



## CALL FOR EXPRESSION OF INTEREST (EOI)

### UNS-SACCO PROPOSED BUILDING PROJECT

Ref. No: UNS/EOI/2025-26/001

| Date of Issue: 29th May 2026

United Nations Staff Sacco (UNS-Sacco) invites suitably qualified and experienced firms and individual consultants to submit their Expressions of Interest (EOI) for the following professional studies in connection with the proposed UNS-Sacco Building:

<b>Contracting Authority:</b>	United Nations Staff Sacco (UNS-Sacco)
<b>Project:</b>	Proposed UNS-Sacco Building
<b>EOI Reference:</b>	UNS/EOI/2025-26/001
<b>Date of Issue:</b>	29/06/2026
<b>Submission Deadline:</b>	17/07/2026
<b>Submission Address:</b>	Plot 89 Mawanda Road, AGA House, 2 <sup>nd</sup> Floor

#### 1. BACKGROUND & PROJECT OVERVIEW

United Nations Staff Sacco (UNS-Sacco) is a duly registered Savings and Credit Cooperative Society Ltd (SACCO) by Ministry of Trade, Industry and Cooperatives (MTIC) operating under the Cooperatives Societies Act Cap 107 in Uganda. In furtherance of its strategic development plan, UNS-Sacco intends to construct a modern multi-storey building to house its headquarters, retail banking hall, office space, and ancillary facilities of 10 floors and 1 underground basement.

To comply with the relevant statutory, regulatory, and technical requirements, and to inform the detailed design and planning process, UNS-Sacco now seeks to engage qualified consultants to undertake three (3) separate but interrelated studies, as described in this document.

The studies are organized into three Lots. Interested parties may apply for one (1), two (2), or all three (3) Lots, subject to demonstrating the requisite qualifications for each and competitiveness.

LOT No.	Scope of Study	Regulatory / Submission Authority
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UNITED NATIONS STAFF SAVINGS & CREDIT COOPERATIVE SOCIETY LIMITED | AGA  
HOUSE, 2<sup>ND</sup> FLOOR, PLOT 89 MAWANDA ROAD | P.O. BOX 21412, KAMPALA -  
UGANDA

| TEL: +256 414 258935 | info@uns-sacco.com | www.uns-sacco.com



<b>LOT 1</b>	Environmental Impact Assessment (EIA) Studies	National Environment Management Authority (NEMA)
<b>LOT 2</b>	Geotechnical Investigations & Soil Tests	Project Design Team / Structural Engineers / All Relevant Authorities
<b>LOT 3</b>	Traffic Impact Assessment Study (TIA)	Uganda National Highways Authority / County Roads / From Relevant Authorities / UNRA or Uganda Police – Roads and Traffic Division

## 2. SCOPE OF SERVICES

### 1. LOT 1 – Environmental Impact Assessment (EIA) Studies

The selected firm shall carry out a comprehensive EIA in strict compliance with the **National Environment Act, 2019** and the **Environmental Impact Assessment Regulations, 1998 (as amended)**, issued under the National Environment Management Authority (NEMA) of Uganda. The study shall culminate in a report suitable for submission to NEMA Uganda for issuance of an EIA Certificate of Approval.

The scope shall include, but not be limited to:

1. Detailed project description and baseline environmental survey of the proposed site and its environs.
2. Identification, prediction, and evaluation of all potential positive and negative environmental, social, and health impacts of the proposed building during construction and operational phases.
3. Public and stakeholder consultation/scoping meetings, including preparation of meeting minutes and attendance registers.
4. Preparation of an Environmental and Social Management Plan (ESMP) outlining mitigation measures, monitoring protocols, and institutional responsibilities.
5. Preparation of an Environmental Impact Assessment Report (Project Report and Full EIA Study Report) conforming to NEMA's prescribed format and current guidelines.
6. Site photography, mapping, and preparation of all required annexures.
7. **Liaison with NEMA and incorporation of any review comments until issuance of the EIA License.**



## **2. LOT 2 — Geotechnical Investigations & Soil Tests**

The selected firm shall conduct comprehensive geotechnical investigations and laboratory soil tests to characterize the subsurface conditions of the proposed building site.

The scope shall include, but not be limited to:

1. Desk study: review of available geological maps, regional geology reports, and any prior site investigation data.
2. Field investigation: excavation of trial pits and drilling of boreholes to appropriate depths as determined by the proposed building's structural loads and the site's geological conditions.
3. In-situ tests: Standard Penetration Tests (SPT), Dynamic Cone Penetrometer (DCP) tests, and/or other appropriate in-situ methods.
4. Laboratory analysis of collected samples: particle size distribution, Atterberg limits, compaction tests (Proctor), California Bearing Ratio (CBR), shear strength parameters (direct shear / triaxial), consolidation/settlement tests, chemical analysis (sulphate/chloride content), and permeability.
5. Groundwater assessment: determination of depth to groundwater table and seasonal variation.
6. Identification of any expansive soils, collapsible soils, or other problematic ground conditions.
7. All relevant tests as required.
8. **Preparation of a comprehensive Geotechnical Investigation Report with borehole logs, laboratory test results, engineering interpretation, foundation recommendations (shallow vs. deep foundations), recommended allowable bearing pressures, predicted settlements, slope stability assessment (if applicable), and earthworks specifications.**

## **3. LOT 3 — Traffic Impact Assessment Study (TIA)**

The selected firm shall conduct a Traffic Impact Assessment Study to evaluate the impact of the proposed development on the surrounding road network, consistent with the requirements of Uganda National Highways Authority / County Roads, the County Government Roads Department, and the relevant Uganda National Construction Authority or UNRA. The scope shall include, but not be limited to:

1. Review of existing road network geometry, traffic counts (peak and off-peak), and road safety conditions within the project's study area (minimum 500 m radius from the site).
2. Collection of traffic data through manual and automated counts at all key intersections and access points.
3. Assessment of existing public transport routes, pedestrian flows, and non-motorized transport facilities.



4. Traffic demand modelling and projection for the design horizon years (opening year, 5-year, and 10-year horizons).
5. Analysis of trip generation, trip distribution, and traffic assignment arising from the proposed development.
6. Assessment of impacts on intersection Level of Service (LOS), road capacity, queuing, and delay.
7. Preparation of mitigation measures and traffic management recommendations including, as appropriate: junction improvements, access road design, parking provisions, road signage, and pedestrian safety features.
8. **Preparation of a TIA Report meeting the standards required for submission to the relevant road and traffic authority for approval.**

### 3. ELIGIBILITY CRITERIA

To be considered for this EOI, applicants must satisfy the minimum qualifications set out below for each Lot for which they are applying:

Lot	Minimum Qualifications & Registrations Required
<b>LOT 1 (EIA)</b>	Lead EIA Expert registered with NEMA (Uganda). Minimum 5 years' experience in EIA studies for commercial/mixed-use developments. EIA firm must hold a valid NEMA license.
<b>LOT 2 (Geotech)</b>	Registered geotechnical/structural engineer with EBK (Engineers Board of Uganda). Minimum 5 years' experience in geotechnical investigations for medium-to-large structures. Access to accredited soil testing laboratory.
<b>LOT 3 (TIA)</b>	Registered transport/traffic engineer with EBK. Minimum 5 years' experience in Traffic Impact Assessment studies. Familiarity with Uganda National Highways Authority / County Roads submission requirements.

In addition, all applicants must satisfy the following general eligibility requirements:

1. Be a legally registered firm or duly qualified individual professional in Uganda.
2. Hold a valid Tax Compliance Certificate (TCC) from the Uganda Revenue Authority (URA).



3. Not be under any declaration of ineligibility, debarment, or sanction by any government authority.
4. Demonstrate financial capacity to undertake the assignment, including availability of requisite equipment and personnel.

#### **4. CONTENTS OF THE EOI SUBMISSION**

Interested applicants shall prepare and submit a concise EOI document (not exceeding 30 pages excluding annexures) addressing the following:

1. Cover Letter: Formal expression of interest signed by an authorized representative, clearly stating the Lot(s) applied for.
2. Company/Individual Profile: Brief overview of the organisation or consultancy, history, and core business areas.
3. Legal Registration & Compliance Documents: Certificate of incorporation/registration, valid Tax Compliance Certificate (TCC), and PIN certificate.
4. Professional Registrations & Licenses: Copies of current registration certificates with the relevant regulatory bodies (NEMA, etc.) applicable to the Lot(s) applied for.
5. Technical Capability Statement: Description of technical approach, methodology, and work plan for each Lot applied for.
6. Relevant Experience: Summary of at least three (3) similar assignments completed within the last seven (7) years, with project names, client details, scope, contract value (where available), and completion dates. Reference letters or completion certificates may be attached.
7. Key Personnel: CVs of the lead consultant(s) and key team members proposed for the assignment, highlighting relevant qualifications, professional registrations, and experience.
8. Equipment & Laboratory Facilities: For LOT 2 applicants, evidence of access to accredited laboratory facilities and field investigation equipment.
9. Any other information the applicant considers relevant to demonstrate capacity and suitability.

#### **5. SUBMISSION INSTRUCTIONS**

5.1 Sealed hard-copy submissions: One (1) original and two (2) copies of the EOI document shall be submitted in a plain sealed envelope, clearly marked:

**Expression of Interest | Ref: UNS/EOI/2026/001**

Submissions shall be addressed to:

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UNITED NATIONS STAFF SAVINGS & CREDIT COOPERATIVE SOCIETY LIMITED | AGA  
HOUSE, 2<sup>ND</sup> FLOOR, PLOT 89 MAWANDA ROAD | P.O. BOX 21412, KAMPALA -  
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Chairperson, Management and Operations Committee

United Nations Staff SACCO,  
AGA House 2nd Floor,  
Plot 89 Mawanda Road,  
P.O Box 21412,  
Kampala

5.2 An electronic copy (PDF, combined in one file per Lot) may also be submitted to: [procurement20@uns-sacco.com](mailto:procurement20@uns-sacco.com) with the subject line: "EOI Ref: — [Lot No.]"

5.3 Deadline: All submissions must be received by **17<sup>th</sup> July 2026 at 5:00 PM (East Africa Time)**. Late submissions will not be considered under any circumstances.

5.4 Clarifications: Any requests for clarification must be submitted in writing to **Chairperson, Management & Operations Committee** not later than ten (10) calendar days before the submission deadline. Responses will be shared with all registered interested parties.

5.5. Interested Companies are allowed to arrange with the UNS Sacco Management to conduct a site visit and request any information regarding the proposed Building before submitting the quotation.

5.6 Interested Companies are allowed to confirm with the UNS Sacco Management a meeting for clarification on the requirements and should be done before submitting the quotation.

5.7 The Bidding documents in English may be purchased by interested bidders from the address below at the **8. Contact Information section** and upon payment of a non-refundable fee of UGX 100,000/= **per lot** to the United Nations Staff SACCO Absa Bank Account with the following details;

A/C Number: 6005290145

Branch: Hannington Road

## 6. EVALUATION OF SUBMISSIONS

Submissions will be evaluated on the basis of the information provided in the EOI documents. The evaluation criteria shall include, but not be limited to:

1. Responsiveness of submission to the stated EOI requirements.

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2. Legal registration, professional licenses, and regulatory compliance.
3. Demonstrated relevant experience and track record in similar assignments.
4. Qualifications and competency of key personnel.
5. Technical methodology and approach.
6. For LOT 2: Availability of appropriate equipment and accredited laboratory.

Firms/individuals shortlisted from this EOI process will be invited to submit full Technical and Financial Proposals under a subsequent Request for Proposals (RFP). Submission of an EOI does not guarantee an invitation to tender, nor does it create any obligation on the part of UNS-Sacco.

## 7. GENERAL CONDITIONS

- I. UNS-Sacco reserves the right to accept or reject any or all EOI submissions without assigning reasons.
- II. UNS-Sacco shall not be liable for any costs incurred in the preparation or submission of an EOI.
- III. All information provided in the EOI shall be treated as confidential and used solely for evaluation purposes.
- IV. Canvassing in any form shall lead to automatic disqualification.

## 8. CONTACT INFORMATION

<b>Email:</b>	info@uns-sacco.com
<b>Telephone:</b>	0414 258935, 0772/0702 630842
<b>Office Hours:</b>	8.00 AM – 5.00 PM
<b>Physical Address:</b>	Plot 89, Mawanda Road, AGA House, 2 <sup>nd</sup> Floor, Kampala