



THE REPUBLIC OF UGANDA

CONSULATE GENERAL OF THE REPUBLIC OF UGANDA, GUANGZHOU

SHORTLISTING NOTICE

1.0 SHORTLISTING OF CONTRACTORS FOR CONSTRUCTION OF THE CHANCERY BUILDING AND OFFICIAL RESIDENCE FOR THE CONSULATE GENERAL IN GUANGZHOU - CHINA

Procurement Reference Number: MoFA/Works/19-20/00281

The Consulate General of the Republic of Uganda, Guangzhou has budgeted for funds for Financial Year 2020/2021 and intends to apply these funds towards the cost of the construction of its Chancery Building and Official Residence in Guangzhou, which is located at Plot D-8, Chigang Consulate District, Haizhu District.

The Consulate General now invites applications from suitable Construction Firms to be shortlisted for Construction of the Chancery Building and Official Residence in Guangzhou, under pre-financing arrangements, and utilize the available funds for payments of the executed works over a period of three years.

The total construction area of the project is 4,049.60m², including basement (construction area 1,537.30m²) and over-ground (construction area 2,512.30 m²). The structure type is a frame structure, with four floors above the ground and one floor below the ground.

Interested firms should provide information indicating that they are qualified to perform the works, showing experience in similar assignments, availability of required equipment and facilities, administrative and technical staff, proof of legal status, financial capacity and the firm's organizational set up.

The detailed requirements are contained in the Shortlisting Document, which can be downloaded from the Consulate General website at <https://www.mofa.go.ug>

The shortlisting criteria are:

1. Eligibility of the firm to perform the assignment including the legal and administrative compliance
2. Technical experience
3. Availability of appropriate technical and managerial staff, equipment and facilities
4. Financial situation including Contractor pre-financing arrangements

Sealed applications shall be delivered in sealed envelopes with one (1) original plus two (2) copies both in hard copy, clearly marked, **“Shortlisting Document for the Construction of the Chancery Building and Official Residence for the Consulate General in Guangzhou”**, to the address below on or before **31st January, 2020 at 11:00 hours** (local time)

Attention: The Head of Procurement and Disposal Unit
Consulate General of the Republic of Uganda, Guangzhou, China
Unit 2812, No. 28. Hua Xia Lu
Tianhe District, Guangzhou
Telephone: +86 20 38686506
Fax No.: +86 20 38686561
Email: info@ugandaconsgz.org

PERMANENT SECRETARY
Ministry of Foreign Affairs



Republic of Uganda

Consulate General of the Republic of Uganda, Guangzhou

Subject of Procurement	Shortlisting of Contractors for Construction of the Chancery Building and Official Residence for the Consulate General in Guangzhou - China
Procurement Reference Number	MoFA/Works/19-20/00281
Date of Issue	17th January 2020

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Preface

This shortlisting exercise is being undertaken to generate a shortlist of Contractors who will be invited to bid for the Construction of the Chancery Building and Official Residence for the Consulate General in Guangzhou – China. Shortlisting shall be open to all Contractors who meet the requirements stated in this Shortlisting Document.

A Shortlist Notice shall be published in at least one publication of wide circulation to ensure effective competition.

The Shortlisting Document is divided into:

- Part I: General Part
- Part II: Instructions to Applicants
- Part III: Preparation of Applications
- Part IV: Submission of Applications
- Part V: Opening and Evaluation of Applications
- Part VI: Shortlisting

Appendices:

- A: Application Submission Sheet
- B: Statement of Requirements
- C: Evaluation Criteria
- D: Code of Ethical Conduct in Business for Bidders and Providers
- E: Applicant's Proposed Pre-financing Arrangements

PART I: GENERAL PART

1.1 Scope of Application

1.1.1 The Consulate General of the Republic of Uganda Guangzhou invites applications from Construction Firms to be short listed for Construction of the Chancery Building and Official Residence for the Consulate General in Guangzhou. A brief description of the works is in **Appendix B**.

1.1.2 Throughout this document:

- (a) the “Applicant” means the Provider/Bidder submitting an application;
- (b) “Application” means a bid or submission to be short-listed; and
- (c) “PDE” means the Procuring and Disposing Entity, which in this case is the Consulate General of the Republic of Uganda, Guangzhou.

as defined in the Public Procurement and Disposal of Public Assets Act and Regulations, 2003 of the Government of Uganda

1.2 Source of Funds

1.2.1 The Consulate General of the Republic of Uganda, Guangzhou has a budget approved from Government funds towards the cost of the construction of its Chancery Building and Official Residence in Guangzhou. The Consulate General intends to procure a Contractor from among the shortlisted Applicants, under pre-financing arrangements and payment for the executed works will be effected over a period of three years 2020/21 to 2022/23.

1.3 Corrupt Practices

1.3.1 It is the Government of Uganda’s policy to require that Procuring and Disposing Entities, as well as Applicants, Providers, observe the highest standards of ethics during procurement and the execution of contracts. In pursuit of this policy, the Government of Uganda represented by the Public Procurement and Disposal of Public Assets Authority (herein referred to as the Authority):

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - (ii) “fraudulent practice” includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring and Disposing Entity, and includes collusive

practices among Providers prior to or after bid submission designed to establish bid prices at artificial, non competitive levels and to deprive the Procuring and Disposing Entity of the benefits of free and open competition;

- (b) will reject a recommendation for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract; and
- (c) will suspend a Provider from engaging in any public procurement proceeding for a stated period of time, if it at any time determines that the Provider has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government contract.

1.3.2 In pursuit of the policy, the Government of Uganda requires representatives of both the Consulate General of the Republic of Uganda Guangzhou and of the prospective Contractors to adhere to the relevant codes of ethical conduct. The Code of Ethical Conduct to be filled by the Contractors is in appendix D

PART II: INSTRUCTIONS TO APPLICANTS

2.1 Introduction

The Consulate General of the Republic of Uganda Guangzhou will evaluate and shortlist all eligible companies for the Construction of the Chancery Building and Official Residence for the Consulate General in Guangzhou. Once a firm has been shortlisted, it will be invited, to submit a proposal for the Construction of the Chancery Building and Official Residence for the Consulate General in Guangzhou. .

2.2 Objectives

The Consulate General of the Republic of Uganda, Guangzhou invites sealed Applications from reputable construction firms for shortlisting for the Construction of its Chancery Building and Official Residence in Guangzhou under a pre-financing arrangement with a payment period spread over a period of three years.

The description of the works to be undertaken by the successful Contractor is contained in **Appendix B**.

2.3 Eligible Applicants and Countries

2.3.1 An Applicant, and all parties constituting the Applicant, shall meet the following criteria to be eligible to participate in public procurement:

- (a) the Applicant has the legal capacity to enter into a contract;
- (b) the Applicant is not:
 - (i) insolvent;
 - (ii) in receivership;
 - (iii) bankrupt; or
 - (iv) being wound up
- (c) the Applicant's business activities have not been suspended;
- (d) the Applicant is not the subject of legal proceedings for any of the circumstances in (b); and
- (e) the Applicant has fulfilled his or her obligations to pay taxes and social security contributions.
- (f) the Applicant is willing to pre-finance the project for Construction of the Chancery Building and Official Residence for the Consulate General of the Republic of Uganda in Guangzhou to be paid over a period of three years.

- 2.3.2 All entities are eligible except entities subject to the following provisions.
An entity shall not be eligible if:
- (a) as a matter of law or official regulation, the Government of Uganda prohibits commercial relations with that country, provided that the Government of Uganda is satisfied that such exclusion does not preclude effective competition for the provision of supplies or related services required; or
 - (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government of Uganda prohibits any import of Supplies from that country or any payments to persons or entities in that country”.
- 2.3.3 An Applicant shall be a private entity, government-owned entity, subject to 2.3.9, or any combination of them with the formal intent to enter into an agreement or under an existing agreement in the form of a joint venture, consortium or association. In the case of a joint venture, consortium or association, unless otherwise specified in the **Application Submission Sheet**, all parties shall be jointly and severally liable.
- 2.3.4 An Applicant and all parties constituting the Applicant shall have the nationality of an eligible country. An Applicant shall be deemed to have the nationality of a country if the Applicant is a citizen, or is constituted, incorporated or registered and operates in conformity with the provisions of the laws of that country.
- 2.3.5 This criterion shall also apply to the determination of the nationality of proposed subcontractors or providers for any part of the Contract including related services.
- 2.3.6 Applicants shall not have a conflict of interest. All Applicants found to be in conflict of interest shall be disqualified. Applicants shall be considered to have a conflict of interest with one or more parties in this short listing process, if they:
- (a) have controlling shareholders in common; or
 - (b) receive or have received any direct or indirect subsidy from any of them; or
 - (c) have the same legal representative for purposes of this application; or
 - (d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the application of another Applicant, or influence the decision of the Consulate General of the Republic of Uganda Guangzhou regarding this shortlisting process; or
 - (e) participated as a consultant in the preparation of the design or technical specifications of the works, services or supplies that are the subject of this short listing.
- 2.3.7 A firm shall submit only one application in the same shortlisting process, either individually as an Applicant or as a partner of a joint venture. No firm can be a subcontractor while submitting a bid individually or as a party of a joint venture in the same bidding process.

- 2.3.8 A firm that is under a declaration of suspension by the Authority at the date of submission of the application or thereafter, shall be disqualified.
- 2.3.9 Government-owned entities shall be eligible only if they can establish that they are legally and financially autonomous, and operate under commercial law, and that they are not a dependent agency of the Consulate General of the Republic of Uganda Guangzhou.
- 2.3.10 Applicants shall provide such evidence of their continued eligibility satisfactory to the Consulate General of the Republic of Uganda Guangzhou, as the Consulate General shall reasonably request.

2.4 Cost of Applying

The Applicant shall bear all costs associated with the preparation and submission of its Application, the Consulate General, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the shortlisting process.

2.5 Clarification of Shortlisting Documents

A prospective Applicant requiring any clarification of the shortlisting documents may notify the Consulate General of the Republic of Uganda Guangzhou in writing or by cable (hereinafter, the term cable is deemed to include telephone, e-mail and facsimile) at the address indicated below. The Consulate General of the Republic of Uganda Guangzhou will respond in writing to any request for clarification on the short listing documents, which it receives no later than five (5) days prior to the deadline for the submission of Applications.

Written copies of the Consulate General of the Republic of Uganda Guangzhou's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Applicants that have received the short listing documents.

For clarification purposes only, the Consulate General of the Republic of Uganda Guangzhou's address is:

Attention: The Head of Procurement and Disposal Unit
Consulate General of the Republic of Uganda, Guangzhou
Unit 2812, No. 28. Hua Xia Lu
Tianhe District, Guangzhou, China
Telephone: +86 20 38686506
Fax No.: +86 20 38686561
Email: info@ugandaconsgz.org

2.6 Amendment of Short listing Document

- 2.6.1 At any time prior to the deadline for submission of applications, the Consulate General of the Republic of Uganda Guangzhou may amend the Short listing Document by issuing addenda.
- 2.6.2 Any addendum issued shall be part of the Shortlisting Document and shall be communicated in writing to all who have obtained the short listing document from the Consulate General of the Republic of Uganda Guangzhou.
- 2.6.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the Consulate General of the Republic of Uganda Guangzhou may, at its discretion, extend the deadline for the submission of applications.

PART III: PREPARATION OF APPLICATIONS

3.1 Language of Application

The Application prepared by the Applicant, as well as all correspondence and documents relating to the Application exchanged by the Applicant and the Consulate General of the Republic of Uganda Guangzhou shall be written in English. Supporting documents and printed literature provided by the Applicant may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Application, the translation shall govern.

3.2 Documents Establishing Applicant's Eligibility and Qualifications

The Applicant shall provide as part of its Application, the documentary evidence of the Applicant's legal status, financial, technical and production capability to provide the services if a contract is awarded in the format provided in the Application Submission Sheet (**Forms A1 – A7**). Failure to provide the required information shall result in disqualification.

3.3 Format and Signing of Applications

3.3.1 The Applicant is requested to submit its Shortlisting Documents (included in Appendix A) to the Consulate General of the Republic of Uganda Guangzhou in one envelope marked:

“Shortlisting Documents for the Construction of the Chancery Building and Official Residence for the Consulate General in Guangzhou”.

The envelope shall contain one (1) original and two (2) copies.

3.3.2 The original and the copies of the Application shall be typed or written in indelible ink, and shall be signed by the Applicant or a person or persons duly authorized to sign the shortlisting documents. All pages of the Application, except for unamended printed literature, shall be initialed by the person or persons signing the Application and each page numbered.

3.3.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the Application.

3.3.4 All pages of the proposal **MUST** be numbered sequentially starting with page number one (1) being the cover page.

PART IV: SUBMISSION OF APPLICATIONS

4.1 Sealing and Labelling of Applications

4.1.1 The Shortlisting Application shall be composed of one envelope marked “Shortlisting Document for the Construction of the Chancery Building and Official Residence for the Consulate General in Guangzhou“. It shall contain one (1) original (marked “Original”) and two (2) copies (marked “Copy”).

4.1.2 For application submission purposes only, the Consulate General of the Republic of Uganda Guangzhou’s address is:

Attention: The Head of Procurement and Disposal Unit
Consulate General of the Republic of Uganda, Guangzhou, China
Unit 2812, No. 28. Hua Xia Lu
Tianhe District, Guangzhou
Telephone: +86 20 38686506
Fax No.: +86 20 38686561
Email: info@ugandaconsgz.org

The deadline for application submission is:

Date: 31st January 2020

Time (local time): 11:00am

4.1.3 The envelope shall also indicate the name and address of the Applicant to enable the Application to be returned unopened in case it is declared “late”.

4.1.4 If the envelope is not sealed and marked as required by Clause 4.1, the Consulate General of the Republic of Uganda Guangzhou will assume no responsibility for the Applications misplacement or premature opening.

4.2 Deadline for Submission of Applications

Applications must be received by the Consulate General of the Republic of Uganda Guangzhou at the address specified under Clause 4.1.2 no later than **31st January 2020 at 11:00am**.

4.3 Late Applications

Any Application received after the deadline for submission of Applications prescribed by the Consulate General of the Republic of Uganda Guangzhou will be rejected and returned unopened to the Applicant.

PART V: OPENING AND EVALUATION OF APPLICATIONS

5.1 Opening of Applications

- 5.1.1 The representative of the Consulate General of the Republic of Uganda Guangzhou will read out Applicants' particulars in the presence of Applicants' representatives who choose to attend, on the **31st January, 2020 at 11:30am**. The Applicants' representatives who are present shall sign a register as evidence for their attendance.
- 5.1.2 No Application shall be rejected at Application opening, except for late Applications, which shall be returned unopened to the Applicants.
- 5.1.3 The Consulate General of the Republic of Uganda Guangzhou will prepare minutes for the Application opening.

5.2 Evaluation of Applications

- (a) The Consulate General of the Republic of Uganda Guangzhou will carry out the evaluation of applications on the basis of their responsiveness to:
 - 5. Eligibility of the firm to perform the assignment including the legal and administrative compliance
 - 6. Technical experience
 - 7. Availability of appropriate technical and managerial staff, equipment and facilities
 - 8. Financial situation including Contractor pre-financing arrangements
 - 6. Specific evaluation criteria as given in **Appendix C**.
- (b) Any application that fails to meet the requirements in 5.2 (a) will be considered unsuitable and shall be rejected at this stage. The Consulate General of the Republic of Uganda Guangzhou shall notify the Applicant of the rejection of their application.

5.3 Clarification of Applications

- 5.3.1 During evaluation of the Applications, the Consulate General of the Republic of Uganda Guangzhou may, at its discretion, ask the Applicant for clarification of its Application. A request for clarification shall be signed and sent to an Applicant by the Chairperson of the Evaluation Committee and all requests for clarifications shall be copied to all Applicants for information purposes only and noted in the evaluation report.
- 5.3.2 An Applicant shall be instructed to reply to clarifications in writing within a specified time, addressing their responses to the Head of the Procurement and Disposal Unit.

5.3.3 The Head of the Procurement and Disposal Unit shall ensure that all replies are promptly forwarded to the Chairperson of the Evaluation Committee.

5.3.4 Failure of an Applicant to respond to a request for clarification may result in the rejection of its Application.

5.4 Contacting the Procuring and Disposing Entity

5.4.1 No Applicant shall contact the Consulate General of the Republic of Uganda Guangzhou on any matter relating to its Application from the time of Application opening to shortlisting of Applicants.

5.4.2 Any effort by the Applicant to influence the Consulate General of the Republic of Uganda Guangzhou in its decisions on the Application evaluation may result in the rejection of the Application.

5.5 Confidentiality

5.5.1 Information relating to the evaluation of applications, and recommendation for short listing, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of shortlisting is made to all Applicants.

5.5.2 From the deadline for submission of applications to the time of notification of the results of the short listing, any Applicant that wishes to contact the Consulate General of the Republic of Uganda Guangzhou on any matter related to the shortlisting process, may do so but only in writing.

PART VI: SHORTLISTING

6.1 Notification to the Shortlisted Applicants

The Consulate General of the Republic of Uganda Guangzhou will notify all Applicants in writing by registered letter or by email that they have been shortlisted to participate in the tender for construction for the Chancery Building and Official Residence for the Consulate General in Guangzhou.

6.2 Inspection

The Consulate General of the Republic of Uganda Guangzhou may conduct a physical inspection of the premises of the Applicant during the selection process, if found necessary, to verify the information submitted by the Applicant.

6.3 Contractor Pre-financing Model

6.3.1 The construction period is anticipated not to exceed 12 months, followed by a 12 months defects liability period, and the construction cost is expected not to exceed RMB 30 million yuan (equivalent to USD 4.3m). This budget has been spread out into three equal installments over a period of three Financial Years, 2020/2021, 2021/2022 and 2022/2023.

6.3.2 It is therefore desired that the Contractor to be procured pre-finances the project and undertakes the construction to completion within the agreed construction period while, on its part, the Consulate General of the Republic of Uganda, Guangzhou will effect payment to the Contractor over the above-mentioned three year period.

6.3.3 The Applicant is required to make his own pre-financing proposal bearing in mind the issues mentioned in 6.3.1 and 6.3.2 above. This is to be attached to the Application as Appendix E. In case of any monetary/financial information furnished by the Applicant, the equivalent value in United States Dollars should also be stated.

6.4 Changes in Qualifications of Applicants

6.4.1 Applicants and those subsequently shortlisted or conditionally shortlisted, shall inform the Consulate General of the Republic of Uganda Guangzhou of any material change in information that might affect their qualification status. Applicants shall be required to update key short listing information at the time of bidding.

6.4.2 Prior to award of contract, the best evaluated bidder will be required to confirm its continued qualified status in a post-qualification review process.

APPENDIX A
FORM A1: APPLICATION SUBMISSION SHEET

Date: *[insert day, month, year]*

To: *[insert full name of Provider/Construction Firm]*

We, the undersigned declare that:

- (a) We have examined and have no reservations to the Shortlisting Document.
- (b) We hereby apply to be shortlisted for Construction of the Proposed Chancery Building and Official Residence for the Consulate General of the Republic of Uganda in Guangzhou.
- (c) We, including any subcontractors or providers for any part of the contract or contracts resulting from this shortlisting process, are eligible to participate in public procurement;
- (d) We undertake to abide by the Code of Ethical Conduct for Providers (attached) during the procurement process and the execution of any resulting contract;
- (e) We, including any subcontractors or providers for any part of the contract or contracts resulting from this shortlisting process, have nationals from the following eligible countries *[insert the nationality of the Applicant, including that of all parties in case of a joint venture and the nationality of any subcontractors, if applicable]*;
- (f) We, including any subcontractors or providers for any part of the contract or contracts resulting from this shortlisting process do not have any conflict of interest, and are not associated, nor have been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design or technical specifications of the Supplies;
- (g) We, our affiliates or subsidiaries, including any subcontractors for any part of the contract or contracts resulting from this shortlisting process, have not been suspended by the Public Procurement and Disposal of Public Assets Authority in Uganda, China or by the United Nations from participating in public procurement;
- (h) *[If your firm is a Government owned entity, indicate whether you meet the requirements of Paragraph 2.3.9] We are a Government owned entity and we meet the requirements of 2.3.9. [If your firm is not a Government owned entity, state "Not Applicable"]*
- (i) We understand that you may amend the scope and value of any contracts to bid.

- (j) We understand that qualification information will be subject to verification through a post-qualification process prior to any award of contract;
- (k) We hereby authorise you and your authorised representatives, to conduct any enquiries or investigations to verify the statements, documents and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Application Submission Sheet will also serve as authorisation to any individual or authorised representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application.

Signed: *[signature of person whose name and capacity are shown below]*

Name: *[insert complete name of person signing the application]*

In the capacity of *[insert legal capacity of person signing the application]*

Duly authorised to sign the application for and on behalf of: *[insert complete name of Applicant/Joint Venture]*

Dated on _____ day of _____, _____ *[insert date of signing]*

FORM A2: APPLICANT INFORMATION SHEET

STRUCTURE AND ORGANIZATION

1 Name of Company:

[insert full legal name]

Physical address:

[insert street/ number/ town or city/ country]

Postal address:

Telephone number:

Telefax number:

Email:

2 Description of the Company's activities (Brief Profile of the Company):

3 Number of years of experience in the provision of construction works.

-
- 4 The following documentation shall be submitted by the Applicant.
- a. a copy of the Bidder's Trading license or equivalent;
 - b. a copy of the Bidder's Certificate of Registration or equivalent;
 - c. a copy of the Bidder's Income Tax Clearance Certificate or equivalent;
 - d. a copy of the Bidders Value Added Tax (VAT) Registration or equivalent;
 - e. Power of Attorney of the signatory(ies) of the application authorizing signature of the application;

In case of a Joint Venture, the above documentation shall be required for each member of the Joint Venture. In addition a certified copy of the Joint Venture Agreement, which is legally binding on all partners, shall be submitted showing that all partners shall be jointly and severally liable and one of the partners will be nominated as being in charge, authorised to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture.

The Applicant's authorised representative or contact person for information is:

Name: *[insert full legal name]*

Address: *[insert street/ number/ town or city/ country]*

Telephone/Fax numbers: *[insert telephone/fax numbers, including country and city codes]*

E-mail address: *[indicate e-mail address]*

-
- 5 Please indicate here or attach an organization chart showing the company structure including key personnel.

-
- 6 What are the specific types of works that the company is certified to work on? (E.g. building and civil works, electrical, mechanical and plumbing (EMP) installations, heating, ventilation and air-conditioning (HVAC) installations, lift installations e.t.c.)
-

FORM A3: FINANCIAL STATEMENT

1. Annual value of business under taken in the last three years

Year	Y1	Y2	Y3
Turn over			

Approximate value of current work related to this type of works,.

Please attach copies of the company's audited accounts for the previous three years (profit/loss, assets/liabilities income & expenditure) or the equivalent and any financial data, which you consider to be useful in the shortlisting. Please list below all the documents you have attached.

Name and address of Bankers from which references can be obtained and authority to seek references

FORM A4: RESOURCES - PERSONNEL

Please list the key personnel and management staff proposed for this assignment.

Name	Qualification	Years of relevant experience

FORM A5: RESOURCES - APPLICANT'S EQUIPMENT AND FACILITIES

On the basis of the information provided in the shortlisting document, please indicate equipment and facilities considered by your firm to be necessary for undertaking the contract and whether this is already in the company's ownership or will be purchased or leased.

The following facilities and infrastructure are available at the Applicant's workshop or shall be leased:

No.	Equipment/Facility Type and Characteristics	Owned/Leased/Hired

FORM A6: EXPERIENCE - RELEVANT PROJECTS COMPLETED

Please fill in information about the relevant contracts completed over the past three years.

Name of Employer/ Client	Description of Contracts	Total Contract Price	Date of Completion

The Applicant **MUST** attach evidence of performance of the above contracts either in the form of reference letters from the Clients or completion certificates. This is applicable for both completed and current similar assignments.

EXPERIENCE - CURRENT RELEVANT CONTRACTS

Please fill in information about the current relevant contracts being executed.

Name of Employer/Client	Description of Contract	Contract Price and Year of Commencement	Percentage Progress	Expected Completion Date

FORM A7: LEGAL STATUS

	FORM A7: LEGAL STATUS
1	Enclose a copy of the Memorandum and Articles of Association or its equivalent. A separate list of Directors/Partners/Proprietors should be attached. A Joint Venture agreement should be attached where applicable.
2	Enclose a copy of the Certificate of Incorporation or its equivalent.
3	Enclose a copy of the Power of Attorney to the signatory of the shortlisting document registered by the Registrar of Companies or written authorization to submit the application.
4	Provide evidence of payment of Government and local taxes /revenues and contribution to statutory social standing requirement for the previous year.
5	Please enclose a copy of a valid Trading License or the equivalent
6	Please enclose a copy of your firm's International Organization for Standardization (ISO) or other quality assurance certificate, if any.

APPENDIX B: STATEMENT OF REQUIREMENTS

The construction site for the Proposed Chancery Building and Official Residence for the Consulate General in Guangzhou is located at Plot D-8, Chigang Consulate District, Haizhu District

The total construction area of the project is 4,049.60m², including a basement (construction area 1,537.30m²) and overground (construction area 2,512.30 m²). The structure type is frame structure, with four floors above the ground and one floor below the ground.

The scope of works comprises the following:

- (1) Civil works including earthworks, stoneworks, foundation pit support works, pile foundation works, masonry works, concrete and reinforced concrete works, floors, wall and column surface decoration works (glass curtain wall and stone curtain wall etc), door and window works
- (2) Landscaping works including earth and stone works, park paving works, park waterscape, park pavilion, corridor landscape works, fence works, park greening works, etc.
- (3) Electrical works including high and low voltage power distribution system, lightning protection system, power and lighting power distribution system
- (4) Ventilation and air conditioning works including smoke control and exhaust system, ventilation system, air conditioning system, etc.
- (5) Fire water works including fire hydrant system, sprinkler system, pump room equipment, etc.
- (6) Water supply and drainage works including water supply system, sewage system, wastewater system, rainwater system, etc.
- (7) Automatic fire alarm works including automatic fire alarm system, electrical fire monitoring system, fire power monitoring system, fire protection gate monitoring system, fire control room equipment, etc.
- (8) Weak current works, including comprehensive wiring system, cable TV system, wireless dispatching and electronic patrol project, parking lot charging system, security system, elevator five-direction intercom system, etc.
- (9) Gas fire-extinguishing works
- (10) Elevator works
- (11) Anti-seismic support works

APPENDIX C: EVALUATION CRITERIA

The evaluation criteria is based on four main areas as indicated below:

1. Eligibility

- General Eligibility
- Nationality
- Conflict of Interest
- Suspension
- Joint Venture (where applicable)
- Fulfilment of conditions for a Government owned entity (where applicable)

2. Technical Experience

- General construction experience for the firm (at least 5 years)
- Specific construction experience of the firm (at least two assignments of similar or higher complexity)

3. Capacity

- Production capacity (m² of floor space of buildings completed per year)
- Current commitments
- Technical and managerial staff
- Equipment and facilities

4. Financial Situation

- **Average annual construction turnover**
- Audited accounts for the past three years
- **Pre-financing arrangements**
- The Applicant should provide as much information as possible in the Applications Forms provided and any other information relevant for this exercise.

APPENDIX D: CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS

(Under Section 93 of the Uganda Public Procurement and Disposal of Public Assets Act, 2003)

1. Ethical Principles

Bidders and providers shall at all times-

- (a) maintain integrity and independence in their professional judgement and conduct;
- (b) comply with both the letter and the spirit of-
 - i. the laws of Uganda; and
 - ii. any contract awarded.
- (c) avoid associations with businesses and organizations which are in conflict with this code.

2. Standards

Bidders and providers shall-

- (a) strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
- (b) comply with the professional standards of their industry or of any professional body of which they are members.

3. Conflict of Interest

Bidders and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with any procuring and disposing entity. Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

4. Confidentiality and Accuracy of Information

- (1) Information given by bidders and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.
- (2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

5. Gifts and Hospitality

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of a procuring and disposing entity that might be viewed by others as having an influence on a government procurement decision.

6. Inducements

- (1) Bidders and providers shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.
- (2) Bidders and providers shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

7. Fraudulent Practices

Bidders and providers shall not-

- (a) collude with other businesses and organizations with the intention of depriving a procuring and disposing entity of the benefits of free and open competition;
- (b) enter into business arrangements that might prevent the effective operation of fair competition;
- (c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
- (d) misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring and Disposing Entity; or utter false documents;
- (e) unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the PDE;
- (f) withholding information from the PDE during contract execution to the detriment of the PDE.

I agree to comply with the above code of ethical conduct in business.

AUTHORISED SIGNATORY

NAME OF APPLICANT

APPENDIX E: APPLICANT’S PROPOSED PRE-FINANCING ARRANGEMENTS

To be submitted by the Applicant as per guidance in Section 6.3 of the Shortlisting Document.



THE REPUBLIC OF UGANDA

CONSULATE GENERAL OF THE REPUBLIC OF UGANDA, GUANGZHOU

SHORTLISTING NOTICE

2.0 SHORTLISTING OF CONTRACTORS FOR CONSTRUCTION OF THE CHANCERY BUILDING AND OFFICIAL RESIDENCE FOR THE CONSULATE GENERAL IN GUANGZHOU - CHINA

Procurement Reference Number: MoFA/Works/19-20/00281

The Consulate General of the Republic of Uganda, Guangzhou has budgeted for funds for Financial Year 2020/2021 and intends to apply these funds towards the cost of the construction of its Chancery Building and Official Residence in Guangzhou, which is located at Plot D-8, Chigang Consulate District, Haizhu District.

The Consulate General now invites applications from suitable Construction Firms to be shortlisted for Construction of the Chancery Building and Official Residence in Guangzhou, under pre-financing arrangements, and utilize the available funds for payments of the executed works over a period of three years.

The total construction area of the project is 4,049.60m², including basement (construction area 1,537.30m²) and over-ground (construction area 2,512.30 m²). The structure type is a frame structure, with four floors above the ground and one floor below the ground.

Interested firms should provide information indicating that they are qualified to perform the works, showing experience in similar assignments, availability of required equipment and facilities, administrative and technical staff, proof of legal status, financial capacity and the firm's organizational set up.

The detailed requirements are contained in the Shortlisting Document, which can be downloaded from the Consulate General website at <https://www.mofa.go.ug>

The shortlisting criteria are:

9. Eligibility of the firm to perform the assignment including the legal and administrative compliance
10. Technical experience
11. Availability of appropriate technical and managerial staff, equipment and facilities
12. Financial situation including Contractor pre-financing arrangements

Sealed applications shall be delivered in sealed envelopes with one (1) original plus two (2) copies both in hard copy, clearly marked, “**Shortlisting Document for the Construction of the Chancery Building and Official Residence for the Consulate General in Guangzhou**“, to the address below on or before **31st January, 2020 at 11:00 hours** (local time)

Attention: The Head of Procurement and Disposal Unit
Consulate General of the Republic of Uganda, Guangzhou, China
Unit 2812, No. 28. Hua Xia Lu
Tianhe District, Guangzhou
Telephone: +86 20 38686506
Fax No.: +86 20 38686561
Email: info@ugandaconsgz.org

PERMANENT SECRETARY
Ministry of Foreign Affairs