
MAKERERE

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UNIVERSITY

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**Bidding Document
for
Request for Proposals
Subject of Procurement:**

Consultancy for Editorial work:

**SECOND EDITION OF THE HANDBOOK ON
PAEDIATRIC AIDS IN AFRICA**

Procurement Ref No: MUSPH-RCQHC/SVCS/2010-11/00002

Procurement Method: Request for Proposals

Date of Issue: 12 October, 2010

(Consultancy Services)

PART 2: PROPOSAL PROCEDURES

Procurement Reference Number: **MUSPH-RCQHC/SVCS/2010-11/00001**

Preparation of Proposals: Individual consultants are requested to quote for these services by submitting separate technical and financial proposals, as detailed below. The standard forms in this RFP may be retyped for completion but the Bidder is responsible for their accurate reproduction.

You are advised to carefully read the complete Request for Proposals document, including the Special Conditions of Contract in Part 3: Contract, before preparing your proposal.

Preparation of Technical Proposals: Technical proposals should contain the following documents and information:

1. the Technical Proposal Submission Sheet in this Part;
2. a brief methodology for performing the services;
3. a work-plan, showing the inputs;
4. Consultant's curriculum vitae
5. a summary of your experience in similar assignments;
6. the documents evidencing your eligibility, as listed below;
7. completion of RCQHC BIO DATA (form attached)

Preparation of Financial Proposals: Financial proposals should contain the following documents and information:

1. the Financial Proposal Submission Sheet in this Part;
2. a copy of the Breakdown of Lump Sum Price form in this Part for each

Validity of Proposals: The proposal validity required is 30 days.

Sealing and marking of Proposals: The technical and financial proposals should be sealed in separate envelopes, both clearly marked with the Procurement Reference Number above, the Bidder's name, the name of the Procuring and Disposing Entity and either **“Technical Proposal”** or **“Financial Proposal”** as appropriate.

Both envelopes should be enclosed in a single outer envelope, clearly marked with the Procurement Reference Number above, the Bidder's name and the name of the Procuring and Disposing Entity. All three envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

Submission of Proposals: Proposals should be submitted to the address below, no later than the date and time of the deadline below. Late proposals will be rejected.

Date of deadline : **25 October, 2010**
Time of deadline : **10:00 am (local time)**
Address : **Makerere University**

THE ADMINISTRATOR

**REGIONAL CENTRE FOR QUALITY HEALTHY CARE
MAKERERE UNIVERSITY SCHOOL OF PUBLIC HEALTH
RCQHC OFFICES, OBSERVATORY HILL PLOT 159
P.O.BOX 29140KAMPALA**

Tel: 256-414-530888

Fax: 256-414-530876

E-mail: mail@rcqhc.org;

Evaluation of Proposals: The evaluation of quotations/Proposals will use **FIXED budget** selection methodology as detailed below:

1. Preliminary examination to determine eligibility (as defined below) and administrative compliance to this Request for Proposals on a pass/fail basis;
2. Detailed evaluation to assess;
 - a) the responsiveness to the **terms** and **conditions** of this RFP document
 - b) the **technical quality score** of each proposal and to determines which proposals reach the minimum technical score given
3. Financial comparison to determine the **financial score** of each proposal, weight the technical and financial scores to determine the best evaluated bid.

Proposals failing any stage will be eliminated and not considered in subsequent stages.

Eligibility Criteria: You are required to meet the following criteria to be eligible to participate in public procurement:

1. have the legal capacity to enter into a contract;
2. not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
3. not have had your business activities suspended;
4. have fulfilled your obligations to pay taxes and social security contributions;
5. have the nationality of an eligible country, as defined in the Special Conditions of Contract;
6. not to have a conflict of interest in relation to this procurement requirement; and
7. not to be subject to suspension by the Public Procurement and Disposal of Public Assets Authority.

Documents Evidencing Eligibility: You are requested to submit copies of the following documents as evidence of your eligibility and sign the declaration in the Technical Proposal Submission Sheet:

Required Consultant Qualifications/Expertise and attributes:

Education:

MMed Paediatrics

Specific knowledge requirements:

- Proven experience in Editorial works
- Expert knowledge of paediatric HIV/AIDS
- Ability to work collaboratively with the RCQHC/ ANECCA SECRETARIAT in achieving the required objectives and in the development of appropriate recommendations.
- Ability to provide quality management at work.

Skills:

- Computer Knowledge: Able to use; MS Word, Excel and power point
- Strong interpersonal, communication, and team-work skills;
- Fluency in spoken and written English

Nationality of Personnel: All personnel employed under any resulting contract shall have the nationality of an eligible country as defined in the Special Conditions of Contract. Any related supplies or works purchased under any resulting contract shall have as their country of origin an eligible country, as defined in the Special Conditions of Contract.

Technical Evaluation Criteria: Proposals shall be awarded scores out of the maximum number of points indicated below for each of the following criteria:

Experience (Ability to provide quality	20 points
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management at work):	
Experience with editorial work of medical texts	30 points
Knowledge of paediatric HIV Paed HIV experience (work and training of health workers)	20 points
Relevant academic qualifications: Paediatrician, Paed HIV training certificates,	20 points
Good English and computer skills	10 points
Total:	100 points

The minimum technical score required to pass the technical evaluation is 70 points.

Currency: The currency of evaluation will be **US Dollars**.

Evaluation Methodology:

The best evaluated bid shall be the **highest technical score within budget** and shall be recommended for award of contract. **The budget for this consultancy is fixed at a maximum gross of USD 6,600 (USD 330 per day). Bidders with a lower budget but with competitive technical ability shall be given preference.**

A Notice of Best Evaluated Bidder will be published on the *Procuring and Disposing Entity's Notice Board for a period of 5 days and on RCQHC Website* prior to contract award and shall be copied to all Bidders.

Award of contract: Award of contract shall be by placement of a **Contract Service Agreement** in accordance with Part 3: Contract.

Right to Reject: The Procuring and Disposing Entity (RCQHC) reserves the right to accept or reject any proposal or to cancel the bidding process and reject all proposals at any time prior to contract award.

Technical Proposal Submission Sheet

[Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your proposal 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 proposal is not authorised, it may be rejected.]

Proposal Addressed to (P D Entity):	REGIONAL CENTRE FOR QUALITY HEALTHY CARE MAKERERE UNIVERSITY SCHOOL OF PUBLIC HEALTH RCQHC OFFICES, PLOT 159 OBSERVATORY HILL
Date of Technical Proposal:	
Procurement Reference Number:	MUSPH-RCQHC/SVCS/2010-11/00002
Subject of Procurement:	CONSULTANCY TO CONDUCT EDITORIAL WORK ON THE SECOND EDITION OF THE HANDBOOK ON PAEDIATRIC AIDS IN AFRICA

We offer to provide the services described in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Proposal Procedures of your Request for Proposals.

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

The validity period of our/my proposal is: _____ days/weeks/months from the time and date of the submission deadline.

We enclose a separately sealed financial proposal.

Technical Proposal Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

Financial Proposal Submission Sheet

[Complete this form with all the requested details and submit it as the first page of your financial proposal, with the documents requested above attached. Ensure that your proposal 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 proposal is not authorised, it may be rejected. The total price of the proposal should be expressed in the currency or currencies permitted in the instructions above.]

Proposal Addressed to (PD Entity):	REGIONAL CENTRE FOR QUALITY HEALTHY CARE MAKERERE UNIVERSITY SCHOOL OF PUBLIC HEALTH RCQHC OFFICES, PLOT 159 OBSERVATORY HILL
Date of Financial Proposal:	
Procurement Reference Number:	MUSPH-RCQHC/SVCS/2010-11/00002
Subject of Procurement:	CONSULTANCY TO CONDUCT EDITORIAL WORK ON THE SECOND EDITION OF THE HANDBOOK ON PAEDIATRIC AIDS IN AFRICA

The total price of our proposal is: _____ and _____.

We confirm that the rates quoted in our Financial Proposal are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Financial Proposal Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

Breakdown of Lump Sum Price

[Complete this form with details of all your costs and submit it as part of your financial proposal. Where your costs are in more than one currency, submit a separate form for each currency. Authorise the rates quoted in the signature block below.]

Procurement Reference Number: **MUSPH-RCQHC/SVCS/2010-11/00002**

Purchase Order Serial Number: _____

[Purchase Order Serial Number to be completed in the event of award of contract only]

Currency of Costs: USD _

FEES				
Name and Position of Personnel	Input Quantity	Unit of Input	Rate	Total Price
TOTAL:				

REIMBURSABLE AND MISCELLANEOUS COSTS				
Description of Cost	Quantity	Unit of Measure	Unit Price	Total Price
TOTAL:				

TOTAL LUMP SUM PRICE IN CURRENCY: USD _____

Breakdown of Lump Sum Price Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Part 4: Contract

PART 3: STATEMENT OF REQUIREMENTS

Terms of Reference

Procurement Reference Number: **MUSPH-RCQHC/SVCS/2010-11/00002**

Purchase Order Serial Number: _____

[Purchase Order Serial Number to be completed in the event of award of contract only]

TERMS OF REFERENCE

TITLE: CONSULTANCY TO CONDUCT EDITORIAL WORK ON THE SECOND EDITION OF THE HANDBOOK ON PAEDIATRIC AIDS IN AFRICA

Period of Performance: NOVEMBER – DECEMBER 2010

Total Number of Days: 20 DAYS (Maximum)

OBJECTIVES

The objective of this consultancy is:

To proof read, review, edit and format the handbook into a concise, presentable and high quality document that appeals to a wide readership, including all cadres of health workers and Paediatric HIV program managers primarily in Africa.

INTRODUCTION

The *Handbook on Paediatric AIDS in Africa* was developed and published in 2004 as the first resource to be developed specifically for health workers in Africa to address issues of clinical and psychosocial pediatric HIV/AIDS in the African context. Its content reflects the realities for addressing pediatric HIV in countries with both limited financial and human resources. The resource describes various best practice approaches in providing prevention, care, treatment and support services to HIV infected / affected children and their families. Because of its usefulness to health care providers and programs, the handbook is currently being used widely in the region.

Since publication, several developments in the area of paediatric HIV and AIDS have taken place, including key technical issues in all the area of prevention, care, treatment and support. Experience in caring for children living with HIV in Africa has expanded and there are new innovations around various challenges. These developments need to be availed to front-line health care workers to further promote improvement of quality of HIV services for children and their families.

It is for this reason that RCQHC embarked on revision, updating and strengthening of the handbook in the year 2009. Two reviewers' workshops have been held in December 2009 and August 2010 during which several areas for strengthening the handbook were identified and reviewed in tandem with the WHO 2010 Paediatric HIV guidelines. This work will require extensive and critical proof-reading and editing to identify and correct contradictions, repetitions and institute relevant cross-referencing of chapters prior to finalization and publishing.

Part 4: Contract

SPECIFIC RESPONSIBILITIES FOR THE CONSULTANT

1. The Consultant will professionally and critically proof-read, review, edit and format the handbook into a concise, presentable and high quality job aide that appeals to a wide readership including all cadres of health workers and Paediatric HIV program managers primarily in Africa, paying attention to detail and avoiding loss of key messages.
2. The consultant will address and resolve relevant queries, contradictions and overt errors between and within chapters to ANECCA secretariat staff at RCQHC and where necessary members of the ANECCA Steering Committee [coordinated through the secretariat].
3. The consultant will submit an initial draft for further input from the ANECCA secretariat/ ANECCA SC review and incorporate the necessary changes prior to producing a final draft that is ready for publication.
4. The consultant will have to seek permission and clearance from the ANECCA secretariat at RCQHC and the ANECCA SC review team before instituting any major editorial changes [deletions and additions] in the text or messages in the draft handbook.

The handbook structure [chapter organization] will be as agreed upon by the reviewers.

PROPOSED APPROACH

The proposed approach is designed to comprehensively address the objectives of this assignment and ensure its successful completion and is based on team approach. The consultant will also adopt the following approaches:

Collaborative approach

The consultant will work collaboratively with the RCQHC/ ANECCA SECRETARIAT in achieving the required objectives and in the development of appropriate recommendations.

Knowledge of paediatric HIV

The consultant has the required technical skills and knowledge of editorial work.

Quality management

The ANECCA/RCQHC will be assured of high quality during the assignment.

LEVEL OF EFFORT

RCQHC estimates that a **maximum of 20 working days** will be required for completion of the activities outlined in this scope of work, **commencing November 01, 2010**.

EXPECTED DELIVERABLES

- A draft edited copy of the handbook
- A final handbook [electronic copy]
- A process (activity) report

CONSULTANT DELIVERABLES AND SCHEDULE

The Consultant shall submit the following deliverables to the Technical Manager according to the following schedule:

Editing/ formatting first draft (10 days)	01-12 November 2010
Submission of first draft	15 November 2010
Feedback from RCQHC	22 November 2010

Part 4: Contract

Incorporating comments from RCQHC/ (3 days)
Submission of final report

23-25 November 2010
29 November 2010

REMUNERATION

The consultant will be paid **US\$ 330** per day (a total of 20 days). Full payment will be made on submission of the final and processed reports by **29th November, 2010**.

Proposed Mode of payment:

The Consultant will be paid in US dollars, cash transfer, after completion of the tasks mentioned above.

SUPERVISOR RESPONSIBILITIES

The supervisors will provide technical over-site of process and monitor the deliverables from the consultant as specified in this scope of work.

The supervisor will receive reports from the consultant at the end of the consultancy, following which he will evaluate the quality of work done. Upon certifying satisfactory performance by the consultant, the supervisor will process the remuneration due to the consultant as described above (see Remuneration).

Special Provision:

All written deliverables produced under this work order shall be submitted as scheduled to the RCQHC Director and HIV/AIDS Advisor in electronic format, using MS Word, followed by hard copies.

Changes in the scope of work shall require prior discussion and approval by the RCQHC Director and the HIV/AIDS Advisor, and shall be defined in writing through a modification to this work order.

Standard Citation:

All data and publications funded under this scope of work shall prominently acknowledge RCQHC, and the supporting partners USAID-EA stating that the views expressed by the author(s) do not necessarily reflect those of these organizations.

RCQHC Approval

Director:
Signed:
Date

Part 4: Contract

EVALUATION OF THE CONSULTANCY

The quality of the consultancy will be rated according to the following checklist:

	Poor	Average	Excellent
1. Consultant success in transferring knowledge/skills to RCQHC			
2. Consultant ability to collaborate with RCQHC and other partners			
3. Technical quality of final product			
4. Format and presentation of final product			
5. Product given to RCQHC per agreed timeline		Yes	No
6. Product delivered to RCQHC in both paper and electronic form		Yes	No
7. Other comments:			

Evaluation shall be done by

Name: Dr Henry Barigye

Title: HIV/AIDS TECHNICAL ADVISOR

Sign.....

Date

Consultancy Fee: 330 per day (for 20 days of work)

Technical Contact/Supervision: RCQHC/ANECCA HIV/AIDS Technical Advisor, Dr. Henry Barigye.

Part 4: Contract

PART 4: CONTRACT

Contract Agreement and General Conditions of Contract

Any resulting contract shall be placed by means of a Government of Uganda Purchase Order and shall be subject to the Government of Uganda General Conditions of Contract (GCC) for the Procurement of Consultancy Services (available on request) except where modified by the Special Conditions below.

Special Conditions of Contract

Procurement Reference Number: **MUSPH-RCQHC/SVCS/2010-11/00002**

Purchase Order Serial Number: _____

[Purchase Order Serial Number to be completed in the event of award of contract only]

The clause numbers given in the first column correspond with the relevant clause number of the General Conditions of Contract.

GCC clause reference	Special Conditions of Contract
Eligible Countries GCC 1.2 (e)	All countries are eligible, unless as a matter of law or official regulation, the Government of Uganda prohibits commercial relations with that country or by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government of Uganda prohibits any import of Supplies from that country or any payments to persons or entities in that country.
Authorised Representatives GCC 4.4	The Authorised Representatives are for the Procuring and Disposing Entity: 1)Dr. Henry Barigye (Supervisor) 2)Dr. Harriet Kivumbi (Director)
Governing Law GCC 5.1	The Contract shall be governed by the laws of Uganda.
Language GCC 6.1	The language of the contract shall be English.
Notices GCC 7.1	Any notice shall be sent to the addresses specified on the Purchase Order.
Commencement GCC 8.1	The Provider shall commence the Services as soon as available in any case not later than 2 weeks after the date of the Purchase Order.
Dispute Resolution GCC 17.2	The formal mechanism for dispute resolution shall be the Arbitration Law of Uganda.
Completion Period GCC 18.1	The period for the completion of the Services shall be before November, 2010.
Payment GCC 22.1	The Contract is lump sum linked to the specified deliverables stated in GCC 24.1
Payment Documentation GCC 24.1	The following shall be required to support invoices requesting payments: <ul style="list-style-type: none">• A draft edited copy of the handbook• A final handbook [electronic copy]• A process (activity) report

Part 4: Contract

GCC clause reference	Special Conditions of Contract
Payment Period GCC 26.1	Payments shall be made by the Procuring and Disposing Entity (RCQHC) after good satisfaction of the terms of reference and certification of invoices accompanied by the supporting documents specified in GCC 24.1
Insurance to be taken out by the Provider GCC 39.1	The Provider shall take out and maintain the following insurance coverage: (i) Third Party liability: (ii) Employer's liability and workers' compensation: (iii) Professional liability: (iv) Loss or damage to equipment and property: