



REPUBLIC OF UGANDA
MINISTRY OF ENERGY AND MINERAL DEVELOPMENT

STANDARD BIDDING DOCUMENT

FOR
SUPPLIES
QUOTATION METHOD

**SUBJECT OF PROCUREMENT: DEMONSTRATIONAL ELECTRIC PRESSURE COOKERS
8-10 LITRES**

PROCUREMENT REFERENCE NUMBER: MEMD/CCU/NREP/WRKS/2025/000/1

OCTOBER, 2025

Standard Bidding Document for Procurement of Supplies under Quotation Method

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Local Purchase Order Agreement

Phone: +256 (0) 393-100-495

Email: nrep.memd@gmail.com |

info@nrep.ug

Website: www.nrep.ug

In any correspondence on this subject

Please quote Ref. No.:

RFP/NREP/CCU/001



**NATIONAL RENEWABLE ENERGY
PLATFORM**

PLOT 29/33 AMBER HOUSE,
KAMPALA ROAD

P. O. BOX 163345,
KAMPALA - UGANDA.

Dear Sir/Madam

**REQUEST FOR QUOTATIONS FOR PROCUREMENT OF DEMONSTRATIONAL
ELECTRIC PRESSURE COOKERS - MEMD/CCU/NREP/WRKS/2025/000/1**

1. The Procuring and Disposing Entity indicated above invites your quotation for the supply of items described in Part 2: Statement of Requirements.
2. Bidding will be conducted in accordance with the Quotations procurement method contained in the Government of Uganda's Public Procurement and Disposal of Public Assets Act, 2003 and PPDA Regulations, 2014 and the procedures described in Part 1: Quotation Procedures.
3. Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.
4. The planned procurement schedule for this procurement (subject to changes) is as follows:

Activity	Date
a. Issue of Request for Quotations	13 th October, 2025
b. Bid closing date	31 st October, 2025
c. Evaluation process	
d. Display and communication of Best Evaluated Bidder Notice	10 th November, 2025
e. Contract Signature	22 nd November, 2025

1. Any queries should be addressed to the address given below:
The Deputy Coordinator
National Renewable Energy Platform
Amber House, Kampala
Tel: +256 (0) 393100495
Email: nrep.memd@gmail.com
2. Please prepare and submit your quotation in accordance with the instruction in Part 1: Quotation Procedures or inform the undersigned if you will not be submitting a quotation.

The Deputy Coordinator

National Renewable Energy Platform

Part 2: Statement of Requirements

PART 1: BIDDING PROCEDURES

Procurement Reference Number: **MEMD/CCU/NREP/WRKS/2025/000/1**

Preparation of Bids: You are requested to quote for these items by completing, signing and returning:

1. the Bid Sheet in this Part;
2. the List of Supplies and Price Schedule in Part 2;
3. the Specification and Compliance Sheet in Part 2;
4. the documents evidencing your eligibility, as listed below;

You are advised to carefully read the complete Request for Quotations document, including the Special Conditions of Contract in Part 3: Contract, before preparing your quotation. The standard forms in this RFQ may be retyped for completion but the Bidder is responsible for their accurate reproduction.

Where an electronic copy of the Request for Quotations document is issued, the paper or hard copy is the original version. In the event of any discrepancy between the two, the hard copy shall prevail.

Validity of Bids: The bid must remain valid until **15th March, 2026**

Sealing and marking of Bids: Bids should be sealed in a single envelope, clearly marked with the Procurement Reference Number above, the Bidder's name and the name of the Procuring and Disposing Entity. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

Submission of Bids: Bids should be submitted to the address below, no later than the date and time of the deadline below. Late quotations will be rejected.

Date of deadline: 1st November, 2025

Time of deadline: **10:00am**

Address: **Ministry of Energy and Mineral development,
Room A203 Amber House,
Plot 29/33, Kampala Road,
P.O. Box 7270,
KAMPALA**

Opening of Bids: Bids will be opened internally by the Procuring and Disposing Entity. Bidders' representatives are not permitted to attend the opening. A record of the opening will be posted on the Procuring and Disposing Entity's Notice Board within one working day of the opening.

Evaluation of Bids: The evaluation of Bids will use the Technical Compliance Selection methodology as detailed below:

1. Preliminary examination to determine eligibility (as defined below) and administrative compliance to this Request for Quotations on a pass/fail basis;
2. Detailed evaluation to determine commercial and technical responsiveness;
3. Financial comparison to determine the evaluated price of quotations and to determine the best evaluated bid.

Part 2: Statement of Requirements

Quotations failing any stage will be eliminated and not considered in subsequent stages.

Eligibility Criteria: You are required to meet the following criteria to be eligible to participate in public procurement:

1. Have the legal capacity to enter into a contract;
2. Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
3. Not have had your business activities suspended;
4. Have fulfilled your obligations to pay taxes and social security contributions;
5. Have the nationality of an eligible country, as defined in the Special Conditions of Contract;
6. Not to have a conflict of interest in relation to this procurement requirement; and
7. Not to be subject to suspension by the Public Procurement and Disposal of Public Assets Authority (the Authority).

Documents Evidencing Eligibility: Bidders shall submit the following documents:

1. A Certificate of Registration issued by the Authority for bidders currently registered with the Authority or
2. A copy of the Bidder's Valid Trading license.
3. Powers of Attorney.
4. Product brochure.
5. Bid securing declaration

Origin of Supplies: All supplies and related services shall have as their country of origin an eligible country, as defined in the Special Conditions of Contract.

Technical Criteria: The Specification and Compliance Sheet details the minimum specification of the supplies required. The supplies offered must meet this specification, but no credit will be given for exceeding the specification.

Currency: Quotations shall be priced in Uganda Shillings.

Best Evaluated Bid: The best evaluated bid shall be the lowest priced quotation, which is eligible and substantially responsive to the commercial and technical requirements of the Procuring and Disposing Entity and shall be recommended for award of contract. The Procuring and Disposing Entity shall issue a Notice of Best Evaluated Bidder within five days after the decision of the contracts committee to award a contract, place such Notice on its notice board for a prescribed period, copy the Notice to all Bidders and publish it on the Authority's website.

Formation of contract: Formation of a contract shall be by signing a contract in accordance with Part 3: Contract.

Right to Review: Bidders may seek an Administrative Review by the Accounting Officer in accordance with the Public Procurement and Disposal of Public Assets Act, 2003 if they are aggrieved with the decision of the Procuring and Disposing Entity.

Part 2: Statement of Requirements

Right to Reject: The Procuring and Disposing Entity reserves the right to accept or reject any quotation or to cancel the bidding process and reject all bids at any time prior to contract signing.

Part 2: Statement of Requirements

BID SUBMISSION SHEET

[Complete this form with all the requested details and submit it as the first page of your quotation, with the documents requested above attached. Ensure that your quotation is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. If your bid is not authorized, it may be rejected.]

Bid Addressed to (Procuring and Disposing Entity):	
Date of Bid:	
Procurement Reference Number:	
Subject of Procurement:	

We offer to supply the items listed in the attached List of Supplies and Price Schedule and Specification and Compliance Sheet, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Bidding Procedures.

We, including any subcontractors or providers for any part of the contract resulting from this procurement process, are eligible to participate in public procurement.

We have signed and undertake to abide by the Code of Ethical Conduct for Bidders and Providers attached during the procurement process and the execution of any resulting contract

Our bid shall be valid until and including [insert date, month and year] and it shall remain binding upon us and may be accepted at any time before or on that date;

We confirm that the prices quoted in the List of Supplies and Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

The delivery period offered is: _____ days/weeks/months from date of Purchase Order.

The warranty period offered is _____ weeks/months.

Bid Authorised by:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

Part 2: Statement of Requirements

CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS

(Under Section 93 of the 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 organisations 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 organisations 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;

Part 2: Statement of Requirements

- (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 BIDDER/PROVIDER

Part 2: Statement of Requirements

[Use Bidder's Letterhead]
[Name of Bidder]
[Physical Address of Bidder]

BID-SECURING DECLARATION

Date: [insert date (as day, month and year)]
Procurement Reference. No.: [insert Procurement Reference Number]

To: [insert complete name of Procuring and Disposing Entity]

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.
2. We accept that we may be suspended for three years by the Authority from being eligible for bidding in any contract with the Government of Uganda, if we are in breach of our obligation(s) under the bid conditions, because we:
 - (a) Have withdrawn our bid during the period of bid validity specified by us in the Bid Submission Sheet or
 - (b) Having been notified of the acceptance of our bid by the Procuring and Disposing Entity during the period of bid validity (i) fail or refuse to execute the Contract if required or (ii) fail or refuse to furnish the Performance Security in accordance with ITB Clause 41; or (iii) fail or refuse to accept the correction of our bid by the Procuring and Disposing Entity, pursuant to ITB Clause 29;
3. We understand this Bid Securing Declaration shall remain valid and including [insert date in accordance with ITB Clause 19.3]

Signed: [insert signature of person whose name and capacity are shown] in the capacity of [insert legal capacity of person signing the Bid Securing Declaration]

Name: [insert complete name of person signing the Bid Securing Declaration]

Duly authorized to sign the bid securing declaration for and on behalf of: [insert complete name of Bidder]

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

Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]

Part 2: Statement of Requirements

PART 2: STATEMENT OF REQUIREMENTS

List of Supplies and Price Schedule

Procurement Reference Number: - MEMD/CCU/NREP/WRKS/2025/000/1

Purchase Order Serial Number: _____

[Purchase Order Serial Number to be completed in the event of award of contract only]

[COMPLETE THE CURRENCY OF YOUR BID. COMPLETE THE UNIT AND TOTAL PRICES FOR EACH ITEM LISTED BELOW. AUTHORIZE THE PRICES QUOTED IN THE SIGNATURE BLOCK BELOW.]

CURRENCY OF QUOTATION: _____

Item No	Description of Supplies	Quantity	Unit of Measure	Unit Price	Total Price
1.	Demonstrational Electric Pressure Cookers 6 litres	200	Pieces		
Enter 0% VAT rate if VAT exempt.					
					Other additional costs
					Subtotal
					VAT @ %
					Total

The Delivery and Completion Schedule shall be as specified in the Special Conditions of Contract.

List of Supplies and Price Schedule Authorised by:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Part 2: Statement of Requirements

PART 2: STATEMENT OF REQUIREMENTS

SPECIFICATION AND COMPLIANCE SHEET

Procurement Reference Number: - MEMD/CCU/NREP/WRKS/2025/000/1

Purchase Order Serial Number: _____

[Purchase Order Serial Number to be completed in the event of award of contract only]

Complete column c with the specification of the supplies offered. Also state “comply” or “not comply” and give details of any non-compliances to the specification required. Attach detailed technical literature if required. Authorize the specification offered in the signature block below.

Item No	Technical Specification Required		Compliance of Specification Offered	Technical literature on specification offered in column c
a	b		c	d
	DEMONSTRATIONAL ELECTRIC PRESSURE COOKERS			
	MARKING REQUIREMENTS			
	The following details shall be marked legibly and indelibly on the Electric Pressure Cooker rating plate and securely attached on to the pot or otherwise:	<ul style="list-style-type: none"> - Manufacturer’s name - Country of origin - Reference standards - Manufacturer’s serial number - Year of manufacture - Voltage rating (V) - Rated frequency (Hz) - Rated Power (W) - Capacity (L) - Gross Weight (kg) 		-
	The Bidder shall submit their tender complete with the following technical documents:	<ul style="list-style-type: none"> - Copies of the Manufacturer’s catalogues, brochures, 	-	-

Part 2: Statement of Requirements

Item No	Technical Specification Required		Compliance of Specification Offered Compliance (C/NC)	Technical literature on specification offered in column c
a	b		c	d
		<p>drawings and technical data</p> <ul style="list-style-type: none"> - Details of the manufacturer's/supplier's capacity and the manufacturer's experience; - Copies of required type test certificates/reports by a third-party testing laboratory recognized by UNBS to test in line with: <ul style="list-style-type: none"> • IEC 60335-1:2020 Household and similar electrical appliances— Safety—Part 1: General requirements. and; • IEC 60335-2-15:2012 Household and similar electrical appliances - Safety - Part 2-15: Particular requirements for appliances for heating liquids. - Copy of certificate accreditation 		

Part 2: Statement of Requirements

Item No	Technical Specification Required		Compliance of Specification Offered Compliance (C/NC)	Technical literature on specification offered in column c
a	b		c	d
	<p>certificate to ISO/IEC 17025 for the third-party testing;</p> <ul style="list-style-type: none"> - Manufacturer's warranty and guarantee - Manufacturer's letter of authorization, copy of the manufacturer's ISO 9001:2008 or 2015 certificate, ISO 17025 (2005) certificate for non-manufacturer's OR - Copies of required type test certificates/ reports by a third-party testing laboratory recognized by UNBS to test in line with: 			
	<u>Operational conditions for appliance to operate</u>			
	Maximum ambient temperature: 45°C			
	Minimum temperature of air in shed: 9°C			
	Average ambient temperature: +32°C			

Part 2: Statement of Requirements

Item No	Technical Specification Required		Compliance of Specification Offered	Technical literature on specification offered in column c
a	b		c	d
	Maximum Relative Humidity: 98%			
	Environmental conditions: Humid tropical climate with heavily polluted atmosphere			
	Operational altitude: 2500m above sea level			
	APPLIANCE COMPONENTS: THE ELECTRIC PRESSURE COOKER (EPC) SHALL HAVE THE FOLLOWING KEY FEATURES;			
	Manual Pressure release valve:	1		
	Locking pin for lid:	1		
	Thermal fuse:	1		
	Secondary pressure relief valve (Preferred but not Essential):	1		
	Temperature sensor:	1		
	Pressure sensor:	1		
	Pressurizing seal:	1		
	Insulation:	The insulation material shall be made from a suitable heat resistant thermoplastic.		
	Interface:	Computerised interface		
	Hot plate/ Heating element:	1		
	Accompanying accessories:	1 x Stainless Steel Pan 1 x Steam Rack		

Part 2: Statement of Requirements

Item No	Technical Specification Required		Compliance of Specification Offered	Technical literature on specification offered in column c
a	b		c	d
		1 x Instruction Manual 1 x Rice Scoop 1 x Measuring Cup 1 x Power Cable		
	SYSTEM PARAMETERS			
	Nominal voltage:	240V		
	Number of Phases:	1		
	System Highest Voltage:	250V		
	System Frequency:	50Hz		
	APPLIANCE PARAMETERS			
	AC Voltage Range:	200- 240V		
	Capacity:	6 Litres		
	Rated Power:	800- 1200W		
	Plug Type:	G with a properly rated power fuse		
	Method of Earthing:	Solidly earthed		
	COOKING PERFORMANCE REQUIREMENTS			
	Operational performance with regard to cooking local cuisines:	The electric pressure cooker should be able to cook the five key Ugandan recipes including: beef Stew, Bean Stew, Matooke (steamed), nakati (greens) and Posho		
	Cooking Modes:	Open and closed		
	Auto-Warm Function:	The appliance should have an auto		

Part 2: Statement of Requirements

Item No	Technical Specification Required		Compliance of Specification Offered Compliance (C/NC)	Technical literature on specification offered in column c
a	b		c	d
		– warm function of up to 20 minutes		
	Rating Plate Details:	These shall be attached to the electric pressure cooker		
	Listing Key Features:	The appliance should be able to document		
	Type of Packing:	Corrugated packaging		
	Approx. Weight:	State		
	Dimensional Drawings:	Provide		
	Details of Relevant Documentations: Provide			
	Appliance instruction manual:	The Bidder should clearly indicate an appliance instruction manual		
	PACKING REQUIREMENTS			
	The Bidder shall oblige with the following packing requirements	<ul style="list-style-type: none"> • The packing shall be of sufficient strength to withstand rough handling during transit and storage • Suitable cushioning, protective padding, or dunnage or spacers shall be provided where necessary to 	•	•

Part 2: Statement of Requirements

Item No	Technical Specification Required		Compliance of Specification Offered Compliance (C/NC)	Technical literature on specification offered in column c
a	b		c	d
		<p>prevent damage or deformation during transit and handling</p> <ul style="list-style-type: none"> • All packing cases shall be marked legibly and correctly to ensure safe arrival at their destination. • The bidder shall provide handling and storage instructions and or precautions 		
	Instruction Manual:	<ul style="list-style-type: none"> • Each electric pressure cooker shall be provided with an instruction manual in English and or Luganda 		
	Warranty:	<ul style="list-style-type: none"> • Offered with a one (1) year warranty provided by the manufacturer / supplier from date of purchase, with provision for replacement or repair within Uganda within one month of complaint initiation. 		

Part 2: Statement of Requirements

Specification and Compliance Sheet Authorised by:

Signature _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

PART 3: CONTRACT
GENERAL CONDITIONS OF CONTRACT

Any resulting contract shall be placed by means of a Government of Uganda Purchase Order and shall be subject to the Government of Uganda General Conditions of Contract (GCC) for the Procurement of Supplies (available on request) except where modified by the Special Conditions below.

SPECIAL CONDITIONS OF CONTRACT

Procurement Reference Number: - MEMD/CCU/NREP/WRKS/2025/000/1

Purchase Order Serial Number: _____

[Purchase Order Serial Number to be completed in the event of award of contract only]

The clause numbers given in the first column correspond with the relevant clause number of the General Conditions of Contract.

Subject and GCC clause reference	Special Conditions
Eligible Countries GCC 1.1(g)	All countries are eligible, unless as a matter of law or official regulation, the Government of Uganda prohibits commercial relations with that country or 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.
Site GCC 1.1(o)	The Site for delivery of the Supplies is DDP MEMD Stores at Amber house
Incoterms Edition GCC 4.2(b)	Incoterms shall be governed by the rules prescribed in Incoterms 2020 .
Notices GCC 8.1	Any notice shall be sent to the following addresses: For the Procuring and Disposing Entity, the address shall be as given on the first page of this Purchase Order and the contact name shall be: COORDINATOR, NATIONAL RENEWABLE ENERGY PLATFORM For the Provider, the address and contact name shall be as given on the first page of this Purchase Order.
Delivery and Documents GCC 12.1	The supplies are to be delivered within 7 days from the date of purchase order. The shipping and other documents to be furnished by the Provider are: (a) Signed Delivery Note; (b) Tax Invoice

Part 3: Local Purchase Order Agreement

Subject and GCC clause reference	Special Conditions
Terms of Payment GCC 16.1	The structure of payments shall be: Full Payment following delivery and acceptance of the Supplies and submission of an invoice and the documents listed in clause 12.1.
Terms of Payment GCC 16.3	Payments shall be made no later than Thirty Days after submission of an invoice and its certification by the Procuring and Disposing Entity.
Terms of Payment GCC 16.4	The currency of payment shall be the currency of order specified in the List of Supplies and Price Schedule in the Statement of Requirements.
Packing GCC 24.2	The packing, marking and documentation within and outside the packages shall be: NA
Insurance GCC 25.1	The Supplies be insured. NA The insurance shall be : NA
Incoterm for Transportation GCC 26	The supplies shall be delivered: DDP MEMD Stores at Amber house
Liquidated Damages GCC 28	Liquidated Damages shall apply. The liquidated damages shall be 0.05% per week The maximum amount of liquidated damages shall be 10% of the contract price
Warranty GCC 29.3	The period of the warranty shall be One (01) year

Part 3: Local Purchase Order Agreement

{Name of Procuring and Disposing Entity}
{Address of Procuring and Disposing Entity}

P.O. No: {pre-printed}

Date of Order

To:

(Name and address of the supplier)

This order is placed by (insert name of Procuring and Disposing Entity) is subject to the Government of Uganda General Conditions of Contract, except where modified herein by the Special Conditions of Contract. The General Conditions of Contract are available on request. Your quotation has been accepted and you are requested to supply the goods /services listed, against the terms contained in this Purchase Order.

No.	Description	Unit	Quantity	Unit Price	VAT %	VAT amount	Price before VAT
	Additional costs						
	Sub-total						
	VAT Total of all lines						
	Total Order Price						

ACCEPTANCE:

This order accepts your quotation reference dated: _____

You should supply the goods/services above to the delivery address and by the delivery date specified in this Purchase Order. Address any inquiries to the contact point in the Procuring Entity detailed below:

Contact within the Procuring Entity: _____

Telephone: _____

Part 3: Local Purchase Order Agreement

PURCHASE ORDER AUTHORIZED BY:

No	Position	Name	Signature	Date

RECEIPT OF ORDER BY THE SUPPLIER

Please confirm receipt of this Purchase Order and that you are proceeding with provision of the supplies, in accordance with the terms and conditions of the Purchase Order.

Signature: _____

Name: _____

Position: _____

(Sign and return this Acknowledgement of Purchase Order within 3 days of receipt)