

**Centenary
Bank**

REQUEST FOR PROPOSAL

FOR

THE SUPPLY OF QUALITY CORPORATE UNIFORMS TO BANK STAFF

25 SEPTEMBER, 2009

**Secretary
Tender Committee
Centenary Rural Development Bank Ltd**

Plot 18/20 Entebbe Road Annex
P. O. Box 1892
Kampala

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1. BACKGROUND

Centenary Bank was created as a financial institution to serve the economically disadvantaged people especially in rural areas and contribute to the overall economic development of the country. This has meant that the Bank, although licensed as a full service Commercial Bank, has always focused on the provision of microfinance services. This has been and will remain the focus of the Bank. However, to reduce business risks, the Bank has diversified its activities to include lending to small and medium enterprises and large corporations to reach the middle and higher-end markets in order to provide services to sectors that are complimentary to its target market and customers.

The Bank is currently engaged in a programme to provide Bank staff with uniforms in order to promote the Bank's image in line with the new brand. There is therefore need for a specially designed high quality, reliable supplier of uniforms that will stand the test of time.

2. STATEMENT OF PURPOSE

The purpose of this document is to solicit proposals to procure staff uniforms of high quality at a reasonable price, available from a respectable, progressive and financially stable vendor. This RFP is a solicitation document for information regarding the supply of staff uniforms to the Bank. Our objectives are as follows:

- Select the supplier that has the best fit to our defined requirements.
- Ability to deliver on time (as per set timelines or earlier)
- Facilitate the distribution process by packaging the uniforms per given sizes per branch
- Synchronise the Banks set timelines withtheir work plans to ensure timely delivery. Be very specific in terms of time required to complete each individual task

2.1 SCOPE OF THE SERVICES

The selection of a supplier will be based on the identification of a competent service provider who can deliver quality products at a reasonable price and within the specified deadlines.

a) The supplier shall be able to do the following:-

- i) Provide four (4) shirts/ blouses, two (2) scarves for female staff, two (2) neck ties for male staff and one dress down day shirt/blouse as per brand specifications provided. To cater for initially about 625 male and 425 female staff, this translates into approximately;
 - 2500 shirts
 - 1700 blouses
 - 1,250 neck ties
 - 850 scarves
 - 625 dress down shirts
 - 425 dress down blouses
- ii) Provide materials that are colour fast, easy to wash and dry.
- iii) Provide samples therefore to be tested for, wearing, washing, ironing and colour fastness
- iv) Provide quality materials as per specifications and uniform designs
- v) Use standard British clothes sizes (i.e. 10, 12, 14, 16, 18, 20) as per numbers that will be provided
- vi) Attach the Bank's logo as per specifications

b) The supplier will be required to conform to the following;

- i) Be a registered supplier of quality materials and manufacturer of quality uniforms- Certified ISO Standards
- ii) Have a minimum of five (5) years experience and proven track record as a supplier/ manufacturer of corporate uniforms. .
- iii) Be able to conform and meet the set timelines that will be provided
- iv) Be a registered business proprietor with:-
 - Income tax clearance certificate
 - Registered for VAT
 - Audited accounts for the past three (3) years
 - Clear address- e-mail- fax and telephone numbers
 - Name and Contact of your Bankers
 - Demonstrate ability to import the necessary requirements with ease.

3. SCHEDULE OF RFP ACTIVITIES

The following table presents the planned schedule for major activities associated with the RFP distribution, submission of qualifications and evaluation process. The Bank reserves the right to change the schedule of activities, including the dates.

Activity	Date
Advertise tenders in the East African regional newspapers (for 3 weeks)	25th September 2009
Recieve bids from potential suppliers	15th October 2009
Evaluate the bids & test colour fastness of vendors sample materials (for 2 weeks)	28th October 2009
Award tenders to chosen supplier(s)	30th October 2009
Production/delivery of uniforms phase 1 (one month) i.e 50 % of the total order figure	30th November 2009
Production/delivery of uniforms phase 2 (two weeks) i.e. 50 % balance of the total order figure	15th December 2009

4. EVALUATION OF REQUEST FOR PROPOSAL

Centenary bank plans to evaluate proposals based on the following evaluation methodology and criteria;

a) Eligibility Criteria this involves the legal status o f the firm;

This criteria ensures that the company we are hiring is not in receivership or ha s been involved in malpractices. The evaluation will be on a pass/fail basis. Accordingly, a company that does not submit

satisfactory documents in all these respects will be disqualified .The following authentic documents

Should be submitted by the potential bidder;

- Detailed Company profile, indicating physical, postal, telephone, e-mail addresses, etc
- Current trading license
- Certificate of Incorporation/ Registration;
- VAT Registration Certificate;
- Income tax Clearance Certificate for the past three(3) years
- Memorandum and Articles of Association
- Documents indicating joint venture agreement, if any.
- Audited books of accounts for the last three (3) years;
- Letters of reference or list of firms supplied with staff uniforms in the last 5–3 years with proof of value of the supply with a minimum of 50 million
- Clear physical address, email, telephone and facsimile numbers
- Name and Contact of your Bankers
- List of current Directors & their Secretaries (for Companies)

b) Technical Compliance;

This section of the evaluation criteria will be composed of the sections which will have sub sections as below;

1	<p>Qualification and Experience</p> <ul style="list-style-type: none"> • Specific experience of the employees in the area of Design and Tailoring (10) • Experience of the firm /company for the last 15 years in tailoring and proven experience in making corporate uniforms for the last 5 years consecutively(25) • Conform to specifications of quality material, color fastness' of the material with a sample (40) • Details of the Company profile and should have certified ISO standards(5) 	80 %
2	<p>Financial Capability:</p> <ul style="list-style-type: none"> • Turn Over (5) 	20 %

	<ul style="list-style-type: none">• Assets and Liabilities (5)• Price (10)	
	Total Technical & Financial Evaluation	100 %

Eligibility Criteria

The eligibility criteria should be evaluated on pass/fail basis and more of the marks should be awarded to the technical section.

Technical Criteria

The Technical Evaluation will be weighted at 80%. The pass mark for technical proposal will be 75% Only bidders who will have passed the technical criteria at 75 points will have their financial proposals opened.. Sealing of bids will be in two in one envelope. (Marked Technical & Financial).

c) Financial Criteria

The Financial bids will be evaluated at 20 %. Bidders who will have passed the technical proposal with a score of at least 75 points will have their financial bids opened and evaluated. The bidder with the highest score for both the technical and financial combined will be awarded a contract as the best evaluated bidder

The best evaluated bidder for the Technical and Financial proposal will be awarded the contract as per the proposed criteria..

d) Execution of Contract

A selected vendor will be required to execute a supply contract with the Bank covering the agreed terms & conditions and any other that the Bank considers necessary. The Bank will be the sole decision maker as to how well a proposal meets the evaluation criteria.and Banks requirement

5. TERMS & CONDITIONS

Your response should clearly state the ability of your organization to satisfy the requirements defined within this document.

Any personnel provided by vendor/ supplier shall be considered to be personnel or agents of the supplier. Under no circumstances will the said personnel be considered to be agents or personnel of Centenary Bank

For purposes of this engagement, Centenary Bank intends to contract exclusively with your organization for the support functions required to ensure a successful implementation. This means that your organization will be the sole contact concerning contractual matters, invoicing and associated payments.

If your organization intends to sub- contract an organization to perform any of the tasks associated with any aspect of the proposal, this intent must be disclosed as part of the proposal. In addition, responsibility for any items or activities provided by any subcontracting or third party entity must be assumed by your organization.

All terms and conditions in the prospective vendors proposal shall be **valid for 120 days** after the proposal submission due date.

Centenary Bank, at its sole discretion, reserves the right to either accept or reject any and all proposals. The existence of this request for proposal shall not, in any way, obligate Centenary Bank to take any action regarding any response submitted by a supplier to this request.

5.1 SPECIFIC CONDITIONS

In addition to the general verification of the uniforms at the time of delivery, any items subsequently found defective after the Bank's acknowledgement of receipt of delivery, will be returned to the vendor for replacement. The quotation should include the following:

- Quote in Uganda shillings or a currency that is easily convertible to Uganda shillings . The exchnage rate will be the rate on the day of the bid opening obtained from orm the Central Bank of Uganda
- Include all applicable taxes
- Delivery period
- Payment terms. Include your payment terms

6. PAYMENT TERMS

The payment schedule shall be according to the deliverables in the specifications. The provider shall propose mode of payment at different deliveries to be agreed upon by the client.

7. PERFORMANCE BOND

The successful bidder is expected to provide a 10 % Performance Bond /Bank Guarantee of the contract value. The performance bond shall be from a recognized financial institution.

8. SUBMISSION DETAILS AND DEADLINES

Bid submission shall be **two in one envelope sealing** marked **Technical and Financial** proposals and enclosed in one outer big envelope. The copies for submission are One (1) original copy and two (2) copies of your company's response (so marked with original signatures) and all accompanying data sealed and indicating the Bidder's names and **"REQUEST FOR PROPOSAL TO SUPPLY STAFF UNIFORMS"**. [A copy of the receipt should be attached to the bid submitted Responses must be received not later than 2:00pm, Thursday 15th October 2009. Thereafter a bid opening at 2:30pm in the Bank Boardroom at Plot Plot 18/20 Entebbe Road](#)

and addressed to;

**Attention: THE SECRETARY TENDER COMMITTEE
CENTENARY BANK**
Physical Address: PLOT 18/20 ENTEBBE ROAD
Postal Address: P. O. BOX 1892
Town / City: KAMPALA
Country: UGANDA

9. SAMPLE


Bid submission **MUST** be accompanied with samples clearly labelled with the material composition and company name



RESPONSES RECEIVED AFTER THAT TIME SHALL BE REJECTED .


APPENDIX A STAFF UNIFORMS SPECIFICATIONS AND DESIGN

STAFF UNIFORMS

WOMEN'S SHIRTS

DESIGN	SPECIFICATIONS
	<p>Design Long sleeve shirt, fly front, darts for added shape. Round tail bottom, plain cuff. Washable</p> <p>Material 60% cotton, 35% polyester, 5% Spandex</p> <p>Colour Light Yellow. Fabric must be colour Fast.</p> <p>Logo In our Colours placed on the top Left</p> <p>Comments We opted to maintain our current colour because it is a good colour and staff members appreciate it. Yellow will be our colour scheme for Monday, Tuesday and Wednesday and will be worn with a Navy blue or Black skirt/Trouser.</p> <p>However we are changing the fabric and have proposed a fabric composition which has some element of elasticity in to enable easy maintenance and reduce on the creasing effect.</p>

	<p>Design Short sleeve shirt, fly front, darts for added shape. Round tail bottom, plain cuff. Washable</p> <p>Material 60% cotton, 35% polyester, 5% Spandex</p> <p>Colours Light yellow. Fabric must be colour Fast</p> <p>Logo In our Colours placed on the top Left</p> <p>Comments All the yellow Ladies shirts will have the same fabric composition as specified in 1 above.</p> <p>We opted to maintain this colour scheme for Monday, Tuesday and Wednesday.</p>
	<p>Design Stretch shirt, 3/4 Length, Buttons front, sleeves with button and folded back. Washable</p> <p>Material 95% Cotton , 5% Spandex</p> <p>Colours White base and Pin stripes in our colours. Fabric must be Colour Fast</p> <p>Logo In our Colours placed on the top Left</p> <p>Comments We opted for variety in design and a change in the colour to break monotony, since people will be wearing these shirts for the whole week.</p> <p>This will be our colour scheme for Thursday and</p>

	<p>Friday. This uniform is to be worn with Black or Navy blue Skirts / trousers</p>
	<p>Design Belted Stretch shirt, Cap sleeve, Buttons front. Washable</p> <p>Material 95% Cotton , 5% Spandex</p> <p>Colours Pin stripes in our Colours, Red Belt. Fabric must be Colour Fast</p> <p>Logo In our Colours placed on the top Left</p> <p>Comments This style allows for flexibility and can be worn over the Skirt or Trouser on Friday , and the Red belt add's style and elegance to the uniform</p> <p>The variety in design and a change in the colour will help break monotony</p> <p>This will be our colour scheme for Thursday and Friday.</p>

option 2



Design

It measures 1M X10 inches .

Material

100% Silk Chiffon or 100% Polyester


Colour

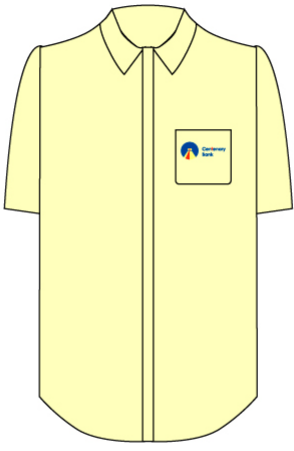
Dominant colour is Blue with thin stripes at the edge in Pantone red and Yellow. Colour Fast.

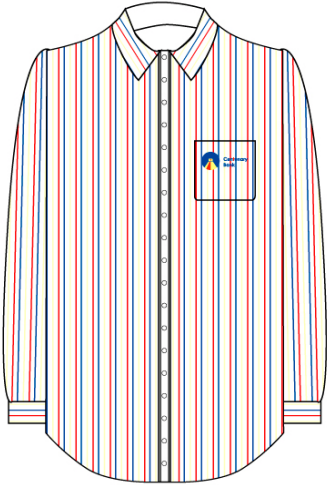

Comments

The scarf is to be worn with the yellow shirts and not with the stripped shirts, also the Scarf does not have a Logo on it, because the shirt will have a logo.


MEN'S SHIRTS

DESIGN	SPECIFICATIONS
	<p>Design Long sleeve shirt, round tail bottom, adjustable cuffs, pleated back. i.e. Side Pleats. Washable</p> <p>Material 100% Cotton, Zenbury Brand</p> <p>Colour Light Yellow. Must be Colour Fast.</p> <p>Logo In our Colours placed on the pocket</p> <p>Comments These shirts will be worn with stripped ties in navy blue and Yellow. (current Design) and Blue or Black Trousers</p> <p>The collar will be at 45° this will make it easy for men to wear ties. This is our colour scheme for Monday, Tuesday and Wednesday.</p>

	<p>Design Short sleeve shirt, round tail bottom, pleated back. Washable</p> <p>Material 100% Cotton, Zenbury Brand</p> <p>Colours Light yellow Must be colour fast</p> <p>Logo In our Colours placed on the pocket.</p> <p>Comments These shirts will be worn with striped ties in navy blue and Yellow. (Current Design) and navy Blue or Black Trousers.</p> <p>The collar will be at 45° this will make it easy for men to wear ties.</p> <p>This is our colour scheme for Monday, Tuesday and Wednesday.</p>
	<p>Design Fitted Long sleeve shirt, round tail bottom, adjustable cuffs, Washable</p> <p>Material 65% Cotton, 35% Polyester</p> <p>Colours Pin stripes in our colours. Must be colour fast</p> <p>Logo In our Colours placed on the top Left</p>

	<p>Comments This shirt will be worn with a plain blue tie and Navy Blue or Black Trousers.</p>
	<p>Design Fitted Short sleeve shirt, round tail bottom, pleated back. Washable</p> <p>Material 65% Cotton, 35% Polyester</p> <p>Colours Pin stripes in our Colours. Must be colour fast</p> <p>Logo In our Colours placed on the top Left</p> <p>Comments This shirt will be worn with a Plain Blue tie and Black or Navy Blue Pants</p>

WORK SHIRT FOR PREGNANT WOMEN

	<p>Design Cup Sleeve Shirt, round tail bottom, buttons front, pleats in front and washable.</p> <p>Material 60% Cotton, 35% Polyester, 5% Spandex</p> <p>Colours Light yellow. Colour Fast</p> <p>Logo In our Colours placed on the top Left</p> <p>Comments This shirt will be worn with a black or Navy blue tie.</p>
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Comments:-

We opted for Linen because we want to differentiate ourselves from competition by adopting something different from the usual T-shirts.

NECK TIES



Design

Two design Options, one in Navy Blue and Light Yellow, the other one in Navy Blue. The Navy blue tie is to be worn with the Pin Stripped shirt. The Stripped tie is to be worn with the light yellow shirt.

Material

100% Silk or 100% Polyester

Colour

Navy Blue for option 1 and big Stripes for Option 2

Logo

In our Colours Placed on bottom.

Comments

The Logo should be printed as part of the Fabric and not embroidered.