

**UGANDA HEALTH SECTOR PROGRAMME SUPPORT III COMPONENT FOUR
SUPPORT FOR PRIVATE NOT FOR PROFIT HEALTH TRAINING INSTITUTIONS**



**REPORT
WORKSHOP TO SUBMIT AND EXPLAIN THE TENDER DOSSIER
FOR CIVIL WORKS FOR SIX PNFP SCHOOLS
AT
ST AUGUSTINE INSTITUTE NSAMBYA
KAMPALA
30th MAY, 2008**

TABLE OF CONTENTS

1. Introduction
2. Proceedings of the meeting
3. Communication from the Bureaux; Recap of the Milestones
4. Explanation concerning the tendering process/ Tender dossier
5. Questions and Answers
6. Presentation on the way forward
7. Wrap of the key issues
8. Closure and Closing prayer

ANNEXES:

Annex 1: List of the participants

Annex 2: Program of the meeting

TOTAL AMOUNT OF MONEY SPENT FOR THE MEETING

TR33

Three Million, seven hundred and nine thousand and two hundred shillings only
(3, 709,200)

INTRODUCTION

It was a one day meeting held on 30th May 2008 at St Augustine's institute Nsambya, Kampala- Uganda. It was another step in the preparation for the implementation of the construction component of the project "**Support to health Worker Training in the Private Not for Profit (PNFP) Health training Institutions**". The later support represents component four of the third Health sector Programme Support of the Danish Government to the Government of Uganda, through the Ministry of Health. This support aims at increasing the number of health workers in Primary Health care facilities in less privileged districts. To date, this support to PNFP HTI consists recurrent budget support (Bursary scheme) to all 20 PNFP HTI' S and infrastructure development of the six PNFP HTI namely Villa Maria , Kamuli, Kagando, Kisiizi, Nyakibale and Mutolere Schools respectively.

The meeting was held in view of the following objectives;

1. To present update regarding any development related to constructions
2. To submit the Tender Dossier to the representatives of the Health Training Institutions
3. To explain Technical issues regarding the dossier

The meeting was opened by a prayer led by Sr. Regina Atim, Tutor of Kamuli HTI at 9.32 am. Sr. Catherine introduced the chairperson of the first session; Dr. Jerome Mugisha of Mutorele Hospital. Participants were welcomed, they did a self introduction, and the day's programme was briefly reviewed and followed the day's proceedings.

PROCEEDINGS OF THE MEETING

Communication from the Bureaux; Recap of the Milestones

Presenter: Dr. Daniele Giusti; Executive Secretary UCMB

Dr. Daniel started by the question; where are we in the process towards the desired outcome? This was to enable the participants to understanding the intention of the meeting.

He recapitulated the steps already covered in the process of implementing the project of infrastructure development of the six PNFP schools namely;

- The signed the Tripartite Memorandum (MoU) and the Client/Consultant Service Agreement (CCSA) on September 7th 2007. When the beneficiaries also appointed their Recipient Technical Representative. This was followed by the technical representative sites visits, then the recent making and presenting of the designs on 25th April 2008.
- He reminded them of their formal approval of the adjusted designs, as well as, their formal accepting the Recipient Technical Representative cum Consultant to handle the tender process for all six schools together.
- Finally Dr. Daniele pointed out that the participants will receive several volumes of tender documentation with contents that will be explained to them. Then they will make necessary consultations at home. After satisfaction, they will sign a letter of approval and acceptance of the tender dossier that will carry the project to next step.

- The next step will be tendering and awarding of contracts that will be spearheaded by COWI Uganda Ltd, Recipient's Technical Representative, who will do all the technical assistance on their behalf and the recipients will sign contract with Contractors. Later construction will proceed.

Explanation concerning the tendering process/ Tender dossier

Presenter: Mr. Peter Otteskov: COWI Uganda Ltd.

Mr. Peter informed the participants that he was unable to submit volumes 2, 3 and 4 as envisaged earlier because a preliminary presentation to the Governments Chief Architect revealed that People with Disabilities must be catered for in the design.

Secondary the issue of catering for students/ People with disability as stipulated by the Uganda law had delayed the process of approving the approval of the plans. The concerns for disability raised question; to what extent should the health training Institutions accommodate students with disabilities? Do HTI admit wheel chairs students in their training? So, COWI was still negotiating with the concerned Ministry to rectify the disability concerns.

He informed participants that the four volumes will be delivered to each school in week 26 by COWI Uganda Ltd. He then explained the content tender dossier using both the presentation outline and the volume one as follows;

First of all, he clarified that tendering is a process where tenderers submits bids in view of receiving competitive bids, best price, for a job to a specified quality. So, for this particular project they will provide two sets of tender dossiers, due to different time of construction commencement and price fluctuation, hence the first round June, next will be April 2009.

The tender dossier describes what is expected from the tenderers, how and when to bid, the currency, construction period, evaluation of bids, tender security, conditions of contract, etc. Peter further pointed out that; in this project the tender dossier contains four volumes;

Volume 1, Section 1: specify to tenderers of who the Employer and Engineer are. It gives a brief description of the project and contracts to be awarded to the best evaluated tender for all projects in the Lot

This volume highlight how the tenderers are to submit their bids and in which form, including work, hygiene and sanitation, quality assurance plus environmental plans. It also covers the tender security, process for submission of tender, opening and evaluation. It further illustrates how the contract is awarded and what is expected from contractor at this stage. It also refers to the issues of performance guarantee and other project information.

Volume 1, Section 2: This point out the conditions of Contract and particular conditions to be applied while section 3 indicates the kind of forms for application and examples on guarantees.

Volumes: 2, 3 and 4

Volume 2 is all about specifications, Vol. 3, is for drawings while vol. 4 is for the bills of quantities. (Details in volume 2, 3, 4).

Tendering procedure

Mr. Peter clarified that the selected tenderers will be invited to tender in two Lots. This will be followed by site visits to familiarize with local conditions and make any necessary clarification to tenderers. Then there will be submission of tenders, opening and evaluation respectively. The evaluation will be based on the tender price and comparison among them. Each HTI will receive a separate evaluation report that will be taken to the MoH. He also noted that the tender guidelines are based on Switzerland specifications.

Consequently, COWI Uganda will recommend tenderer for award of Contract to employer, after negotiations and tender evaluation report. This will be followed by letter of acceptance that constitutes legal contract. These are supposed to be signed by Diocese/Legal Representative. This is a binding agreement between the Diocese and the Contractor.

There will be preparation of formal Contract Agreement, within 56 days after the Letter of Acceptance has been issued and the tenderer will provide performance Security of about 10%. Mr. Peter gave an estimate of Euro; 15,000 as required for financial commitment per HTI except for Nyakibale and Mutolere that are handled as one Diocese of Kabale. After all the above steps, finally the construction will commence.

QUESTIONS BY THE PARTICIPANTS OF THE SIX SCHOOLS AND ANSWERS

1. What is the employer's and engineers responsibility?
 - o The employer is the Diocese and the engineers need to seek for employer's consent
 - This is reflected in Part I: General conditions used to control the contractor (page 17+)
2. Some terminologies keep changing like Legal representatives vis-à-vis contract why?
 - o No, the contract is between the Diocese and Contractor not a legal representatives
3. What is the tender security?
 - o It is an instrument/ bond given by the bank implying a contractor's guarantee/security. This is a form of bond issued by the bank through a reputable lawyer but not insurance bonds because these are not worth of what they claim.
4. Who is the signatory on the security?
 - o It is the bank in the names of the contractor
5. Will COWI Uganda Ltd give more time to read the tender dossier?
 - o Two weeks will be given to read followed by approval then next will be the contract purchase
6. What will happen with the ongoing price fluctuations?
 - o The contract is constant except if the Government put on or change VAT/ impose. So the uncertain of consequence of the budget that may either led to scrap/ impose of import duties.
7. Will Nyakibale HTI that changed the site plan be able to get the documents on 26 week as other schools?
 - o YES
8. At what stage will the local material negotiations be?
 - o This will happen when the contractor visits the sites whereby they will be encouraged to use the local materials but this is not captured in the contract
 - o This also requires the Diocese/Local community to be sensitised and get a front to meet the contractors

Report of the Meeting to Submit the Tender Dossier for Civil Works, 30th May, 2008

9. When will the second phase of constructions start and are there provision for subcontracts?
- The second phase will start immediately when the first phase is completed
 - Completion of the whole project is June 2009
 - 1st Lot supposed to start from September 2008
 - 2nd Lot supposed to start from August 2009
 - The provision for subcontractor is the decision of the contractor however COWI would not recommend subcontractors because this would undermine the quality of work/plan, COWI just need competent contractor.

PRESENTATION ON THE WAY FORWARD

Presenter: Mr. Peter Otteskov: COWI Uganda Ltd.

Mr. Peter gave an outline of the next steps in project execution here below;

No.	Tasks/Actions	Roles/ Responsible	Deadline
1	Submit Tender Dossier	COWI Uganda Ltd	Week 26
2	Approval of Tender Dossier	Diocese	7 th July 2008
3	Invite Tenderers	COWI & Diocese	10 th July 2008
4	Site visits	COWI/ Diocese	29 week
5	Submit Tenders	Tenderers	1 st week September 08
6	Evaluation of Tenderers	COWI	15 th September, 2008
7	Recommendation of Award	COWI	15 th September, 2008
8	Issue letter of Acceptance	COWI & Diocese	22 nd September, 2008
9	Prepare format for Contract	COWI	16 th November, 2008
10	Sign formal contract	Diocese	

Additional Actions/Tasks

COWI Uganda Ltd will prepare the format for letter of acceptance

WRAP OF THE KEY ISSUES

Presenter: Dr. Lorna Muhirwe, Executive Director, UPMB

Dr. Lorna presented the key issues of the day's meeting; she reminded the participants that they are undergoing a learning experience in respect to the big volume of the books for civil works specifications, drawings and the bills of quantities and expected volume for tender dossier. Hence she cautioned them to study them and get clarification in time from COWI Uganda Ltd. She called the all participants to understand their roles and responsibility more especially the legal representatives. She requested the members of the six schools to actively participate in all the envisaged steps of realizing the civil works as need arise. Indeed requested them to respect the set deadlines. She stressed the need to complete next step once the tender dossier are submitted by the COWI in week 26. That COWI Uganda Ltd will eventually write letter of invitation for the tendering and later make an evaluation report based on the best contract that will take over the first phase of construction of the first three schools; Kamuli, Villa and Kagando.

CONCLUSIONS AND CLOSING PRAYER

Vote of thanks

Msgr. Joseph Kasule; Legal representative Villa Maria/ Masaka Diocese

Report of the Meeting to Submit the Tender Dossier for Civil Works, 30th May, 2008

Msgr. Joseph Kasule; Legal representative Villa Maria gave a vote of thanks on behalf of participants. He thanked the donors in absence, two Bureaus and COWI Uganda Ltd for consideration accorded to their schools. His vote of thanks was extended to the bureaus for preparing the meetings and the facilitation given to them whenever they are invited to the meeting. He noted and specifically thanked Bishop Joseph Willigers for sparing time to attend the meeting given his other demanding roles.

Closing Prayer

The meeting was closed by a prayer led by His Lordship Bishop Willigers at 12.05 and this was followed by individual schools consultation from COWI Uganda Ltd.

Report of the Meeting to Submit the Tender Dossier for Civil Works, 30th May, 2008

ANNEXES:

Annex 1: List of the participants
 MOH- HSPS Component III Support to PNFP HTI
 Meeting for Six schools 2008
 Registration form for the Participants

	HTI / Name	Designation / Post	Address	Telephone	Email address
1	Kagando school of Nursing and Midwifery				
	Mr. Masereka John	Deputy Principal Tutor	Private bag Kasese	078-2-540-065	Kagandonursing school@yahoo.com
	Rev Benson Baguma	Project Coordinator/ Legal Representative	Private bag Kasese	077-2-425-150	karudec@yahoo.com
2	Karoli Lwanga Nyakibale School of Nursing and midwifery				
	Sr. Gladye Kachope	Legal Representative	P. Oc.Box 31 Rukungiri	077-2-665-921	
	Mrs. Courtney Caiola	Acting PT	P.O.Box 31 Rukungiri	078-2-210-697	jcecaiola@hotmail.
3	Kisiizi Hospital School of Nursing				
	Ms. Leah Tumuhairwe	Principal Tutor	Kisiizi P.O.Box 109 Kabale	077-2-372-739	lkobusingye@yahoo.com
	Mr. Moses Mugume	Legal representative	Kisiizi P. O .Box 109 Kabale	0772-608-838	mosemugume@yahoo.com
	Ester Kobusingye	Management Member	Kisiizi P. O .Box 109 Kabale	077-2-689851	Eastherkob.@yahho.com
4	St Lawrence Villa Maria School of Nursing				
	Sr. Francis Jane Namuddu	Principal Tutor	P. O. Box 32 Villa Maria Hospital	077-2-467-014	stlawrents@Yahoo.com
	Msgr. Joseph Kasule	Legal Representative	Kisiizi P. O .Box 109 Kabale	077-2644-652	
	Sr. John Chrisostom	S.N.O	P.O.Box.32 Villa Maria Hospital	077-2-541-066	Villamaria@ucmb.coug
	HTI / Name	Names	Designation / Post	Address	Telephone

Report of the Meeting to Submit the Tender Dossier for Civil Works, 30th May, 2008

5	Mutolere School of Nursing & Midwifery				
	Fr. Bazimenyera	Legal representative	P.O. Box. 26 Mutolere Hospital Kisolo	077-2-582-560	johnbazimenyera@yahoo.com
	Sr. Baganizi Inviolata	Principal Tutor	P.O. Box. 26 Mutolere Hospital Kisolo	0772-850-544	mutolerehti@ucmb.co.ug
	Dr. Jorome Mugisha	Medical Director	P.O. Box. 26 Mutolere	077-4-287-185	dalpmatovu@yahoo.co.uk
6	St. Joseph Kamuli Midwifery Training School				
	Bp. Joseph Willigers.	Chairman Board & Legal Representative	P.O. Box 673 Jjinja	0772-836246	Willigers@tloine.co.ug
	Dr. A. Matovu	Medical Director	Kamuli Mission Hospital P.O.Box 99 Kamuli	077-4-287-187	dalmatovu@yahoo.co.uk
	Sr. Regina Mbuuliro	Tutor Principal	Kamuli MTS	077-2-360-967	Kamulihti@ucmb.co.ug
	Sr. Regina Atimo	Tutor	Kamuli MTS	078-2-529-642	Kamulihti@ucmb.co.ug
	OTHER ORGANIZATIONS				
	Dr. Lorna B.Muhirwe	Executive Director UPMB	UPMB P .O. Box 4127 Balintuma Rd Mengo.	077-2-947389	lmuhirwe@upmb.co.ug
	Mr. Peter Otteskov	Project Manager	COWI Uganda		plo@cowi.co.ug
	Mr. Claes Broms	S.T.A MOH- HEALTH SECTOR PROGRAM SUPPORT II	P.O. BOX 7272 KAMPALA ROOM 115	077-2-776-778	claes@hsps-ug.org
	Dr. Daniele Giusti	Executive Secretary UCMB	UCMB P.O. Box 2886 Kampala	077-2-486-991	dgiusti@ucmb.coug
	Sr. Catherine Nakiboneka	HTI/T Coordinator UCMB	UCMB P.O. Box 2886 Kampala	077-2-435-031	cnakiboneka@ucmb.co.ug

Annex 2: Program for the Meeting

**MOH-HSPS COMPONENT III
MEETING FOR SIX PNFP SCHOOL S
BENEFITING FROM CONSTRUCTION COMPONENT
30TH MAY 2008**

Objectives

1. To submit Tender Dossier to representative of Health training institutions
2. Explain technical issues regarding the dossier.
3. Present update regarding any developments related to the construction

Time	Subject / Activity	Speaker / Facilitator	Chairperson
8.30	Registration of the Participants	UCMB representative	
9.00	Opening Prayer	Representative of Kamuli HTI	
9.10-9.20	Communication from the Bureaux and welcome remarks	Dr. Daniele Giusti, Executive Secretary, UCMB	
9.20-11.00	Submission of Tender Dossier and explanations	Mr. Peter Otteskov, COWI	Representative of Mutolere HTI
11.00-11.20	Coffee break		
11.20-12.20	<ul style="list-style-type: none"> • Questions and answers • Way forward (next step) 	All participants Mr. Peter Otteskov COWI	Representative of Kagando HTI
12.20-12.40	Wrap the key issues	Dr. Lorna Muhirwe Executive Director, UPMB	
12.40- 1.00	Closure and closing prayer	Representative of Villa Maria	
1.00	Lunch		
2.00	A.O.B (If any)		