



**REQUEST FOR PROPOSAL FOR SUPPLY OF MARKETING MERCHANDISE AND
BRANDING MATERIAL**

Release Date: 11th October 2018

1. INTRODUCTION

Uganda Bankers' Association the umbrella body for Commercial Banks is facilitating the roll out Agent Banking through a shared platform supported by agents spread across the country. The platform will enable all agents provide agent banking services to existing customers of all/any of the member banks as well as target/bring on board the unbanked, unserved and underserved segments of the population for financial services.

UBA is now interested in creating awareness of the Agent Banking services across the country through use of various platforms.

- 1.1 Bids are invited from suitably qualified entities for the supply of the items described here under;

SN	ITEM DESCRIPTION	LOT
1	Branded Merchandise	1
2	Branded Signages	2
3	Billboard Rental	3
4	Agency Services – PR & Marketing	4

Solicitation documents are to be collected from their offices;

**Plot 2702 Block 244, Nyangweso Rd, off Kironde Rd Tank hill Muyenga
From 11th October 2018, 8:00am to 18th October 2018 5.00pm, upon
payment of a non-refundable fee of Ugx 100,000 (Uganda Shillings One
Hundred Thousand Only) Per Lot.**

**The method of payment will be to the Uganda Bankers Association
bank details below;**

Bank Name: NC Bank

Branch: Rwenzori Towers

Account Name: Uganda Bankers' Association Limited

Account Number: 3000092532

SWIFT Code: NINCUGKA.

**DEADLINE FOR SUBMISSION IS 18th October, 2018, 5.00pm, LATE SUBMISSIONS WILL
BE DECLINED!**

- Two copies of the proposal documents should be submitted. They should be clearly labeled as PROPOSAL FOR SUPPLY OF THE SELECTED ITEM(S)
 - a) Vendors are required to make a separate quotation/proposal for the selected items.
 - b) Vendors are allowed to quote for either one, two or all lots.
 - c) Due diligence requirements should be allocated an independent section in the proposal submission

- Clarifications regarding any aspects of the RFP should be sought from Uganda Bankers' Association any time before 18th October 2018. Whenever one bidder seeks a clarification, the answer will be sent to all bidders on the provided email addresses recorded at the time of collecting the bid documents. The prospective bidder is solely responsible for providing UBA with the correct contact details for purposes of clarifications.
- Further information can be obtained from UBA – by contacting
The UBA Administration Manager
Telephone No: 0414-343 199
E-mail: secretariat@ugandabankers.org

1.3 The information contained in this document should be retained in strict confidence by the supplier and must not be disclosed to any other party, person or company without prior permission of UBA.

2. REQUIREMENTS

The scope of this request for proposal is to supply and provide support for the above listed items under Lots 1, 2 and 3 above. The different items will be deployed throughout the country with several agents (refer to detailed specifications below).

i. Lot 1 – BRANDED MERCHANDISE

ITEM	DESCRIPTION	QUANTITY
1	T-shirts – Polo/V neck	3,000
2	Branded Ballpoint Pens	3,000
3	Branded Folders (A4)	3,000
4	Branded Caps	3,000

ii. Lot 2:

ITEM	DESCRIPTION	QUANTITY
1	Production and printing of stickers (21.01 x 9.91cm)	2000
2	Boards for Agent Locations with slots for stickers for various logos (60 x 90cm)	2,000
3	Cobranded signages (1 x 3m)	2,000
4	Retail Signage with Agent banking logo in circle form (50 x 50cm)	2,000

iii. Lot 3: Billboards

ITEM	DESCRIPTION	QUANTITY
1	Billboards rental (Central, East, West & North)	8

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iv. Lot 4: Agency Services – PR and Communications

Prospective suppliers will share proposals in line with the terms of reference that can be accessed from the UBA offices.

3. OVERALL RESPONSIBILITY

The supplier agrees to take overall responsibility for any services subcontracted, which means the supplier as the main contractor is fully responsible for all obligations, regardless whether third parties or the supplier himself carries them out.

4. PRICING

The prices quoted must be inclusive of all taxes and applicable government duties. Prices should be quoted in Uganda Shillings and must be valid for a minimum of 90 days.

5. DELIVERY

(a) Delivery details

The location is specified by UBA in the tender document. In all cases, the delivery period should not exceed agreed timelines after receiving the confirmed order. **The vendor is also required to indicate if the equipment is available ex-stock.**

(b) Delivery and Inspection

For ALL supplies, goods will be inspected on Delivery and any deviations from the agreed requirements will be rejected outright. However, any secondary observations of defective items supplied, after the delivery has been signed off, will be referred to supplier to remedy, prior to processing payment.

(c) Risk of Loss

The supplier covers all risks of loss and damage, until the items have been delivered to the premises of UBA. Once the items have been inspected and received, the responsibility is transferred to UBA.

6. DELAYED DELIVERY CAUSED BY THE SUPPLIER

In case the items cannot be delivered on time, UBA reserves the right to cancel the order. The supplier has to provide the following to ensure delivery on time.

(a) Expected delivery time lines with specific ETA at clients premises.

8. GUARANTEES FOR SUPPLY OF REPLACEMENT OF DEFECTIVE ITEMS.

Generally, for All Lots, Supplier will be required to supply goods of substantially very good quality and standing. Where defective or substandard items are supplied, UBA will reject or return the same upon delivery, or sooner after detection of defects.

Regarding Lot 3, the service provider will be expected to ensure that the clients branded material is always displayed at the chosen site without fail, and be costs of damage, theft and reprinting of the skins.

9. BUYERS RIGHTS

Uganda Bankers' Association reserves the right to reject any or all bids without giving any reasons and UBA has no obligation to accept any offer made. UBA also reserves the right to keep its selection and selection criteria confidential. Bids not strictly adhering to Request for proposal conditions may not be considered by UBA whose decision on the matter shall be final.

The vendor's terms and conditions will not form part of any contract with UBA in relation to this tender.

Canvassing is prohibited and will lead to automatic disqualification.

10. DUE DILIGENCE REQUIREMENTS

The following requirements for due diligence must be submitted together with the proposal document.

- Company profile showing the products and services offered
- Your physical location and address of your business
- Key contact persons in your business
- Article and Memorandum of Association
- VAT Certificate / URA returns
- Company structure and no. of employees
- Recommendation letters from current and/or previous clients (at least 3)
- Evidence of capability
- List of current and previous clients (indicate who the top three clients are)
- Certificate of incorporation
- Rental or Lease agreement for company premises
- Trading License for 2018
- Any other relevant information.

This Tender bid should also include the following pre-requisite documents:

- a) At least three (3) letters of references/recommendations from reputable institutions, where related services have been rendered.
- b) A sample for each of the proposed merchandize item.
- c) Contracts and pictorial evidence for bill board rentals.

11. PRICING FORMAT

The costs should be presented as follows

Lot	Item	Qty	Unit Cost (Ugx)	Delivery timelines
1.	Branded Merchandise	Sum		
2.	Branded Signages	Sum		
3.	Billboard Rental and production	Sum		
4	Agency services (will be as per proposed services)			
	Sub-Total			
	VAT 18%			
	Total			
	Payment terms			

12. DEFINITIONS

For purposes of this document, the following definitions shall apply:

UBA Uganda Bankers' Association

Bid The Quotation or Response submitted by prospective Suppliers for fulfillment of the Contract.

Vendor/Supplier The Company awarded the task of supplying all the items described in this document.

13. FORM OF TENDER

We, M/S _____ hereby submit our bid for;

“REQUEST FOR PROPOSAL FOR SUPPLY AND INSTALLATION OF MARKETING MERCHANDISE AND BRANDING MATERIALS”

At a total cost of **UGX** _____ or (in words)

UGX _____

Inclusive of V.A.T and agree to abide by the terms and conditions as stipulated in the Request for proposal document.

Tenderer's name -----

P. O BOX -----

Signature of the tenderer -----

Signature of the witness -----

Company Stamp/ Seal.

14. CERTIFICATE OF COMPLIANCE

All suppliers should sign the certificate of compliance below and return it together with a copy of this tender document and their quotation.

WE _____ have read this tender document and agree with the terms and conditions stipulated therein.

Signature of tenderer -----

Signature of witness -----

Date.....

Company Stamp/ Seal.