

EMBASSY OF THE UNITED STATES - KAMPALA



Vendor Day—2018



TYPICAL PROCUREMENT CYCLE

- ◆ Identify need
- ◆ Market survey
- ◆ Secure funding
- ◆ Submit Procurement Request with all requirements
- ◆ Establish price range
- ◆ Set timelines (determined by IGCE and schedule)
- ◆ Identify delivery location
- ◆ Issue RFQ/RFP
- ◆ Site visits, if construction or service related (site visit notes take precedent over solicitation)
- ◆ Bid submission
- ◆ Technical & Financial evaluation
- ◆ Award, and start of works/delivery
- ◆ Contract management - Contractor performance reports
- ◆ Vendor payment
- ◆ File closeout and efilng

BLANKET PURCHASE AGREEMENTS

- ◆ Contracting Officer (CO) approves a BPA for use
- ◆ BPA is forwarded to Vendor for signature and acceptance
- ◆ BPA lists all names of authorized BPA callers
- ◆ BPA Caller **MUST** present a valid identity card to vendor to check against approved BPA
- ◆ BPA Caller is given a copy of the invoice and delivery note for purposes of receipt of goods by U.S. Mission
- ◆ At the end of each month, vendor submits to the Designated Billing Office (DBO) the following:
 - *Purchase order
 - *Invoice
 - *Delivery Note (Signed by the caller to confirm receipt of goods)
- ◆ All these invoices will be processed under one payment and the DBO will inform vendors via email of invoices that have been paid
- ◆ Each BPA is handled by a dedicated Procurement Agent

PAYMENTS

The US Mission has two Designated Billing Offices (DBOs) as listed below:

- ◆ **STATE DEPARTMENT (plus other Agencies except USAID)**

Financial Management Center (FMC)

Invoices - KampalaInvoices@state.gov

Enquiries - KampalaFMCVouchering@state.gov

- ◆ **USAID**

Office of Financial Management (OFM)

Invoices - kampalausaidvouchers@usaid.gov

Enquiries - kampalausaidofmaccounting@usaid.gov

All invoices **MUST** be addressed and delivered to the DBO listed on the purchase order

BUSINESS ETHICS

- ◆ The U.S. Government upholds the highest level of business ethics in contracting and encourages transparent competition; businesses that contravene ethical standards may be barred from doing business with any U.S. Government entity
- ◆ The Department of State's Competition Advocate is responsible for assisting industry in removing restrictive requirements from Department of State solicitations and removing barriers to full and open competition and use of commercial items.
- ◆ If a solicitation is considered competitively restrictive or does not appear properly conducive to competition and commercial practices, potential offerors are encouraged to first contact the Embassy's Contracting Officer. If concerns remain unresolved, contact the Department of State Competition Advocate on (703) 516-1693, by fax at (703) 875-6155, or write to: U.S. Department of State, Competition Advocate, Office of the Procurement Executive (A/OPE), Suite 900, SA-27, Washington, DC 20522-2712. (DOSAR 652.206-70)

PLOT 1577, GGABA ROAD,
P.O. BOX 7007,

TEL: 256 414 306001 / 256 312 306001

FAX: 256 414 259 794

[HTTPS://UG.USEMBASSY.GOV/EMBASSY/KAMPALA/SECTIONS-OFFICES/PROCUREMENT-SECTION/](https://ug.usembassy.gov/embassy/kampala/sections-offices/procurement-section/)

IN FIGURES

Category	Spend (FY2018)
Purchase Orders	\$7.4M
Purchase Card	\$228,870
Contracts	\$234,004
BPA	\$689,257

QUALIFICATION CRITERIA

- ◆ Technically qualified and financially responsible to perform the work described in the solicitation;
- ◆ Be able to understand written and spoken English;
- ◆ Have an established business with a permanent address and telephone listing;
- ◆ Be able to demonstrate prior experience associated with the statement of requirement or scope of work with suitable references;
- ◆ Have the necessary personnel, equipment, and financial resources available to perform the work;
- ◆ Have all licenses and permits required by local law;
- ◆ Meet all local insurance requirements;
- ◆ Have the ability to obtain or to post adequate performance security, such as bonds, irrevocable letters of credit, or guarantees issued by a reputable financial institution as required;
- ◆ Have no adverse criminal record;
- ◆ Have no political or business affiliation which could be considered contrary to the interests of the United States; and
- ◆ Abide by the stated clauses of the Federal Acquisition Regulations (FAR) and Department of State Acquisition Regulation (DOSAR)

SELECTION CRITERIA

- ◆ Award is made to the lowest priced, technically acceptable, and responsible bidder.
- ◆ The U.S. Government determines acceptability by assessing the offeror's compliance with the terms of the RFQ/Solicitation.

The US Government determines responsibility by analyzing whether the apparent successful offeror complies with the requirements of FAR 9.1, including:

- ⇒ ability to comply with the required performance period taking into consideration all existing commercial and governmental business commitments;
- ⇒ satisfactory record of integrity and business ethics;
- ⇒ necessary organization, experience, and skills or the ability to obtain them;
- ⇒ necessary equipment and facilities, or the ability to obtain them; and
- ⇒ otherwise qualified and eligible to receive an award under applicable laws and regulations.

VENDOR REGISTRATION

All vendors are encouraged to register and remain active in the System for Award Management (SAM)

Obtain a DUNS number at
<http://fedgov.dnb.com/webform>

Obtain an NCAGE code
<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Register in SAM
www.sam.gov

IMPORTANT

Solicitations are posted to;

Embassy website:

<https://ug.usembassy.gov/EMBASSY/KAMPALA/SECTIONS-OFFICES/PROCUREMENT-SECTION/>

Online Market Place
<http://www.fedbid.com/>

US Government Point of Entry
<https://www.fbo.gov/>

- ◆ All Contracts **MUST** be signed by the Contracting Officer otherwise they are not binding and payment is not guaranteed
- ◆ **ONLY** the Contracting Officer may direct vendors, **in writing**, to make any type of contract modifications

Applicable regulations

CONTACTS

Procurement: KampalaGSOProcurement@state.gov

Bidding: KampalaBid@state.gov

<https://www.facebook.com/U.S.EmbassyKampala>

<https://twitter.com/usmissionuganda>

