



**THE MOVEMENT FOR
COMMUNITY-LED
DEVELOPMENT
UGANDA CHAPTER**

PROCUREMENT AND DISPOSAL POLICY AND PROCEDURES MANUAL

MAY, 2023

THE MOVEMENT FOR COMMUNITY LED DEVELOPMENT UGANDA
CHAPTER

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Section One

1.1 Overview of MCLD Procurement and Disposal Policy and Procedures Manual.

This Procurement and Disposal Policy and Procedures Manual is designed for Movement for Community Led Development, an alliance of civil society organizations in Uganda. This manual is designed to guide the procurement and disposal of goods and services by MCLD in a transparent, fair, and competitive manner while ensuring compliance with applicable laws and regulations.

The objectives of this policy are as follows:

- To ensure that all procurement and disposal processes are transparent, fair, and competitive.
- To ensure that all procurement and disposal processes comply with applicable laws and regulations.
- To ensure that all goods and services procured meet the required quality standards.
- To ensure that the organization obtains value for money in all procurement and disposal processes.
- To ensure that the organization's resources are used effectively and efficiently.

Applicability of Manual

The policies and procedures outlined in this manual apply to all procurement activities for goods, services and works of the organisation.

Section Two

Specific provisions, processes and procedures

2.1 Open competition

2.1.1 Open competition is the basis for efficient value-for-money procurement. The Movement shall select the most appropriate method for the specific procurement. In most cases, for individual or aggregated items of high value, Open Competitive Bidding (OCB) properly administered, and with the allowance for negotiations, where appropriate, on scope of work, prices and terms for contracts under prescribed conditions is the most appropriate method. The medium for ensuring open competition may include the use of MCLD and other funding and collaborating partners' websites, advertising through the print media, social media etc. The choice will depend on the budget and criticality of the need.

2.2 Eligibility

2.2.1 To foster competition MCLD permits firms and individuals from all eligible countries recognized by the Government of Uganda to offer goods, works, and services to MCLD-financed projects. Any conditions for participation shall be limited to those that are essential to ensure the firms' and or individuals' capability to fulfill the contract in question.

- 2.2.2** For any contract to be financed in whole or in part by the organisation's internally generated funds, external loans or grants; MCLD's policy does not permit its procurement process to deny pre- or post-qualification of firms for reasons **unrelated** to its legal, capability and resources to successfully perform the contract; nor does it permit disqualifying any bidder for such reasons. Consequently, the Procurement Office should carry out due diligence on the technical and financial qualifications of bidders to be assured of their capabilities in relation to the specific contract.

2.3 Conflict of interest

- 2.3.1** A firm where a board member, or members of staff or a consultant hired by MCLD or the spouse or the biological children of the member of staff or the consultant are majority shareholders or sole proprietors shall be debarred from bidding, quoting or trading or providing contractual services directly or indirectly to MCLD without declaring those interests
- 2.3.2** Board members, members of the Finance/Administration Committee or members of staff of the MCLD or the consultant hired by MCLD, on receiving the agenda of a procurement meeting of any of MCLD's business, or on notification of a matter being brought to the attention of any of the aforementioned parties, shall immediately inform the Country Coordinator or his/her designate, and in the event of the Country Coordinator receiving the agenda, he/she will inform the Board Chairperson in writing of any item on the agenda or specific matter requiring the Board or Finance's Committee consideration and decision, where he/she has, or intends to acquire a direct or indirect personal interest.
- 2.3.3** A member with interest shall disclose the specific details of the personal interest and shall request to leave the meeting while the matter is being considered and shall not participate in the deliberations or decisions or decision-making process of the subject matter on the agenda in which he or she has an interest.

2.4 Procurement Plan

- 2.4.1** As part of the preparation of the MCLD project/departmental goals, the User Departments shall prepare work plans, and the office responsible for managing procurement shall prepare a consolidated procurement plan; and submit to the Country Coordinator for review before incorporation in the budget for approval by the Board. The procurement consolidated plan shall contain all procurement activities to be financed both by funding partners and MCLD's internally generated funds.
- 2.4.2** Individual procurement plans shall be made for each project to take care of the varying financing arrangements and timing by the different donors where new funding is received during the course of the financial year.

2.5 Prequalification of Bidders

- 2.5.1** MCLD shall maintain a list of pre-qualified providers to ensure that invitations to bid are extended only to those suppliers who have adequate capabilities and resources. There shall be at least 2 service providers pre-qualified for a particular item based on the geographical location.
- 2.5.2** Prequalification shall be based entirely upon the capability and resources of prospective bidders to perform the particular contract satisfactorily, taking into account their a) experience and past performance on similar contracts, (b) capabilities with respect (to personnel, equipment, and construction or manufacturing facilities, and (c) financial position.
- 2.5.3** The Procurement Office shall inform all applicants of the results as soon as the pre-qualification exercise is completed.
- 2.5.4** The minimum number of bidders to be pre-qualified shall not be less than five at any particular time with at least 2 service providers pre-qualified per item with attention to their geographical location.
- 2.5.5** MCLD shall keep the pre-qualified providers on the list for three (3) years from the date of notification of pre-qualification.
- 2.5.6** The list of pre-qualified firms shall be updated periodically, at least once every year. The pre-qualified providers shall renew the status of their compliance to the respective tax and other statutory obligations.
- 2.5.7** Verification of the information provided in the submission for pre-qualification shall be confirmed at the time of award of the contract, and the award may be denied to a bidder that is judged to no longer have the capability or resources to successfully perform the contract.

2.6 Initiation of a procurement action

- 2.6.1** Only procurement activities included in the approved annual budget, grant agreements with donors, where applicable and the consolidated procurement plan shall be procured.
- 2.6.2** Procurement activities shall be initiated by the respective User Departments using a Procurement Requisition Form, a sample of which is provided in the Appendix.

2.7 Amendment of the Manual

- 2.7.1** Members of staff are encouraged to use the manual in its entirety. Suggestions for amendments to any section or part of the manual should be submitted in writing to the Procurement Office which will present the views to the Procurement Committee of the Secretariat. The manual will be amended by the Secretariat upon the approval of the Board of Directors.

Section Three

Roles And Responsibilities

The procurement and Disposal process of the Movement will be supported by the Board of Directors, Country Coordinator, Finance/Administrative Officer, Accounts/Administrative Assistant, and Procurement Unit/Committee with clear and separate duties depending on the nature and value of procurement.

3.1 Board of Directors

- 3.1.1 The Board of Directors is responsible for providing oversight and strategic guidance on procurement and disposal activities. Its responsibilities include:
- 3.1.2 Approving the procurement and disposal policy and procedures manual.
- 3.1.3 Approving major procurement and disposal processes.
- 3.1.4 Reviewing and approving the annual procurement plan.
- 3.1.5 Monitoring compliance with the procurement and disposal policy and procedures manual.

3.2 Country Coordinator

- 3.2.1 The Country Coordinator is responsible for implementing the procurement and disposal policy and procedures manual. His/her responsibilities include:
- 3.2.2 Developing and implementing the annual procurement plan.
- 3.2.3 Recommending amendments for review of the procurement manual
- 3.2.4 Ensuring that all procurement and disposal processes comply with the procurement and disposal policy and procedures manual.
- 3.2.5 Ensuring that all procurement and disposal processes are transparent, fair, and competitive.
- 3.2.6 Ensuring that all goods and services procured meet the required quality standards.
- 3.2.7 Ensuring that the organization obtains value for money in all procurement and disposal processes.
- 3.2.8 Ensuring that all procurement and disposal processes are properly documented.

3.3 Finance/Administrative Officer

- 3.3.1 The Finance Officer/Assistant is responsible for managing the financial aspects of procurement and disposal processes. His/her responsibilities include:
- 3.3.2 Receiving, reviewing and verifying procurement and disposal documents.
- 3.3.3 Ensuring that all procurement and disposal processes comply with the procurement and disposal policy and procedures manual.
- 3.3.4 Ensuring that all procurement and disposal processes are transparent, fair, and competitive.
- 3.3.5 Ensuring that all goods and services procured meet the required quality standards.
- 3.3.6 Ensuring that the organization obtains value for money in all procurement and disposal processes.
- 3.3.7 Ensuring that all procurement and disposal processes are properly documented.

3.4 Procurement Committee

The Country Coordinator will formulate a Procurement Committee headed by the Finance/Administrative Officer or designate. The Procurement Unit shall comprise of 3 people and the composition will be guided by the nature and value of particular procurement.

- 3.4.1 The Procurement Unit is responsible for managing the procurement and disposal processes. Its responsibilities include:
- 3.4.2 Developing and implementing procurement plans and strategies.
- 3.4.3 Preparing procurement documents.
- 3.4.4 Evaluating bids and proposals.
- 3.4.5 Recommending award of contracts.
- 3.4.6 Ensuring that all procurement and disposal processes comply with the procurement and disposal policy and procedures manual.
- 3.4.7 Ensuring that all procurement and disposal processes are transparent, fair, and competitive.
- 3.4.8 Ensuring that all goods and services procured meet the required quality standards.
- 3.4.9 Ensuring that the organization obtains value for money in all procurement and disposal processes.
- 3.4.10 Ensuring that all procurement and disposal processes are properly documented.

Section Four

Authorization/Approval levels and Thresholds for procurement

Contract/Purchase Order Value in UGX	Preparing Officer	Endorsing Officer	Authorising Officer	Approval
001 - 500,000/=	Accounts Assistant	None	Country Coordinator	Approvals are not required from PC before contracting. Finance/Administration Officer initiates the procurement and shall prepare a list of micro procurements and submit monthly reports to the PC for review and approval.
500,001 – 3,000,000	Account Assistant	Procurement Committee	Country Coordinator	Approvals are not required from PC before contracting, and Country Coordinator shall submit monthly reports to the PC for review and guidance.

3,000,0001-10,000,000/=	Account Assistant	Procurement Committee	Country Coordinator	Procurement Committee (PC) shall review and approve all Procurement awards before Contract signing is done
10,000,001 and above	Account Assistant	Procurement Committee Country Coordinator	Board/Treasurer	Procurement Committee (PC) shall approve all Procurements before Contract signing is done

Section Five

Procurement Methods

5.1 MCLD shall determine the procurement method to be used on a case-by-case basis based on the thresholds. The procurement method shall be clearly stated in the approved procurement plan before issuing any request for quotation/Proposal. These shall include: -

5.1.1 Open Competitive Bidding

5.1.1.1 Open Competitive Bidding is the procurement method that is open to participation on equal terms by all providers, through advertisement of the procurement opportunity and which specifically seeks to attract both foreign and local providers.

5.1.2 International Competitive Bidding (ICB)

5.1.2.1 International competitive bidding is the procurement method that is open to participation on equal terms by all providers, through advertising of the procurement opportunity and which specifically seeks to attract foreign providers, where national providers may not necessarily make this achievable.

5.1.3 National Competitive Bidding

5.1.3.1 National Competitive Bidding (NCB) is the competitive bidding procedure that will be normally used for procurement locally and may be the most appropriate way of procuring goods, services or works which, by their nature or scope, are unlikely to attract foreign competition. When used, it is necessary to ensure economy, efficiency, transparency, and broad consistency with the basic principles in this manual. NCB may be the most appropriate method of procurement where foreign bidders are not expected to be interested because (a) the contract values are small, (b) works are in an up-country geographical area or spread over time, (c) works are labor intensive, or (d) the goods or works are available area or spread over time, (e) works are labor intensive, or (f) the goods or works are available locally at prices below the international market. NCB procedures may also be used where the advantages of International Competitive Bidding are clearly outweighed by the administrative or financial burden involved.

5.1.3.2 Where funds permit, procurement opportunities shall be advertised in the national press of the member countries or a Uganda daily of wide circulation and on the

MCLD website and social media platforms. If foreign providers wish to participate under these circumstances, they shall be allowed to do so.

5.1.4 Request for Quotations/Proposals

5.1.4.1.1 Request for Quotations or proposals (RFQ or RFP) is a procurement method that is based on comparing price quotations obtained from several suppliers (in the case of goods) or from several contractors (in the case of civil works), with a minimum of three, to assure competitive prices, and is an appropriate method for procuring readily available off-the-shelf goods or standard items of small value, or simple civil works of small value. Where the subject of procurement is services, the appropriate terminology or method shall be referred to as Request for Proposals (RFP). Requests for quotations shall indicate the description and quantity of the goods or specifications of goods and scope of works, as well as desired delivery (or completion) time and place. Quotations may be submitted as sealed hard copies or by electronic means. The evaluation of quotations shall follow the same principles as open bidding. The terms of the accepted offer shall be incorporated in a purchase order or agreement.

5.1.5 Direct Contracting

5.1.5.1 Direct contracting is contracting without competition (single source) and may be an appropriate method under the following circumstances:

5.1.5.2 An existing contract for goods or works, awarded in accordance with the prescribed procedures, may be extended for additional goods or works of a similar nature. The Procurement Committee shall be satisfied in such cases that no advantage could be obtained by further competition and that the prices on the extended contract are reasonable. Provisions for such an extension, if considered likely in advance, shall be included in the original contract.

5.1.5.3 Standardization of equipment or spare parts, to be compatible with existing equipment, may justify additional purchases from the original Supplier. For such purchases to be justified, the original equipment shall be suitable, the number of new items shall generally be less than the existing number, the price shall be reasonable, and the advantages of another make or source of equipment shall have been considered and rejected on grounds acceptable to the Movement and/or the Financing Agency.

5.1.6 Direct Contracting

5.1.6.1 The required equipment is proprietary and obtainable only from one source.

5.1.6.2 The Contractor responsible for a process design requires the purchase of critical items from a particular Supplier as a condition of a performance guarantee.

5.1.6.3 In exceptional cases, such as in response to natural disasters.

5.1.7 Cash Purchases

5.1.7.1 A cash purchase is a procurement method whereby office petty cash may be requisitioned to procurement of goods or pay for non-consultancy services of low values not exceeding UGX 100,000 or its equivalent in US\$.

5.1.7.2 The method is used in circumstances involving standardized common user items (routine) which are abundantly available in the market. It does not justify competitive procedures and therefore such items may be obtained from one supplier.

5.1.7.3 The Country Coordinator may delegate authority to any member of the Staff to undertake cash purchases.

- 5.1.7.4** Requisitioning for the cash shall be in accordance with the provisions of the organization's Finance Management Policy and Procedures.
- 5.1.7.5** The goods shall be procured from formally registered and established providers that have permanent physical premises/addresses. It is the onus of the person holding cash for this purpose to establish the legal status of the provider and if the provider is compliant in terms of meeting tax obligations.
- 5.1.7.6** The goods being procured on a Cash basis must conform to the User's specifications and MCLD quality standards.
- 5.1.7.7** The goods procured shall be received and acknowledged on the Delivery Note by the user who initiated the procurement requisition.
- 5.1.7.8** The funds obtained for cash purchase shall be accounted for in accordance with the provisions of MCLD's Finance and Accounting Policies and Procedures manual. The following original documents as proof of execution of the procurement shall be required:
- A copy of the approved Procurement Requisition
 - Supplier's Pro-forma invoice or quotation if available
 - Cash Sale or Official Receipt (on Supplier's headed document)
 - Supplier's Delivery Note if available
 - Acknowledgment of receipt of the goods or services by the initiator of the Procurement Requisition or User.

5.1.8 Emergency situations

- 5.1.8.1** An emergency situation shall constitute a circumstance that is urgent or unforeseeable or a situation that is not caused by dilatory conducts where-
- 5.1.8.2** MCLD or members' business is seriously threatened by or actually confronted with a pandemic, war, disaster, catastrophe or an act of God.
- 5.1.9** The conditions or quality of goods, equipment, and buildings may seriously deteriorate unless action is urgently and necessarily taken to maintain them in their actual value or usefulness.
- 5.1.10** Under such emergency situations, the Finance Officer shall seek authority from the Country Coordinator to use a procurement method most prudent so as to facilitate the prompt acquisition of the required goods, services or works.

5.2 Bidding Periods, Value Limits and Procurement Methods

No.	Procurement Method	Estimated Value (or equivalent UGX amount)	Minimum bidding period
1	Open Competitive Bidding (ICB)	Goods and services: Above <u>UGX</u> . 151m Works: Above <u>UGX</u> . 500m	28 calendar days (ICB)
	Open Competitive Bidding (NCB)	Goods and services: Above <u>UGX</u> . 100m – 250m Works: Above <u>UGX</u> . 151m – 500m	21 calendar days (NCB)

2	Quotations and proposals procurement (RFQ & RFP)	Goods and services: Above <u>UGX.</u> 3.0m but not exceeding <u>UGX.</u> 100.0m. Works: Above <u>UGX.</u> 3.0m but not exceeding <u>UGX.</u> 150.0m	3 to 14 calendar days (depending on the market conditions)
3	Direct procurement	Above UGX100,000 but not exceeding UGX 3.0M for all types of procurements. The value depends on the nature of the procurement and the circumstance. E.g. electricity, water etc.	No minimum bidding period
5	Cash Purchases	Not exceeding <u>UGX.</u> 100,000	Not applicable (Immediate)
6	Prequalification of providers	N/A	28 calendar days (Preparation and submission of applications)

Section Six

Bidding/Solicitation Documents

6.1 Content of bidding documents

- 6.1.1 The bidding documents shall furnish all information necessary for a prospective bidder to prepare a bid for the goods, services, and works to be provided. Separate bidding documents shall be prepared for the Prequalification of providers. The detail and complexity of these documents may vary with the size and nature of the proposed bid package and contract.
- 6.1.2 The basis for bid evaluation and selection of the lowest evaluated bid shall be clearly outlined in the instructions to bidders and/or the specifications. Only the Technical Compliance Selection methodology shall be used for Goods, Works, and Non-consultancy services.

6.2 Cost of Bidding

- 6.2.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, including attending any pre-bid or negotiation meetings with or visits to the organisation or any sites, and the conduct or outcomes of the bidding process.
- 6.2.2 Dependent on approval from the Board, bidders for the pre-qualification will be asked to pay a non-refundable fee of 50,000/= or its equivalent in USD to access the bid documents.

6.3 MCLD has the Right to accept or Reject any or All Bids

- 6.3.1 The organization reserves the right to accept or reject any bid, to annul the bidding process, and reject all bids at any time prior to contract award, without incurring any liability to Bidders.

6.4 Applicable Law and Settlement of Disputes

- 6.4.1 The conditions of the contract shall include provisions dealing with the applicable law and the forum for the settlement of disputes. The arbitration shall be in accordance with the Arbitration and Conciliation laws of Uganda in contracts for the procurement of goods and works. In the case of works contracts, supply and installation contracts, and turnkey contracts, the dispute settlement provision shall also include mechanisms such as dispute review boards or adjudicators, which are designed to permit a speedier dispute settlement.
- 6.4.2 Expenditure of funds shall be in accordance with the organization's approved workplan, budget approvals, and any other conditions as may be outlined in the relevant agreements.
- 6.4.3 All payments shall have supporting documents before they are presented for processing. Support documents for activity advance payments will include an approved concept note with activity details; payment for service providers will include an invoice or agreement or proof of completion of work.
- 6.4.4 All payments by the organization shall be prepared by the Account Assistant or designate.
- 6.4.5 All payments shall be checked by the Finance/Administration Officer or designate, and approved by the Country Coordinator.

6.5 Issue of solicitation documents

- 6.5.1 The Procurement Office shall issue or sell solicitation documents to interested or pre-qualified bidders.
- 6.5.2 A bid shall be rejected at submission time or bid opening if it is submitted by a bidder who:
- 6.5.3 Is not listed as having bought or obtained the solicitation document directly from MCLD or;
- 6.5.4 Is not included on the short-list approved by the Procurement Committee

6.6 Pre-bid meeting/conference

- 6.6.1 MCLD may hold a pre-bid briefing conference to allow potential bidders to seek clarification.

6.7 Deadline date for submission of Bids

- 6.7.1 The deadline and place for receipt of bids shall be specified in the solicitation documents.

6.8 Methods of receipt of bids/quotations and bid closing

- 6.8.1 The method for receipt of bids and closing of bids shall be either by:
- 6.8.2 In person and the issue of a receipt by the staff of the Procurement office
- 6.8.3 Use of a bid box
- 6.8.4 Electronic means if permitted by the Country Coordinator or the Procurement Committee and included in the solicitation document.
- 6.8.5 Where a bid is delivered by registered mail or courier, MCLD shall not be held liable for the risk of loss or delay in delivery.

6.9 Late bids

- 6.9.1 No bid submitted after the deadline for receipt of bids/quotations shall be accepted.

6.10 Bid opening

6.10.1 The deadline for receipt of bids shall be the same as for the bid opening or promptly thereafter and shall be stated, together with the place for bid opening, in the solicitation documents.

6.10.2 Quotations/proposals received electronically in respect to the request for quotations procurement methods or request for proposals shall not be opened in public.

6.11 Confidentiality

6.11.1 After the receipt and opening of bids, information relating to the examination, clarification, and evaluation of bids and recommendations concerning awards shall not be disclosed to bidders or other persons not officially concerned with this process until the publication of the contract award.

6.12 Domestic Preferences

6.12.1 There will be a 10% preference scheme for domestically manufactured goods or goods supplied/produced by beneficiaries and members of the Movement programs or for domestic Contractors registered in the member country where the procurement decision is taken provided they meet the eligibility and.

6.12.2 Goods qualify for preference, as domestically manufactured goods, where the labor or the value addition to the goods is more than 30%. The production facility in which the goods are to be manufactured, assembled or processed is in Uganda and is engaged in the manufacturing, assembling or processing of the goods at the time of submission of the bid.

6.13 Evaluation and Comparison of Bids

6.13.1 The purpose of bid evaluation is to determine the cost to MCLD of each bid in a manner that permits comparison on the basis of their evaluated cost. Subject to the results of the post-qualification, the bid with the lowest evaluated cost but not necessarily the lowest submitted price shall be selected for award.

6.13.2 Evaluation of quotations or bids shall be conducted by at least three (3) officers to be nominated by the Procurement Office and approved by the Country Coordinator.

6.13.3 The evaluation of quotations or bids shall be carried out through three stages where no pre-qualification was done or two stages for the pre-qualified providers, using the Evaluation tool a sample of which is provided in the Appendix.

6.14 Negotiations

6.14.1 Negotiations may be carried out where:

6.14.2 The competitive procurement method was used and only one bid was received in response to the call for bids;

6.14.3 The direct procurement method was used; or

6.14.4 The procurement is for consultancy services;

6.14.5 Where the best-evaluated bid or proposal exceeds MCLD's budget.

6.14.6 In case of failure to agree on the negotiation with the best bidder then we seek negotiation with the 2nd bidder.

6.15 Award of Contract

6.15.1 The Country Coordinator or Procurement Committee shall, in accordance with the authorization limits, award the contract within the period of the validity of bids, to the bidder who meets the appropriate standards of capability and resources and whose bid has been determined:

6.15.2 To be substantially responsive to the bidding documents and

- 6.15.3 To offer the lowest evaluated cost. A bidder shall not be required, as a condition of award, to undertake responsibilities for work not stipulated in the solicitation documents or otherwise to modify the bid as originally submitted.

6.16 Rejection of All Bids

- 6.16.1 Solicitation documents shall state that MCLD may reject all bids without any obligation to any bidder.
- 6.16.2 All bidders will be notified of the rejection and reason for the bidder.

6.17 Contract management

- 6.17.1 After a contract is entered into with the provider, a specific MCLD officer shall be nominated by the user and appointed by the Country Coordinator to be responsible for managing and supervising the contract.
- 6.17.2 The contract supervisor shall not cause changes or amendments in the scope, terms, and conditions of the contract without the approval of the organ that approved the procurement transaction based on the value threshold.

6.18 Debriefing

- 6.18.1 The Solicitation documents shall specify that any bidder who wishes to ascertain the grounds on which its bid was not selected, may request in writing or e-mail an explanation from MCLD. MCLD shall promptly provide an explanation of why such bid was not selected, either in writing and/or in a debriefing meeting, at the option of MCLD. The requesting bidder shall bear all the costs of attending such a debriefing.

Section Seven

Disposal of Assets

7 Initiation of a disposal process

- 7.1 A decision to commence disposal proceedings shall be initiated by the Finance/Administration Officer, and the Country Coordinator recommends it to the Board of Directors for approval.
- 7.2 A User Unit/Department shall initiate the disposal process for assets under its management. Initiation of disposal requirement may follow the recommendation of a board of survey if the assets due for disposal were assigned by the Government or a donor to MCLD as part of project support or a professional valuer may be contracted by the Organization dependent on the availability of funds.
- 7.3 Donor-funded assets will be disposed of based on the donor guidelines
- 7.4 Where donated assets are due for disposal, the Country Coordinator shall upon approval by the Board of Directors present a written request to the respective donors to facilitate the commencement of the disposal process in the shortest possible time to avoid further deterioration or wastage of the assets.

7.5 Description of assets

- 7.5.1 The User Department shall describe the assets in their condition to be disposed of to the best of his/her ability. The solicitation documents or notices, and any additional information made available to a prospective bidder, shall specify that the asset is to be sold on an "as is, where is" basis. There shall be a disclaimer regarding all liability after the sale.
- 7.5.2 MCLD shall offer no warranty on an asset to be disposed off.

7.6 Record of disposal of assets

- 7.6.1 The Secretariat shall maintain a record of its disposal proceedings and contract management for a prescribed period of 10 years from the date of a decision to terminate a disposal activity or the date of completion of a disposal activity whichever comes first, in accordance with the Financial and Accounting policies and procedures of MCLD.

7.7 Valuation rules and processes

- 7.7.1 Finance/Administrative Officer shall obtain the valuation of an asset prior to the commencement of any disposal proceedings from reputable and approved professional providers.

7.8 Solicitation of bids

- 7.8.1 Bids shall be solicited through:
- 7.8.1.1 a public invitation notice or notification of auction where the expected sale value is high;
 - 7.8.1.2 a non-public invitation notice;
 - 7.8.1.3 Competition by MCLD staff and members.

Policy Sign Off

The Movement for Community-Led Development Finance Management Policy and Procedures Manual was signed on

Signature:

Name:

Position:

APPENDIX 1;- PPROCUREMENT PLAN

MOVEMENT FOR COMMUNITY LED DEVELOPMENT UGANDA CHAPTER

PROCUREMENT PLAN

PROCUREMENT PLAN PERIOD: FROM.....To.....

DEPARTMENT:

[illegible]

.....
Prepared by (Procurement Office)
Date:

.....
Approved by Country Coordinator
Date:

**MOVEMENT FOR COMMUNITY LED DEVELOPMENT UGANDA CHAPTER
PROCUREMENT REQUISITION FORM**

Department/Project :		Financial Year		Date items/services/goods required:
S/N	Item Description (attach separate sheet for detailed specifications, TOR)	Unit	Qty	Estimated Cost

Signatures are required below to certify that (1) the works, services or supplies described above are required and that the Statement of Requirements is accurate, (1) approval is granted to proceed with the procurement and that (3) funds are available or budgeted for the requirement.

Initiator's Name: Position:

Signature: Date:

Head of Dep't/Program: Signature:

Date:

Budget confirmed by: Position:

Signature: Date:

Authorized by (Country Coordinator):

Date:

SUBMISSION TO PROCUREMENT COMMITTEE

SECTION A: REQUEST FOR APPROVAL OF PROCUREMENT PROCESS

Procurement Reference Number					
Department Code	Wrks/Srvcs/Supplies	Budget Year	Sequence Number	RFQ/ITB Number	Program/Project Number

Subject of Procurement:		International / Domestic
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<i>SUBMISSION INFORMATION</i>		
A 1	Estimated value (currency and amount) Methodology for estimate	
A 2	Source(s) of funding	
A 3	Names of proposed suppliers	
A 4	Request for Quotation, International or National Bidding? State reason	
A 5	Pre-qualification necessary? (Yes/No) State reason	
A 6	Names of Evaluation Team	
A 7	Subject to common procurement? (Yes/No) If yes, give details	
A 8	Any other relevant information	

Documents Attached: (list any other documents attached)

1. Procurement Requisition

The information contained in this form and the attached documents is complete, true and accurate.

Signature: _____

Name: _____

Position: _____

Date: _____

RECORD OF ISSUE OF SOLICITATION DOCUMENTS

S/N	Procurement Ref No:	Subject of Procurement			
	Name of Provider	Address of Provider	Received by Name	Signature	Date

Record of Receipt of Bids

Procur ement Numb er					
Subjec t of Procur ement					
Locati on for Submi ssion:		Method of Bid Receipt:(Receipt in Person /Bid Box or E-mail)			
Dead line date for submi ssion of Bids:		Deadline time for submission of Bids:			
No	Name of Bidder	Date of Receipt	Time	No of envelopes	Comments if any

The bids detailed above were received before the date and time of the deadline No further bids were received after the deadline.

Name: ----- Signature: ----- Position: -----

Date :

Name: ----- Signature: ----- Position: -----

Date :

NB. *To be signed by the member of the Procurement office that was managing the bid closing and a representative from the Procurement Committee witnessing.*

RECORD OF PUBLIC BID OPENING

S/ N	Procurement Ref No:		Subject of Procurement			Date of Bid opening	
	Bidder's Name	No of Documents Including original	Bid Security Y/N	Bid Security Amount	Bid Currency	Bid Amount	Samples if any

Name: **Position:** **Signed:**

Witnessed by (Name): **Position:** **Signed:**

NB: *Bid opening to be managed by the Procurement Office and witnessed by a member of the Procurement Committee*

[Type here]

Movement for Community led Development Uganda Chapter Bid/Quotation Evaluation Analysis

Table 1 – Preliminary Examination and Assessment of Eligibility

Procurement Reference Number:			
Initiating Department	Wrks/Srvcs/Supplies?	Budget Year	Subject of Procurement:

Bidder Number	1	2	3	4	5
Name of Bidder					
Eligibility criteria					
<i>{Complete criteria as per solicitation 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
Administrative Compliance Criteria					
<i>{Complete criteria as per solicitation 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
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}*

This preliminary examination eliminated [number] bidders, [Names of Bidders].

MOVEMENT FOR COMMUNITY LED DEVELOPMENT UGANDA CHAPTER EVALUATION FORM FOR QUOTATIONS- TECHNICAL EVALUATION

Subject of Procurement:**Procurement Reference**
Number:**Date:**

S/N	Item Description	Specifications	Bidders' Responsiveness to Specifications (R/NR)			
			A	B	C	D

Evaluator1:.....**Evaluator2:**.....**Evaluator3:**
Signature:.....**Signature:**.....**Signature:**.....

EVALUATION FORM FOR QUOTATIONS- FINANCIAL EVALUATION

Subject of Procurement:**Procurement Reference**
Number:**Date:**

S/N	Item Description	Unit	QTY	Bidders' Prices (UGX/USD*) <i>Delete one* currency</i>			
				A	B	C	D
	Delivery Period:						
	Payment terms:						

Evaluator 1: **Evaluator 2:****Evaluator 3:**



Signature:**Signature:** **Signature:**

Proc Form 8**SUBMISSION TO PROCUREMENT COMMITTEE****REQUEST FOR APPROVAL OF EVALUATION /NEGOTIATION REPORT AND RECOMMENDATIONS**

Procurement Number				
Subject of Procurement				
Procurement method used	Type of evaluation report (Technical/Financial/Combined)	Recommendation (award/negotiations/defer)	Currency	Any disagreements (Yes or No)

If Negotiations are recommended, please fill in the details below:

Proposed Negotiation Team members			
Negotiation Plan			
No	Issues	Objectives	Negotiation Parameters

(If Negotiations are not applicable, write N/A and fill the next part)

Firm recommended for award	
Total Contract Value	

Prepared by: Position:Signature:Date:.....

Proc Form 9**Notice of the Best Evaluated Bidder**

The firm named below has been declared as the best evaluated bidder for the procurement requirement detailed below. It is the intention of Movement for Community led Development (MCLED) Uganda Chapter to place a contract with the bidder named after calendar days from the date for display given below.

Procurement Ref No	
Subject of Procurement	
Method of Procurement	
Name of Best Evaluated Bidder	
Total Bid Amount and Currency	
Date Displayed	
Date to be removed	
Unsuccessful Bidders and reasons	
Name of Bidder	Reasons

Display of this Notice does not constitute an acceptance of the bid described above or the formation of a contract. All bidders who participated in the above procurement MUST acknowledge receipt of this Notice.

Name: Signed by: Position:

Date:

Proc Form 10

Local Purchase Order

MOVEMENT FOR COMMUNITY LED DEVELOPMENT UGANDA CHAPTER

LOCAL PURCHASE ORDER

PROFORMA INVOICE NO**Supplier's address..... Date****PLEASE SUPPLY THE FOLLOWING ITEMS**

QTY	PARTICULARS	RATE	AMOUNT
TOTAL			

Amount in
words
.....
.....

Signature:.....

Country Coordinator

Proc Form 11**Agreement for Non Consultancy Services****Procurement Reference No:**

THIS AGREEMENT made the _____ day of _____, _____, between _____ of _____ (hereinafter “the Movement for Community led Development Uganda Chapter”, of the one part, and _____ of _____ (hereinafter “the Provider”), of the other part:

WHEREAS Movement for Community led Development Uganda Chapter I invited bids for certain Supplies and Related Services (Non Consultancy services), viz., _____ and has accepted a Bid by the Provider for the provision of those Supplies and Related Services in the sum of _____ (hereinafter “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract referred to.
2. In consideration of the payments to be made by Movement for Community led Development Uganda Chapter to the Provider as indicated in this Agreement, the Provider hereby covenants with to provide the Supplies and Related Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
3. MOVEMENT FOR COMMUNITY LED DEVELOPMENT UGANDA CHAPTER hereby covenants to pay the Provider in consideration of the provision of the Supplies and Related Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the law specified in the Special Conditions of Contract on the day, month and year indicated above.

Signed by _____ (Movement for Community led Development Uganda Chapter)

Name: _____ Position: _____

Signed by _____ (for the Provider)

Name: _____ Position: _____



Proc Form 12
Agreement for Consultancy Services
(For Lump Sum/Time Based Contracts)

Procurement Reference No:

This Agreement is made the..... day of the month of between of (hereinafter called Movement for Community led Development Uganda Chapter”) and of hereinafter called the “Provider”).

WHEREAS

- (a) Movement for Community led Development Uganda Chapter has requested the Provider to provide certain consultancy services (hereinafter called the “Services”) as defined herein and attached to this Contract;
- (b) the Provider having represented to Movement for Community led Development Uganda Chapter that it has the required professional skills, personnel and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto agree as follows:

- 1. The documents forming the Contract shall be as stated in and in the order of priority stated in the General Conditions of Contract.
- 2. The mutual rights and obligations of Movement for Community led Development Uganda Chapter and the Provider shall be as set forth in the Contract, in particular:
 - (a) The Provider shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) Movement for Community led Development Uganda Chapter shall pay the Provider the Contract Price of _____ or such other sum as may become payable under the provisions of the Contract, at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

Signed by _____ (for Movement for Community led Development Uganda Chapter)

Name: _____ Authorized Representative

Position: _____

Signed by _____ (for the Provider)

Name: _____ Authorized Representative

Position: _____

[Type here]

Proc Form 13

BID NOTICE UNDER OPEN BIDDING
PROCUREMENT FOR

Procurement Reference Number:

1. Movement for Community-led Development Uganda Chapter has received grant funding from or has allocated funds within its annual budget for the financial yearand intends to use the part of the funding for the purchase (or provision) of
2. Movement for Community-led Development Uganda Chapter therefore invites sealed bids from eligible bidders, for the supply (provision ofservices)
3. Bidding will be conducted in accordance with the Open Bidding procedures contained in the Procurement Policies and Procedures of Movement for Community led Development Uganda Chapter This invitation is open to all bidders from eligible source countries.
4. Interested eligible bidders may obtain further information from and inspect the bidding documents at the address given below at 7(a) from 8:00 a.m. to 5:00 p.m. on working days.
5. A complete set of Bidding Documents in English may be purchased by interested bidders on the submission of a written application to the address below at 7(b) and upon payment of a non-refundable fee of **USD/UGX** Head Office Cashier at address in 7 (a) below and should be collected by the prospective bidder or his representative. Where a prospective bidder prefers to use courier services, no liability will be accepted by MOVEMENT FOR COMMUNITY LED DEVELOPMENT UGANDA CHAPTER for loss or late delivery.
6. Bids must be delivered to the address below at 7(c) at or before a.m. on Bids must be accompanied by a bid security* of **USD/UGX.....**or its equivalent in a freely convertible currency. (**or no bid security is required as the case might be decided by the Procurement Committee*)

Late bids shall be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at 7(d) at 00:00 a.m. on (day and date) in room number

7. a) Address documents may be inspected at:

The Country Coordinator
Movement for Community led Development Uganda Chapter
P.O.
Tel:
Email:

- a) Address documents will be issued from: same as 7(a)
- b) Address Bids must be delivered to: same as 7(a)
- c) Address of Bid Opening:

[Type here]