UNS - SACCO

**Request for Proposal (RFP)**

**Ref: DEVELOPMENT OF PRELIMINARY DESIGN AND CONCEPT OF THE UNS-SACCO BUILDING.**

UNS-SACCO invites sealed bids from qualified firms and individual consultants for the provision of **preliminary design and concept** for the planned **UNS-SACCO building** on **Kyadondo Block 216, Plots 5147 & 5146 – Buye, Kampala District**.

Interested eligible bidders may obtain further information and obtain the bidding documents at the address given below (*Submission Details section*) from 8:30AM to 5:00PM on working days.

The Bidding documents in English may be purchased by interested bidders from the address below at (*Submission Details section*) and upon payment of a non-refundable fee of UGX 150,000 to the United Nations Staff SACCO Absa Bank Account with the following details;

A/C Number: 6005290145

Branch: Hannington Road

4. The prospective bidder or his/her representative should collect the document. No liability will be accepted for loss or late delivery.

The project will cover a **21-decimal plot space**, housing:

- UNS-SACCO Head Office facilities
- Commercial spaces and other offices
- Commercial parking spaces
- Adequate parking facilities for tenants

The successful bidder will be expected to work with the UNS-SACCO and develop **preliminary design and concept** to guide the subsequent detailed design and development phases.

**Scope of Services:**

Stage 1

1. Site planning and conceptual zoning.
2. Landscape and parking layout visualization (1 copy)
3. Floor plan and Comprehensive architectural impression of development in 3D

4. Editable files, and final presentations and colored hard copy A3 (1 copy)
5. Elemental Cost estimates for the design
6. Ad hoc Consultations

Stage 2

I. Detailed final design
II. Construction drawings and approved plans
III. Detail BOQ (priced and unpriced)
IV. Complete bid documents including specifications for the construction of the UNS-SACCO building

**Qualifications/Experience**

- Registered architect/civil engineer
- 15 years of construction industry experience

**Bid Requirements:**

Interested bidders must submit the following:

- Company profile or consultant's CV with similar assignments done
- At least **2 latest samples** of past artistic impression works for projects with examples (preferably commercial/office projects)
- Work plan and methodology for delivery
- Detailed financial proposal
- Valid trading license, TIN, and other relevant registrations

**Submission Details:**

- Deadline: **Thursday 13th November, 2025**
- Address: **The Chairperson Management & Operations Committee, UN STAFF SACCO, Plot 89 Mawanda Road, AGA House 2nd Floor P.O. BOX 21412, Kampala**
- Clearly marked: *'Bid for Development of preliminary design and concept of the UNS-SACCO Home'*

Only shortlisted firms/consultants will be contacted. UNS-SACCO is not bound to accept the lowest or any bid.

**For inquiries, contact:**
UNS-SACCO Management
Email: procurement20@uns- sacco.com | Tel: +256 414 258935