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**READVERTISEMENT FOR INVITATION TO BID NO. DRM4D/2023/003**

**USAID/UGANDA DOMESTIC REVENUE MOBILIZATION FOR DEVELOPMENT ACTIVITY**

**Background:**

The USAID / Uganda Domestic Revenue Mobilization for Development Activity (DRM4D) is implemented by Nathan Associates Inc a member of the Cadmus group in partnership with DT Global formerly known as the Cardno Emerging Markets group. The Activity runs from January 2020 to January 2025. The goal of the Activity is to support the Uganda government to strengthen the tax system, increase voluntary compliance, and sustainably increase domestic revenue mobilization (DRM), thereby creating the fiscal space for enhanced public spending in priority sectors such as health, education, and agriculture.

**Invitation:**

DRM4D would like to re-advertise for the hire the services of one or more photographers / Videographer to move and take photographs using both camera and a drone in all the 8 cities (Gulu, Lira, Soroti, Mbale, Jinja, Masaka, Mbarara and Fort Portal) that DRM4D supports. There will be about 50 photographs and 5 videos lasting four minutes each taken per city which will be used to drive content on the websites of these cities that are being developed by New Wave Technologies Limited. It is expected that the photographer will spend up to 3 days in each city (day 1 travel, day 2 work and day 3 travel back), and that s/he will meet all his or her logistical arrangements. DRM4D therefore invites suitably qualified vendors to re-apply to this invitation to tender and submit their offers for the provision of photography services to the USAID /DRM4D Activity.

**Lot 1 Western region – Masaka, Mbarara and Fort-portal**

**Lot 2 Eastern region – Gulu, Lira, Mbale, Jinja and Soroti**

All offers should be submitted using the email **DRM4DProcurement@nathaninc.com** not later than **15th June 2023; 12.00am (Mid- night) East African Standard time**.

For more information and questions regarding the invitation for Bid, please email **DRM4DProcurement@nathaninc.com**

The bidders are requested to quote for these items by completing, signing, and returning the:

1. Bid Sheet.
2. List of Supplies and Price Schedule
3. Specification and Compliance Sheet
4. Documents evidencing your eligibility, as listed below.
5. List the specifications (Type, model etc.) of the various equipment that will be used for this assignment and electronically submit to the email:

**drm4dprocurement@nathaninc.com**

The bidders are advised to carefully read the complete Request for Quotations document, including the Special Conditions before preparing a quotation. The standard forms in this Invitation to Bid may be retyped for completion but the Bidder is responsible for their accurate reproduction.

**Validity of Bids:**

The submitted bid must remain valid up until and including 90 working days from the date of submission.

**Evaluation Criteria**

The evaluation criteria shall be based on three main areas namely.

**1. Eligibility**

I. Provider/Physical address

II. Valid Income Tax Clearance

III. Valid VAT Registration Certificate

IV. Valid Trading License

V. Banker’s details

**2. Experience**

Firms should provide evidence of experience of similar work done

**3. Capacity**

Firms should submit two references of organizations where they have done similar Photography works.

Currency: Quotations may be priced in **Uganda Shillings.** Quotations in other currencies will be rejected

Best Evaluated Bid: The best evaluated bid shall be the lowest priced quotation and the acceptance of the quality of equipment to be used together with a sample copy of works provided in soft copies.

Right to Reject: DRM4D 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

|  |  |
| --- | --- |
| Bid Addressed to (DRM4D): |  |
| Date of Bid: |  |
| Procurement Reference Number: (DRM4D/2023/003) |  |
| Subject of Procurement: | Submission of bids for Photography work of the 10 cities to DRM4D |

We offer to supply the items listed in the attached List and Specification and Compliance Sheet, in accordance with the terms and conditions stated in the Invitation to Bid referenced above.

**Photographer’s SoW of work**

**The Scope of Work (SoW) will include taking 50 high quality photographs and 5 video clips lasting 4 minutes per city with the use of both camera and a drone for all areas of interest in each city, particularly regarding that city’s stated brand, the areas of potential economic interest and each city’s tourist potential. The photographer will be directed by the political and technical leadership in each city and by DRM4D who will guide on key items of interest. Particular attention will be paid to enhancing the city’s image for local and international interest.**

**DRM4D’s AREA OF INTEREST FOR THE PHOTOGRAPHER / VIDEO GRAPHER / DRONE IN THE 8 CITIES WILL INCLUDE IN PARTICULAR BUT NOT BE LIMITED TO:**

|  |  |
| --- | --- |
| SPECIFICATIONS | All reports from different departments to be given. |
| 1. City head quarters | * Take photographs of major buildings and division headquarters |
| 1. Team/ Staff | * Take a head and shoulders photograph of each team member to accompany their short biography and which will include the Political and Official heads of the different directorates of the Cities example Mayor, Deputy Mayor, Town clerk etc. * Group staff Photo per directorate staff and the politicians |
| 1. Football Club | * Take football team photo. * Take Club staff (coaches and support staff) |
| 1. Financial Institutions | * Take pictures of all available banks, microfinance and URA offices |
| 1. Health Centers | * Take photographs of all available hospitals, Health Centre IV, III. II etc |
| 1. Markets | * All available |
| 1. Mountains & Rivers | * All available |
| 1. Forests & National Parks | * All available |
| 1. Coffee, Tea and Banana plantations | * All available. |
| 1. Palaces | * All available |
| 1. Hotels and Supermarkets | * All available |
| 1. Education Institutions | * All available |
| 1. Transportation Companies | * All available |
| 1. Tourist sites | * Available or examples of sites available |

We confirm that we are eligible to participate in this 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 prices quoted in the List of Supplies and 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 Purchase Order.

The warranty period offered is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ weeks/months.

**Bid Authorized By:**

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Position: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Authorized for and on behalf of: | |  | *(DD/MM/YY)* |
| Company: |  | | |
| Address: |  | | |

*[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 authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this request for bids prevail over any attachments. If your bid is not authorized, it may be rejected.]*

**CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS**

1. **Ethical Principles**

Bidders and providers shall always-

1. maintain integrity and independence in their professional judgement and conduct.
2. comply with both the letter and the spirit of-
3. the laws of Uganda; and
4. any contract awarded.
5. avoid associations with businesses and organizations which conflict with this code.
6. **Standards**

Bidders and providers shall-

1. strive to provide supplies of high quality and accept full responsibility for all supplies provided.
2. comply with the professional standards of their industry or of any professional body of which they are members.
3. **Conflict of Interest**

Bidders and providers shall not accept contracts which would constitute a conflict of interest with USAID/DRM4D. Bidders shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

1. **Confidentiality and Accuracy of Information**

(1) Information given by bidders and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.

(2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

1. **Gifts and Hospitality**

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of USAID/DRM4D that might be viewed by others as having an influence on the procurement decision.

1. **Inducements**

(1) Bidders and providers shall not offer or give anything of value to influence the action of any official of USAID/DRM4D or in contract execution.

(2) Bidders and providers shall not ask a USAID/DRM4D official to do anything which is inconsistent with the Code of Ethical Conduct in Business.

1. **Fraudulent Practices**

Bidders and providers shall not-

1. collude with other businesses and organisations with the intention of depriving DRM4D of the benefits of free and open competition.
2. enter business arrangements that might prevent the effective operation of fair competition.
3. engage in deceptive financial practices, such as bribery, double billing or other improper financial practices.
4. misrepresent facts to influence a procurement process or the execution of a contract to the detriment of USAID/DRM4D, or utter false documents.
5. unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the USAID/DRM4D Activity.
6. withholding information from USAID/DRM4D during contract execution to the detriment of the USAID/DRM4D.

I ................................................ agree to comply with the above code of ethical conduct in business.

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AUTHORISED SIGNATORY NAME OF BIDDER/PROVIDER

**How to apply**:

If interested, please submit electronically a **Bid**, in Times New Roman, size 12 single font, single line spacing**, and all required documentation** to

[drm4dprocurement@nathaninc.com](mailto:drm4dprocurement@nathaninc.com) before close of business **15th June 2023 at 12.00 am (mid- night) East African standard time.**

For more information, please email [drm4dprocurement@nathaninc.com](mailto:drm4dprocurement@nathaninc.com).