

**ALBERTINE INTERVENTIONS FOR DEVELOPMENT (AID)**

Plot 1, Rukurato Access, Rukurato Road, (Off) Nyaika Avenue

P.O. Box 405, Fort Portal

(UGANDA)

Tel: +256 (0)392178486

E-mail: [info@aid.ug](mailto:info@aid.ug), Website: [www@aid.ug](http://www@aid.ug)

**08th/DEC/2025**

**BID NOTICE**

**P.O BOX 405, FORT PORTAL UGANDA**

**SUPPLY OF BIOCHAR PRODUCTION KILNS**

**Procurement Reference: REF: AID-Y2GEO/PROC/BIO- KILN-01-11/25**

Dear Sir/Madam,

Albertine Interventions for Development (AID), intends to procure **BIOCHAR PRODUCTION KILNS** under Y2GEO Project.

AID- Uganda now invites sealed bids from all eligible suppliers to supply **BIOCHAR PRODUCTION KILNS**. The specifications are provided below for reference before quoting.

Activity	Date
a. Issue of bid Notice	8 <sup>th</sup> Dec,2025
b. Bid closing date (Deadline for bid submission)	20 <sup>th</sup> Dec,2025
c. Evaluation process/Matrix analysis	22 <sup>nd</sup> Dec,2025
d. Contract Signature and Issue of LPO	After receipt of objection letter from the IP

**Deadline for bid submission is 20<sup>th</sup>/DEC/2025 at 5:00pm. ANY BID SUBMITTED AFTER THE SPECIFIED DATE and TIME WILL BE AUTOMATICALLY DISQUALIFIED. IF YOU DO NOT HEAR FROM US BY 12<sup>th</sup>/JAN/2026, CONSIDER YOUR BID UNSUCCESSFUL.**

Any queries should be addressed to the Procurement Office through the procurement email [procurement@aid.ug](mailto:procurement@aid.ug)

### **BIDDING PROCEDURES**

Preparation of Bids: You are requested to quote for these items by completing, signing and returning to the undersigned

1. the Bid Sheet
2. the List of Supplies and Price Schedule
3. the Specification and Compliance Sheet
4. the documents evidencing your eligibility, as listed below;

Validity of Bids: The bid must remain valid until and including **90 days**

Sealing and marking of Bids: Bids should be sealed in a single envelope, clearly marked with the Procurement Reference Number.

**Procurement Reference: REF: AID-Y2GEO/PROC/BIO- KILN-01-11/25**

and should be registered in the bid register upon submission. Any bid submitted physically and is not registered in the Bid Register will not be evaluated. It will be automatically Disqualified.

The Bidder's name addressed to;

Procurement Department

**Albertine Interventions for Development (AID)**

**Plot 1, Rukurato Access, Rukurato Road, (Off) Nyaika Avenue**

**P.O. Box 405, Fort Portal (UGANDA)**

Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

**BID SUBMISSION.**

Bids can be submitted either electronically through the procurement email or physically to the address below.

All bids can be submitted to the Procurement Unit via **E-Mail:** [procurement@aid.ug](mailto:procurement@aid.ug).

**SUBJECT OF THE EMAIL MUST BE: Procurement Reference: REF: AID-Y2GEO/PROC/BIO- KILN-01-11/25**

**NOTE: All bids submitted electronically MUST BE submitted STRICTLY to the above procurement email without copying in any AID Staff**

**OR**

Bids can also be hand delivered to the address below:

**Albertine Interventions for Development (AID)  
Plot 1, Rukurato Access, Rukurato Road, (Off) Nyaika Avenue  
P.O. Box 405, Fort Portal (UGANDA)  
Tel: +256 (0)392178486**

**NOTE: ALL HAND DELIVERED BIDS should be registered in the bid register upon submission. Any bid submitted physically and is not registered in the Bid Register will not be evaluated. It will be automatically Disqualified.**

**Opening of Bids:** Bids will be opened internally by AID- Uganda with transparency and high levels of confidentiality.

**Evaluation of Bids:** The evaluation of Bids will use Financial and Technical Selection Methodology:

1. Preliminary examination to determine eligibility (as defined below) and administrative compliance on a pass/fail basis;
2. Detailed evaluation to determine commercial and technical responsiveness;
3. Financial comparison to determine the evaluated price of quotations and to determine the best evaluated bid.

**Eligibility Criteria:** You are required to meet the following criteria to be eligible to Participate Procurement with Albertine Interventions for Development.

1. Have the legal capacity to enter into a contract
2. Evidence that a supplier has been in the business of supplying of similar items requested below. (Attached at least three contracts or LPOs).
3. Signed Code of ethical conduct for business dealing with AID.
4. AID, cherishes environment and social issues in its operations, a proof of integration of environment and social issues like energy efficiency and carbon reduction emissions will be an added advantage to the intending supplier to AID.

**Documents Evidencing Eligibility:** Bidders shall submit the following documents:

1. A certificate of registration/ Incorporation issued by the Authority for bidders currently registered with the Authority
2. A Valid Trading licenses
3. Tax clearance Certificate
4. Business Tax Identification Number (TIN) Certificate
5. VAT Registration Certificate and WHT Exemption certificate (If Applicable)
6. Delivery Period.
7. Warranty period for Equipment
8. Offer after sales services (Repairs, maintenance and training on how to use the Kilns)

and Compliance Sheet details the minimum specification of the supplies required. The supplies offered must meet this specification, but no credit will be given for exceeding the specification.

**Currency:** Quotations may be priced in Uganda Shillings or any other freely convertible currency. The currency of evaluation will be Uganda Shillings.

Quotations in other currencies will be converted to this currency for evaluation purposes only, using the exchange rates published by the Bank of Uganda on the date of the submission deadline.

**Best Evaluated Bid:** The best evaluated bid shall be the one with the highest score, which is eligible and substantially responsive to the commercial and technical requirements of AID and shall be approved for award of contract. AID shall issue a **Local Purchase Order**, after a letter of **no objection from the donor**

**Formation of contract:** Formation of a contract shall be by signing a contract in accordance with contractual terms and conditions.

**Right to Reject:** Albertine Interventions for Development 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 or issue of the Local Purchase order

**AID Bid Submission Sheet**

Bid Addressed to (PD Entity):	
Date of Bid:	
Procurement Reference Number:	
Subject of Procurement:	

We offer to provide the supplies detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Invitation for Bids referenced above.

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 bid is: \_\_\_\_\_ days/weeks/months from the time and date of the submission deadline.

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

Supplies will be delivered within \_\_\_\_\_ days/weeks/months from date of Purchase Order.

Supplies will be completed within \_\_\_\_\_ days/weeks/months from date of Purchase Order.

**Bid Authorized By:**

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

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

*(DD/MM/YY)*

Authorized for and on behalf of:

Company \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

# CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS

## 1. *Ethical Principles*

Bidders and providers shall at all times-

- (a) maintain integrity and independence in their professional judgement and conduct;
- (b) comply with both the letter and the spirit of-
  - i. the laws of Uganda; and
  - ii. any contract awarded.
- (c) avoid associations with businesses and organizations which are in conflict with this code.

## 2. *Standards*

Bidders and providers shall-

- (a) strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
- (b) 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, any prior or current contract with any procuring and disposing entity. Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

## 4. *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.

## 5. *Gifts and Hospitality*

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of a procuring and disposing entity that might be viewed by others as having an influence on a government procurement decision.

## 6. *Inducements*

- (1) Bidders and providers shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.
- (2) Bidders and providers shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

## 7. *Fraudulent Practices*

Bidders and providers shall not-

- (a) collude with other businesses and organizations with the intention of depriving AID of the benefits of free and open competition;
- (b) enter into business arrangements that might prevent the effective operation of fair competition;
- (c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
- (d) misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring and Disposing Entity; or utter false documents;

- (e) unlawfully obtain information relating to request for quotation process in order to influence the process or execution of a contract to the detriment of the AID;
- (f) withholding information from the AID during contract execution to the detriment of the AID.

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

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**AUTHORISED SIGNATORY**


**NAME OF BIDDER/PROVIDER**

# PART 2: STATEMENT OF REQUIREMENTS

## List of Supplies & Price Schedule

Currency of Bid: Uganda Shillings

### PURCHASE OF KILNS

	Items/Description	Quantity	Unit of Measure (UOM)	Unit price (UGX)	Total Price (UGX)
	<b>PURCHASE OF BIOCHAR PRODUCTION KILNS</b>				
1	<b>Kiln</b> Open carbonizer for converting biomass into biochar, cylindrical shape, made of mild steel plate. with chimney and air vents for controlled combustion; includes covers and handles; must ensure minimal smoke emission and uniform carbonization; portable <b>Bottom diameter; 625mm</b> <b>Upper diameter; 2500mm</b> <b>Vertical length; 950mm</b> <b>Slide length; 1772mm</b>				
		30	Pieces		
	<b>All items</b> are to be delivered in Fort Portal <b>ALBERTINE INTERVENTIONS FOR DEVELOPMENT (AID)</b> Plot 1, Rukurato Access, Rukurato Road, (Off) Nyaika Avenue P.O. Box 405, Fort Portal (UGANDA)	1	Trip		
		<b>SUB TOTAL</b>			
		<b>18%VAT (IF APPLICABLE)</b>			
		<b>GRAND TOTAL</b>			

### Detailed

The delivery and completion schedule shall be as specified in the Special conditions of the contract.

### List of Supplies and Price Schedule Authorized By:

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

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

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

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

### PART 3: CONTRACT

Any resulting contract shall be placed by means of a local Purchase Order issued by Albertine Intervention for Development, as a buying agency

#### Special Conditions of Contract

Procurement Reference: **REF: AID-Y2GEO/PROC/BIO- KILN-01-11/25**

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

Special Clauses	Special Conditions
<b>Eligible Companies</b>	All National Registered Businesses/ Companies are eligible, unless as a matter of law a company is involved in unfair business dealings, like child trafficking, child labour, abuse of environmental laws among others. In respect to this RFQ first priority is given to the registered companies/firms with AID.
<b>Site</b>	The Site for delivery of the Supplies is <b>regional coordination offices, Albertine Interventions for Development (AID) Boma Fort Portal offices.</b>
<b>Incoterms Edition</b>	Incoterms shall be governed by the rules prescribed in Incoterms 2010.
<b>Notices</b>	Any notice shall be sent to the following addresses: AID Procurement office, Fort Portal at Email address: <a href="mailto:procurement@aid.ug">procurement@aid.ug</a>  <b>Albertine Interventions for Development (AID) Plot 1, Rukurato Access, Rukurato Road, (Off) Nyaika Avenue P.O. Box 405, Fort Portal (Uganda)</b>
<b>Delivery and Documents</b>	The supplies are to be delivered within <b>the agreed upon timeline from the date of purchase order issuance</b>  Delivery point is <b>Albertine Interventions for Development (AID) Plot 1, Rukurato Access, Rukurato Road, (Off) Nyaika Avenue, Fort Portal</b> The shipping and other documents to be furnished by the Provider are: <b>(a) signed delivery note and GRN</b>
<b>Terms of Payment</b>	The structure of payments shall be: <b>full payment following delivery of the Supplies and their certifications.</b>
<b>Terms of Payment</b>	Payments shall be made not later than <b>14 days</b> after submission of an invoice with the necessary supporting documents as required by AID.

<b>Special Clause</b>	<b>Special Conditions</b>
<b>Terms of Payment</b>	The currency of payment shall be <b>Uganda Shillings (UGX)</b>
<b>Packing</b>	The packing, marking and documentation within and outside the packages shall be: AID, Fort Portal
<b>Insurance</b>	Insurance will not be required.
<b>Incoterm for Transportation</b>	The supplies shall be Delivered Duty Paid- <b>DDP</b> to AID offices Fort Portal.

**Issued by:**

**Procurement Department.**

**AID - Uganda.**