

Standard Invitation to Bidders
BID NOTICE UNDER OPEN BIDDING



Kampala Capital City Authority
Plot 1 – 3 Sir Apollo Kaggwa Road; P.O Box 7010 Kampala
Tel: 0414 581 294, 0204 660 000, 0204 660 016
Web: www.kcca.go.ug E-mail: procurement@kcca.go.ug;

February 5, 2020

**Invitation to bid for the supply, installation, commissioning and maintenance of an
Audit Management and Data Analytics Software**

Procurement Reference number: KCCA/SUPLS/19–20/00493

1. Kampala Capital City Authority (KCCA), with funding from the European Union under the European Union Justice and Accountability Reforms project has allocated funds to be used for the acquisition and maintenance of an **Audit Management and Data Analytics software** for its Audit and Revenue Collection Directorates.

In line with Section 50 of the KCCA Act of 2010, KCCA under the Directorate of Revenue Collection administers several revenue sources which currently account for over 30% of the institutions budget. Administration of these revenues involves registration of eligible clients, assessment of the tax bases, collection, reconciliation and reporting of the revenues. All these processes have since 2014 been automated resulting into 7 e-Citie modules each of which supports a revenue type i.e. Markets, Other non-tax revenue, Local hotel tax, Local service tax, Property rates, ground rent and Business license collection. Reconciliation and reporting is done using IFMS, Sun system and e-Tax.

Over time, a lot of data has accumulated in our electronic systems whose mining has been challenging at times due to its velocity, veracity and volume. On the other hand, the internal and external audit processes of both internal and external clients has been manual. KCCA intends to automate the following audit processes: risk assessment, audit planning, execution, maintaining of audit working papers, intermediate level reviews, audit reporting and audit recommendation(s) follow-up.

KCCA is therefore seeking services of a firm to provide both an Audit management software and a data analytics solution.

2. The Entity invites sealed bids from eligible bidders for the provision of a combination of the above software.
3. Bidding will be conducted in accordance with the Open Domestic Bidding Procedures contained in the Government of Uganda's Public Procurement and Disposal of Public Assets Act, 2003 and is open to all bidders.
4. Interested eligible bidders may obtain further information and inspect the bidding documents at the address given below in 8(a) from 8:00 am to 4:30 pm, Monday to Friday except on public holidays.
5. The Bidding documents in English shall be purchased by interested bidders upon the submission of a **written application** to the address below at 8(a) and upon payment of a non-refundable fee of **UGX. 150,000/=**. The method of payment will be by **Assessment Forms** which shall be processed from the **PDU offices at either Room B112 on 1st Floor, Block B, City Hall**. Payment shall be made in the bank and the bidding document shall be issued to the Bidders or their authorised representatives upon presentation of the general receipt to the **PDU office at Room B112**. The document shall be issued to the Bidder or their authorised representatives in soft copy.
6. Bids must be delivered to the address below at 8(a) at or before **11:00 am** and **Tuesday 3rd March, 2020**. All bids must be accompanied by a **bid security of UGX. 12,000,000/=**. Bid securities must be valid until **Thursday 10th September, 2020** and shall be in the form of a Bank Guarantee from any recognized commercial bank in Uganda. Late bids shall be rejected and no liability will be accepted for loss or late delivery. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at 8(b) at **11:10 am** and **Tuesday 3rd March, 2020**.
7. There shall be a pre-bid meeting at **Boardroom A108 (DED's Boardroom)** at **10:30 a.m.** on **Tuesday 18th February, 2020**.
8. (a) The bidding document may be inspected and delivered at:
The Procurement and Disposal Unit,
1st Floor, Room B112
City Hall, Kampala Capital City Authority
Plot 1 - 3 Sir Apollo Kaggwa Road
8. (b) Bids shall be opened at:
The Procurement and Disposal Unit,
1st Floor, Room B112
City Hall, Kampala Capital City Authority
Plot 1 - 3 Sir Apollo Kaggwa Road
9. The Planned Procurement schedule (subject to changes) is as follows:

	Activity	Date
a)	Publish Notice	Wednesday 5 th February, 2020

b)	Date of issuing bidding document	Wednesday 5th February, 2020
c)	Pre-bid meeting	Tuesday 18th February, 2020
d)	Bid closing date	Tuesday 3rd March, 2020 at 11:00 am
e)	Bid opening date	Tuesday 3rd March, 2020 at 11:10 am
f)	Evaluation process	Friday 3rd April, 2020
g)	Display and communication of best evaluated bidder notice	7 – 22 April, 2020
h)	Contract award and Signature	After Solicitor General's approval

Kampala Capital City Authority reserves the right to accept or reject any bid.

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EXECUTIVE DIRECTOR