

BWINDI MGAHINGA CONSERVATION TRUST



**PROCUREMENT AND DISPOSAL OF PUBLIC
ASSETS GUIDELINES**

FEBRUARY 2015

FOREWORD

Bwindi Mgahinga Conservation Trust (BMCT) is a registered Trust Fund that was established under the Uganda Trustee Incorporation Act of Uganda in 1994. The major goal of BMCT is to provide long-term reliable support for research and conservation of biological diversity and sustainable use of natural resources in the Mgahinga Gorilla National Park (MGNP) and Bwindi Impenetrable National Park (BINP). The fund is aimed at It is also recognised that the conserving the of biological diversity will be done at the same time while promoting the socio-economic welfare of neighbouring local communities around the two parks for sustainable development. BMCT further recognizes that to fulfill its mandate, the Board's governance role must be clearly defined and codified to ensure smooth and efficient operations hence this manual.

BMCT will therefore, continually focus and review the governance structure, and procedures through which its operations are managed. This is in order to ensure that BMCT maintains a structure that is independent, transparent and accountable to its stakeholders. This strategy will be attained through maintaining the best practices in management and ensuring that systems are put in place and supported by good implementation strategies. The BMCT Board will through a systematic governance structure ensure that resource allocation and utilization is done in a professional, transparent and competitive manner in a conducive working environment. It is through a good governance structure that BMCT will be able to attain its vision, mission, goals and objectives.

**Chairperson,
Trust Management Board**

**Trust Administrator
Trust Administration Unit**

Date _____

Date _____

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ACRONYMS

BINP	Bwindi Impenetrable National Park
BMCA	Bwindi Mgahinga Conservation Area
BMCT	Bwindi Mgahinga Conservation Trust
FAM	Finance & Administration Manager
ICM	Investment Consulting Manager
ITFC	Institute of Tropical Forest Conservation
LCSC	Local Community Steering Committee
MGNP	Mgahinga Gorilla National Park
PM	Programme Manager
TA	Trust Administrator
TAC	Technical Advisory Committee
TAU	Trust Administration Unit
TMB	Trust Management Board
UWA	Uganda Wildlife Authority
AO	Accounting Officer
CC	Contracts Committee
EC	Evaluation Committee
PDE	Procurement and Disposal Entity
PDU	Procurement and Disposal Unit
RFQ	Request for Quotation
UD	User Department

DEFINITIONS OF KEY TERMS

Unless otherwise stated, the following words shall mean the explanations attached to them for these guidelines.

‘Accounting officer’ (AO) means the Trust Administrator of BMCT;

‘Bid’ means an offer to provide or to acquire works, services or supplies or any

combination thereof and shall include pre-qualification where applicable;

‘Board’ means the Trust management Board;

‘Bwindi Mgahinga Conservation Trust’ (BMCT)

‘Contracts committee’ (CC), means a committee established by this guideline to perform the functions set out in the document (CC Roles);

‘Micro procurement or disposal’ is a simple direct procurement or disposal method which shall be used for low value procurement requirements;

‘Open domestic bidding’ is a procurement or disposal method which is open to participation on equal terms by all providers through advertisement of the procurement or disposal opportunity;

‘Open international bidding’ is the procurement or disposal method which is open to participation on equal terms by all providers, through advertisement of the procurement or disposal opportunity and which specifically seeks to attract foreign providers;

‘Procurement and Disposal unit’ (PDU) means a unit in BMCT responsible for execution of the procurement and disposal function;

‘Procurement and Disposal Entity’ (PDE) means an Organisation or the Trust (BMCT);

‘Procurement plan’ Procurement Plan is a comprehensive statement of requirements to be procured over the life of the plan – usually one year;

‘Quotation and Proposals’ are simplified procurement and disposal methods which compare price quotations obtained from a number of providers.

‘Restricted domestic bidding’ is the procurement or disposal method where bids are obtained by direct invitation without open advertisement;

‘Restricted international bidding’ is the procurement or disposal procedure where bids are obtained by direct invitation without open advertisement and the invited bidders include foreign providers;

‘Supplies’ includes goods, raw materials, products, equipment, livestock, assets, land or objects of any kind;

‘Trust Administrator’ means the Chief Executive Officer of the Trust;

‘User Departments’ (UDs) means any department, division or branch in the PDE that initiates the procurement;

1.0 INTRODUCTION AND BACKGROUND

Procurement in these guidelines is the act of obtaining or buying goods and services for BMCT. These includes, preparation and processing of demands as well as the end receipt and approval of payments. It involves, procurement planning, standards determination, specifications development, suppliers' research and selection, value analysis, financing, price negotiation, making the purchase, supply and contract administration.

These procurement guidelines have been designed to guide BMCT employees in the procurement of goods and services such that:

- The expectations of BMCT in acquiring goods and services are met as efficiently as possible;
- The risks to inappropriate procurement practices and decisions are minimized; and the right goods and services are acquired with the best value for money and made available at the right place in a timely manner.

Responsibility for procurement in BMCT is shared between program and administration in pursuance of achieving the BMCT vision and mission. These guidelines therefore, outline the tools that are available to simplify the procurement

process and meet the expectations of users and clearly illustrate the manner in which all BMCT procurements are to be made.

These guidelines identify the best practices to be applied in procurement that balances the objectives of getting good value for money with a process that is fair to both the institution and vendors. The BMCT's procurement framework is built around the following guidelines:

- Open, fair, and competitive procedures used in a transparent manner to solicit, award and administer contracts to procure goods, works and services.
- Solicitations for goods, works and services based upon a clear and accurate description of the goods, works or services to be acquired.
- Contracts awarded only to responsible suppliers and contractors that have the capability and willingness to perform the contracts in accordance with the terms and conditions of the applicable contracts and on a cost effective and timely basis.
- No more than a commercially reasonable price (as determined, for example, by a comparison of price quotations and market prices) shall be paid to procure goods, works or non-consulting services

1.2 Purpose of this Procurement Guideline

The purpose of these guidelines is to establish procedures for the BMCT in the procurement of goods and services. It sets out standards to be followed by staff when implementing the procurement function.

1.3 Distribution of the Manual

This manual shall be distributed to all BMCT staff to ensure compliancy in all procurements and disposal of assets procedures.

1.4 Procedure for Review and Update

These procurement guidelines will only be reviewed and updated when the Trust Management Board or the Trust Administration Unit identifies new areas for inclusion or cases of redundant articles in the guideline. In such cases, the changes will be adopted after approval by the Trust Management Board.

2.0 PRINCIPLES OF PROCUREMENT

BMCT shall insure that in all procurement of goods and services, procurement principles and ethical values are followed. Such principles include:

2.1 Best value for money:

In procurement, the proof of best value for money is in believing or concluding that the goods/services received was worth the price paid. Here, the factors that shall be considered are suitability, quality, skills, price, whole of life costs and fit for purpose.

2.2 Fairness, Integrity and Transparency

Decision-making and actions should be unbiased and there should be no preferential treatment (to individuals or firms) given that Procurement activities are undertaken with BMCT funds.

2.3 Effective Competition

BMCT shall encourage effective competition in a situation where two or more independent competitors/suppliers/bidders acting on their own (not in collusion) vie for the procurement as advertised by BMCT.

2.4 Separation of Duties to Attain Checks and Balances

The user department shall always initiate the procurement of any subject, the head of finance shall confirm whether the funds for the procurement are available and the final confirmation shall be by the Trust Administrator who shall authorize the procurement.

2.5 Procurement delegated Authority

The Board reserves the rights to approve the Annual Operations Plan (AOP) and budget presented to it by the Trust Administrator. When the AOP is approved it is the Trust Administrator to oversee the implementation and subsequently the procurements therein. The Trust Administrator oversees the procurements of the BMCT and authorizes the procurement activities after confirmation of the availability of funds by the Trust Finance and Administration Manager in accordance with the thresholds' as established and approved by the Trust Management Board.

2.6 Conflict of interest

BMCT Staff (procurement department and contracts committee members) shall at all times deter themselves from conflict of interest to enable high transparency standards and high ethical conducts. No Board member, employee, officer, or agent shall participate in the selection, award, or administration of a contract if a real or apparent conflict of interest is involved. It is upon members to declare such conflict of interest where it occurs.

2.7 Procurement Ethics/Code of Conduct

Procurement and disposal of assets at BMCT shall be carried out with high levels of integrity and ethics in order to avoid abuse of regulations and procurement guidelines in the procurement system of the Trust.

BMCT staff shall always act in line with the code of conduct (refer to Human Resource Manual) of the Trust so as to avoid acts that would lead to a financial loss at BMCT.

3.0 PROCUREMENT OVERVIEW

3.1 PROCUREMENT METHODS/PROCESSES

a) Sourcing for suppliers

Supplier sourcing is a process of finding the right supplier who will provide the best quality, quantity, at the agreed time and location. Different supplier sourcing types can be used such as; supplier premise visits, use of another organization's supplier list, visiting trade fairs, adverts inviting potential bidders and short listing the best list of suppliers.

b) Review of supplier lists

Review of the developed supplier's lists can be done after a period of either a year so as to enable the Trust to always have the best providers on the lists.

This may include pre-qualifying new bidders for the lists.

c) Public advertising

The Trust shall place an advert in a wide coverage newspaper/s inviting the potential bidders for certain procurements mainly if the type to be used is either open domestic or open international bidding.

The purpose of the advert shall be to enable a number of bidders with expertise to bid in order to select the best bidder.

d) Quotations or Proposal

The quotation method is a simplified procurement that compares price quotations obtained from a number of providers. The method shall be used to obtain competition and value for money to the extent possible.

e) Direct Procurement

Direct procurement is a sole source procurement method for procurement requirements where exceptional circumstances prevent the use of competition. It shall be used so as to achieve efficient and timely, procurement where circumstances do not permit a competitive method.

3.2 Procurement thresholds

- a) Open Domestic Bidding and Open International Bidding shall be used if the estimated value of the works exceeds UGX 500,000,000.
- b) Restricted Domestic Bidding and Restricted international Bidding shall be used if the estimated value of the works is greater than UGX. 200,000,000 but does not exceed 500,000,000.
- c) The Quotation Method shall be used if the estimated value of the works is greater than UGX 10,000,000 but does not exceed Ugx 200,000,000.
- d) Micro Procurement shall be used if the estimated value of the works does not exceed UGX 10,000,000.

3.2.2. Thresholds for Procurement of Supplies and Non-Consultancy Services

- a) Open Domestic Bidding and Open International Bidding shall be used if the estimated value of the Supplies or the non-consultancy services exceeds UGX 200,000,000.
- b) Restricted Domestic Bidding or Restricted International Bidding shall be used if the estimated value of the Supplies' or the non-consultancy services is greater than UGX 100,000,000 but does not exceed UGX 200,000,000.

- c) The Quotations Method or the Proposals method shall be used if the estimated value of the Supplies or the non-consultancy services is greater than UGX 5,000,000 but does not exceed UGX 100,000,000.
- d) Micro Procurement may be used if the estimated value of Supplies or the non-consultancy services does not exceed UGX 5,000,000.

3.3 Procurement Functions, Structure and Responsibility

3.3.1 Independence of functions and powers

The Accounting Officer (AO), the Contracts Committee (CC), the Procurement and Disposal Unit (PDU), and the User Departments (UD) in BMCT shall each act independently in relation to their respective functions and powers.

None of the parties referred to in the paragraph above shall seek to influence the decisions or activities of the others, except if permitted by the Board. Every party shall ensure that its duty is properly and professionally performed in accordance with the legal requirements and in order to guarantee independence of action with the objective of eliminating corrupt or fraudulent practices.

3.3.2 The Accounting Officer

BMCT shall appoint the Trust Administrator (Chief Executive Officer) as the Accounting Officer (AO) who shall be responsible for establishing controls and is personally accountable to the Trust Management Board for the regularity and propriety of all resources wholly funded through BMCT. The AO's main duties shall be the following:

- I. Responsible for the Entity's overall procurement and disposal process
- II. Ensuring procurement funds are spent efficiently in accordance with board decisions
- III. Establishing a contracts committee to manage the procurement function of BMCT
- IV. Nominating the chairperson, secretary and members of the C and recommending them to the Board for approval and appointment
- V. Terminate, remove or substitute a member of the CC
- VI. Inform the Board of the composition and qualifications of the members of the CC not later than 14 days from date of appointment
- VII. Commit funds to support a procurement or disposal activity
- VIII. Communicate award decisions
- IX. Sign the awarded contracts.
- X. Investigate complaints from providers and issue a decision in writing within 15 working days
- XI. Ensure implementation of contracts as per terms of the award
- XII. In case of termination of contract by the CC, the AO implements that decision.

3.3.3 The Evaluation Committee

An Evaluation Committee that is adhoc, shall always be appointed based on the procurement transactions being evaluated. Members shall be appointed based on the competency, skills and knowledge. The names are forwarded by the PDU to the contracts committee for approval as the case may require. The main roles of the Evaluation Committee are:

- I. Evaluate the bids using the criteria stated in the solicitation documents
- II. Prepare Evaluation Report
- III. Recommend in the report which bidder should be awarded the contract
- IV. Maintain confidentiality throughout the process

3.3.4 The Contracts Committee

The AO shall nominate 3 members to be approved by the TMB. These 3 members when approved by the Board shall constitute the BMCT Contracts Committee. The members will then be formally appointed by the AO and they shall include:

- Chairperson
- Secretary
- Member

Note: where the procurement requires technical input, the AO shall co-opt the necessary expertise. The following shall be taken into account when appointing or accepting the above positions on the CC; A person shall be a member of the contracts committee in his or her individual capacity as distinct from his/her position or designation and the AO shall inform the TMB of the composition and qualifications of the members of the CC not later than 14 days from date of appointment.

Roles of the Contracts Committee

- I. Adjudication of recommendations from the PDU and award of contracts
- II. Appointing the Evaluation Committee
- III. Approving bidding and contract documents (Solicitation documents before issue)
- IV. Approving procurement and disposal procedures
- V. Ensuring that best practices in relationship to procurement and disposal are adhered to by BMCT
- VI. Ensuring compliance with transparency and value for money in all procurements
- VII. Liaising directly with the AO on matters within its jurisdiction
- VIII. Preparation of technical, financial or combined evaluation reports
- IX. Contract documentation in line with the authorized evaluation report
- X. Any amendments to an awarded contract
- XI. Awarding contracts
- XII. Ensuring that the procurement activities are in line with the law
- XIII. Approving the reserve price for the public assets to be disposed off

3.3.5 The Procurement and Disposal Unit

This is the procurement and disposal unit/department of BMCT and shall be staffed preferably with procurement professionals. PDU staff shall always act in line with the code of conduct (refer to Human Resource Manual) of the Trust so as to avoid acts that would lead to a financial loss.

The main roles of the PDU is to:

- I. Plan all the procurements and disposal activities of the BMCT through the consolidation of the individual user department's procurement and disposal work plans into a masterwork plan.
- II. Manage the entire procurement process in the entity
- III. Seek approval from the CC on documentation, procedures, reports and recommendations at various key stages in the procurement process

- IV. Support the functioning of the CC by making timely and accurate submissions
- V. Implement decisions of the CC
- VI. Recommend procurement and disposal procedures for each requirement
- VII. Check statement of requirements (specifications) prepared by the users and/ or assist with their preparation
- VIII. Prepare bidding documents – Supplies, Works, Services (consultancy and non-consultancy)
- IX. Prepare advertisements of bid opportunities
- X. Issue bid clarifications in response to queries from the bidders
- XI. Manage pre-bid meetings, bid closings and openings, keeping bids in safe custody
- XII. Advise user departments on procurement and disposal methods and practices
- XIII. Issue approved contract documents – Lump sum, Time-based, Framework, Percentage –based, Cost reimbursable, Target price and Retainer contract
- XIV. Manage the evaluation process – recommending members of EC and presenting EC report to CC
- XV. Maintain and archive records from the procurement process
- XVI. Prepare Quarterly reports for the CC – on Procurements, Disposals and Micro-Procurements
- XVII. Co-ordinate all procurement activities of the Entity
- XVIII. Display procurement information on the public procurement notice board

3.4 Procurement Process Details

3.4.1 Budget review

This shall be done by the user departments to review the departmental budget plan in order to ascertain whether the procurement to be initiated is in the original budget. This will be done before initiating the procurement process so as to avoid budget deficits

3.4.2 Goods specification:

The user departments shall always develop specifications of the product to be purchased six months before the items or services to be procured and give them to the PDU to initiate the procurement process.

3.4.3 Purchase requisition (form 1)

The user department shall then initiate the purchase requisition form that shall be signed by the requesting officer, endorsed by the FAM and approved by the TA and then forwarded to PDU for action.

3.4.4 Selecting Qualified Vendors

The procurement department shall then select the best vendors from the pre-qualified list after receiving a fully signed requisition depending on the quantities and procurement method to employ.

3.4.5 Request for Quotations (issue form 2)

The procurement department shall then issue bidding documents to the selected bidders for them to tender in their quotations in a period of five (5) working days giving them enough time to prepare bids as prescribed in the method of procurement

3.4.6 Receipt (form3), Opening (form4) and Evaluation of bids (form 5)

When Bidders receive the request for quotation or bids, then the PDU shall prepare to receive quotations as stipulated in the requests sent out. Quotations/ Bids shall be received and registered as they come in.

They shall then be opened on the day stipulated in the request/advert in front of bidders who choose to attend and the information therefrom registered and endorsed by those present. Evaluation of Bids shall be done thereafter by an independent qualified and appointed EC.

The evaluation report shall then be generated for which the lowest and best-evaluated bidder is communicated to the CC for award unless otherwise.

3.4.7 Purchase order

A purchase order is a form issued by the procuring entity to the best-evaluated Supplier directing him/her to supply as agreed. The purchase order shall be issued by the Trust Administration Unit and authorised by the Trust Administrator.

3.4.8 Delivery note

A delivery note notifying the BMCT that goods have been delivered shall be issued by the supplier. The note is evidence that goods have been delivered and shall always be endorsed by the storekeeper.

3.3.8 Goods Received Note

Once goods have been delivered, BMCT shall issue a goods received note to the supplier certifying that goods were delivered in good condition, quality and quantity as requested to the agreed premises.

The note is always issued by the procuring entity after receiving the said items.

3.3.9 Supplier invoice

This is issued by the supplier indicating the amount that the BMCT owes the supplier.

3.3.10 Payment Authorization

The Trust administrator authorizes the finance department with the right documentation (suppliers' invoice, delivery note, goods receipt note) to pay the supplier having fulfilled the contractual agreement of supplying as agreed.

4.0 INVITATION FOR BIDS AND BID EVALUATION

4.1 Invitation for Bids/Proposals

4.1.1 Invitation Letter

A Request for Quotation shall be issued to selected bidders for procurement and that document shall be the invitation to bid.

4.1.2 Instructions to bidders

A statement of requirements is always part of the bid documents and is what is referred to as instructions to bidders.

These instructions shall be indicated in the standard bid document so as to guide bidders.

4.13 Currencies and Payments

The Trust shall pay all its bidders in the currency it has agreed with the suppliers in the document issued.

4.1.4 Submission of Offers.

The bids shall always be delivered on the time stated in the bid document, properly sealed and indicating the name and address of the bidder and BMCT and delivered at the premise indicated in the bid document.

4.1.5 Receipt of Bids

Receipt of bids shall take place at the PDU of BMCT.

4.2 Evaluation Bids

4.2.1 Purpose of Evaluation

Evaluations help to determine the best or low priced bidder for a procurement being undertaken.

4.2.2 Evaluation of bids

- a) All Evaluations shall be conducted by an EC which shall be appointed from time to time depending on the requirements of specific procurements. The EC shall report to the PDU.
- b) The membership of the EC shall be determined by the PDU of BMCT and be appointed by the TA.
- c) The members of the EC shall be of an appropriate level of seniority and experience depending on the complexity and value of the procurement requirement.
- d) Members of the EC may be external to BMCT where required skills and experience are not within or the members have a conflict of interest.

This refers to failure to perform any term of a contract, written or oral, without a legitimate excuse. This may include not completing a job, failure to deliver all the goods, substituting inferior or significantly different goods, not providing a bond when required, being late without excuse, or any act which shows the party will not complete the work ("anticipatory breach")

The conditions of how and when the contract shall be terminated will be specified in the contract document.

5.0 CONTRACTS COMMITTEE AND CONTRACT MANAGEMENT

5.1 Contracts Committee

5.1.1 Composition

- a) The BMCT CC shall comprise of three members who shall be appointed by the TA. However where procurement requires technical input, members with technical skills will be co-opted.
- b) The committee shall have at least three members from BMCT namely the chairperson, the secretary and another member.

5.1.2 Documentation

The contracts committee shall make a report(s) in respect of the activities mentioned in 3.3.4 above and submit the report(s) to the TA.

The frequency of the CC meetings shall be in accordance with the procurement and disposal unit requirements as per the procurement plan.

5.2.3 Breach and termination of the contract

5.2.2 Contractual Management Process

Each procurement shall have a contract for its execution, depending on the complexity of the procurement; the BMCT lawyer will be requested to draft a contract for use.

This contract will highlight all the obligations of the two parties and the respective time frames and deliverables. Contracts shall have the following:

- a) Contract document with all the attachments for the execution of the contract like specifications, terms of reference, and contract implementation plan
- b) Performance reporting to monitor cost, schedule and technical performance
- c) Change control- to ensure that changes are properly approved and that all relevant parties are aware of such changes
- d) Financial management component- payment terms as defined in the contract shall involve a specific linkage between the provider, progress of work and compensations paid.

6.0 DISPOSAL OF BMCT ASSETS

Disposal of BMCT assets identified by TAU and presented to the Board for approval shall be carried out in accordance with these regulations and guidelines.

BMCT shall maintain a record of its disposal proceedings and contract management for a period of seven years from the date of a decision to terminate a disposal activity or the date of completion of a disposal activity, whichever comes first.

6.1 Methods for disposal of BMCT Assets.

BMCT shall select one of the following disposal methods in accordance with the provisions of this guideline-

- (a) Public auction;
- (b) Public bidding;
- (c) Sale to BMCT staff and the Board members;
- (d) Direct negotiations;
- (e) Trade-in;
- (g) Conversion or classification of assets into another form; or
- (h) Destruction of assets

BMCT shall take into account the following factors in selecting a disposal method

- (a) The potential market value of the asset;
- (b) The volume of the asset, whether one-off or bulk;
- (c) The number and location of potential bidders;
- (d) The location of the asset;
- (e) Restrictions on export or end-users;
- (f) National security and public interest issues;
- (g) Health and safety issues;
- (h) Legal or human rights issues;
- (i) Environmental considerations;
- (j) The trade-in value of the asset;

To promote probity, fairness and competition, BMCT shall not dispose of an asset outside of a public process where an open and competitive may be successful. Disposal of assets may be by sale to BMCT Staff and process Board Members.

This shall be possible under the following circumstances:

- (a) Where there is no likely benefit or financial advantage to BMCT, in using any other disposal method;
- (b) Where the assets for disposal are of a small number and of low value and are unlikely to attract public interest;
- (c) Where the personal use of the disposed assets would directly benefit the performance of a BMCT officer in the execution of his or her duties within BMCT; or
- (d) In remote locations, where any other method of disposal would be difficult. Disposal by sale to BMCT officials shall be contracted to an independent agent. Assets for sale to BMCT officers shall be for personal use but not business or commercial use.

ANNEX 1: FORM 1: REQUEST FOR APPROVAL OF PROCUREMENT**PART I: REQUEST BY USER DEPARTMENT FOR APPROVAL OF PROCUREMENT**

Procurement Reference Number			
Code of Procuring and Disposing Entity	Supplies/Works/Non-consultancy services	Financial year	Sequence number

Particulars of Procurement	
Subject of Procurement	
Location for Delivery	
Date Required	

Details relating to the Procurement					
Item No.	Description <i>(Attach specifications, terms of reference or scope of works)</i>	Quantity	Unit of Measure	Estimated Unit Cost	Market price of the procurement
1					

Estimated Total Cost: _____	Currency: _____	
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(1) Request for Procurement

(Member of user department)

(2) Confirmation of request

(Head of Finance)

Name: _____

Signature: _____

Title: _____

Date: _____

Availability of funds to be confirmed prior to approval by Accounting Officer:

Vote/head No	Programme	Sub-programme	Item	Balance remaining

(3) Confirmation of funding and approval to procure

(Accounting Officer)

Name: _____

Signature: _____

Title: _____

Date: _____

Annex 2: FORM 2 RECORD OF SALE OR ISSUE OF BIDDING DOCUMENTS OR ADDENDA

Procurement Reference Number			
Code of Procuring and Disposing Entity	Supplies/Works/ Non-consultancy services	Financial year	Sequence number

Particulars of Procurement	
Subject of procurement	
Date of publication of bid notice	
Date bid document or addendum is available	

No.	Name and address of bidder	Date of application for the document*	Date and time of issue of documents	Person issued with the document	Signature & telephone no. of person of issued with document	Name and Signature of officer issuing document

I hereby certify that the above is a true and accurate record of the issue of bidding documents.

Name: _____ Position: _____

Signature: _____ Date: _____

Annex 3: FORM 3 RECORD OF BIDS RECEIVED AND OPENING

Procurement Reference Number			
Code of Procuring and Disposing Entity	Supplies/Works/Non-consultancy services	Financial year	Sequence number

Particulars of procurement	
Subject of procurement	
Deadline for bid submission (<i>date and time</i>)	
Location for bid closing	

Particulars of receipt or bid closing							
No.	Name and address of bidder	Date of receipt	Time of receipt	Number of envelopes	Method of receipt: person/bid box	Name of officer who received the bid	Signature of officer who received the bid

Name: _____

Position: _____

Signature: _____

Date: _____

Name: _____

Position: _____

Annex 4: FORM 4 EVALUATION REPORT UNDER THE TECHNICAL COMPLIANCE EVALUATION METHOD

Procurement Reference Number			
Code of Procuring and Disposing Entity	Supplies/Works/ Non-consultancy services	Financial year	Sequence number

****Please read the guidance notes for preparing evaluation report at the end of this Form**

1. Introduction

(1) The requirement is for the [supply, delivery/installation/commissioning] _____ of [subject of procurement]_____.

(2) The procurement method used and approved by the Contracts Committee was _____ [open domestic bidding/open international bidding/restricted domestic bidding/restricted international bidding/quotations/direct procurement] _____

2. Details of invitation

{For open bidding without pre-qualification}

(1) The bidding document was approved by the Contracts Committee on [date] _____.

(2) The bid notice was advertised on the [date] _____ in [name of publications]_____].

(3) The list of bidders issued with the bidding document was recorded using Form 8 _____ which is attached.

{For open bidding with pre-qualification}

(1) The invitation to bid, pre-qualification evaluation and shortlist were approved by _____ the Contracts Committee on [date] _____.

(2) The list of bidders who were issued with the bidding documents/Request for quotations was recorded using Form 8 which is attached.

{For restricted bidding or quotations procurement method}

(1) The invitation to bid/request for quotations document and the shortlist were

approved by the Contracts Committee on [date] _____

(2) The bidders who were issued with the bidding documents/ request for quotations were recorded using Form 8 which is attached.

{For direct procurement}

(1) The bidding document and proposed bidder were approved by the Contracts Committee on [date] _____

(2) The bidding document was issued on [date] _____

3. Addenda to bidding document

{For addenda}

(1) [Number] _____ addendum/addenda was/were approved by the Contracts Committee on [date(s)] _____ and issued.

(2) The issue of the addendum/addenda was recorded using Form 8 which is attached.

{For no addenda}

(1) No addenda to the bidding document were required or issued.

4. Pre-bid meeting {delete if not applicable}

(1) A pre-bid meeting was held at [location] _____
_____ on [date] _____

(2) The minutes were recorded using Form 10 which is attached.

5. Details of bid closing

{For open bidding, restricted bidding and quotations and proposals procurement}

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(1) Bidding was closed on [date] _____ at [time] _____
 at
 [location] _____

(2) The receipt of bids was recorded using Form 11 which is attached.
 {For direct procurement}
 The sealed bid was received on [date].

6. Details of bid of the opening

(1) A public bid opening was held at [location] _____ on
 [date] _____ at [time] _____

(2) The bid opening session and the attendance was recorded using Form 12
 which is attached.

7. Details of membership of the Evaluation Committee

The evaluation committee approved by the Contracts Committee on [date]
 comprised:

[Name] _____	[designationanddepartment] _____
[Name] _____	[designationanddepartment] _____
[Name] _____	[designationanddepartment] _____

8. Details of evaluation methodology

The evaluation methodology used was technical compliance evaluation method,
 which involved the following four stage procedure:

- a. Preliminary examination on a pass/fail basis to determine the eligibility of the bidders and assess their administrative compliance to the Invitation.
 Non eligible and non-compliant bids were eliminated from further evaluation.
- b. Detailed evaluation to determine the technical responsiveness of eligible, compliant bids to the technical specification and terms and conditions in the invitation.
 Bids that were not substantially responsive were eliminated from further evaluation.
- c. Financial comparison to examine and rank financial bids. The lowest price eligible, compliant, substantially responsive bid was ranked first and declared the best evaluated bid.
- d. Post qualification evaluation to determine whether the best evaluated bidder has the capacity and the resources to effectively execute the procurement for the procuring and disposing entity.

9. Preliminary examination

[Brief narrative on the result of the preliminary examination and detailed justification with reasons why any bid was declared non eligible or non-compliant.]

Refer Table 1 which summarizes the preliminary examination.

10. Detailed evaluation

[Brief narrative on the results of the detailed evaluation and detailed justification with reasons why any bids were declared non responsive. Include details of any non material nonconformities, errors or omissions waived or rectified by the evaluation committee and the way in which they were quantified for inclusion in the financial comparison. Include details of all clarifications requested and received from bidders].

Refer to Table 2 which summarizes the detailed evaluation.

11. Financial comparison

[Describe the correction of any arithmetic errors, application of any discounts, adjustments made for any non material nonconformities, errors or omissions, conversion to a common currency and application of any margin of preference]. All bids that were eligible, compliant and substantially responsive were ranked, with the lowest priced being ranked first.

Refer Table 3 which summarizes the financial comparison.

12. Evaluation of multiple lots {delete if not applicable}

A second stage of the financial comparison was undertaken to apply discounts, which were conditional on the simultaneous award of more than one lot.

See the attached spreadsheet which details the application of the conditional discounts.

13. Post-qualification (if required)

[Name of bidder] was evaluated against the qualification criteria stated in the bidding document.

[Brief narrative on the result of the post-qualification evaluation and detailed justification with reasons if the bidder was found not qualified against any criteria.]

On the basis of the qualification criteria stated, [name of bidder] _____ is qualified/not qualified {delete as applicable}.

See record that summarizes the post-qualification evaluation.

14. Recommendations {to be amended as appropriate}

On the basis of the evaluation methodology and criteria stated in the invitation, it is recommended that-

(1) The best evaluated bid for the procurement of [list all items the recommendation relates to] is from [name of bidder] with a total evaluated price of [currency and amount] _____

(2) Negotiations are/are not required.

(3) The total proposed contract price is [currency and amount]

(4) The total acquisition cost for the requirement is estimated to be [currency and amount _____], including [state all incidental costs included in the estimate].

{Repeat these recommendations for split awards or multiple lots} _____

15. Disagreement by the Evaluation Committee {delete if not applicable}
 The Evaluation Committee did not reach a unanimous decision on the evaluation and this evaluation report details the view of the majority of the team. [Give details of the issues where the team disagreed, the discussions held, the alternative views and the names of those with alternative views].

16. Signed by the Evaluation Committee:
 We confirm that this evaluation report gives a complete and accurate report of the evaluation conducted:

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

Annexes: {amend as appropriate}

Form 8: Record of sale or issue of bidding documents

Form 10: Record of minutes of pre-bid meeting

Form 11: Record of bids received

Form 12: Record of bid opening

Table 1: Preliminary examination

Table 2: Summary of detailed evaluation

Table 3: Summary of financial comparison

Spreadsheets detailing line item comparisons for partial or split awards

Spreadsheets showing application of conditional discounts

Minutes of the meeting of the evaluation committee

Documents available from the Procurement and Disposal Unit: {to be amended as appropriate}

Copy of the bidding document.

Copy of all bids.

Annex 5:TABLE 1 – PRELIMINARY EXAMINATION AND ASSESSMENT OF ELIGIBILITY

	1	2	3	4	5
Name of Bidder					
Eligibility criteria					
<i>{Complete criteria as per bidding document}</i>	C/NC	C/NC	C/NC	C/NC	C/NC
	C/NC	C/NC	C/NC	C/NC	C/NC
	C/NC	C/NC	C/NC	C/NC	C/NC
	C/NC	C/NC	C/NC	C/NC	C/NC
	C/NC	C/NC	C/NC	C/NC	C/NC
	C/NC	C/NC	C/NC	C/NC	C/NC
Administrative compliance criteria					
<i>{Complete criteria as per bidding document}</i>	C/NC	C/NC	C/NC	C/NC	C/NC

	1	2	3	4	5
Name of Bidder					
	C/NC	C/NC	C/NC	C/NC	C/NC
	C/NC	C/NC	C/NC	C/NC	C/NC
	C/NC	C/NC	C/NC	C/NC	C/NC
	C/NC	C/NC	C/NC	C/NC	C/NC
	C/NC	C/NC	C/NC	C/NC	C/NC
	C/NC	C/NC	C/NC	C/NC	C/NC
	C/NC	C/NC	C/NC	C/NC	C/NC
Conclusion	C/NC	C/NC	C/NC	C/NC	C/NC

KEY: C = Compliant NC = Non-Compliant *{delete that which is not applicable in the table above}*

**Annex 6: TABLE 2 – SUMMARY OF DETAILED TECHNICAL EVALUATION
(ONLY BIDS THAT ARE ELIGIBLE AND COMPLIANT)**

Procurement Reference Number			
Code of Procuring and Disposing Entity	Supplies/Works/Non-consultancy services	Financial year	Sequence number

No.	Name of bidder	Technical responsiveness	State reasons for the responsiveness/non responsiveness. State any nonmaterial nonconformities, errors and omissions accepted and the way in which they were quantified
		R/NR	
		R/NR	
		R/NR	
		R/NR	

KEY: R = Responsive NR = Non Responsive {delete that which is not applicable in the table above}
 This examination eliminated [number] bidders, [Names of bidders].

Annex 7: TABLE 3 – SUMMARY OF FINANCIAL COMPARISON (ONLY BIDS THAT ARE ELIGIBLE, COMPLIANT AND SUBSTANTIALLY RESPONSIVE)

(ONLY BIDS THAT ARE ELIGIBLE, COMPLIANT AND SUBSTANTIALLY RESPONSIVE)

Procurement Reference Number			
Code of Procuring and Disposing Entity	Supplies/Works/Non-consultancy services	Financial year	Sequence number

EVALUATION CURRENCY: _____

No.	Name of bidder	Bid currency	Bid Total	Corrections made	Discounts	Adjustments made	Corrected amount	Exchange rate	Converted total	Margin of preference	Evaluated total	Rank

{Attach working spreadsheets detailing line item comparisons for partial or split awards or detailing the application of conditional discounts for multiple lots}.

Annex 8: LETTER OF NOTIFICATION OF AWARD



BWINDI MGAHINGA CONSERVATION TRUST

To.....

Date_____

Dear Sirs/Madam,

Re: Letter of Notification of Award

Dear Sirs/Madam,

Re: Letter of Notification of Award

This is to inform you that your offer detailed below has been accepted. A written contract is being drafted and shall be forwarded to you for your signature.

Procurement reference number:

Subject of procurement:

Date of bid:

Contract award amount:

Identification of bid items:

Identification of correspondence:.....

Included in this award:

Commencement date:

You are required to confirm receipt of this letter and confirm that you are proceeding with the arrangement to supply.

Signature of this letter confirms the financial commitment of the procuring and disposing entity to the contract.

Yours sincerely,

TRUST ADMINSTRATOR.
BMCT