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Date: 09/September/2024

REQUEST FOR PROPOSALS FOR DIGITAL TRANSFORMATION OF VILLAGE SAVINGS AND LOAN ASSOCIATIONS (VSLAs) (REF NO.: GNU/RFP/2024/06)

1. gnuGrid CRB Limited was licensed by the Bank of Uganda in November 2021 (previously operating informally since incorporation in 2019) as the first-ever indigenous Credit Reference Bureau (CRB) in Uganda.
   We collect credit and transactional data on individual and non-individual borrowers; validate and profile it into meaningful profiles that are disseminated in the form of credit reports, and credit scores that enable credit providers to make informed lending decisions.

2. gnuGrid CRB now calls for the submission of eligibility documents from potential partners to support our initiative aimed at mobilizing Village Savings and Loan Associations (VSLAs) and ensuring their digital transformation. This initiative aims to empower VSLAs through the adoption of digital tools and platforms to enhance their financial inclusivity and effectiveness.

3. Execution of the project will involve use of gnuGrid's Digital Agricultural Suite (DAS) and the CRB platforms.

4. Bidding will be conducted through open competitive bidding procedures.

5. The contract shall be completed within six (6) months from the date off signing.

6. gnuGrid CRB Limited reserves the right to reject any and all bids, annul the bidding process or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

7. Only registered companies and or firms are eligible to submit proposals and submission of proposals is free of charge.

8. Proposals shall be submitted BOTH in hard and soft copy to the address mentioned in item 9 below, and email address procurement@gnugridcrb.com respectively.
9. Interested applicants must submit their proposals before **4:00 pm on the 26th Sept, 2024.**

10. For any inquiries and submission of proposals, please address to:
    Patricia Kamalha
    The Procurement Lead
    gnuGrid CRB Limited
    Plot 77, Buganda Road, Kimujo building-ground floor
    P.O. Box 5326, Kampala
    0393-194261
    Email: procurement@gnugridcrb.com

OTHER TERMS OF REFERENCE ARE AS FOLLOWS:

The selected partner firm will be responsible for delivering the following services, specifically focused on mobilizing VSLAs for digital transformation: -

- Design, translate and submit DAS - VSLA App user manuals and video tutorials by the partner enabling exceptional user experience
- Onboarding, training, and offering onsite support for VSLAs on the VSLA platform.
- Establishing VSLA digital wallets for VSLAs and conducting training on their usage.
- Providing onboarding, training, and onsite support for VSLAs utilizing digital wallets and VSLA-Mobile Network Operator (MNO)-enabled digital scorecards.
- Conducting training sessions on digital wallets and other digital platform enhancements for VSLA members.
- Generating training reports and maintaining attendance sheets for VSLA participants.
- Obtaining project sign-off sheets from Community-Based Organization (CBO) partners overseeing the VSLA groups trained.
- Generating VSLA data reports and tracking wallet transactions.

Deliverables:

- Creation of digital wallets for 1200 VSLAs.
- Onboarding, training and providing onsite support to 1200 VSLAs using the provided digital solutions.
- Submission of training reports and attendance sheets for VSLA participants.
- Provision of project sign-off sheets from CBO partners.
- Generation of VSLA data reports and wallet transactions.
- User manuals and video tutorials designed and translated.

Budget:

- The budget allocated for these activities will be determined based on competitive proposals received from interested firms. While we do not specify a fixed budget per VSLA group at this stage, we encourage prospective partners to provide a detailed breakdown of costs in their proposals. The budget should cover expenses such as transportation costs, mobilization costs, welfare, consultancy payments (if applicable), and any other relevant expenses associated with the project.
- Upon successful evaluation of proposals, we will negotiate and finalize the budget with the selected partner firm. This ensures that the budget aligns with the proposed scope of work and delivers value for money.
- Additionally, upon successful execution of the initial deliverables, the partnership agreement may be extended to scale up the project to include an additional VSLA groups within two or three years, with corresponding adjustments to the budget allocation.

- Interested firms are encouraged to submit their detailed financial proposals with clear budget breakdowns, which will be evaluated alongside other criteria outlined in this Request for Proposal (RFP).

Submission of Proposals

Prospective Partners shall submit technical and financial proposals in clearly marked separate envelopes. Financial proposals shall be submitted in sealed envelopes. One copy of the technical proposal and one copy of the financial proposal shall be submitted and marked "Technical Proposal" and "Financial Proposal," as appropriate. No financial data of any sort shall be included in the technical proposal. Only Technical Proposal envelopes shall be opened on the date of the submission of proposals. Financial proposals shall be kept sealed in safe custody until the technical evaluation is complete.

Evaluation of proposals

i) A two-stage procedure will be adopted for evaluating the proposals. The technical proposals will be evaluated first, merit points awarded, and the proposals ranked in order of their merit points prior to opening and evaluation of financial proposals. The quality of the technical proposal, particularly that of the personnel proposed, shall be the principal criterion in the evaluation of the proposal and selection of Partners.

ii) Financial proposals shall be opened and evaluated only after the technical evaluation has been completed and merit points awarded to each proposal. The price envelopes of only those firms scoring at least eighty (80) technical points shall be opened for financial evaluation. For proposal evaluation, prices shall be quoted in Ugandan Shillings. In the final evaluation, the technical merit score will be given a weight of eighty (80) percent and the total evaluated price shall be given a weight of twenty (20) percent. The firm with the highest evaluated weighted score shall be selected and invited for contract negotiations.

Appendix 1

Technical Eligibility Documents

- Company Profile
- Company certificate of incorporation
- Articles & Memorandum of Association for Ltd and PLC
- A valid trading license.
- Certificate of registration/ TIN registration details
- Evidence of recent work done of a similar nature
- List of at least 3 of your top clients or customers
- Bank account details (on company headed paper, dated, stamped, and signed by the authorized signatories)
- Company Organogram and C. Vs of key personnel