

FORM 21

Regulation 45(5)

THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS ACT, 2003

RECORD OF MINUTES OF PRE-PROPOSAL MEETING

Procurement Reference Number			
Code of Procuring and Disposing Entity	Consultancy Services	Financial Year	Sequence Number
NSSF	CONS	2025-2026	00031

Particulars of Procurement	
Subject of Procurement	EXPRESSION OF INTEREST (EOI) FOR THE DELIVERY OF COMPLETED RESIDENTIAL UNITS UNDER A FORWARD PURCHASE (OFFTAKER) AGREEMENT.
Location of Pre-proposal Meeting	14TH FLOOR BOARDROOM
Date and Time of Meeting	08TH JANUARY 2026 AT 11:00 AM

EOI- Expression of Interest

RECORD OF PRE-PROPOSAL MEETING MINUTES

SN	Question Asked	Response Given
1.	How many acres of land are required or of interest?	The acreage will depend on the development concept proposed by the bidder.
2.	What is the land tenure system applicable to the Fund in terms of lease period?	Freehold, Mailo and Leasehold Tenure (At least 49 years running.)
3.		No. It is not mandatory for the bidder to own the land.
	Under Eligibility Requirements, Item No.5, is it mandatory for the bidder to own the land?	Where the land is not owned by the bidder, the bidder shall provide documentary evidence of legal access and development rights in the form of a written Letter of Intent or consent from the registered proprietor, confirming the proprietor's willingness to make the land available for the proposed development.
4.	Under the commercial and technical criteria, we noted that both UGX and USD are referenced.	The USD and UGX amounts stated under the commercial and technical criteria are provided solely for the purpose of evaluating compliance with the EOI requirements.
5.	Clarify currency will prevail for price evaluation purposes, and which currency will be applied during subsequent financial assessment.	Uganda Shillings (UGX) shall be the applicable currency for price evaluation and all subsequent financial assessments.
6.	Under Commercial Criteria, Item No.3, it is not possible to provide an executed financing agreement and Project-Specific Financing Commitment Letter since no agreement has yet been signed between the bidder and the Fund.	This requirement is waived. Audited financial statements for the last three years and a letter from a recognized financial institution confirming the bank's willingness and capacity to extend credit to the bidder shall be required.

7.	Under Commercial Criteria Item, No.3, if a company is self-financing and does not require borrowing, what documentation should be submitted in place of a Project-Specific Financing Commitment Letter / Facility Letter and Executed Financing Agreement?	In lieu of a bank financing letter, bidders intending to finance the project using their own funds shall submit documentary evidence demonstrating adequate financial capacity of UGX 10 billion or its equivalent of USD 2.7 million. Such evidence shall include the following: <ul style="list-style-type: none"> • Audited financial statements for the last three (3) years • Bank comfort letters confirming the availability of unencumbered cash or liquid assets • A Board or shareholder resolution authorizing the allocation of funds to the project, sufficient to demonstrate the bidder's ability to finance the proposed development.
8.	The current ratio of 1:1 requirement is relatively restrictive and may not be achievable by many large, capital-intensive companies. We therefore propose that this threshold be reviewed and lowered where appropriate, to accommodate such entities while still ensuring that bidders demonstrate adequate short-term liquidity and financial capacity?	The current ratio requirement of 1:1 has dropped. The bidder must have a positive net worth for at least three financial years within the last five years.
9.	Under Commercial Criteria, Item No.1, the commercial requirement of UGX 15 billion or USD 4.5 million to implement the development without reliance on contractual advances from the Fund seems high given the sectional funding component. Can this amount be reduced?	The financial capacity requirement is revised to UGX 10 billion (or USD 2.7 million equivalent).
10.	Can a company rely on the experience of its subsidiary companies?	Yes, provided the bidder participates as a group.


11.	Can a company use the experience of another entity without forming a joint venture, but as a consortium?	A bidder may only rely on the experience of an entity that is formally part of its Joint Venture, Partnership, or Consortium. Experience from any entity that is not a member of the declared Joint Venture, Partnership, or Consortium shall not be considered
12.	Is there any regional limitation on the bidder's experience?	No. Experience may be drawn from any region.
13.	Under Experience of the Firm, Item No. 3, can the five (5) years' experience requirement for the Lead Designer be increased?	The requirement has been increased from five (5) years to fifteen (15) years.
14.	Under Experience of the Firm, Item No.5, the bidder is required to have a letter of reference from clients for each assignment, including full scope of design & documentation services, construction works, and the status of progress/completion. In some countries, clients do not customarily issue reference letters containing such detailed information upon project completion, is it acceptable if copies of contracts and certificates of completion are provided?	Yes. Detailed copies of contracts and completion certificates are acceptable.
15.	Under Qualifications of Key Staff, regarding the requirement of 12 years of professional working experience: if a candidate has 2 years of experience after completing an undergraduate degree and 10 years after obtaining a post-graduate degree, may the combined 12 years be considered as meeting the requirement?	Yes. The combined years of experience shall be considered.














16.	Under qualifications of key staff, in the criteria for key staff, the "Project Team Leader", "Architect", "Construction Manager", "Structural Engineer", "Electrical Engineer", "Mechanical Engineer" and "Quantity Surveyor/Estimator" must have "post-graduate qualification in project management and relevant certification from a reputable institution". Please clarify if each of these personnel must hold a post-graduate academic degree specifically in project management", or is it acceptable if the personnel hold a post-graduate degree in their respective professional field and possess relevant project management experience?	The requirement for post-graduate qualification in project management and relevant certification from a reputable institution has been dropped for all key personnel except for the Project Team Leader.
17.	In addition to the above, a degree in Construction Management and Post-graduate qualification in Occupational Health & Safety Management are required for the Safety Manager, please kindly clarify if a degree in Health & Safety Management or relevant degree is required?	The Safety Manager shall be required to have a minimum of a diploma in a Construction related field and a relevant qualification in occupational health and safety
18.	Is there assurance that the Fund will honor its payment obligations?	Yes. The Fund shall enter into a legally binding agreement with the successful bidder, and both parties shall be obligated to perform in accordance with the terms and conditions herein. The payment obligations shall be secured through a lien over Treasury Bonds held at the Bank of Uganda, subject to applicable laws, the necessary approvals, and the payment terms, timelines, and provisions set out in the Contract
19.	What is the basis for measuring the 20 km distance from the Central Business District (CBD)?	The 20 km distance shall be measured as a straight-line radius from Post Office (CBD reference point).
20.	Can the 20 km limit from the Central Business District (CBD) be increased?	No, however, developments along Entebbe Road are exempted from the 20 km radius requirement














21.	What level of detail is required for the construction designs at this stage?	No construction designs or conceptual layouts are required at this stage.
22.	Does the Fund sell units off-plan or only after full completion?	Concept designs and detailed construction designs will be required at the next Request for Proposals (RFP) stage.
23.	The apartment floor limit is currently set at four (4). Can this be amended?	This will depend on the development concept proposed by the bidder.
24.	What is the technical pass mark?	The four-floor limit has been removed.
25.	is it possible to extend the submission deadline?	The technical qualifying mark is 70 points.
		The deadline date has been 10 th February 2026 at 11:00 am.

Certification of minutes as a true record of the proceedings of the meeting:

Name: Barkayna Abby Position: **Chairperson of the meeting**

Signature:  Date: 8/07/2028

SN	Name	Company or Department	Signature
1	MASSIMA EMMANUEL	SEYANI BROTHERS tender.sbca@seyani.com	
2	NOAH MUZIRA	BEIJING SINDORIEN	
3	ABUNIA OTARON	BEIJING SINDORIEN	
4	ARMONDE MUKUTHA	CHINA COMMUNICATIONS (Africa) Co. Ltd	
5	Gordon Pang Gwolong	CCCC	
6	Wu Zhen Juan	CFHEL	
7	LI QIANLI	CCCC	
8	SAUL MATEGE	MBW CONSULTING	
9	Darius Simon Paker	freed CONSULTING	
10	MICHAEL C. BYAKARASA	MBW CONSULTING / TQS HOLDINGS	
11	JAMES M. ORIMA	MOTO-NIND	
12	HUO RUXUE	Larose	
13	Emmanuel Mugosha	MBW / Samco	
14	KISA TEIZABETH	KISA & Sideroni construction SELEMANI-PLANALIND	

S/N	Name	Company / Department	Signature
15	Godfrey Sekeberga	Selamani Construction info@selamani.info@selamani.construction.com	
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