues being raised by bidders as per the advert and bidding document and give clarifications and guidance regarding the issues raised and the entire bid submission process. However, she noted that majority of bidders had turned up for the meeting. The chair then called upon the present bidders to bring forward their questions and comments regarding the advert and bidding documents being provided for further clarification and guidance.			

2026/17-03/03: Questions and Responses		Record of Pre-bid Meeting Minutes	
	Question asked		Response given
1.	Do you give contracts to individuals or companies?	Yes, contracts can be awarded to both individuals and incorporated companies.	
2.	Some quantities are overstated; (Cleaning services)	A site visit should be conducted to verify and harmonize requirements before bidding.	
3.	Does a bid comprise of lots and is each lot paid for independently?	Each lot is treated as a separate bid. Payment of UGX 100,000 covers a bid.	
4.	Do special interest groups (SIGs) pay for the bid document?	Yes, Special Interest Groups are required to pay for the bidding document.	
5.	Is it possible for the documents to be posted?	Bidders are permitted to inspect the bidding document at the Procuring and Disposing Entity (PDE) PDU Offices.	
6.	Specific brands are mentioned in the lots for the procurement of Laboratory Equipment and Supplies	Where the brand were mentioned, it was because the mother equipment require specific brand.	
7.	LOT 3 Item No 3 Analytical balance Kindly note there is no balance that will give you a readability of 0.01mg that goes up to 520g (Readability of 0.1mg) in combination. The maximum in combination is to 220g. Is this acceptable to you?	Dual not required, supply 0.1mg to 500g	
8.	Item No 4 Haematocrit centrifuge Do you require tubes with the centrifuge?	No, we do not require capillary tubes because they are a separate item	
9.	Item No 7 Metallic lockable cabinet What dimensions or size do you require?	Approximately 1320 x 460 x 620 mm	
10.	Item No 11 High Performance Liquid Chromatography The following are needed for sample prep and to run the machine. Kindly let us know if we should include them, membrane filtration assembly, columns, nylon and syringe filters, ultrasonic bath	Yes, supply the equipment with the following: Membrane filtration assembly with vacuum pump, a pack of columns, Nylon syringe filters 100 pcs of each, ultrasonic bath, 9L	

11.	Item No 15 Conventional Laboratory Incubator Most incubators go to 70 degrees. Is this suitable?	Yes, 70 degrees is ok
12.	Item No 16 Hot Air Oven Kindly confirm max temperature. Ovens go above 100 degrees. The temperature listed is for an incubator. You have mentioned compartments. Is this necessary? What size in litres do you require?	Yes, the temperature listed was indeed an error, Consider Oven temperature; maximum temperature of 300 degrees Celsius, yes, compartments are necessary at least 4 compartments, 250 litres required
13.	Kindly note this lot has items from various specialties. It has standards and Test kits which are consumables. Then major equipment specialized equipment such as HPLC. They should be in a separate LOT to allow the suitable experienced bidders to quote for such specialized systems. Not all bidders will be able to cover all items.	The items that form standards and kits which are consumables as part of LOT 3 were a repetition by error of LOT 1. The items will be deleted from LOT 3
14.	Items 34-44 do not have quantities provided in the bidding document for furniture.	The quantities for these items will be revised and updated.
15.	The annual turnover requirement for Lot 1 is unrealistic for the procurement of Tree seeds and	The turnover requirement will be reviewed. Note: Nursery certificates of inspection for seedling premises are required.
16.	Will the bids be valid up to 2027?	Prices must remain valid for the period specified in the bidding document. However, this a framework contract for a period of 2 years. And it becomes effective from the date of contract signature.
17.	Can turnover be revised to enable SIGs to bid for the procurement of Tree seeds and Seedlings?	The entity has withdrawn the issue of turn over for seedlings: All nurseries must be registered inspected and issued with a certificate.
18.	Must I supply stationery to all ten points?	Yes, the provider is expected to supply stationery to the designated points if stated in the call-off order.
19.	Tyres are repeated and stated as "TL" and "T".	These represent unique specifications (Tubeless vs Tube-type). Bidders must quote according to specific brands.
20.	ITB 11.1: Should samples be submitted for each item?	Samples are not required.
21.	Will the payment be considered for specific lots?	Already answered above



22.	Regarding PPEs and Knapsack pumps: Should we quote for branding?	Bidders are advised to bid following specifications
23.	How do you cater for imported items and USD fluctuations?	All contracts shall be conducted in UGX. Bidders should factor in potential exchange rate fluctuations in their pricing.
24.	Is there a penalty for delays caused by Force Majeure?	Bidders must communicate immediately to the Entity if a delay occurs due to Force Majeure.
25.	How will MAATF identify Special Interest Groups (SIG)?	Bidders must attach a valid certificate of registration issued by the PPDA to special interest groups.
26.	Minimum number of call-off orders?	The law provides for minimum requirements; these will be adhered to under the framework.
27.	Clarification on Framework status.	This is a framework contract for a period of two (2) years.
28.	What is the bid submission deadline?	The deadline for bid submission is as per the bidding document
29.	What if a bidder does not have a "mother garden"?	The source of the seedlings must be declared and supported by relevant documentation.
30.	Is the certificate for Agricultural chemicals board required for supply of seedlings (TTB 1.1h)?	No but a certificate for nursery inspection shall be required
31.	Is bid security required?	No.
32.	As per Bid Data Sheet, TTB 1.1(h) (viii) Audited report is required for 2025.2024 and 2023. In this case, our financial year has just closed on December 2025 and as per law it is still under time line for URA Audit. Can we submit audited account report for 2024,2023 and 2022?	Yes, you can
33.	All printed items are fully customized and some the item specification in the bid document are incomplete, so please provide hard copy and soft copy to calculate perfect unit cost per item, as early possible in this week because bid submission date is 31.03.2026 samples are available for review	Bidders who applied for Provision of Printing Services may view / inspect the samples of books for Printing at Ministry of Agriculture, Animal Industry and Fisheries – Procurement and Disposal Division.



34.

Please provide QTY and exact customized design under printing.

Procurement Ref: MAAIF/SUPLS/2025-2026/00054.
Part 2 Section 6 of the Bidding document gives clarity on the following:

LOT 1		
C. Branded Coffee Pouches	Provide quantities for the branded coffee pouches	2,000
F. Milk Tank Stickers	What is the exact size needed since A5 is smaller than the quoted 61x 86cm	The size needed is A5 Sample available for review
LOT 2		
C. Farmers Register	How many pages/sheets	50 pages
D. Cess Payment Receipt Books	How many pages/sheets	50 pages
E. General Receipt Books	How many pages/sheets	50 pages
F. Cess Payment Certificate books	Cess Payment Certificate books	50 pages
G. Lint Quality Certificates Books	How many pages/sheets	50 pages
H. Headed Wrapping paper	Is this to be printed on as size is very big	50 Sheets Yes, Sample available for review
I. Sample Analysis Request Form	what is the size How many carbon copies? duplicate, triplicate	A4, Booklet type with leaflets, on self-carbonated page per paper (100 original paper and 100 duplicate carbon copies)
J. Certificate of Analysis	How many pages and carbon copies?	Certificate based material, Size A4. No carbon papers 1,000 Sheets

Please provide QTY and exact customized design under printing.

K. Sample Receipt Book	How many pages and carbon copies	Book type, hard cover, Serialized pages, no Carbon copy, should be tough to withstand tear. 300 pages
L. Test Results Book	How many pages and carbon copies	Book type, no carbon copy, hardcover, serialized pages, tough paper type to avoid tear. 300 pages. Size A3
M. Sampling Report Form	How many carbon copies	Self-carbonated page one per page. 100 pages each book (100 pages original paper and 100 pages carbon paper) Labelled covers
N. Milk and Milk Products Report Form	How many carbon copies	Self-carbonated page, one per paper. 100 pages each that is 100 pages original paper and 100 pages carbon copy. Book covers labeled
O. Sample Disposal Logbook	How many pages	300 pages and above, no carbon copy. Hard cover and tough paper to avoid tear
P. Visitors Book	How many pages	100 pages
Q. Note Books	What paper size and pages	A5 and 50 pages
S. Coffee Grading Certificates & Rejection Certificates	What are the quantities needed	3,000
T. Registration Certificates;	paper weight, 80gsm Or 160gsm What is the paper size, A4 quoted is smaller than 51cmx76cm	Response: 160gsm Size is A4



		<table border="1"> <tr> <td>U. Secured Certificates</td> <td>What are the Quantities needed</td> <td>1,800</td> </tr> <tr> <td>Unsecured Certificates</td> <td>What are the Quantities needed</td> <td>1,800</td> </tr> <tr> <td>LOT 3</td> <td></td> <td></td> </tr> <tr> <td>A Security Seals</td> <td>What are the quantities needed</td> <td>2,000</td> </tr> </table>	U. Secured Certificates	What are the Quantities needed	1,800	Unsecured Certificates	What are the Quantities needed	1,800	LOT 3			A Security Seals	What are the quantities needed	2,000
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35	<p>The quantities provided are unrealistic for the procurement Ref: MAAIF/SUPLS/2025/2026/00059 Supply and delivery of assorted acaricides.</p> <p>2026/04-04/04- Adjournment of the Meeting. The chair once again thanked the present bidders for their participation and adjourned the meeting at 12: 15pm</p>	<p>The estimated quantities have been revised to read as follow;</p> <table border="1"> <thead> <tr> <th>number</th> <th>Brief Description of Supplies or Services</th> <th>Estimated Quantity</th> <th>Unit of Measure</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Acaricide</td> <td>5,000</td> <td>Doses</td> </tr> <tr> <td>2.</td> <td>Contagious Bovine Pleuropneumonia (CBPP) Vaccine</td> <td>5,000,000</td> <td>Doses</td> </tr> <tr> <td>3.</td> <td>Lumpy Skin Disease Vaccine (LSD)</td> <td>3,000,000</td> <td>Doses</td> </tr> <tr> <td>4.</td> <td>Combined Anthrax and Black quarter Vaccine</td> <td>3,000,000</td> <td>Doses</td> </tr> <tr> <td>5.</td> <td>Peste des Petits Ruminants (PPR) Vaccine</td> <td>2,000,000</td> <td>Doses</td> </tr> <tr> <td>6.</td> <td>Rabies Vaccine</td> <td>2,000,000</td> <td>Doses</td> </tr> </tbody> </table>	number	Brief Description of Supplies or Services	Estimated Quantity	Unit of Measure	1.	Acaricide	5,000	Doses	2.	Contagious Bovine Pleuropneumonia (CBPP) Vaccine	5,000,000	Doses	3.	Lumpy Skin Disease Vaccine (LSD)	3,000,000	Doses	4.	Combined Anthrax and Black quarter Vaccine	3,000,000	Doses	5.	Peste des Petits Ruminants (PPR) Vaccine	2,000,000	Doses	6.	Rabies Vaccine	2,000,000	Doses
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Certification of minutes as a true record of the proceedings of the meeting:

Name:

Aisha Kuyasa-yus

Position: Chairperson of the meeting

Signature:

[Signature]

Date: 27/03/2026