

## MINUTES OF THE NON - COMPULSORY INFORMATION MEETING

**Contract title:** Framework contract for the provision of training services in digital literacy and ICT in Enabel in Uganda.

**Reference:** UGA22008-10020

The non-compulsory information meeting was held on 15th October 2024 at 2:00 PM Online.

N°	Issue / question raised	Response
1.	Are Non-Governmental Organisations (NGOs) allowed to bid for this procurement?	Yes, they are allowed to participate if they meet all the requirements indicated in the tender document
2.	Can links to the tender document be shared?	Yes, it can be shared, <a href="https://www.enabel.be/public-procurement/?in_category%5B%5D=all&amp;in_country=1460&amp;is_statuses=0#news">https://www.enabel.be/public-procurement/?in_category%5B%5D=all&amp;in_country=1460&amp;is_statuses=0#news</a>
3.	Shall this procurement contract two different companies to implement it or shall it be one company for all the four years	The procurement contract will be awarded to the tenderer who has submitted the most economically advantageous tender. See section 5.6.1 "Awarding the contract" of the tender document
4.	Is it allowed to share editable version of the tender	Only the tender forms shall be shared in MS word as the rest of the tender document doesn't need editing. The forms are annexed to these clarifications and can also be found at the Enabel website <a href="https://www.enabel.be/public-">https://www.enabel.be/public-</a>

	document and the annexes?	procurement/?in_category%5B%5D=all&in_country=1460&is_statuses=0#news
5.	Where on the tender's bid can one indicate their bid validity	The bid validity is stated in the tender document as a mandatory requirement of 120 calendar days, and by submitting a tender, the bidder agrees to it. Bid validity that is less than 120 days will be rendered an irregularity and may lead to disqualification of the procedure. See section 5.4 "Preparation and Submission of Tenders" of the tender document
6.	Are the similar assignments supposed to be in any kind of training or in line with ICT or digitalization?	The assignment indicated as similar should be training in line with ICT and or digitalization and shall fall within the scope of this tender.
7.	What kind of letters should a bidder provide in case of joint participation in the bidding with another company	They should provide a consent note, and or a Memorandum of Understanding (MoU) or a registered Joint Venture agreement
8.	When we quote VAT exclusive what happens during time for payment, do we then include the vat or Not	The tenderer shall submit a financial offer that is exclusive of VAT but state the applicable VAT percentage in their offer. The VAT applicable shall be added to the invoice at the time of payment.
10	Shall the consultant have to	Enabel shall provide transport, meals and accommodation for participants of workshops/trainings. Enabel will also be responsible for the provision of training labs, equipment

	provide the training, venue and equipment?	(computers) and venues. See section “1.2.2 Other resources and Logistics” of the tender document.
11	Are the identified ICT Ninjas (Training of Trainers) supposed to be certified	This is not foreseen in the tender requirement, however if it does not have a cost implication then the consultant can go ahead and have the certified
13	Are there already existing applications or systems that shall be used to upload these training or the tenderer shall have to design one	There is already and existing system known as “Moodle” that shall be used by the contractor. No need to design another one.
14	Will the performance bond be required for all the bidders or only the Selected ones	The performance bond will be required from only the successful tenderer and shall be for orders that exceed 50,000 Euros Kindly refer to section 4, subsection 4.6 performance bond page 35 of the tender document
15	What language will be used during the training? Will it be English or the participants	All the trainings and subsequent deliverables e.g. Reports and materials shall be in English

	will require the use of another language	
16	Where shall the invoice be sent after implementation, shall it be to Enabel Belgium or Enabel Uganda	The invoices shall be sent to Enabel Uganda and the contact person for it is indicated in the tender document Kindly refer to section 4 subsection 4.15.3 Invoicing of services in the tender document

Done in Kampala, on 15<sup>th</sup> October 2024

Function: Public Procurement Officer