



The Republic of Uganda

**MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT  
RESOURCE ENHANCEMENT AND ACCOUNTABILITY PROGRAMME (REAP)**

**BID NOTICE**

**PROCUREMENT OF CONSULTANCY SERVICES TO REVIEW AND ALIGN LOCAL GOVERNMENT BUDGETING CYCLE WITH NATIONAL BUDGETING CYCLE IN ACCORDANCE WITH PFMA 2015 REQUIREMENTS**

**REF: MoFPED/REAP/CONS/19-20/00009**

1. Ministry of Finance, Planning & Economic Development through Resource Enhancement and Accountability Programme (REAP) has allocated funds to be used for procurement of the following consultancy services;
2. The entity invites sealed proposals from eligible consultancy firms for the provision of the above requirements.
3. Bidding will be conducted in accordance with the method of shortlisting of consultants following publication of Request for Proposals method contained in the Public Procurement and Disposal of Public Assets Act, 2003 and is open to eligible consultancy firms.
4. Interested Consultants firms may obtain further information and/or clarifications from Resource Enhancement and Accountability Programme (REAP) Coordination Office at the address given below 8(a), from Monday to Friday between 0800hrs to 1700hrs.
5. A complete set of Request for Proposal documents in English may be purchased by interested consultants on submission of a written application to the address in 8(a) below and upon payment of a non-refundable fee of **UGX 50,000** (Uganda Shillings Fifty Thousand only) or its equivalent in a freely convertible currency using exchange rates published by Bank of Uganda on the date of purchase of the documents. The method of payment will be by cash/EFT.
6. Proposals must be delivered to the address below at 8(b) at or before **1500Hours** Local time on **Friday 25 October 2019**.
7. Late proposals shall be rejected. Proposals will be opened in the presence of the consultants' representatives who choose to attend at the address below at 8(c) at **1530Hours** Local time on **Friday 25 October 2019**
8. There shall be no pre-proposal meeting.
9. a) Address for inspection/purchase of proposal documents

**Resource Enhancement and Accountability Programme (REAP)**

**Ministry of Finance, Planning & Economic Development**

**Plot 2/12 Apollo Kaggwa Road**

**Finance Building; Floor 3, Office 3.7**

**Tel: 256-414-70790**

**E-mail: [reap@finance.go.ug](mailto:reap@finance.go.ug).**

(b) Address for submission of proposals:

**Ministry of Finance, Planning & Economic Development**

**Plot 2/12 Apollo Kaggwa Road**

**Finance Building; Floor 3, Office 3.4**

(c) Address for opening of proposals:

**Ministry of Finance, Planning & Economic Development**

**Plot 2/12 Apollo Kaggwa Road**

**Finance Building; 1 Floor, Committee Room 2**

10. The Planned Procurement schedule (subject to change) is as follows:

<b>Activity</b>	<b>Date</b>
a) Publication of notice	1 October 2019
b) Pre-Proposal meeting	N/A
c) Closing date for submission of applications	<b>25 October 2019</b>
d) Evaluation process (End)	14 November 2019
e) Display and communication of Best Evaluated Consultants (Start)	19 November 2019
f) Contract signature	18 December 2019

**COORDINATOR**