



## DETAILED BID NOTICE UNDER OPEN BIDDING

**Pre-qualification of Debt collectors for the period 2023-2025 Procurement reference Number: UDB/CONS/2023/00007**

1. Uganda Development Bank Limited (UDBL) is in the process of pre-qualifying firms and therefore invites sealed applications from eligible and competent providers of the following Consultancy Services for the period 2023-2025.

ITEM CODE	ITEM DESCRIPTION
Category A	Debt Collectors

2. Bidding will be conducted in accordance with the open domestic bidding method and pre-qualification procedures in accordance with the Government of Uganda's Public Procurement and Disposal of Public Assets Act, 2003 (Amended), and is open to all providers.
3. Interested eligible bidders may obtain further information and inspect the pre-qualification documents at the address given below at the address in section 7(a) from 8.00am – 4.00pm (Local time) during working days (Monday – Friday).
4. The Pre-qualification documents (in English) shall be issued to interested bidders upon submission of a written Letter of Application for the bidding document at the address in 7(a) and upon payment of a non-refundable fee of **UGX100,000** (One Hundred Thousand Shillings Only).
  - (a) Payments will be made directly to the Uganda Development Bank Limited bank account.

Below are the bank details;

**DFCU Bank**

**Account Number 01013500015673**

- (b) Payment for the pre-qualification document shall be made in the legal name of the interested applicant or entity.
- (c) Applicants shall, after payment, submit the bank deposit slips to UDBL Cash office at **Plot 6 Nakasero Road, Kampala, Rwenzori Towers, 1<sup>st</sup> Floor Wing B**, to obtain a payment receipt.
- (d) **Applicants shall submit to the procuring and disposing entity copies of payment receipts, copies of business registration or copy of valid National Identity card or valid passport for the applicant, together with the application letter for the pre-qualification document.**
- (e) **Applicants shall submit to the procuring and disposing entity copies of business registration or copies of valid National Identity card or valid passport for the applicant, together with the application letter for the pre-qualification document.**

5. Applications with complete information and documents demonstrating eligibility and qualification must be delivered to the address below in section 7(b) before **11.00am (Local time) on 9<sup>th</sup> May, 2023. Late applications shall be rejected.** Applications will be opened in the presence of the bidder's representatives who choose to attend at the address below in section 7(b) at **11.30am (Local time) on 9<sup>th</sup> May 2023.**
6. All requests for clarification shall be submitted to the procuring and disposing entity at the address in section 7(a) below, and in accordance with Clause 2.5 of the pre-qualification document.
7. For purposes of this pre-qualification process:
  - (a) Pre-qualification documents may be inspected and issued from:
 

**Uganda Development Bank Limited,  
Plot 6 Nakasero Road, Kampala,  
Rwenzori Towers, 5<sup>th</sup> Floor Wing B.  
P.O. Box 7210, Kampala; Email: info@udbl.co.ug**
  - (b) Applications must be delivered to and opened from:
 

**Uganda Development Bank Limited,  
Plot 6 Nakasero Road, Kampala,  
Rwenzori Towers, 5<sup>th</sup> Floor Wing B.  
P.O. Box 7210, Kampala.**
8. The Planned Procurement Schedule (subject to changes) is as follows:

Activity	Date
a. Publish bid notice	13 <sup>th</sup> April 2023
b. Deadline to request for clarifications	28 <sup>th</sup> April 2023
c. Application closing date	9 <sup>th</sup> May 2023; 11.00am (Local time)
d. Evaluation process	Within 20 working days from application closing date.
e. Display of the short list	Within five (5) working days from Contracts Committee approval of the Pre-qualification List

**MANAGING DIRECTOR**