

# Simlaw Seeds

## TOP QUALITY SEEDS

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### OPEN TENDER

**PROPOSAL FOR PROVISION OF SERVICE OF SALARY SURVEY FOR SIMLAW SEEDS COMPANY UGANDA LTD Tender No. SSCU/SALSVY/RFP/01/2025-2026**

Dear Sir/Madam,

We kindly request you to submit your Proposal for the ***Proposal for Provision of service Salary Survey for Simlaw Seeds Company Uganda Ltd.***

### Introduction

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.

### Description of Requirements

***Annex 1.***

<b>Context of the Requirement</b>	<b>Consultancy Firm for Provision of Salary Survey Services for SSCU in the Republic of Uganda</b>
Brief Description of the Required Services	<p>The main objectives of this consultancy are:</p> <ul style="list-style-type: none"><li>• The selected firm will conduct an independent survey for the purpose of updating the current salary scale, commuter allowances, house allowances and per diem allowances structures for its Service Contract holders in line with the prevailing local market rates for similar work of comparable quality, complexity and difficulty.</li><li>• As mentioned, the benchmark for Individual Contract has been established through separated arrangement. So, this is not covered by the scope of this assignment upon</li></ul>

<b>Context of the Requirement</b>	<b>Consultancy Firm for Provision of Salary Survey Services for SSCU in the Republic of Uganda</b>
	completion of the survey, the results will be submitted to the SSCU.
List and Description of Expected Outputs to be Delivered	<b>As per the TOR in Annex 2</b>
Person to Supervise the Work/Performance of the Service Provider	<b>SSCU HR Department /HRMAC</b>
Frequency of Reporting	<b><i>As needed</i></b>
Expected duration of work	<b>3 weeks</b>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> <b>Required</b> <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> <b>Required</b> <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> <b>Local Currency (Uganda Shillings) Ushs.</b>
Validity Period of Proposals <i>(Counting for the last day of submission of quotes)</i>	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> <b>120 days</b> In exceptional circumstances, SSCU may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> <b>Not permitted</b> <input type="checkbox"/> Permitted
Payment Terms	Condition for Payment Release Within thirty (30) days from the date of meeting the following conditions: a) SSCU's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.

<b>Context of the Requirement</b>	<b>Consultancy Firm for Provision of Salary Survey Services for SSCU in the Republic of Uganda</b>
Person(s) to review/inspect/approve outputs/completed services and authorize the disbursement of payment	<b>Evaluation Committee SSCU</b>
Type of Contract to be Signed	<input type="checkbox"/> Long-Term Agreement <input checked="" type="checkbox"/> Short Term Contract
Criteria for Contract Award	<input checked="" type="checkbox"/> <b>Lowest Price Quote among technically responsive offers</b> <input type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> <b>Full acceptance of the SSCU Contract General Terms and Conditions (GTC).</b>
Criteria for the Assessment of Proposal	<b><u>Technical Proposal (70%)</u></b> <input checked="" type="checkbox"/> Expertise of the Firm 30% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 30% <b><u>Financial Proposal (30%)</u></b> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by SSCU.
SSCU will award the contract to:	<input checked="" type="checkbox"/> <b>One and only one Service Provider</b> <input type="checkbox"/> One or more Service Providers
Annexes to this RFP	<input checked="" type="checkbox"/> <b>Description of Requirements (Annex 1)</b> <input checked="" type="checkbox"/> <b>Detailed TOR (Annex 2)</b> <input checked="" type="checkbox"/> <b>Form for Submission of Proposal (Annex 3)</b> <input checked="" type="checkbox"/> <b>General Terms and Conditions (Annex 4)</b>
Contact Person for Inquiries (Written inquiries only)	<b>Email: hr@simlaws.ug</b> Any delay in SSCU response shall be not used as a reason for extending the deadline for submission, unless SSCU determines that such an extension is necessary and communicates a new deadline to the Proposers.

## **TERMS OF REFERENCE (TOR).**

## ***Annex 2.***

### **1. BACKGROUND**

The Company's policy is to remunerate the employees in a manner that motivates them and which supports and develops a high-performance workforce required to provide quality service efficiently and effectively.

There are salary grades as the Company may, from time to time, determine. The Company conducts periodic salary surveys to determine changes in cost of living and terms of employment being offered by comparable institutions. Such surveys shall form the basis of determining the compensation structure in the Company.

The current salary structure consists of twelve (12) salary grades as follows:

<b>GRADE</b>	<b>DESIGNATION</b>
SSCU 2	General Manager
SSCU 3	Managers
SSCU 4	Senior principal officer
SSCU 5	Principal officer
SSCU 6	Senior Officers
SSCU 7	Officers
SSCU 8	Senior Assistant Officers
SSCU 9	Assistant Officers.
SSCU 10	Senior Artisans/Drivers/Clerks/
SSCU 11	Artisans/Drivers/Clerks/ Senior Office Assistant
SSCU 12	Office Assistant

The remuneration policy is based on the following guiding principles: -

- a) Provision for adequate pay differentials to recognize responsibility, levels, skills, competencies, attitudes, experience and performance in relation to the goals and objectives of the Company;
- b) Achievement of equity, transparency and competitiveness in the remuneration packages based on Job Evaluation;
- c) Adoption and implementation of best human resource management practices in regard to compensation;
- d) Maintenance of a salary structure that will enable the Company to attract, retain and motivate qualified employees;
- e) Focus on the value of total compensation, which includes basic salary, allowances and other benefits; and
- f) Adherence to salary and remuneration guidelines issued by the Company from time to time.

The main positions in the Company and their Grades are as follows:

<b>S/N</b>	<b>DESIGNATION</b>	<b>GRADE SSCU</b>
1.	General Manager	002
2.	Senior Officer Administrator	008
	<b>Production Department</b>	
3.	Senior Production Assistant	008

<b>S/N</b>	<b>DESIGNATION</b>	<b>GRADE SSCU</b>
4.	Senior Assistant Quality Assurance Officer	008
5.	Production Officer	007
6.	Senior Production Officer	006
7.	Principal Production Officer	005
	<b>Processing &amp; Engineering</b>	
8.	Senior processing clerks	010
9.	Plant Technician	009
10.	Senior Plant Technician	008
11.	Engineer	007
12.	Senior Engineer	006
	<b>Sales &amp; Marketing</b>	
13.	Sales Assistant	009
14.	Senior Sales Assistant	008
15.	Senior Sales Officer	007
16.	Sales Officer	006
17.	Principal Sales Officer	005
	<b>ICT</b>	
18.	ICT Officer	007
19.	Senior ICT Officer	006
	<b>Finance &amp; Accounts</b>	
20.	Accounts Assistant	009
21.	Senior Accounts Assistant	008
22.	Accounts Officer	007
23.	Senior Accounts Officer	006
24.	Senior Principal Accounts Officer	004
	<b>Human Resources &amp; Administration</b>	
25.	Assistant HR & Administration Officer	009
26.	Senior Assistant HR & Administration Officer	008
27.	Senior Human Resource Officer	006
28.	Principal Human Resource Officer	005
	<b>Supply Chain Management</b>	
29.	Supply Chain Management Officer	007
30.	Senior Supply Chain Management Officer	006
	<b>Drivers</b>	
31.	Driver	011
32.	Senior Driver	010
	<b>Clerical Officers</b>	
33.	Office Assistant	012
34.	Senior Office Assistant	011

Simlaw Seeds Company would seek a consultant to conduct a salary survey and furnish the survey results to the company to enable the Company determine amend her salary, commuter, house and per diem allowance structure. The survey will be mainly from:

- A) Seed Companies in the Republic of Uganda.
- B) Government institutions in the Agriculture Sector

## **2. OBJECTIVES**

In accordance with the established SSCU policies governing Service Contracts and based on the established SSCU methodology described in the Setting Remuneration for Service Contract Personnel and existing SC salary scale; the selected firm will conduct an independent survey for the purpose of updating the current salary scale for its Service Contract holders in line with the prevailing local market rates for similar work of comparable quality, complexity and difficulty. As mentioned, the benchmark for Individual Contract has been established through separated arrangement. So, this is not covered by the scope of this assignment.

## **3. SCOPE OF THE ASSIGNMENT**

- a) The selected firm guided by the requirements, compile and suggest to SSCU a list of employers which may be considered as comparators, for the purpose of establishing SC remuneration. The list shall be subjected to final approval by the SSCU Senior Management. The comparator employers recommended must meet the criteria specified.
- b) The firm shall present a draft analysis report to SSCU and make recommendations on the proposed salary scale.
- c) The firm shall prepare a Final Report, incorporating comments from SSCU.
- d) The firm shall maintain complete confidentiality of all data and documents provided.

## **4. DELIVERABLES**

All requested reports/deliverables shall be written in English and shall be delivered in one original hard copy, and another one copy of the original.

Based on the established Remuneration for Service Contract Personnel and within the time frame specified, the contracted firm is expected to submit a report which includes, but not limited to, the following outputs:

- a) Details and Summary of data collected from the Comparators showing TOR matches and the evaluation of their remuneration package;
- b) The Minimum and Maximum Remuneration values of all job match obtained from the comparators;
- c) A report on final survey findings with comparison and analysis of the survey results, recommendations related to remuneration packages.

- d) A summary table of Comparators practices on remunerations compared to SSCU Service Contract salary scale.
- e) A proposal for the table of consultant's fees;
- f) All completed questionnaires together with relevant salary scales and all relevant documentations and correspondences received from the respective comparators.
- g) As and when required by SSCU the firm shall conduct a presentation of the process and the results to any relevant audience that SSCU may organize.
- h) The per diem structure paid by comparators and its corresponding grades.
- i) The house and commuter allowance and its corresponding grades.

## **5. EXPECTED DURATION OF ASSIGNMENT**

The task is expected to be completed within three (3) weeks from the date of signing of the contract. The firm, therefore, is required to prepare and submit the entire plan in a way that allows the achievement of all deliverables within 3-week period.

## **6. QUALIFICATION/EXPERIENCE**

Consulting firms wishing to be considered for the services described herein should have the following qualifications:

- Professional experience: having at least 3 years' experience in conducting salary surveys, job matching, and construction of salary scale
- Technical capacity: the firm is currently employing professional staff with proven record of achievements

## **7. PROFILE OF REQUESTED STAFF**

The firm will include in its offer a proposal regarding the team composition and structure with recent CVs. The requested team should have diversified skills in addition to proven track record in the area of compensation and benefit analysis, preferably for international organizations including amongst others a project coordinator and a survey specialist.

The following profiles are requested:

### **Project Coordinator**

- Graduate degree in any related field.
- At least 7 years of relevant experience
- Fluent in English
- Full time presence for this position is preferable.

### **Survey Expert**

- BA degree in Human Resource Management or other related management disciplines.
- At least 5 years of relevant experience in conducting salary surveys

- Familiarity with labor market issues
- Ability to render consulting services in the most professional, effective and efficient manner.
- Fluent in English languages
- Diplomatic and ability to effectively communicate with KSCL and comparators.

## **8. RECOMMENDED PRESENTATION OF PROPOSALS**

The Proposal shall be presented in the following manner:

- I. Personal Curriculum Vitae highlighting the qualifications that meet the minimum requirements stated in Section 7 above, and at least three (3) references;
- II. Explaining why he/she is the most suitable contractor for the work, and a brief methodology on how he/she will approach and conduct the work (1-2 pages only since the methodology is already described in the Annex); and
- III. The Financial Proposal containing the final and all-inclusive total price which shall be in a fixed lump-sum amount, and milestone payments corresponding to outputs shall be indicated in the proposal.

## **9. PAYMENT TERMS**

Payment under the contract will be output based and will be made upon satisfactory completion of the assignment or based on appropriate percentages corresponding to milestone accomplishments as may be proposed to SSCU. In any case, advance payment is not permitted under SSCU Rules and Procedures. All payment must tag with achieved milestones of the assignment.

## **10. CONFIDENTIALITY**

It is highly expected from the selected firm to maintain the highest level of confidentiality to the information provided before, during and after the completion of the assignment. The expert provided by the selected firm shall practice the highest standard of professional and ethical values and norms in providing this consultancy services.

**Annex 3: FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL**  
***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery)***

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[insert: *Location*].

[insert: *Date*]

To: *Insert name and address of SSCU*

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to SSCU in conformity with the requirements defined in the RFP dated *[specify date]*, and all of its attachments, as well as the provisions of the SSCU General Contract Terms and Conditions:

The consultancy firm shall be technically evaluated based on below; Your proposal should contain the below items:

**A. Qualifications of the Service Provider**

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of SSCU by indicating the following:

- (a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations
- (b) Two latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.;
- (c) Track Record – list of three clients for similar services as those required by SSCU, indicating description of contract scope, contract duration, contract value, contact references;
- (d) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, and any other certification where applicable.

**B. Proposed Methodology for the Completion of Services**

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

**C. Qualifications of Key Personnel**

The service provider must provide:	
a)	Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
b)	CVs demonstrating qualifications must be submitted as required by the RFP.
c)	Written confirmation from each personnel that they are available for the entire duration of the contract.

**D. Cost Breakdown as per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Price (Lump Sum, All Inclusive of taxes and any other cost)</b>
1	Deliverable 1	
2	Deliverable 2	
	Total	

*This shall be the basis of the payment tranches*

*[Name and Signature of the Service Provider’s Authorized Person]*

*[Designation]*

*[Date]*

**EVALUATION CRITERIA**

The evaluation of bids will be conducted in three stages:

**Stage 1: Preliminary Evaluation (Mandatory Requirements)**

**Note: Bidders failing any of the below will be disqualified at this stage. DO NOT SEND YOUR BID IF ANY OF THESE IS MISSING.**

<b>Requirement</b>	<b>Complied (Yes/No)</b>
Certificate of incorporation/Registration	
Valid Tax Compliance from URA	
Valid Business License	
Copy of Tax Identification Number (TIN) certificate	
VAT Registration Certificate	
Signed and stamped quotation inclusive of taxes	

**Stage 2: Technical Evaluation Total score 70%**

<b>Criteria</b>	<b>Max Score (%)</b>
Expertise of the Firm	30
Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan	40%
Management Structure and Qualification of Key Personnel 30%	30%

A minimum score of 70% is required to proceed to financial evaluation.

### **Stage 3: Financial Evaluation**

Only bids that pass the technical stage 70% will proceed to financial evaluation will consider:

- Total Cost: Total price including all taxes, duties.
- Price Competitiveness: Comparison with market rates and other bidders
- Payment Terms: Flexibility and clarity of payment structure

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 70%.

### **Stage 4**

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

### **SUBMISSION INSTRUCTIONS**

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

The tender **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.

The tender **MUST** be submitted inside the sealed envelope with the subject outside the envelope **Survey for Simlaw Seeds Company Uganda Ltd Tender No. SSCU/SALSVY/RFP/01/2025-2026.**

Proposal must be submitted on or before **10<sup>th</sup> June 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.**

### **CONFIDENTIALITY**

All information shared in this Tender must be treated as confidential

We look forward to receive your proposal.

Thank You.

For General Manager  
Simlaw Seeds Company Uganda Ltd

#### **Annex 4: GENERAL TERMS AND CONDITIONS (GTC)**

- Your proposal must be expressed in English Language.
- In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline.
- The submitted proposal should be divided into two parties Technical Proposal and Financial Proposals.
- Service proposed shall be reviewed and evaluated based in completeness and compliance of the Proposal responsiveness with the requirements of the RFP and all other annexes providing details of Simlaw seeds requirements.
- The Proposal that complies with all of the requirements meets all the evaluation criteria and offers the best value of money shall be selected and awarded the contract, any offer that does not meet the requirements shall be rejected.
- Any discrepancy between the unit price and the total price shall be re-computed by Simlaw Seed and the unit price shall prevail and the total price shall be corrected. If the service provider does not accept the final price based on Simlaw Seed's re-computation and correction of errors, its Proposal will be rejected.
- No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by Simlaw Seeds after it has received the Proposal. At the time of Award of contract, Simlaw Seed reserves the right to vary (increase or decrease) the quantity of services and or goods without any change in the unit price or other terms and conditions.
- Please be advised that Simlaw Seeds is not bound to accept any Proposal, no award a contract, nor be responsible for any costs associated with a service provider's preparation and submission of Proposal, regardless of the outcome or the manner of conducting the selection process.
- Simlaw Seeds encourages every service provider to prevent and avoid conflict of interest, by disclosing to Simlaw Seeds if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in tender/RFP.
- Simlaw Seeds implements a zero tolerance on fraud and other prescribed practices and is committed to identifying and addressing all such acts and practices against Simlaw Seeds, as well as third parties involved in Simlaw Seed activities.