All correspondence to:
Group Managing Director/CEO
CPF Financial Services (U) Limited
Physical Address: IRA Building, Ground Floor,
Plot 6 Lumumba Avenue, Nakasero Hill Central Division,
Kampala, Uganda.
E-Mail: Procurement@cpf.or.ke

CPF
Fulfilling Lives

FINANCIAL SERVICES

REQUEST FOR QUOTATION.

RFQ FOR PROCUREMENT OF DECOR SERVICES FOR CPF FINANCIAL SERVICES (U) LIMITED EVENT.

QUOTATION NUMBER: **CPF/11/2026.**

NOTICE DATE: 2nd **Novemeber 2026.**

CLOSING DATE: **10th November 2026.**

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INVITATION FOR QUOTATION

To	Bidder name:
From	Group Managing Director/CEO, CPF Financial Services (U) Limited, IRA Building, Ground Floor, Plot 6 Lumumba Avenue, Nakasero Hill Central Division, Kampala, Uganda
Subject	**RFQ for procurement of decor services for CPF financial services (U) limited event. | Quotation No. CPF(U)/RFQ/11/2026**

1. The **CPF Financial Services** (U) Limited invites you to submit bids for the **RFQ for procurement of decor services for the CPF Financial Services (U) Limited event.** In detail in "Table A. Schedule of Requirements and Specifications". The RFQ shall follow the instructions and documents in this quotation and shall be in the English language. Tenderers may obtain further information during office hours from ***0800 to 1700 hours*** at the address given below.
2. The quotation shall be submitted in accordance with the instructions in Part 1: Instructions to Tenderers, in a sealed envelope clearly indicating the name and address of the tenderer and the quotation name and title. It must reach the Procuring Entity at the address indicated below not later than **10th November 2026 at 11:00 a.m.** local time. The quotation can be delivered by registered mail, courier, or hand delivery at the tenderer's option. Late quotations shall be rejected.
3. Enquiries regarding this tender may be addressed to ***CPF Financial Services (U) Limited, IRA Building, Ground Floor, Plot 6 Lumumba Avenue, Nakasero Hill Central Division, Kampala, Uganda.*** Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.
4. Please inform the undersigned by email or express mail within **2 days** of receipt of this Invitation to Quotation if you will not be submitting a quotation.

Address for Submission of Tender

Group Managing Director/CEO
CPF Financial Services (U) Limited
Physical Address: IRA Building, Ground Floor, Plot 6 Lumumba Avenue, Nakasero Hill Central Division, Kampala, Uganda.
E-Mail: Procurement@cpf.or.ke

Yours sincerely,

Group Head Procurement
For: Group Managing Director/CEO

PART 1: INSTRUCTIONS TO TENDERERS

1. **Tenderers are advised to read carefully** these instructions and the Conditions of Contract in Part 3: Contract, before preparing the quotation document. The standard forms in this Invitation to Quotation may be photocopied for completion, but the Tenderer is responsible for their accurate reproduction. The term "Tenderer" shall mean the firm or person invited to submit a bid. The term "quotation" herein shall mean the bids submitted, as usually understood in procurement.
2. **Validity of Tender:** The quotation will be held valid for 120 days from the date of submission.
3. **The quotation shall consist of** completed Tables A and the Form of Tender, all indicated in Part 2 of this Invitation to Quotation, and documents to evidence of Eligibility and Conformity to Technical Specifications.
4. **Sealing and marking of bid:** The tender, in "one original", should be sealed in a single envelope, clearly marked with the quotation number in the Invitation to Quotation, the Tenderer's name, and the name of the Procuring Entity. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.
5. **Submission of quotation:** Quotation submission is allowed as per Item 11 below and should be submitted to the address below on or before the date and time indicated. Late quotations will be rejected.

Address for Submission of Tender
Group Managing Director/CEO, CPF Financial Services (U) Limited
IRA Building, Ground Floor, Plot 6 Lumumba Avenue, Nakasero Hill Central Division, Kampala, Uganda
E-Mail: Procurement@cpf.or.ke
Deadline: 10th November, 11:00 a.m. local time

6. **Opening of quotation:** Quotations will be opened immediately after the closing date and time specified above, by at least four appointed officials of the Procuring Entity.
7. **Tenderer Eligibility:** The Tenderer must submit documentary evidence to show his/her eligibility to be awarded a contract, covering each of the following:
   a) **Certificate of incorporation.**
   b) **Memorandum and articles of association.**
   c) **Form 18 (Showing physical location and postal address.)**
   d) **Form 20 (Showing directors and company secretary.)**
   e) **Valid Trading license.**
   f) **Valid Tax identification Number (TIN).**

g) **Valid Tax clearance certificate.**

h) **Corruption declaration statement. (Attached)**

8. **Invitation is not transferable:** This invitation is not transferable to other firms or individuals not so invited.

9. **Goods Eligibility:** The Tenderer must submit as evidence documents to show the country of origin of any goods to be supplied or incorporated in the work or services.

10. **Technical Specifications:** Documentary evidence to show that the goods meet the technical specifications.

11. **Alternative Quotation:** Tenderers are not permitted to submit alternative quotations for goods or alternative technical solutions for specified parts of the Services. Only the alternatives, if any, of the Tenderer with the winning tender that conform to the basic technical requirements will be considered by the Procuring Entity.

12. **Currency:** Quotations shall be priced in Ugandan Shillings (UGX). Tenders in other currencies will be rejected if not allowed.

13. **Evaluation of Quotation:** The evaluation of quotations will be conducted using the procedure set out below:

    i) Preliminary examination to determine Tenderer eligibility;

    ii) Technical examination to determine goods eligibility, compliance with technical specifications, and commercial responsiveness. A tender failing this stage will be rejected and not considered in the next stage;

    iii) Financial comparison of tenders to determine the lowest evaluated tender.

14. **Lowest Evaluated Tender:** The lowest evaluated quotation shall be recommended for award of contract.

15. **Award of contract:** Award of contract shall be by placement of a Letter of Acceptance or Local Purchase/Service Order in accordance with Part 3: Contract. The currency of award and payment shall be the currency in which the quotation was submitted. Unsuccessful tenderers who responded will be notified of the accepted quotation, indicating the name and the amount of the accepted tenderer.

16. **Right to Reject:** The Procuring Entity reserves the right to accept or reject any tender, or to cancel the tender process and reject all tenders, at any time prior to contract award.

QUOTATION AND QUALIFICATION DOCUMENTS

Tenderers must complete and submit the following documents as part of the Form of Tender:

i. **Form of Tender.**
ii. **Table Schedule of Requirements (Part 2, Table A).**
iii. **Form for Disclosure of Interest.**
iv. **Certification.**
v. **Certificate of Independent Tender Determination.**
vi. **Self-Declaration Form.**

FORM OF TENDER

[To be completed by Tenderer]

Tender Address to be addressed to (Procuring Entity)	CPF FINANCIAL SERVICES
Date of Quotation	10/11/2026.
Quotation Reference Number	CPF/11/2026.
Subject of Quotation	RFQ for procurement of decor services for CPF financial services (U) Limited event.

1. We have examined the quotation document and have no reservations, and we understand its full content and intent.
2. In compliance with your quotation dated **CPF/U/11/2026**, referenced above, we offer to provide an **RFQ for procurement of decor services for CPF Financial Services (U) Limited event** to cover and confirm our pricing listed in the attached Table B. Quotation Submission Table at a total price of **UGX ……Financial Services**
3. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Instructions to Tenderers.
4. We also confirm that the services to be provided conform to the Schedule of Requirements Table and to the technical specifications listed in Part 2: Schedule of Requirements of this quotation document.
5. We undertake to adhere to the Code of Ethical Conduct for Suppliers, Contractors and Service Providers, a copy of which is available from (specify website), during the procurement process and the execution of any resulting contract.

6. We confirm that the prices quoted are fixed and firm for the duration of the validity period and performance of the contract and will not be subject to revision or variation.
7. The validity period of our quotation is …… days from the time and date of the submission deadline (number to be the same as in the Instructions to Tenderers).
8. We confirm we are not submitting any other Tender as an individual or firm, and we are not participating in any other Tender as a Joint Venture member or as a subcontractor.
9. We, along with any of our subcontractors, suppliers, engineers, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Group Procurement Policy.
10. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
11. We hereby certify and confirm that the Tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the "Certificate of Independent Tender Determination" attached below.
12. We, the Tenderer, have completed fully and signed the Form for Disclosure of Interest – interest of the firm in the Procuring Entity, attached below.

Delivery/Completion period offered (from date of acceptance) _____

Warranty period offered _____

Tender authorized by

Name _____

Designation _____

Signature _____

Telephone _____

Address _____

FORM FOR DISCLOSURE OF INTEREST

(i) Interest of the Firm in the Procuring Entity

Are there any person/persons in ***CPF Financial Services (U) Limited*** who has/have an interest or relationship in this firm? **NO**

If yes, provide details as follows:

No.	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1	**None**	**N/A**	**N/A**
2	**None**	**N/A**	**N/A**
3	**None**	**N/A**	**N/A**

(ii) Conflict of Interest Disclosure

No.	Type of Conflict	Disclosure YES OR NO	If YES, provide details of the relationship with Tenderer
1	Tenderer directly or indirectly controls, is controlled by, or is under common control with another tenderer.	**NO**	**NONE**
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.	**NO**	**NONE**
3	Tenderer has the same legal representative as another tenderer.	**NO**	**NONE**
4	Quotation has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the quotation of another tenderer or influence the decisions of the Procuring Entity regarding this quotation process.	**NO**	**NONE**
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the quotation.	**NO**	**NONE**
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Quotation Document.	**NO**	**NONE**

No.	Type of Conflict	Disclosure YES OR NO	If YES, provide details of the relationship with Tenderer
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Quotation document or specifications of the Contract, and/or the Quotation evaluation process of such contract.	NO	NONE
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.	NO	NONE
9	Has the conflict stemming from such relationship stated in items 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the quotation process and execution of the Contract?	NO	NONE

CERTIFICATION

On behalf of the Tenderer, I certify that the information given above is complete, current, and accurate as at the date of submission.

Full Name _____

Title or Designation _____

Telephone _____

Signature _____

Date _____

CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to the CPF Financial Services (U) Limited for: **RFQ for procurement of decor services for CPF financial services (U) limited event, CPF/11/2026**, in response to the request for tenders made by: **CPF Financial Services**, do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of (bidder name) ..... that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tenderer will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the tender on behalf of the Tenderer;
4. For the purposes of this Certificate and the tender, I understand that the word "competitor" shall include any individual or organization, other than the Tenderer, whether affiliated with the Tenderer, who:
   a) has been requested to submit a tender in response to this invitation to tender;
   b) could potentially submit a tender in response to this restricted tender based on their qualifications, abilities or experience.
5. The Tenderer discloses that [check one of the following, as applicable]:
   a) The Tenderer has arrived at the tender independently from, and without consultation, communication, agreement, or arrangement with, any competitor;
   b) The Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this tender, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. Without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement, or arrangement with any competitor regarding:
   a) prices;
   b) methods, factors, or formulas used to calculate prices;
   c) the intention or decision to submit, or not to submit, a tender; or
   d) the submission of a tender which does not meet the specifications of the restricted tender; except as specifically disclosed pursuant to paragraph (5)(b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders

relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;

8. The terms of the restricted tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name of Director _____

Title _____

Date _____

Telephone _____

Signature of authorized agent of Tenderer _____

SELF-DECLARATION FORM

We, the Tenderer **.....** submitting our tender in respect of Quotation No. **CPF/RFQ/11/2026**, for **RFQ for procurement of decor services for CPF financial services (U) limited event.**

DECLARE AS FOLLOWS:

That we, the Tenderer, including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any subcontractors, suppliers, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above restricted tender:

a) have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the above quotation as defined and/or described in the following:

i) the Quotation for the above tender;

ii) the Group Procurement Policy.

b) have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of **CPF Financial Services**;

c) have not engaged/will not engage in any collusive or coercive practice with other tenderers participating in the subject tender;

d) have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Uganda.

What is deponed to herein above is true to the best of our knowledge, information, and belief.

Name of the Tenderer	
Name of the person duly authorized to sign the Tender on behalf of the Tenderer	
Title of the person signing the tender	
Signature of the person named above	
Date	
Telephone	

PART 2: SCHEDULE OF REQUIREMENTS

TABLE A. SCHEDULE OF REQUIREMENTS TABLE

(Schedule of Requirements and Technical Specifications. The tenderer should complete columns (c) to (e).)

S/No	Items	Description of Services	Qty	Unit Price UGX	Total Cost UGX (Inclusive of VAT)
1		RFQ for procurement of decor services for CPF financial services (U) limited event.			
TOTAL (INCLUSIVE OF VAT)					

TERMS OF REFERENCE: RFQ FOR PROCUREMENT OF DECOR SERVICES FOR CPF FINANCIAL SERVICES (U) LIMITED EVENT.

RFQ FOR PROCUREMENT OF DECOR SERVICES FOR CPF FINANCIAL SERVICES (U) LIMITED EVENT.

INTRODUCTION.

The CPF Financial Services (U) Limited has business interests within Retirement Solutions (Social Security) Training/Consulting, ICT, Insurance, Payment Platform, Wealth Management, transaction Advisory, Trust Fund and Property Services sectors in Uganda.

In this regard, CPF Financial Services (U) Limited is looking for a professional décor service provider with demonstrated experience in provision of décor services to undertake this assignment.

OBJECTIVE.

CPF Financial Services (U) Limited wishes to procure the services of a suitably qualified and experienced service provider to provide professional décor services for CPF Financial Services (U)Limited.

SCOPE OF WORK.

In order to achieve our strategic objective, the CPF Financial Services (U) Limited seeks to engage the services of a service provider that will work closely with the event Organizing Committee to implement planned activities at the event.

This scope of work serves as a guide and is by no means exhaustive. Service providers are expected to indicate value-adds and the ability to provide the services required without outsourcing any of its functions.

The Responsibilities of the Supplier.

1. Event Organizer (EO) shall propose a compelling central idea that will generate a consistent and integrated feel of the entire activity and shall execute such concept as the Organizing Committee shall approve.
2. Provision of a sizeable stage (that can accommodate 20 pax.
3. Provision of a backdrop/ Stage décor (should include a red carpet).
4. Provision of draping in CPF brand colors for the main event area.
5. Provision of rectangular tables, table skirting, chair dressing, table flowers and flowers stands for the main area.
6. An A-Frame tent suitable for 1000 delegates.
7. Provision of Décor services (for the 1000 delegates) and the VIP holding area for 100 delegates.
8. Provision of branded podium.

N/B IMPROVEMENTS TO TORs.

The Proposer may offer suggestions and improvements to the Terms of Reference that would result in better implementation of the assignment. Such proposals if accepted will form part of the Terms of Reference of the proposals submitted by the Proposer.

Authorized for and on behalf of the Tenderer / Bidder.

Name of Tenderer/Bidder.	_____
Name.	_____
Position.	_____
Signature.	_____
Seal/Stamp.	_____
Telephone.	_____
Address.	_____
Date.	_____

PART 3: CONTRACT.

CONTRACT AGREEMENT

(1) THIS CONTRACT AGREEMENT is made on _____ *(specify date)*, between _____ *[Insert complete name of Procuring Entity]*, having its principal place of business at _____ *[Insert address of Procuring Entity]*, and _____ *[Insert name of Supplier, Contractor or Service Provider]*, having its principal place of business at _____ *[Insert address of Supplier, Contractor or Service Provider]*.

(2) WHEREAS the Procuring Entity invited quotations for the Supply of Goods/works/services *(select one)* described in Table B, i.e. _____ *[insert brief description of Goods, works and Services]* and has accepted a Quotation by the Tenderer in the sum of _____ *[insert Contract Price in words and figures]* (hereinafter called "the Contract Price").

(3) NOW THIS AGREEMENT WITNESSED AS FOLLOWS:

1. This Contract Agreement includes the following documents:
   - **(a)** Table A. Schedule of Requirements and Technical Specifications
   - **(b)** Table B. Tender Submission Table
   - **(c)** Form of Tender
   - **(d)** Conditions of Contract.27
2. In consideration of the payments to be made by the Procuring Entity to the *Supplier/Contractor/Service Provider* as hereinafter mentioned, the *Supplier/Contractor/Service Provider* hereby covenants with the Procuring Entity to provide the Goods/works/services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
3. The Procuring Entity hereby covenants to pay the service provider, in consideration of the provision of the services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract, at the times and in the manner prescribed by the Contract.

(4) IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the Group Procurement Policy.

For and on behalf of the Procuring Entity	For and on behalf of the Supplier/Contractor/Service Provider
Signed: [insert signature] In the capacity of: [insert title or other appropriate designation] In the presence of: [insert identification of official witness]	Signed: [insert signature of authorized representative(s) of the Supplier] In the capacity of: [insert title or other appropriate designation] In the presence of: [insert identification of official witness]

CONDITIONS OF CONTRACT.

1. Language.

The Contract, as well as all correspondence and documents relating to the Contract exchanged by the Service Provider and the Procuring Entity, shall be written in the English language.

2. Eligibility.

The goods shall have the nationality of an eligible country. All Goods and Related Services to be supplied under the Contract shall have their origin in Eligible Countries.

3. Notices.

Any notice given by one party to the other pursuant to the Contract shall be in writing.

4. Governing Law.

The Contract shall be governed by and interpreted in accordance with the Group Procurement Policy, unless otherwise specified hereunder.

5. Settlement of Disputes.

The Procuring Entity and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. If the parties have failed to resolve their dispute or difference by such mutual consultation, either the Procuring Entity or the Supplier may give notice to the other party of its intention to commence arbitration. The dispute shall be referred to adjudication or arbitration in accordance with the laws of Uganda.

6. Supplier/Contractor/Service Provider Responsibilities.

The Supplier shall supply all the Goods included in the Schedule of Requirements.

7. Contract price.

Prices charged by the Supplier under the Contract shall not vary from the prices quoted by the Supplier in its tender.

8. Terms of Payment.

The Contract Price shall be paid One hundred (100) percent of the Contract Price as follows:

(i) For Goods, price of goods received upon submission of a claim/invoice supported by the acceptance certificate issued by the Procuring Entity.

(ii) For Works, upon valuation by the Contractor of the portion of the works completed, such valuation to be accepted by the Procuring Entity, payments up to final completion certificate.

(iii) For Services, upon valuation by the Service Provider of the services completed, such valuation to be accepted by the Procuring Entity, payments up to final completion certificate.

9. Inspections and tests.

The Supplier shall, at its own expense and at no cost to the Procuring Entity, carry out all such tests and/or inspections of the Goods, works or Services to confirm their conformity to the technical specification.

10. Warranty.

The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the contract.

PART 4: EVALUATION CRITERIA

Quotations will be evaluated in the three stages set out in Instruction 13 of Part 1. A quotation must pass each stage to proceed to the next.

Stage	Examination	Basis
1	**Preliminary examination**	Tenderer eligibility: the mandatory requirements below.
2	**Technical examination**	Goods eligibility, compliance with the technical specifications (Part 2) and commercial responsiveness. A quotation failing this stage is rejected.
3	**Financial comparison**	The lowest evaluated quotation is recommended for award.

MANDATORY REQUIREMENTS

No.	Mandatory Requirement	Evidence Required	Pass / Fail
MR 1	Certificate of incorporation.	Copy attached to the quotation	
MR 2	Memorandum and articles of association.	Copy attached to the quotation	
MR 3	Form 18 (Showing physical location and postal address.)	Copy attached to the quotation	
MR 4	Form 20 (Showing directors and company secretary.)	Copy attached to the quotation	
MR 5	Valid Trading license.	Copy attached to the quotation	
MR 6	Valid Tax identification Number (TIN).	Copy attached to the quotation	
MR 7	Valid Tax clearance certificate.	Copy attached to the quotation	
MR 8	Corruption declaration statement.	Copy attached to the quotation	