



UGANDA INSTITUTION OF PROFESSIONAL ENGINEERS

CALL FOR TECHNICAL AND FINANCIAL PROPOSALS

FOR DEVELOPMENT OF AN ON-LINE MEMBERSHIP SYSTEM (OMS)

1. INTRODUCTION

The Uganda Institution of Professional Engineers (UIPE), established in 1972, is the national professional body for engineers in Uganda. To enhance operational efficiency and improve service delivery to its members, UIPE intends to develop and implement an Online Membership System (OMS) to automate the membership application, approval, and management processes. The Institute now invites qualified and experienced firms/ consultants to submit technical and financial proposals for an Online Membership System (OMS).

2. TASK OVERVIEW

The task involves the design, development, and deployment of OMS

1. The Online Membership System (OMS)

1. Develop the system from down up to meet the specific needs of UIPE, including all agreed features.
2. Model the data according to existing practice
3. Integration with existing records.
4. Implementation of user roles, permissions, and access control.
5. Implement system security protocols and measures to avert, block, and report potential threats to the OMS.
6. Training and support for system administrators and users.
7. Advise UIPE on web server requirements/ resources and cost or.
8. Advise on the procurement and set up the server to host the OMS.

2. Key outputs

1. Inception Report
2. System Design Document
3. Functional Online Membership System
4. User Manuals and Training Sessions
5. Deployed and Operational OMS
6. Maintenance & Support Plan

3. SCOPE OF WORK

The selected firms/consultants will be responsible for:

1. **Needs Assessment:** Conducting a detailed analysis of the needs of UIPE to inform the system development process.
2. **System Design:** Designing the architecture and user interface of the OMS.
3. **Development:** Implementing the system to a viable state using the above design and requirements.
4. **Integration:** Ensuring seamless integration between the OMS and payment providers, and other relevant systems and resources.
5. **Testing and Quality Assurance:** Conducting thorough system testing of the systems to ensure they meet the requirements.
6. **Training and Documentation:** Providing training to system administrators, membership team, and end-users, as well as comprehensive documentation.
7. **Web Server Setup:** Identify the web server resources needed, assist UIPE with procuring the server, set up the server, and upload/ launch the developed OMS.
8. **Support, and Maintenance, and Security:** Offering post-deployment systems support and maintenance services, including implementing security measures and protocols.

4. DELIVERABLES

1. Fully functional, secure, customized, and integrated OMS and Payment systems.
2. User manuals and technical documentation.
3. Training sessions for system administrators and users.
4. A maintenance and support plan.

5. PROPOSAL SUBMISSION REQUIREMENTS

Interested firms/consultants are required to submit the following:

Technical Proposals:

1. **Company Profile:** Overview of the firm, including relevant experience.
2. **Understanding of the Project:** A detailed description of how the firm/consultant understands the project requirements.
3. **Methodology and Work Plan:** A clear methodology and a detailed work plan outlining the approach to the project, including timelines.
4. **Team Composition:** Details of the project team, including roles, responsibilities, and CVs of key personnel.
5. **Experience and References:** Case studies or references from previous similar projects.

Financial Proposal:

1. **Cost Breakdown:** Detailed cost estimates for the project, including development, training, support, and maintenance.
2. **Payment Schedule:** Proposed payment terms and schedule.
3. **Additional Costs:** Any additional costs that might be incurred (e.g., hosting, software licenses, etc.).

NB: Proposals submitted via email should have the system's name in the subject line **"Technical Proposal for the development of the Online Membership System"**, and hand delivered proposals should be in envelopes clearly marked, **"Technical Proposal for the development of the Online Membership System"**

6. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

1. Understanding of the task/project and methodology (30%).
2. Relevant experience and qualifications of the firm/consultant (20%).
3. Quality of the proposed solution and technical approach (30%).
4. Cost-effectiveness of the financial proposal (20%).

7. SUBMISSION GUIDELINES

Submission Deadline:

All proposals must be submitted by **Thursday 07th August 2025 not later than 5:00pm EAT.**

Submission Method: Proposals should be submitted electronically via email to **projects@uipe.co.ug** or delivered in a sealed envelope to Uganda Institution of Professional Engineers (UIPE) Plot 2, Gloucester Avenue, Kyambogo. P.O. Box 1308, Kampala, Uganda.

8. TERMS AND CONDITIONS

- UIPE reserves the right to accept or reject any or all proposals without notice notification providing any reason.
- All materials developed under this contract will become the property of UIPE.
- The selected firms/consultants must sign a confidentiality agreement.