

**FORM 21**

*Regulation 45(5)*

THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS ACT, 2003

**RECORD OF MINUTES OF PRE-PROPOSAL MEETING**

<b>Procurement Reference Number</b>			
Code of Procuring and Disposing Entity	Consultancy Services	Financial Year	Sequence Number
<b>DPF</b>	<b>CONS</b>	<b>2025-26</b>	<b>00042</b>

<b>Particulars of Procurement</b>	
Subject of Procurement	<b>Provision of Consultancy Services for a Survey to establish the level of Customer Awareness about the DPF</b>
Location of Pre-proposal Meeting	<b>DPF Offices, Level 3 AHA Towers</b>
Date and Time of Meeting	<b>April 30, 2026 at 10:00 a.m. (local time)</b>

<b>RECORD OF THE PRE-PROPOSAL MEETING</b>
<p>In line with Regulation 45 of the PPDA (Procurement of Consultancy Services) Regulations, 2023, the pre-proposal meeting was held to allow potential participating consultancy firms to seek clarification on the requirements for Provision of Consultancy Services for a Survey to establish the level of Customer Awareness about the DPF.</p> <p>The meeting requirement was published in the detailed proposal notice that was uploaded on the DPF website and included in the bidding document. The meeting was attended by representatives from ATHAM Foundation Limited, The Agyle Branding Agency and Governance Systems Int. and the DPF. <i>A copy of the Record of Attendance is attached.</i></p>

**Background of the procurement:**

The procurement is purely consultancy for Provision of Consultancy Services for a Survey to establish the level of Customer Awareness about the DPF and the call is for participation of consultancy firms.

The general objective of the survey is to establish the level of public awareness, confidence and satisfaction with the deposit protection Fund (DPF) of Uganda among the general public, regulated financial institutions and former depositors of Mercantile Credit Bank and EFC Uganda Limited.

The specific objectives of the survey are;

- i). To ascertain the level of public awareness about the deposit protection fund and its mandate among the general public and financial institutions regulated by Bank of Uganda.
- ii). To establish the level of public confidence in the Deposit Protection Fund.
- iii). To assess the level of satisfaction of the former depositors of the closed Mercantile Credit Bank Ltd and EFC Uganda Limited with the services and interventions of the Deposit Protection Fund of Uganda
- iv). To collect data that will inform future evaluations of the Fund's performance as far as payouts are concerned and inform interventions for public awareness.

1. Bidders were advised to carefully review the bidding document to ensure compliance with the eligibility, technical and financial requirements. Errors, particularly arithmetic errors, will lead to elimination from the evaluation process.
2. The proposal submission method shall be a one stage-two envelope method, with submission of a single envelope containing two separately sealed envelopes, labelled technical and financial proposals which are opened on different dates at separate proposal openings. Only bidders who meet the minimum technical requirements for technical evaluation will have their financial proposals opened and evaluated.
3. Each bidder shall submit only one proposal, either individually or as a partner in a JV (Joint Venture). A bidder who submits or participates in more than one proposal shall cause all the proposals with the bidder's participation to be rejected.
4. The proposed professional staff must, as a minimum, have the qualifications and experience indicated in the Statement of Requirements: Terms of Reference, preferably working under conditions similar to those prevailing in Uganda. The bidder and the proposed professional staff shall confirm their availability for the assignment using the Forms included in **Section 4, Proposal Forms**.

5. The Financial Proposal shall indicate taxes as a separate amount.
6. Bidders were encouraged to undertake actual fieldwork and apply sound research methods, both qualitative and quantitative rather than fabricating, manipulating or presenting unsupported research findings. They were further advised that the integrity, reliability and validity of the research findings would be critical to informing the development of the Fund's next Communications Strategy.
7. Quality checks will be conducted in line with recognized scientific standards and guidance from reputable institutions, including the International Association of Deposit Insurers (IADI), the International Monetary Fund (IMF), the World Bank, and other relevant bodies. The Fund expects robust framework sampling of all key segments.
8. All bids must be submitted not later than 11:00 a.m. on May 15, 2026. Late submissions will not be accepted.

Details of the deliberations of the meeting are as below:

<b>Question Asked</b>	<b>Response Given</b>
a) Upon payment of UGX 50,000, how can bidders access the bidding document?	<ol style="list-style-type: none"> <li>1. Bidders are required to submit proof of payment to the Procurement and Disposal Unit (PDU), either by email or physically.</li> <li>2. Upon verification, bidders will be granted access to the bidding document, either through download from the DPF website or by having it sent by email.</li> <li>3. Bidders were advised that downloading and submitting the bidding document without payment will be subject to verification, and bidders who will not have made payment will have their bids rejected.</li> </ol>
b) Is the bidding open to international bidders or only local firms?	<ol style="list-style-type: none"> <li>1. The procurement method is Open Domestic Bidding but the process is open to both local and international bidders.</li> <li>2. Joint Ventures (JVs) are also permitted, and bidders are encouraged to follow requirements for JVs as detailed in the bidding document.</li> </ol>

c) Is ethical clearance (e.g., from National Council for Science and Technology or UBOS) required?	<ol style="list-style-type: none"><li>1. Ethical clearance from relevant bodies, such as the Uganda Bureau of Statistics or the Uganda National Council for Science and Technology, is recommended. However, it is not mandatory at this stage due to the tight timelines of the assignment.</li><li>2. Where necessary, the Fund may undertake due diligence to confirm the ethical standing, research integrity and compliance record of firms participating in the procurement process.</li></ol>
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**Certification of the minutes as a true record of the proceedings of the pre-proposal meeting:**

Name: **Patrick O. Ezaga**

Position: **Chairperson of the meeting**

Signature: 

Date: **May 06, 2026**

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Date and Time of Meeting	April 30, 2026 at 10:00 a.m. (local time)

RECORD OF ATTENDANCE				
No	Name and Address	Title	Company or Department	Signature
1	Mbazira Hassan	ED	ATHARI Foundation Limited	

2.	Ferdinand Ekoz Ambrose	FOUNDER TARA CREATIVE	THE AGYLE BRANDING AGENCY	
3.	Rufah Nalweyiso	BDS	Governance Systems Int.	
4.	Racheal Iwech	CVA	DPF	
5.	Betty Namatovu	SOIR	DPF	
6.	Consolata Olemaru	Aist. Manager Comm	DPF	
7.	Patrick-O. Kzaga	Director Communications	DPF	
8.	Emily Mbabazi	HPDU	SPF	