

Simlaw Seeds

TOP QUALITY SEEDS

HEAD OFFICE: Plot 73 Namanve Industrial Park P.O.BOX 115600 Kampala,
Uganda

[Tel:+256200979898/0705755776](tel:+256200979898/0705755776);

Email: simlaw@simlawseeds.ug

Website: www.simlawseeds.ug

REQUEST FOR PROPOSAL (RFP)

Provision of works for the Construction of extension of the Head Office to provide room for reception for Simlaw Seeds Company (U) Ltd
Tender No. **SSCU/RFP/CONSTR/01/2025-2026.**

Dear Sir/Madam,

We kindly request you to submit your Proposal for the *Provision of works for the Construction of extension of the Head Office to provide room for reception for Simlaw Seeds Company (U) Ltd Tender No. SSCU/RFP/CONSTR/01/2025-2026.*

TERMS OF REFERENCE (TOR).

1. BACKGROUND

Simlaw Seeds Company Uganda Limited is a private Company registered in the Republic of Uganda with its Head office at Namanve Industrial but distribution channels spread across the country. The main activities for the Company are carrying out Research, production, processing of seed, distribution and sales of seed and other complimentary products across the country and beyond.

The Company invites sealed bids from eligible and qualified contractors for the construction works of the extension of the head office to provide room for reception with the purpose of providing lounge for visitors.

SCOPE OF AN WORK

The selected contractor shall:

- a) Advise the company on best plan for remodeling the building to curve a reception while maintaining the shape of the building upon the add-on.
- b) Provide the bill of quantities of all the required material
- c) Construct a secure and durable wall taking into consideration the safety of the

- existing building.
- d) Ensure proper finishing (e.g. plastering, painting, electrical installation, plumbing and any other process for finishing).
 - e) Comply with all relevant construction and safety regulations as per the government requirements and where need be to secure the permit for the construction

2. SITE VISIT

Interested bidders are encouraged to visit the site before bidding.

3. ELIGIBILITY CRITERIA

The bids will be evaluated based on the mandatory, technical and financial capability of the firm. Only responsive bids will progress to the next level of evaluation while non-responsive bids will be dropped at the level of non-responsiveness. The pass mark for the technical evaluation will be 50%.

The lowest evaluated bids will be awarded the contract upon being responsive in the other levels of evaluation.

a) MANDATORY REQUIREMENT

The Service Provider **MUST** submit the following mandatory documents:

- i. Company profile – Provide a brief of the company including the business address and contacts.
- ii. Copy of TIN certificate with ability to provide fiscalized receipts for the work.
- iii. Certificate of incorporation
- iv. Valid Tax compliance Certificate from URA
- v. Valid Business licenses
- vi. Proof of registration from the professional body eg Engineering board etc
- vii. Provide a design for the reception

b) TECHNICAL REQUIREMENTS (70%)

- i. **The Firms general experience, reputation in previous similar assignments – Number of years the firm has been doing this assignment**
 - Above 3 years – **Marks (10%)**

– Attach (3) recommendation letters from the previous companies for undertaking similar services as required by SSCU, indicating description of contract scope, contract duration, contract value, contact references; - **Marks (10%)**
- ii. **Understanding of the terms of reference, methodology and timeline for delivery of the work.** - Demonstrate your understanding of the work and the method to be applied as well as the workplan indicating the timeline within which the work would be completed and warranty. - **Marks (30%).**

- iii. **Qualification of key personnels;** - Provide evidence of qualification and experience of two key personnel who will be involved in this assignment. - **Marks (20%). Each personnel will get 10% Marks.**

c) FINANCIAL EVALUATION

The financial proposal should contain a detailed bill of quantities and the labour cost for the work.

The bids responsive at both the mandatory and technical evaluation will be subjected to financial evaluation whereby the lowest bids will be awarded the tender.

NOTE:

The tender documents should be prepared in English and the proposal should be in Uganda shillings currency.

4. SUBMISSION INSTRUCTIONS

Proposal **MUST** be submitted physically to our offices **SIMLAW SEEDS COMPANY (U) LTD** located at Namanve Industrial Park off Liberty ICD Road opposite Roofings, Kampala Uganda.

Proposal **MUST** be submitted inside the sealed envelope with the subject outside the envelope. ***Provision of service of Construction of extension of the Head Office to provide room for reception for Simlaw Seeds Company (U) Ltd Tender No. SSCU/RFP/CONSTR/01/2025-2026.***

Proposal must be submitted on or before **30th April 2026** not later than **10:00am** in the tender box. The opening will be done immediately and representatives are invited to attend.

Kindly note: Late submissions will not be considered.

5. CONFIDENTIALITY

All information shared in this RFP must be treated as confidential

We look forward to receive your proposal.

Thank You.

General Manager
Simlaw Seeds Company(U) Ltd