

TENDER NOTICE

PROVISION OF CASUAL LABOURERS.

Yalelo Uganda SMC Limited (Yalelo) is running an open tender for provision of casual labourers and would like to invite eligible bidders to submit bids as indicated in the tender document.

Visit the Yalelo web site (Yalelo Uganda - Uganda's #1 Fish) to view the documents.

Completed tender documents should be submitted to procurement@yalelo.ug before 14th May 2026 before 1600Hrs EAT.

TERMS OF REFERENCE FOR SUPPLY AND SUPERVISION OF CASUAL LABOURERS

1. BACKGROUND.

Yalelo Uganda SMC Limited (Yalelo) is Uganda's number 1 Tilapia fish farm and a pioneer in African aquaculture sector in terms of operating efficiency, production volume, and processing capability combining local resources with world-class aquaculture practices.

Established in 2019, Yalelo's vision and mission is to lead Uganda in becoming a regional aquaculture powerhouse and stabilizing regional food security by sustainably producing a reliable and affordable supply of fresh fish.

Yalelo fish farm is located in Butembe village, Njeru Municipality, Buikwe District in Uganda and is progressively expanding its operations and production, this has created a high demand for labour at the farm therefore Yalelo is seeking bids from experienced and reputable companies for provision of casual labourers to work in the organisation's various departments.

These Terms of Reference (TOR) outline the objective, scope of services, deliverables, eligibility, submission requirements, and evaluation criteria that will guide the selection and engagement of a qualified service provider.

2. OBJECTIVES

The objective is to ensure a consistent and reliable supply of casual labour to improve operational efficiency and workforce management while complying with Labour laws and regulations.

Outsource non-core staffing functions to a professional service provider.

3. SCOPE OF SERVICE

The selected service provider will be responsible for:

- Recruitment and deployment of casual labourers as per demand.
- Ensuring labourers are physically fit and capable of performing assigned duties.
- Managing attendance, supervision, and discipline of workers.
- Processing wages/salaries in compliance with Ugandan Labour laws.
- Providing necessary protective gear (where applicable).
- Ensuring adherence to health, safety, and environmental standards.
- Replacing absent or underperforming workers promptly.
- Maintaining proper records and submitting periodic reports to Yalelo.
- Source Casual Labourers from the Communities surrounding Yalelo SMC (U) Limited
- Pay Casuals a wage of 15,000ugx, this shall be inclusive of PAYEE and NSSF

4. DELIVERABLES

Yalelo expects availability of casual labourers that physically fit and capable of performing assigned duties, The personnels are expected to have appropriate personal protective gear fit for duties and reports on the weekly casual labour attendances.

5. ELIGIBILITY

Interested service providers must meet the following criteria:

- Must be a legally registered company in Uganda.
- Must have at least 2–3 years of experience in Labour outsourcing or human resource services
- Demonstrated capacity to supply and manage casual Labour at Large scale.
- Compliance with statutory requirements (URA, NSSF, etc.)
- Strong understanding of Labour laws and occupational safety standards (submission of permit from Ministry of Gender and Labour.
- Proven track record with reputable clients (references required).

6. SUBMISSION REQUIREMENTS

- Company profile
- Certificate of Incorporation/Registration
- Valid Trading License
- Tax Identification Number (TIN) and URA Tax Clearance Certificate
- NSSF Compliance Certificate
- List of previous and current clients (with references)
- Copies of key staff qualifications (if applicable)

7. EVALUATION CRITERIA

Proposals will be evaluated based on capacity, experience including legal compliance with submission requirements, audited financial books of accounts of at least recent five years, client references.

8. DURATION

The successful bidder will be required to sign a contract for a period of two (2) years, with the possibility of renewal based on satisfactory performance. A probationary period of three months will apply from the commencement of services, and the service provider shall deploy personnel as soon as the contract has been awarded.

9. TENDER TERMS AND CONDITIONS

- Yalelo Uganda reserves the right to accept or reject any or all proposals.
- Late submissions will not be considered.

APPLICATION PROCESS.

Interested labour firms may submit their bids or for any further information by sending them to the email procurement@yalelo.ug. Ensure to provide access to Zipped folders.

Yalelo SMC (U) Limited will only consider electronic proposals submitted to the email address above by 14th May 2026 before 1600hrs.