



UGANDA CIVIL AVIATION AUTHORITY

EXPRESSION OF INTEREST FOR OPERATION AND MANAGEMENT OF DUTY-FREE RETAIL CONCESSIONS 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. Currently the airport has space for operating Duty-free shops for passengers and entitled persons.

The Authority is seeking for qualified and competent firms **to Operate and Manage Duty- Free Retail Concessions** at Entebbe International Airport.

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 or equivalent
- III. A copy of a certificate of registration or Incorporation or equivalent
- IV. Have a copy of a valid Uganda Revenue Authority customs duty free bond license or equivalent,
- V. A copy of a Tax Clearance Certificate issued by Uganda Revenue Authority or equivalent
- VI. At least three years' experience of having developed, operated and managed a Duty- Free Retail shop/outlet or a similar business (*Evidence to be provided in the form of contracts or customs duty-free licenses or reference letters or Sales performance reports*)
- VII. Location of where the firm has operated the Duty-Free Retail shop/outlet (*Provide details, include photographs or any other support documents/proof*)

- VIII. Financial capability to operate and manage a Duty-free retail business (Evidence to be provided in the form of copies of audited accounts audited by auditor/s registered by the Institute of Certified Public Accounts of Uganda, demonstrating annual turnover of not less than USD \$ 360,000 pa for the last two years). Foreign firms shall provide proof of registration of their auditors in the country of their principal place of operation.
- IX. Provide references of relationships with global suppliers, distributors or manufacturers of internationally recognized brands/products meant for Duty free retailing operations (Evidence to be provided in the form of contracts/agreements or distributor authorization with suppliers)

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 must be delivered to the address below with the Envelope or packaging clearly marked "**Expression of Interest for Operation and Management of Duty-Free Retail Concessions**" 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](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