



**NATIONAL RENEWABLE ENERGY PLATFORM (NREP)
CONSOLIDATED CALL FOR QUOTATIONS (RFQ)
FOR FRAMEWORK AGREEMENTS**

Frequently Required Goods and Services

Date of Issue	September 28, 2026
Submission Deadline	October 9, 2026
RFQ Reference No.	NREP-RFQ-2026-1
Framework Period	Two Years

1. Invitation to Submit Quotations

The National Renewable Energy Platform (NREP) invites suitably qualified, competent and experienced service providers to submit quotations for the provision of frequently required goods and services to support its programmes, projects, trainings, workshops, conferences, field activities and general operations. NREP intends to establish framework agreements with a pool of pre-qualified service providers who may be engaged on an as-needed basis during the framework period, in accordance with NREP's procurement procedures. Service providers may apply for one or more categories under this Call for Quotations. The framework agreements will establish agreed terms, rates and service conditions. Specific requirements will subsequently be issued through Local Purchase Orders or other authorized call-off documents.

2. Service Categories

Interested providers are invited to submit quotations under the following categories:

No.	Category of Service Area
1	Transport Services
2	Hotel, Accommodation, Conference and Catering Services
3	Communications, Printing, Branding, Photography and Videography Services
4	Stationery and Office Supplies
5	Vehicle Servicing and Maintenance
6	ICT Maintenance and Support Services

Providers applying for more than one category should clearly indicate each category and submit the relevant supporting information and a separate or clearly identifiable rate schedule for each category.

3. Submission Requirements

Interested service providers should submit the following:

- Company profile highlighting relevant experience and technical capacity.
- Certificate of Registration or Incorporation
- Valid Trading Licence (where applicable)
- Tax Identification Number (TIN)
- Tax Clearance Certificate (where applicable)
- Physical and postal address
- Contact details
- A detailed rate card quotation for the selected category or categories
- Any relevant licences, certifications or professional registrations applicable to the services offered

Where applicable, service providers should also submit category-specific supporting information such as portfolios, vehicle details, workshop information, equipment lists, staffing arrangements, available facilities, product catalogues or other evidence of capacity.

4. Quotation and Framework Conditions

NREP hereby requests you to submit a quotation as described below.

1. You may submit your rate card or quotation electronically via nrep.memd@gmail.com or by Hand
2. In evaluating the quotations, NREP will adjust for any arithmetical errors. If you refuse to accept the correction, your rate card or quotation will be rejected
3. Your rate card or quotation shall be valid for a period of **Sixty (60)** days from the deadline for submission
4. The rate card or quotation shall be based on the entire service, including the cost of the materials specified in the RFQ and any additional items as required
5. Currency of quoted prices and payment will be in **Uganda Shillings**. The quotation should include all duties, local taxes, and other levies payable by the supplier
6. The supplier whose quotation has been accepted will be notified of the award of framework agreements via email within the bid validity period
7. During the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by NREP after it has received the quotation
8. The quotation that complies with all specifications and requirements, and offers the lowest price, shall be issued with a frame work agreement for a period of not more than two years. Any offer that does not meet the requirements shall be rejected
9. Any discrepancy between the unit price and the total price shall be re-computed by NREP. The unit price shall prevail, and the total price shall be corrected. If the supplier does not accept the final price based on NREP's re-computation, its quotation will be rejected

10. The mere act of submitting a quotation implies that the vendor accepts the General Terms and Conditions without question
11. Goods offered will be reviewed based on completeness and compliance with the minimum specifications described above and any other annexes providing details of NREP's requirements
12. If you withdraw your quotation during the validity period and/or refuse to accept the award of the framework agreement, you will be excluded from the list of suppliers for the project for two (2) years
13. Further information about NREP can be obtained via www.nrep.ug

5. Pricing

The quotation/rate card should clearly indicate:

- Unit rates for the services or goods offered
- Whether rates are inclusive or exclusive of Value Added Tax and other applicable taxes
- Any transport, delivery, mobilisation, accommodation, over time, installation or other additional charges
- Payment terms
- Validity period of the quotation and/or framework rates
- Any minimum order quantities, booking conditions, cancellation conditions or other commercial assumptions

Where possible, bidders should use the indicative rate schedule in Annex 2. Additional lines may be added where necessary.

6. Evaluation

Quotations will be evaluated based on:

- Compliance with the submission and eligibility requirements
- Relevant experience and technical capacity
- Quality and suitability of the services or goods offered
- Competitive pricing and overall value for money
- Availability, responsiveness and ability to deliver within required timelines
- Client references and past performance
- Category-specific requirements, where applicable

NREP may select one or more providers under each category to ensure adequate coverage, competition, service availability and continuity. The lowest-priced quotation will not necessarily be selected where other evaluation requirements are material.

7. Engagement of Successful Providers

Successful providers may be offered framework agreements for the applicable service category or categories. Individual assignments will be initiated through authorized call-off documents issued by NREP.

Selection under this Call for Quotations and signature of a framework agreements does not guarantee any minimum quantity, frequency, value of business or exclusivity. NREP may maintain more than one provider under a category and may allocate assignments based on availability, location, price, technical suitability, performance and the specific requirement.

8. Submission Instructions

Quotations should be submitted to Plot 29/33 Amber House, Kampala road, P.O. Box 163345, Kampala - Uganda. or via email: **phone:** +256 (0) 393-100-495; **email:** nrep.memd@gmail.com | info@nrep.ug not later than **October 9, 2026 at 5:00 p.m.** Quotations submitted past that time shall not be considered for evaluation. For Inquiries: +256 (0) 393-100-495.

9. Reservation of Rights

NREP reserves the right to:

- Accept or reject any quotation, in whole or in part
- Select one or more providers for any service category
- Request clarification, samples or additional information
- Verify submitted information, references and technical capacity
- Negotiate or clarify framework terms and rates before agreement signature, where appropriate
- Amend, cancel or withdraw this Call for Quotations where necessary

NREP shall not be responsible for any costs incurred by providers in preparing or submitting quotations.

ANNEX 1: SERVICE CATEGORIES APPLIED FOR AND PROVIDER DECLARATION

No.	Service Category	Tick
1	Transport Services	☐
2	Hotel, Accommodation, Conference and Catering Services	☐
3	Communications, Printing, Branding, Photography and Videography Services	☐
4	Stationery and Office Supplies	☐
5	Vehicle Servicing and Maintenance	☐
6	ICT Maintenance and Support Services	☐

Service Provider Declaration

We hereby confirm that the information provided in this submission is true and accurate and that we have the legal, technical and operational capacity to provide the services for the category or categories selected. We understand that inclusion under a framework agreement does not guarantee any minimum volume or value of business.

Company Name	
Authorized Representative	
Position	
Telephone	
Email	
Signature	
Date	
Official Stamp	

ANNEX 2: FRAMEWORK SCOPE, COMMERCIAL REQUIREMENTS AND RATE SCHEDULE

This Annex should be completed for each category applied for. Providers may reproduce the rate schedule and add lines where necessary. The rates quoted will form the basis for evaluation and, where selected, may be incorporated into the framework agreement.

Framework Requirement	Details
Scope of Service	Provision of frequently required goods/services under the selected NREP framework category.
Framework Duration	Two Years
Firm's Experience	Relevant demonstrated experience in the category applied for; bidders should provide evidence and at least two client references.
Service Coverage / Base Location	State office/base location and geographical areas that can be served, including any location-based charges.
Delivery / Response Time	State standard response, mobilisation and/or delivery timelines.
Preferred Currency	Uganda Shillings (UGX).
After-Sales / Support	State warranty, replacement, maintenance, support or complaint-resolution arrangements where applicable.
Documentation Language	All quotations, supporting documents, reports and service documentation should be in English.
Documents to be Submitted	Quotation/rate card and all eligibility and category-specific supporting documents listed in this RFQ.
Payment Terms	Payment shall be based on the quoted and agreed prices, which shall remain valid for the duration of the framework contract.
Evaluation Criteria	Compliance; technical capacity; relevant experience; quality; competitive pricing/value for money; responsiveness; references; and category-specific requirements.
Number of Providers	One or more providers may be selected per category.
Call-Off Mechanism	Assignments will be issued through Service Requests, Work Orders, Local Purchase Orders or other authorized NREP documents.
Conditions for Payment	Subject to satisfactory delivery/acceptance of the goods or services and submission of the required supporting documentation and valid invoice.

A. Category-Specific Information

- **Transport Services:** Vehicle type/model, seating capacity, registration details, driver arrangements, insurance, daily/half-day rates, kilometre rates where applicable, fuel basis, waiting/overtime charges, upcountry charges and geographical coverage.
- **Hotel, Accommodation, Conference and Catering Services:** Location, room types and rates, conference packages, venue capacity, meals/refreshments, equipment included, internet, parking, applicable taxes, cancellation terms and any seasonal rates.
- **Communications, Printing, Branding, Photography and Videography Services:** Portfolio, production capacity, unit rates by specification/size/quantity, design charges, photography/videography packages, editing, branding/installation, turnaround times and delivery charges.
- **Stationery and Office Supplies:** Product description/brand/specification, unit of measure, unit price, minimum order quantity where applicable, delivery timelines, delivery charges and warranty for relevant items.
- **Vehicle Servicing and Maintenance:** Workshop location, technical personnel, diagnostic capacity, labour rates, service rates, spare-parts basis/mark-up where applicable, turnaround times, warranties and emergency support.
- **ICT Maintenance and Support Services:** Internet, Technical certifications/skills, supported equipment/systems, call-out fees, hourly/daily rates, preventive maintenance rates, response times, remote/on-site support, parts basis and warranty/support terms.

B. Provider Rate Schedule (On Company headed paper)

No.	Item / Service	Specification / Description	Unit	Unit Rate (UGX)	VAT / Taxes	Other Charges	Remarks / Conditions
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Quotation validity:

Payment terms:

Standard delivery/response time:

Other commercial conditions: