

8<sup>th</sup> March 2022

NO.	ITEM	SPECIFICATION
1	Reference	HA-AB-EN/CMN/CFTD/QT2-PO2-022-0008
2	Subject:	<b>Supply, delivery, installation, training and Commissioning of Black Soldier Fly Equipment at Hatches Ltd.</b>
3	Project Title:	Increasing Market Access and Productivity of the Poultry Value Chain Through Effective and Environmentally Efficient Inputs in Central and Eastern Uganda Project
4	Physical Address for receipt of tenders	Akamwesi Complex, Level 2, Room No. A10, Nakawa, Kampala/Uganda
5	E-Mail Address for receipt of tenders	<a href="mailto:sales@hatchesltd.com">sales@hatchesltd.com</a> and copied to <a href="mailto:rumacharlie@gmail.com">rumacharlie@gmail.com</a> , <a href="mailto:fistonchiri2@gmail.com">fistonchiri2@gmail.com</a> , <a href="mailto:info@entofeeds.com">info@entofeeds.com</a> ; <a href="mailto:mugisystems@gmail.com">mugisystems@gmail.com</a> ; <a href="mailto:kemigisachristine91@gmail.com">kemigisachristine91@gmail.com</a> , <a href="mailto:higenyisamuel@gmail.com">higenyisamuel@gmail.com</a>
6	Deadline for receipt of tenders	<b>27<sup>th</sup> March 2022</b>

## Terms of the call for tenders

### 1.1. Preamble

Hatches Ltd in partnership with Agricultural Business Initiative (aBi) and Ento Feeds Ltd is implementing a project titled “Increasing Market Access and Productivity of the Poultry Value Chain through effective and environmentally efficient Inputs in Central and Eastern Uganda”.

The project objectives are:

- i. Provision of high-quality Day-old chicks to both model farmers and open market poultry

farmers;

- ii. Promote the use of Black Soldier Flies (BSF) as an alternative to traditional protein sources for quality poultry feeds at fair and stable prices;
- iii. Establish sustainable market linkage options for farmers with off takers; and to
- iv. Enhance farmer knowledge on modern poultry farming through training and demonstration.

## 1.2. Candidates

Any legally established entity and whose qualifications and experience enable it to meet the requirements imposed by this call can take part in this call for tenders. It will be up to the bidders to provide proof of their qualifications and experience for this type of contract.

It is understood that participation in this competition implies acceptance of the clauses contained in this document. The following candidates shall be excluded from participation and award of contracts if:

- Those who are bankrupt, in liquidation, in legal proceedings, cessation of activity or other similar situations according to the national law and regulation,
- Those who have been convicted from a judging authority for an offense affecting their professional integrity,
- Those who have committed a serious professional misconduct,
- Those who have not completed their duties related to payment of social welfare contributions or taxes in their country or in the one where the contract must occur.
- Those who were sentenced for corruption, fraud, or who participated in a criminal organization or any other illicit activities,
- Those under administrative sanctions,
- Those who are in conflict of interest for the contract involved,
- Those having made false statements or that having concealed information for the contract involved. The candidates must certify that they do not fall in any of the above categories.

## 1.3. Call for Tender Process

### 1.3.1. Submission of tenders



Bidders must respect the date indicated on page 1 ("Deadline for receipt of tenders"). Any tender received afterwards shall be rejected.

### **1.3.2. Modification of the call for tenders**

Hatches Ltd may at any time before the deadline for submission of tenders, for reasons of its own or as a result of requests for clarification from the candidates, amend the call for tender documents. This amendment shall be notified in writing to all bidders and on the media used to publish the call (if any) and will be binding on all applicants. In order to allow candidates to take these changes into account, the date for submission of tenders may be delayed.

### **1.3.3. Modification or withdrawal of tenders**

Bidders may withdraw or amend their offer at any time BEFORE the deadline for submission of tenders. Bidders shall remain bound by their tenders for a period of 100 days from the deadline for submission of tenders.

### **1.3.4. Opening of tenders**

Opening of tenders will be on the **March 27<sup>th</sup>, 2021** at 09 a.m at Hatches Ltd Office, Akamwesi Complex, Level 2, Room No. A10, Nakawa, Kampala/Uganda.

All tenders received (including amendments submitted within set deadline) shall be opened by Hatches Ltd procurement committee. Only technical proposals will be opened. A member of the selection committee will read aloud, offer after offer, the following information:

- The identity of the bidder
- The number and status of the envelopes received
- The documents in the envelopes
- Possible modifications or withdrawals
- Possible declarations made by the bidder.

This information will be included in the minutes of the opening of tenders. The committee will then proceed in camera to review and analyse the technical offers.

### **1.3.5. Request for clarification**

Hatches Ltd may request clarification from bidders after bid opening. This request cannot in any way modify an offer.

### **1.3.6. Evaluation of tenders**

The procedure for evaluating tenders will be as follows:

- Examination of the conformity of the proposal with the requirements in the call for tenders. Tenders deemed to be non-compliant at the end of this examination will be rejected;
- Evaluation of the technical quality of the tender, on the basis of the criteria described below,
- Scoring and classification of tenders evaluated in accordance with the criteria described below,
- Opening of the envelopes labelled "Financial Proposal/Offer" only for tenders which have at least obtained the minimum technical score required (see below § Criteria for evaluating technical offers). The evaluation of the financial quality will be based on the criteria described below:
- Comparison and classification of tenders according to the scores awarded
- Award of the contract provided that the amount of the tender falls within the financial resources provided for by Hatches Ltd.

### **1.3.7. Criteria for Evaluating Technical offers**

- Score 10, Specification of delivery terms as it will be specified in item description
- Score 30, Suppliers with local office in Uganda and ready to offer installation, training, commissioning and after sales services.
- Score 30, Clarity in product description in detail and guarantee
- Score 20, Evidence of Similar products delivery and appropriate production facilities
- Score 10, Specify quotation validity and delivery times

Thus, a total of 100 score for the technical proposal. Only candidates with a technical score of 60 or more will be selected for financial offers/proposals evaluation

### **1.3.8. Evaluating of Financial Offers**

These tenders which have been qualified for the evaluation of their technical offers will be the subject of a verification of the financial offer by Hatches Ltd to rectify any calculation errors (the amount in words prevailing on the amount in figures) or for any request for clarification.

Tenders will be checked for completeness of the bids and confirming that all items were priced. The following will be applied:

- i. correction of arithmetic errors
- ii. application of unconditional discounts offered

### 1.3.9. Comparison and ranking of offers

The comparison of offers will be made on the basis of the ranking obtained from the overall score assigned to each bid, which is the sum of the technical score and the financial score. The maximum total is therefore 100 points (one hundred fifty points).

### 1.3.10. Notification of the result

Before the expiry of the period of validity of the tenders, Hatches Ltd will notify the selected bidder in writing that his tender has been accepted and will send the bidder a draft contract.

## 2. Terms of the contract

Bidders are invited to comply with all the procedures described below. Bids that do not meet the required terms and forms will be automatically rejected.

Bidder will provide the following documentation with their bid where appropriate: machine standards, Management Guide, Company Profile, Previous experience through contracts and any other vital information

### 2.1. Delivery

All documents must be delivered before **27<sup>th</sup> March, 2021** to **attention Mr. Rumanyika Charles, CEO of "Hatches Ltd, Uganda", located Akamwesi Complex, Level 2, Room No. A10, Nakawa, Kampala/Uganda. Or,**

- Physical delivery: Please Address quotations to Hatches Limited Ntinda, Kampala, Tel. +256 393 255 474 Liaison Office; Akamwesi Complex Level 2, Room No. A10
- Online delivery: Email: [sales@hatchesltd.com](mailto:sales@hatchesltd.com) , and copy in [rumacharlie@gmail.com](mailto:rumacharlie@gmail.com) , [fistonchiri2@gmail.com](mailto:fistonchiri2@gmail.com) ; [info@entofeeds.com](mailto:info@entofeeds.com); [mugisystems@gmail.com](mailto:mugisystems@gmail.com); [kemigisachristine91@gmail.com](mailto:kemigisachristine91@gmail.com) ; [higenyisamuel@gmail.com](mailto:higenyisamuel@gmail.com)

### 2.2. Language

The tenders must be written in English including annexes and other documents added by the bidder.

### 2.3. Currency

The offer shall be in UGX and other taxes must be specified. Any offer in another currency will be rejected

## 2.4. Guarantees

The supplier shall indicate in his offer the guarantee period and the damages covered.

### Product/Service Descriptions

#### Goods / Services to be provided:

**Note that only technically prequalified bidders will be provided with item specifications.**

The vendor is required to provide the following goods/services and documentations (Please refer to the call for tender documents for more details and schedule of the goods / services):

No.	ITEM	QTY	SPECIFICATIONS
1	Eggies		
2	Pesticides		
3	BSF LED Lights	3	
<b>Not e</b>	<ol style="list-style-type: none"> <li>1. Only technically qualified bidders will be contacted and provided with items' specifications.</li> <li>2. Please Specify delivery terms as it will be specified in item description document</li> <li>3. Terms of payment preferably bank transfer</li> <li>4. Suppliers with local office in Uganda and ready to offer installation, training, commissioning and after sales services will be preferred</li> </ol>		

	<p>5. Clarity in product description in detail and guarantee will be of added advantage as well as specificity of product lifespan</p> <p>6. Specify quotation validity and delivery times</p> <p>7. Please Address quotations to Hatches Limited P.O. Box 221, Ntinda, Kampala, Tel. +256 393 255 474 Liaison Office; Akamwesi Complex Level 2, Room No. A10, Email: <a href="mailto:sales@hatchesltd.com">sales@hatchesltd.com</a>, and copy in <a href="mailto:rumacharlie@gmail.com">rumacharlie@gmail.com</a>, <a href="mailto:fistonchiri2@gmail.com">fistonchiri2@gmail.com</a>; <a href="mailto:mugisystems@gmail.com">mugisystems@gmail.com</a>; <a href="mailto:nyamie78@gmail.com">nyamie78@gmail.com</a>; <a href="mailto:kemigisachristine91@gmail.com">kemigisachristine91@gmail.com</a>; <a href="mailto:higenyisamuel@gmail.com">higenyisamuel@gmail.com</a></p>
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### 3. Instructions to bidders

#### 3.1. Submission of tenders:

The tender documents shall be submitted in sealed (ZIP) envelope, in one original copy marked as such. The physical submission of tenders is made in accordance with the double envelope system, one containing the technical offer and the other the financial offer. These two envelopes shall be placed in a neutral outer envelope, with the sole inscription " **Supply, delivery, installation, training and Commissioning of Black Soldier Fly Equipment at Hatches Ltd. Ref: HA-AB-EN/CMN/CFTD/QT2-PO2-022-0008**"

On receipt of the tender, a receipt will be delivered/sent to the bidder. For online submission, an acknowledgement of receipt mail will be delivered in response to the tenderer.

#### 3.2. Content of the offer

##### 3.2.1. Technical offer

The bidder shall complete and provide the letter of submission attached to this document. The tender is made up of two parts:

✓ **Administrative:**



The bidder provides information about his company through the attached form. He is free to provide evidence and other documents he/she wishes to show Hatches Ltd that justifies his/her qualification and experience in the procurement of contracts similar to those covered by this call for tenders. The bidder shall also certify by any appropriate means that he/she is not in one of the exclusion situations listed in §1.2 "Candidates".

The bidder shall submit the statement of integrity, eligibility and ethics completed and signed according to the attached template.

✓ **Technical offer**

The tender must contain a detailed technical offer portraying a good understanding of the need, machinery management guide including industry standards and any other vital information. The offer shall indicate the name of the service provider (s), brief company history of company experience and references for previous similar work.

✓ **Financial offer**

The bidder shall propose their financial offer using the price breakdown framework provided in the annex to this call for tenders. They shall include a quotation. He shall also indicate the period of validity of his offer and the terms of payment.





**Annex 1. Price Breakdown Framework (see Annex file for word version)**

**Subject of the call:** .....

**FINANCIAL OFFER**

Item	Quantity	Unit Price	References of Supplier

	TAX FREE	TAX INCLUDED
<b>TOTAL PRICE</b>		
Cost package		
Cost transportation		
Other costs: to be specified		
<b>TOTAL</b>		

**Delivery conditions:** .....

**Payment conditions:** .....

**Validity of the offer:** .....



## Annex 2. Letter of Submission/ Form of Tender

For the supply of \_\_\_\_\_

To be delivered to \_\_\_\_\_

Having examined the terms and conditions stipulated in the Tender Invitation Letter and the Call for Tenders Documents “ref: HA-AB-EN/CMN/CFTD/QT2-PO2-022-0008” (available for inspection at Akamwesi Complex, Level 2, Room No. A10, Nakawa, Kampala/Uganda),

I / We hereby offer to supply all or any portion of the Goods in conformity with the tender offer details and the aforesaid mentioned terms and conditions for the sum of Uganda shillings (UGX

\_\_\_\_\_ )

### Tender Offer Details

Description of Goods	
Quantity	
Manufacturer / Origin	
Unit Cost	
Total Cost including Delivery	
Delivery Schedule	
Payment Terms	
Warranty and After-sale Service	
Other Terms and Conditions	

- 1) I / We agree to abide by this Tender for a period of 100 days from the deadline for submission of tenders thereof and that it may be accepted at any time before the expiry of that period.
- 2) I / We understand that the Employer is not bound to accept the lowest or any tender he may receive.



3) I / We agree to abide by the Statement of Integrity, Eligibility and Ethics (Annex4) to the Tender Invitation Letter

Name and Signature \_\_\_\_\_

in the capacity of \_\_\_\_\_

duly authorized to sign tender for and on behalf of \_\_\_\_\_

Company Name \_\_\_\_\_

Registered Address of Firm \_\_\_\_\_

Date \_\_\_\_\_

Witness (signature) \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_



**Annex 3. Administrative Information Form. (see Annex file for word version)**

<b>Company name:</b>	
<b>Address:</b>  Country:	<b>Administrative address:</b>
<b>Telephone:</b>	<b>Fax:</b>
<b>Email:</b>	<b>Website:</b>
<b>Headquarters (Full legal name):</b>	
<b>Branches, Associates:</b>	
<b>Type of company: (legal form)</b>	
<b>Type of activity:</b> Manufacturer <input type="checkbox"/> Sole distributor <input type="checkbox"/> Trader <input type="checkbox"/> Other (specify) <input type="checkbox"/>	
<b>Year of creation:</b>	<b>Registration number (to be adapted according to the country):</b>
<b>Turnover for the last three years:</b>  Year .... : (Indicate turnover and currency)      Year .... : (Indicate turnover and currency)      Year .... : (Indicate turnover and currency)	
Please indicate any legal or litigation proceedings in which your company is involved:	
Please list any professional or international organization of which your company is a member:	

I, the undersigned ..... (Name and surname), certify that the information provided in this document is correct and accurate and, in case of change, that the details will be transmitted as soon as possible.

Date:

Signature and stamp:



## **Annex 4. Statement of Integrity, Eligibility and Ethics**

### **Statement of Integrity, Eligibility and Ethics**

**Title: Supply, delivery, installation, training and Commissioning of Black Soldier Fly [BSF] Model Farm and Processing Plant** for Increasing Market Access and Productivity of the Poultry Value Chain Through Effective and Environmentally Efficient Inputs in Central and Eastern Uganda Project. Ref: HA-AB-EN/CMN/CFTD/QT2-PO2-022-0008

**To:** Hatches Ltd Uganda, the “Contracting Authority”

1. We certify that neither we, our subcontractors, nor any member of our group fall under any of the following categories:
  - 1.1) currently undergoing or have previously undergone bankruptcy, liquidation, legal proceedings, a safeguard procedure, discontinuation or being in any similar situation resulting in a procedure of the same nature;
  - 1.2) had a serious conviction in the past five years from a judging authority in the country where the project was executed for one of the acts outline in articles 5.1 to 5.4 hereunder or for any crime committed during the agreement upon or execution of a contract
  - 1.3) featured on the list of financial penalties adopted by the United Nations, the European Union and/or African Union, with particular regard to the fight against terrorist financing and attacks on international peace and security;
  - 1.4) professionally speaking, been guilty of gross misconduct during the preparation or execution of a contract in the past five years;
  - 1.5) failed to pay social welfare contribution or tax obligations relevant to the country where we operate or that of the Contracting Authority;
  - 1.6) subject to an exclusionary decision by the World Bank from 30 May 2012, and featuring on the public list on this website <http://www.worldbank.org/debarr2>
  - 1.7) guilty of misrepresentation when providing the information required as part of the contracting process.
  
2. We certify that neither we, our subcontractors, nor any member of our group are subject to any of the following conflicts of interest:

- 2.1. a shareholder controlling the Contracting Authority or a subsidiary controlled by the Contracting Authority;
- 2.2. have business or family relations with a member of the Contracting Authority's staff involved in the selection process or the resulting market control;
- 2.3. controls or is controlled by another tenderer, is controlled by the same company as another tenderer, receives grants from another tenderer or awards grants to another tenderer directly or indirectly, has the same legal representative as another tenderer, directly or indirectly maintains contact with another tenderer allowing us to have and give access to the information contained in our respective offers, to influence them, or to influence the decisions of the Contracting Authority;
- 2.4. engaged in a consultancy mission or service of the same kind which, by its nature, is likely to prove incompatible with our missions on behalf of the Contracting Authority;
- 2.5. in the case of a procedure for the award of a contract for supplies:
  - have prepared ourselves or have been associated with a consultant who has prepared specifications, plans, calculations and other documents used in the competitive tendering process;
  - be it either we or one of the firms to which we are affiliated, recruited, or about to be, by the Contracting Authority to supervise or inspect the work or service within the framework of the Contract.
3. Although we are a legal established company, we certify that we have legal and financial autonomy and that we are managed per the rules of commercial law.
4. We undertake to communicate without delay to the Contracting Authority, any change in circumstances with regard to the preceding points 2 to 4.
5. As part of the award process and the execution of the Contract:
  - 5.1. We have not conducted and will not conduct any unfair labour (act or omission) intended to deliberately mislead, intentionally conceal material, surprise or vitiate consent, or circumvent legal or regulatory obligations and/or violate internal rules to obtain an illegitimate benefit.
  - 5.2. We have not conducted and will not conduct unfair labour (action or omission) contrary to our legal or regulatory obligations and/or our internal rules to obtain an illegitimate benefit.
  - 5.3. We have not promised, offered or granted and we will not promise, offer or grant, directly or indirectly, to
    - any person holding a legislative, executive, administrative or judicial mandate within the State of the Contracting Authority, whether they have been appointed or

elected, on a permanent basis or not, whether or not he or she is remunerated, no matter their hierarchal position, and

- any other person who performs a public function, including a public body or company, or provides a public service, or
  - any other person defined as a public official in the State of the Contracting Authority, an undue benefit of any kind for themselves, another person, or entity to perform or refrain from performing any act in the exertion of their official duties.
- 5.4. We have not promised, offered or granted, nor will we promise, offer or grant, directly or indirectly, to any person who manages or works for any entity of the private sector, in any capacity whatsoever, a benefit for any other person or entity, to perform or refrain from performing any act in violation of their legal, contractual or professional obligations.
- 5.5. We are committed to respecting and making all our subcontractors respect the environmental and social standards recognised by the international community, including the fundamental conventions of the International Labour Organization (ILO) and the international conventions for environmental protection, in accordance with the laws and regulations applicable to the country where the contract is to be carried out. We also undertake to carry out this contract in accordance with the minimum standards of ethics of preventing child labour and respecting fundamental social rights and the dignity of working conditions based on international labour standards, avoiding any relationship of conflict, involvement in the supply or transport of illicit weapons and/or landmines and unethical exploitation of natural resources including sensitive goods such as materials and precious stones and rare earths.
6. We, the members of our group and our subcontractors authorize Hatches ltd to examine the documents and accounting documents related to the awarding and execution of the Contract and to submit them for verification to auditors designated by the Contracting Authority.

Name \_\_\_\_\_ Acting as \_\_\_\_\_

Signature \_\_\_\_\_

Duly empowered to sign on behalf of \_\_\_\_\_

Dated the \_\_\_\_\_

