



UGANDA CIVIL AVIATION AUTHORITY

EXPRESSION OF INTEREST FOR OPERATION AND MANAGEMENT OF BAGGAGE WRAPPING SERVICES CONCESSION AT ENTEBBE INTERNATIONAL AIRPORT (EIA).

Uganda Civil Aviation Authority (UCAA) is a government statutory Entity responsible for the promotion of the safe, secure and efficient development of Civil Aviation inside and outside Uganda. The Authority owns and operates Entebbe International Airport and 13 domestic Aerodromes and is also responsible for the provision of Air Navigation Services. On a daily basis the airport handles approximately 2,600 departing passengers. These departing passengers are expected to grow over time at a rate of 7.8% p.a. Entebbe International Airport operates 24/7 throughout the year. Baggage wrapping is one of the key services the airport offers to the passengers.

The Authority is seeking for qualified and competent Providers to **Operate and Manage the Baggage Wrapping Services Concession** at Entebbe International Airport (EIA).

This procurement shall be conducted in accordance with the PPDA Act Cap. 205), and the attendant Regulations.

Interested firms should provide information demonstrating that they are eligible and possess the required qualifications to perform the services supported with relevant documentation.

The short-listing criteria to be used to evaluate the EOI shall include;

- I. A detailed company profile,
- II. A copy of a valid Trading License
- III. A copy of a Certificate of Incorporation
- IV. A copy of a Tax Clearance Certificate issued by Uganda Revenue Authority for at least the period ending not less than 30th January 2024 or equivalent.
- V. Proof that the firm has been operating and managing Baggage Wrapping business or similar operations in Uganda in the last two years (*Evidence shall be provided in the form of contracts or reference letters*),
- VI. Details of Location of the firm's physical address (*Evidence shall be provided in form of photos, or any other verifiable proof*),
- VII. Proof of experience of not less than Two years in operating and managing Baggage Wrapping Services or similar operations. (*Evidence*

shall be provided in the form of copies of contracts or sales reports or reference letters or certificate of satisfactory performance),

- VIII. Proof of Ownership of Baggage Wrapping equipment; (Evidence to be provided in the form of purchase receipts or Lease agreements),
- IX. Proof of financial capability to operate a Baggage Wrapping business; (Evidence shall be in the form of a minimum annual turnover of US\$ 50,000 for the last two years prior to bid submission

Interested firms may associate with other firms in the form of a joint venture to enhance their qualifications. The form of association where applicable should be indicated in the expression of interest

Expressions of Interest in sealed envelopes shall be delivered to the address below with the Envelope or packaging clearly marked “**Expression of Interest for Operation and Management of Baggage Wrapping Concession at Entebbe International Airport**”.

Attention: Ag. Manager Procurement
Room 204, 2nd Floor UCAA Head Office
Airport Road, Entebbe
P.O. BOX 5536 Kampala, Tel: 0312352050
htumuhimbise@caa.co.ug

The notice of expression of interest is available at the Entity's website at www.caa.go.ug

The planned Procurement schedule is amended as follows:

Activity	Date
a. Publication of Notice of Expression of Interest	Monday, 28 th October 2024
b. Closing date for receipt of Expression of Interest	Wednesday, 13 th November 2024 at 11:00am
c. Evaluation of Expressions of Interest	Within 15 working days from closing date
d. Display of shortlist	Within 5 working days from approval of shortlist by the Contracts Committee

MANAGEMENT