



REQUEST FOR QUOTATION (Form-1)				
FACSIMILE COMMUNICATION				
	URGENT		NORMAL	ROUTINE
To:				
Attention :	Sales			
From:	MU-JHU CARE LTD /Procurement Unit			
Date:	23/1/2026			
<b>BIDDER DETAILS</b>				
<b>Bidder's Legal Name</b>				
<b>Authorized Name &amp; Signature</b>				
<b>Bidder's Company Stamp</b>				
<b>Date</b>				
<b>SUBJECT OF PROCUREMENT</b>				
RE:	REQUEST FOR QUOTATION FOR PROVISION OF AND ELECTRICAL INSTALLATIONS UNDER SERVICE LEVEL / FRAMEWORK AGREEMENT BY INDIVIDUAL SERVICE PROVIDERS			
Bid No.:	MU-JHU -0013-2026-RFQ – PROVISION OF ELECTRICAL INSTALLATIONS UNDER SERVICE LEVEL / FRAMEWORK AGREEMENT BY INDIVIDUAL SERVICE PROVIDERS			
<b>If you do not receive all pages, please contact us immediately. Thank you.</b>				

## 1. **CONTRACT PRICE**

- a) The Lump Sum Price set forth shall be the all-inclusive payment to cover all the costs and expenses in connection with bidder's performance of the Agreement, including but not limited to labor, equipment, materials, facilities, insurance, taxes overheads, profit, transportation, and other miscellaneous expenses of whatsoever nature. No other payment shall be made by the MU-JHU CARE LTD.
  
- b) The bidder shall not be entitled to any additional payment of any kind whatsoever whether under the Agreement or otherwise on the grounds that bidder did not or could not foresee any fact, matters, risks, circumstances, events, causes or actions which may affect or have affected the execution, cost and completion of the Work and the Agreement.

## 2. **LUMP SUM PRICE**

The Lump Sum Price under this Agreement is **UGX.....**

**MU-JHU CARE LTD kindly requests your best firm offer for the following:**



## COST BREAKDOWN & TECHNICAL SPECIFICATIONS

No	Description	UOM	QTY	Unit Price (UGX)	Total (UGX)
3	<b>Electrical installation- see attached detail description and break down</b>	Item	1		
	<b>Sub Total</b>				
	<b>VAT – If Applicable</b>				
	<b>GRAND TOTAL</b>				

### INSTRUCTIONS TO BIDDERS INCLUDE;

- Interested bidders should be willing to enter into a two-year contract renewable upon satisfactory performance
- The quotation should be valid at least **60 days** from date of deadline.
- All documents, (markings and labelling if applicable) should appear in English only
- Indicate expiry period for medical medicines/ medical sundries and other categories where applicable
- Indicate country of origin for supplies. N/A
- Provide the proposed delivery Period:
- All bidder's information on the quotation should be presented on bidders headed paper
- Site visit and assessment of works: **N/A**
- Bidders shall be fully aware of Ugandan laws and regulations including but not limited to those of Tax, Labor, Social Security, Customs duties and their latest amendments.
- Delivery place:
- Currency: Quotation to be given in UGX only. (Explain exceptions)
- Payment Terms: By EFT and when determined by the company within 30 days upon complete delivery of goods/service.
- Payment schedule  
The lump sum price of the work will be paid upon submission of the final deliveries, reports and other documents to and acceptance by MUJHU Care Ltd.
- **Note:** The payment of Milestone shall satisfy the other requirements under the Contract.
- Invoicing:  
Timing of Invoicing: Upon completion of the service/delivery in accordance with the terms of agreement
- **Opening of Bids:** **Bids will be opened internally after closing time.**
- **Evaluation of Bids:** The evaluation of Bids will use the Technical Compliance Selection methodology as detailed below:
  1. Detailed evaluation to determine commercial and technical responsiveness;
  2. Financial comparison to determine the evaluated price of proposals and to determine the best evaluated bid.



- **Quotations failing at any stage will be eliminated and not considered in subsequent stages.**

- **Professional Qualifications & Certification**

1. Must hold a **valid and recognised electrical qualification** (e.g., Bachelors, Diplomas, Certificate, or Trade Test in Electrical Installation or Electrical Engineering).
2. Must be a licensed electrician registered with the relevant national or regional regulatory authority.
3. Must maintain an up-to-date practicing licence authorizing them to carry out electrical installation work legally.
4. Evidence of continuous professional development (CPD) or refresher training in electrical standards is an added advantage.
5. Strong knowledge of Ugandan building codes, standards, and regulatory requirements.
6. Demonstrated ability to supervise construction works and evaluate completed projects.
7. Excellent communication and reporting skills.

- **Compliance With Legal & Regulatory Standards**

- i) Must comply with all **electrical installation regulations**, building codes, and safety standards applicable in the jurisdiction.
- ii) Must have working knowledge of relevant **health and safety legislation**, including safe work procedures for electrical work.
- iii) Must provide proof of **regulatory clearance**, where applicable (e.g., inspection compliance certificates).

- **Experience & Technical Competence**

- i) Minimum of **3-5 years of proven experience** in electrical installation, testing, commissioning, and maintenance for commercial or residential buildings.
- ii) Must demonstrate competence in:
  - Electrical wiring and distribution systems
  - Installation of electrical fixtures and equipment
  - Testing and certification of electrical systems
  - Fault-finding and repairs
- iii) Must provide **portfolio of previous similar work** or completion certificates.

- **Insurance & Risk Requirements**

- (1) Must carry valid **public liability insurance** covering electrical installation work.
- (2) Must provide **workers' compensation cover** (if working with assistants).
- (3) Proof of **professional indemnity insurance** is an advantage.



- **Tools, Equipment & Resources**

- Must possess adequate and properly maintained **tools, instruments, and safety equipment** required for electrical installation.
- Must be able to respond within the **SLA time frames** using their own resources.
- Must demonstrate the ability to follow **manufacturer specifications** and installation standards for all equipment.

- **Health & Safety Compliance**

- Must have completed training in:
  - **Electrical safety**
  - **Working at heights** (if applicable)
  - **Lock-out/tag-out procedures**
  - **First aid or basic life support**
- Must provide and use proper personal protective equipment (PPE).
- Must comply with the organisation's internal Health, Safety, and Environment (HSE) policies.

- **Documentation & Administrative**

- Must provide:
  - National ID
  - Recommendation from the chairman LC 1
  - Tax compliance certificate (if applicable)
  - Reference letters from previous clients
- Must be able to produce **installation reports, inspection reports, and compliance certificates** as required. Samples can be attached

- **Code of Conduct & Professional Standards**

- Must adhere to professional conduct expectations including:

- Confidentiality
- Reliability and punctuality
- Respect for property and safety protocols

- Must demonstrate strong **communication skills** for reporting faults, risks, or deviations from standards.



- **Quotations failing at any stage will be eliminated and not considered in subsequent stages.**
- **Documents Evidencing of Experience and capacity in providing similar services/ works:** Bidders should provide/ attach Contracts or LPOs, CVs, certificates and professional certifications.
- **Technical Criteria:** Specifications The supplier must meet the specifications, but no credit will be given for exceeding the specifications.
- **Best Evaluated Bid:** The best evaluated bid shall be the most economic advantageous tender, which is eligible and substantially responsive to the commercial and technical requirements of MU-JHU CARE Ltd and shall be recommended for award of contract.
- **Formation of contract:** Formation of a contract shall be by signing a contract
- **Right to Reject:** MU-JHU CARE Ltd reserves the right to accept or reject any quotation or to cancel the bidding process and reject all bids at any time prior to contract signing.
- **Bid Submission Sheet**

*[Complete this form with all the requested details and submit it as the first page of your quotation, with the documents requested above attached. Ensure that your quotation is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your bid is not authorised, it may be rejected.]*

Bid Addressed to	<b>MU-JHU CARE Ltd</b>
Date of Bid:	
Procurement Reference Number:	<b>MU-JHU -0013-2026-RFQ</b>
Subject of Procurement:	<b>PROVISION OF ELECTRICAL INSTALLATIONS UNDER SERVICE LEVEL / FRAMEWORK AGREEMENT BY INDIVIDUAL SERVICE PROVIDERS</b>

We offer to provide the required services and price schedule and specifications in accordance with the terms and conditions stated in your Request for quotation referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Bidding Procedures.

We, including any subcontractors or providers for any part of the contract resulting from this procurement process, are eligible to participate in public procurement.

We have signed and undertake to abide by the Code of Ethical Conduct for Bidders and Providers attached during the procurement process and the execution of any resulting contract

Our bid shall be valid until and including *[insert date, month and year]* and it shall remain binding upon us and may be accepted at any time before or on that date;

We confirm that the amount quoted in the List of Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

The delivery period offered is: \_\_\_\_\_ days/weeks/months from date of



contract..

**Bid Authorised by:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Authorised for and on behalf of: \_\_\_\_\_

(DD/MM/YY)

Company: \_\_\_\_\_

Address: \_\_\_\_\_

**• VENDOR CONFLICT OF INTEREST DECLARATION FORM**

All vendors interested in conducting business with MU-JHU Care Ltd must complete and return the Vendor Conflict of Interest Disclosure Form in order to be eligible to be awarded a contract. Please note that all vendors are subject to comply with the MU-JHU Care Ltd conflict of interest policies as stated in the certification section below.

If a vendor (official/ authorized representative) has a relationship with a MU-JHU Care Ltd official or employee, an immediate family member of a MU-JHU Care Ltd official or employee, the vendor shall disclose the information required below.

1. No MU-JHU official or employee of MU-JHU employee's immediate family member has an ownership interest in the vendors company or is deriving personal financial gain from this contract.
2. No retired or separated MU-JHU official or employee who has been retired and separated from MU-JHU for less than one (1) year has an ownership interest in the vendors company
3. No MU-JHU employee is contemporaneously employed or prospectively to be employed with the vendor
4. Vendor hereby declares it has not and will not provide gifts or hospitality of any value or any gratuities to any MUJHU employee or official to obtain or maintain a contract
5. Please note the exceptions below:

<b>Conflict of Interest Disclosure*</b>	
Name of MU-JHU employees, officials or immediate family members with whom there may be a potential conflict of interest	<input type="checkbox"/> Relationship to employee:
	<input type="checkbox"/> Interest in vendors company
	<input type="checkbox"/> Others (please describe in the box below)

\*Disclosing a potential conflict of interest does not disqualify the vendors. In the event vendors did not disclose potential conflict of interest that are detected by MU-JHU, the vendor will be prohibited from doing business with the organization



**I certify that this Conflict of Interest Disclosure has been examined by me and that its contents are true and correct to my knowledge and belief and I have the authority to so certify on behalf of the vendor by my signature below:**

Vendor Name	Vendors Authorized Representative
Date	Signature

**Conditions for submitting offers:**

Bids should be submitted by electronic mail to **quote4mujhu@mujhu.org** Clearly showing subject of Procurement and Reference Number by **30<sup>th</sup>, January 2026 at 05:30PM** **and the attachment should not be more than 20 Mbs.**

**Please note that Proposals that are not sent to the above email as advised will be automatically disqualified from the bidding process.**

**In view of the above, please don't hand deliver or send your Proposal to any other email except for the email that has been explicitly stated.**

**For only instances where you may need to seek clarification, please use the following email – [procurement@mujhu.org](mailto:procurement@mujhu.org)**