

**Request for expression of interest to Manage National Curriculum Development Centre's Business Unit- NCDC/SERVC/09-10/00379**

**Background**

National Curriculum Development Centre was established as a body corporate by an Act of Parliament [The NCDC Act Revised Edition 2000]. The Act bestows upon the Centre the mandate of developing curriculum and instructional materials as well as offering a broad spectrum of associated services.

Currently, the Centre is largely under-exploiting the business opportunities inherent in its statutory functions and powers. As a strategic response, the Governing Council of NCDC has decided to integrate a Business Unit (BU) within the Centre's structure to improve revenue generation through tapping the unexploited business opportunities. Under the Public-Private Partnership framework, NCDC will contract a reputable and experienced private firm to manage the Business Unit in line with best business practices.

The National Curriculum Development Centre now invites suitably qualified bidders to submit sealed expressions of interest for the Management of its Business Unit.

**Functions of the Business Unit.**

The scope of services to be provided by the successful bidder include but are not restricted to the following functions of the Business Unit

- a) Spearhead and guide the development and implementation of NCDC's business strategy.
- b) Carry out strategic market analysis and identify the need of curriculum materials in schools/ institutions for NCDC to develop
- c) Specialize in business development and offering relevant expert advice to other units of NCDC on how they can align their production [range and quantities of materials and services] with the goal of revenue optimization.
- d) Initiating and pursuing new business opportunities in line with the Powers and Functions of the Centre as provided for in the Act.
- e) Provide funds to NCDC for the development, printing and provision of zero drafts of curriculum materials
- f) Advising the work processes and systems to be employed by the technical units as a requirement for realizing the desired outcome
- g) Distribute curriculum materials wherever they are needed
- h) Provide staff to coordinate the activities under this Partnership
- i) Prepare periodical reports in regard to operations and activities of the

Partnership

- j) Engage entrepreneur skills to drive and lead the business to growth and success.
- k) Generate and implement strategies that promote a good corporate image of NCDC.

Intending bidders, local or international, shall have: (i) legal status under the Laws of Uganda; (ii) experience in educational consulting, (iii) demonstrated experience in business management of at least five years, (iv) familiarity in dealing in instructional materials and science equipment; (v) demonstrated capacity to develop small scale/medium/large scale project proposals and market them to attract funding, (vi) capacity to invest own funds for business development. They shall also demonstrate their established organizational structure and operating systems. Experience with international/cross-border business contracts will be an added advantage. Local firms are encouraged to associate with international firms to enhance their competitiveness.

Expressions of interest shall be presented in form of a business plan and will be evaluated in accordance with the Public Procurement and Disposal of Public Assets Act, 2003 of the Government of Uganda and is open to all eligible bidders.

A complete set of bidding documents in English may be purchased by interested bidders on the submission of a written application to the address below upon payment of a non-refundable fee of 50,000 Uganda Shillings. The method of payment will be cash to the cashier in Room 28. Further information can be obtained from the Office the Head Procurement and Disposable Unit of the National Curriculum Development Centre, Kyambogo. Expressions of interest should be submitted to the same office between 9.00am and 4.00pm.

Expressions of interest must be delivered to the address below at 7(c) at or before *26<sup>th</sup> February, 2010 at 10:00am*. Late bids shall be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at 7(d) at *26<sup>th</sup> February, 2010 at 11:00am*.

7. (a) Address documents may be inspected at: Procurement & Disposal Unit

Room 21, Ground floor

Tel: +256-77-192-171

Email: trugasira@yahoo.com

(b) Address documents will be issued from: As in (a) above

(c) Address Bids must be delivered to: As in (a) above

(d) Address of Bid Opening: NCDC conference Room

**NCDC IS NOT BOUND TO ACCEPT THE LOWEST OR ANY BID.**

**MANAGEMENT**

