

FORM 10

Regulation 50 (5)

THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS ACT, 2003
RECORD OF MINUTES OF PRE-BID MEETING

Procurement Reference Number			
Code of Procuring and Disposing Entity	Supplies/Works/Non-consultancy services	Financial year	Sequence number
MOES	SUPLS	2024-25	00037

Particulars of Procurement	
Subject of procurement	Supply, Installation, Commissioning, Operation and Maintenance of Solar Photovoltaic Systems, Electrical Works and Lighting for Forty-five (45) Seed Secondary Schools in Three (3) Lots
Location of Pre-bid Meeting	EMBASSY HOUSE 3 rd FLOOR BOARD ROOM
Date and time of Meeting	11/02/2025, 9:00am

Record of Pre-bid Meeting Minutes	
Question asked	Response given
	Agenda: 1. Opening Prayer and Introductions. 2. Communication from Chairperson. 3. Matters arising/ request for clarification from bidders. 4. Closure.

	<p>Minute 1: Opening Prayer and Introductions Opening prayers and self-introductions were done by all members present.</p> <p>Minute 2: Communication from Chairperson The Chair, Eng. Brian Odongo welcomed all present for the days' meeting. He observed and welcomed all the bidders who attended the pre-bid meeting.</p> <p>The Chairperson briefly made comments on the bidding document issued out: -</p> <ul style="list-style-type: none"> • A longer bidding period has been given to enable bidders to prepare competitive bids. Each lot has 15 seed schools with the same number of classroom blocks, staff houses etc. Incase of any outliers, a team comprising of Ministry Officials and the Best Evaluated Bidder will verify this. • Bidders should pay attention to ITB 12.1 (F), all additional documentation to be presented in the bid are listed. • Bidders shall submit soft copies of BoQs. • Please pay attention to the bidding forms while preparing your tender submissions. • Bidders shall present Manufacturer Authorizations for all the components unless you're the manufacturer.
<p>Are we also required to present Manufacturer's Authorizations (MAFs) for consumables like switches, bulbs, cables etc.?</p>	<p>No, MAFs shall be presented for Solar Modules, Batteries, Inverters, lights and charge controllers (If the system designed has a separate controller).</p>
<p>Specific experience should be relaxed to include experience in designing electrical/solar substations.</p>	<p>Specific experience shall only relate to solar systems as specified in 4.2.</p>
<p>Who is going to do the Factory Acceptance Tests (FATs)?</p>	<p>A team from MoES, Supervising consultant and representatives from the ESCO. Bidders are cautioned against doing mass production before FATs for solar modules, batteries, inverters and charge</p>

	controllers are concluded.
Manufactures don't usually provide for FATs if the system is small	The proposed Lots are large enough to warrant FATs. Bidders are advised to liaise, in time, with their Manufacturers to ensure smooth implementation of the FATs and shipment.
Who will incur the cost of transporting and accommodating MoES Staff for the FATs.	The Ministry will cover their own costs. The bidder is required to only cover their transportation and accommodation costs as well as the cost of the actual tests.
Are we allowed to submit one bid with all lots or separate each bid	Bidders bidding for more than 1 Lot should submit each bid separately. Please note that Bidders have the option of submitting one Bid Security for all lots (for the combined total amount of all lots) for which Bids have been submitted. However, if the amount of Bid Security is less than the total required amount, the Employer will determine for which lot or lots the Bid Security amount shall be
There's a contradiction in the bid where it says that the MoES team will be facilitated by the Ministry and again facilitated by the Supplier.	The ESCO shall not meet the Ministry's costs for ticketing, travel and accommodation while going for the FAT. The ESCO shall, however, meet the costs for FAT with the manufacturer plus their own costs, if they wish to travel.
Can anyone respond to the invitation to bid even if they don't sign the issuance form?	Yes, anyone can submit a bid even if they do not sign the issuance form since the bid has been published on the Ministry website and the Ministry is not charging any fees for the bidding document.
Can an SGS report satisfy the requirement of FATs?	No, an SGS does not satisfy the requirement of the FATs.
For Specific experience, can we use our sister company in a joint venture.	A bidder can use a sister company in a JV.
Is the specific experience only restricted to projects done in Uganda or?	Specific experience is not limited to only contracts done in Uganda.

We need further clarification on the long term or service agreements 70% and 30%	The new model comprises a grant agreement to pay 100% for electrical work such as lights, sockets, switches, cabling and up to 70% of the other upfront costs for the solar system installation (solar arrays, batteries, inverters). Under a separate service agreement, the balance outstanding on the upfront costs will be paid in quarterly instalments over a 10-year period as well as the cost of O&M over a 10-year period.
When you talk of available energy, does it mean energy stored in the batteries or energy consumed.	This is the amount of energy used and stored that is available to power loads.
Will a supplier be paid fully if the energy generated is consumed fully due to unforeseen loads in staff houses like kettles and other appliances?	The ESCO will receive full payment as specified in Table 11 in the Energy Service Agreement. However, smart meters / load limiters shall be used to prevent overload of the solar systems in respective buildings.
Depth of discharge. Given a particular thresh hold, should a supplier discharge more or less?	The ESCO should not discharge beyond the Depth of Discharge specified by the component manufacturer.
Is the credit facility available during project implementation?	The credit facility from the Uganda Energy Credit Capitalisation Company Limited (UECCC) is available until the EASP Project closure deadline of 30 th June 2027.
Based on the energy produced as batteries are fully charged, some schools will consume less power than others. Does this amount to less payment?	No, the ESCO shall get full payment since they will have met the available energy target and system uptime. For the public institution to be complying, the Energy consumed is expected to be less than the Target value, therefore this should not affect the value of payment to the ESCO.
On page 117, bidders should do roof analysis. Is this after bidding or before.	Roof analysis shall not be required for the staff houses, whose systems are roof mounted.
Will the Ministry give us introductory letters to do site surveys?	Yes, the Ministry shall provide introductory letters for the purpose of site surveys.
ITB 21 (f) has a requirement of a financial model. Is the price schedule an equivalent?	The financial model forms a part of the price schedule. It is provided as Schedule No. 10 of the main price schedule spreadsheet – Appendix 7.

Shouldn't we provide training for users of the system?	End-user training is a requirement under the bid. The requirements for end-user training are spelt out in Section 6.5 – Technical Specifications on page 187.
Will the supplier have access to the remote-control system or reports for improvements in case of glitches.	The supplier will have real-time access to the remote monitoring platform.
How are you going to evaluate a low-cost system when it meets all the technical requirements?	A substantially compliant and responsive bid is one that conforms to all the terms, conditions, and requirements of the Bidding Document without material deviation, reservation, or omission. Therefore, if a bid is low-cost but meets the requirement, it will be considered.
Clarification on school holidays when the usage is low. Will the supplier be paid fully?	Yes, the supplier will be paid fully subject to the system meeting the established KPIs in the bidding document.
Please clarify on ground/roof mounted structures?	Section 6.2 – General information on the Seed Secondary Schools states that a ground mounted centralized solar PV system will power all the main buildings (excluding staff houses), and a separate roof mounted solar PV system shall power all the staff houses through a central distribution board for the staff houses.
Requirement of profitability, can we show profit margins from projects executed?	Profit margins shall be obtained through review of the submitted audited balance sheets or other financial statements acceptable to the Employer, for the last three (3) years.
Please clarify on taxes.	The price shall include all customs duties, sales tax, and other taxes. It should be noted for this contract, all solar PV works are Value Added Tax (VAT) exempted, so in case of any anomaly arising from the Provider's negligence during importation of purchases within Uganda, the Ministry of Education and Sports shall not be liable to pay any VAT.
What's the defects liability period?	The defects liability period or operational acceptance period as provided under Schedule 1 - Energy Service Company and Grant Amount is 3 Months.

Can a supplier bid for both supply of the system and bid for the monitoring platform?	Yes, a supplier can bid for both the solar system and the monitoring platform, however, they cannot be contracted for both, since the remote monitoring platform shall be the 3 rd party verification agent for the project.
Who will be the procuring agency for the monitoring platform?	The Ministry of Energy and Mineral Development.
Are you going to regulate the usage of power, especially with staff houses?	Under Section 6.3 – Scope of Work, the ESCO will install distribution board for the main buildings, and a smart master meter and smart sub-meters (for different buildings/load groups) that can monitor and control daily energy use for different buildings/load groups, e.g., through load and energy limiters. The sub-meters shall be capable of load and/or energy limiting.
Who is responsible for the safety and security of the items and the system?	The Ministry shall ensure the general safety and security of the Facilities and the Sites and ensure that the Sites are protected from theft and vandalism. ESCO shall provide for the safety and security of the Energy Systems and of any Person servicing the Energy Systems and ensure that the Energy Systems are protected from theft and vandalism. ESCO shall appropriately safeguard the Sites and ensure it against loss through the mechanisms provided under subsection 1.9 under Section 6.5 – Technical Specifications.
Are we only limited to a powerhouse or containerized solutions acceptable.	Bidders can provide any power room if it meets the standards set out in Subsection 1.8 under Section 6.5 – Technical specifications.
What's the maximum number of lots that a bidder can bid for or awarded?	Bidders can bid for all Lots, but the maximum number of lots a bidder can win shall be restricted to 2. This amendment shall be shared in an Addendum to the bidding documents.
On page 150, it states that 'the following factory acceptance tests will be conducted by a Supervising Consultant at the supplier's factory prior to export to Kenya'. Please clarify.	The destination has been changed to Uganda.
On page 177, at what point shall bidders receive the ESMP to guide in bid preparation.	The ESMP is attached as Appendix 6.

Appendix 7 – Main price Schedule spreadsheet and schedule 3 Electrical works breakdown has 120 seed secondary schools contrary to 45 schools.	The correct number of schools is 45.
Is a bidder eligible to submit a bid in a joint venture in one lot and as a sub-contractor in another?	Yes, this is fine. However, multiple lot award criteria shall apply, should the bidder emerge as the best evaluated bidder in both Lots.
Are there incentives for Buy Uganda Build Uganda?	There is no margin of preference.
Regarding Section 4.1 General Experience - the requirement of having 7 years' experience, is that for each member of the JV? Or only the lead member? Or can the members have a combined 7 years?	Each member should have a minimum of 7 years' experience. This has been captured in the addendum to the bidding document.
If a bidder presents a bid security from a bank in Kenya, is it valid?	Yes, it is valid. However, they will have to have a correspondent bank in Uganda to make it enforceable.
On page 56, it says only the maintenance service shall attract 18% VAT (schedule No. 7). Please clarify.	In terms of the pricing of Operation and Maintenance costs for 10 years, the bidders should factor in 18% VAT for only actual maintenance work but not for spares to the solar components such as panels, batteries, inverters that are Tax exempted.
On page 151, it provides for the consultant to do the FATs?	Yes, MoES shall contract a supervision consultant who shall verify the FATs on behalf of the Ministry.
Can a supplier use one MAF for all the items?	Yes, if all the items are manufactured by the same company.
Are the prices indicated for O&M indicated in the bid document inclusive of tax?	The price is not for O&M but rather it contains a portion of balance of capital costs, O&M, replacement of system components, the time value of money and other incidental costs, and it is not inclusive of tax.

<p>For the requirement on having Profitability with a minimum net profit margin of 10%: for companies reinvesting profits into e.g. technology improvements, IT-solutions and service innovation, would documentation of healthy gross margins be sufficient or would count positively towards meeting the requirements? Alternatively, could the requirement above refer to project margins</p>	<p>The profit shall be determined from the audited financial statements.</p>
<p>Do tax exemptions apply to the beneficiary ministries?</p>	<p>If the ESCO has any tax exemption, then such tax exemptions shall apply.</p>
<p>Can you share the updated tender document</p>	<p>The tender document can be found on the Website https://www.education.go.ug/tenders-bids/. An addendum to the tender document shall be shared with all the bidders.</p>
<p>It should be noted for this contract, all solar PV works are Value Added Tax (VAT) exempted." Does this include the rest of the system? If an all-in-one cabinet or integrated container?</p>	<p>Yes, all components for the solar system installation are VAT deemed since it is a donor funded project. Therefore, they are VAT exempted.</p>
<p>What are the arrangements for system security and protection from vandalism.</p>	<p>The Ministry shall ensure the general safety and security of the Facilities and the Sites and ensure that the Sites are protected from theft and vandalism. ESCO shall provide for the safety and security of the Energy Systems and of any Person servicing the Energy Systems and ensure that the Energy Systems are protected from theft and vandalism. ESCO shall appropriately safeguard the Sites and ensure it against loss through the mechanisms provided under subsection 1.9 under Section 6.5 – Technical Specifications.</p>
<p>Battery Type: The document does not seem to specify whether the batteries will be lead-acid or lithium-ion. Could you please confirm which type is planned? If lead-acid is the chosen option, would it be possible to propose an alternative solution using lithium, considering its advantages in terms of durability and performance?</p>	<p>As indicated in ITB 12.1(f), bidders will provide their System designs presenting the appropriate size and specifications of the solar PV system components. The bidders are free to provide any technology if it meets the requirement of the bidding document.</p>

Project Size: We could not find detailed information on the expected capacity of the solar installations for each school (panel power, battery storage capacity, etc.). Could you provide the specific requirements in this regard?

The daily energy requirement for the schools is provided in Section 6.2 General information on the Seed Secondary Schools, Subsection 6.2.1. The bidder is required to use this information to provide an appropriate design that meets the KPIs provided in the bidding document.

Certification of minutes as a true record of the proceedings of the meeting:

Name: ENG. ODO NGO BRIAN

Position: Chairperson of the meeting

Signature: 

Date: 12th February 2025

Record of pre-bid meeting to be sent to all bidders who purchased or were issued with the bidding documents.