



Amref Health Africa in Uganda

PRE-QUALIFICATION/REGISTRATION OF VENDORS/CONTRACTORS

**AMREF HEALTH AFRICA– PROVISION OF GOODS, SERVICES AND WORKS YEAR, 2023-
2025**

CLOSING DATE: FRIDAY July 7, 2023

DOCUMENT CONTENTS

1. TENDER NOTICE
2. PRE-QUALIFICATION INSTRUCTIONS
3. BRIEF CONTRACT REGULATIONS
4. PRE-QUALIFICATION DATA INSTRUCTIONS
5. FORM PQ - 1 PRE-QUALIFICATION DOCUMENTS
6. FORM PQ - 2 PREQUALIFICATION DATA
7. FORM PQ - 3 SUPERVISORY PERSONNEL
8. FORM PQ - 4 FINANCIAL POSITION
9. FORM PQ - 5 CONFIDENTIAL BUSINESS QUESTIONNAIRES
10. FORM PQ - 6 PAST EXPERIENCES
11. FORM PQ - 7 LITIGATION HISTORY
12. FORM PQ - 8 SWORN STATEMENT

TENDER NOTICE

PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES

Amref Health Africa in Uganda invites applications from interested vendors (including current suppliers) for pre-qualification for the supply of goods, works and services to the organization for the Period 2023-2025.

PRE-QUALIFICATION OF SUPPLIERS FOR THE FINANCIAL YEARS 2023-2025.

CATEGORY A: SUPPLY OF GOODS

Category Number.	ITEM DESCRIPTION
AHAUG/G/001/2023-2025	Supply of general stationeries e.g. photocopying papers, pens and all other assorted stationeries.
AHAUG/G/002/2023-2025	Provision of Toner, Ink & Cartridges etc.
AHAUG/G/003/2023-2025	Supplies of office consumables like milk, sugar, nescafé, cocoa, tea leaves etc; toiletries like detergents, toilet tissue, hand wipes, pledge, air fresheners, toilet balls etc; office supplies like moppers, brooms, scouring pads, towels, insecticide kill it etc.
AHAUG/G/004/2023-2025	Supply of office Equipment e.g. Safes, Fax machines, telephone heads etc.
AHAUG/G/005/2023-2025	Supply of Electronic Appliances e.g. TV, Radios, fridges, dispensers, Iron boxes, etc.
AHAUG/G/006/2023-2025	Supply of electronic hard ware related items e.g. sockets, fluorescent fittings/tubes etc.

AHAUG/G/007/2023-2025	Supply of Cleaning Materials and Sundries e.g. soaps, mops, tissues, detergents, jik etc.
AHAUG/G/008/2023-2025	Supply of Foodstuffs (Meat, fruits, vegetables, dry foods, beverages/soft drinks like soda, biscuits, water etc) .
AHAUG/G/009/2023-2025	Supply of Relief Non-Food Items E.g. Blankets, Jerrycans, Mosquito Nets, Kitchen Sets, Blankets, Buckets and Basins, Tarpaulins, dignity kits etc.
AHAUG/G/010/2023-2025	Supply of solar panels & accessories.
AHAUG/G/011/2023-2025	Supply of seeds, vegetable seeds and seedlings eg Maize, Beans, G.nuts, Sukuma, Onions, Tomatoes, Egg Plants, Cassava and Potato cuttings, Grafted Mangoes, Oranges, Avocado and other related seeds, vegetables and assorted seedlings’.
AHAUG/G/012/2023-2025	Supply of Assorted Agricultural tools e.g Hoes, Pangas, Axe, Wheelbarrows, Watering cans etc.
AHAUG/G/013/2023-2025	Supply of chicks, chicken feeds, drinkers and feeders etc.
AHAUG/G/014/2023-2025	Supply of animals like goats, cows, sheep etc and all the related animal products like specified food stuff, supply of milk and its products etc.
AHAUG/G/015/2023-2025	Supply of electrical, plumbing and building materials in Amref operational areas e.g. electrical items and fittings, all plumbing fittings, building river sand, coral blocks, bricks, ballast, iron sheets, nails, cement, paints, iron bars and all other hardware items, timber & timber products, wood preservatives & termite killer chemicals etc.
AHAUG/G/016/2023-2025	Supply and Maintenance of Generators, electrical water pumps, Afridev Hand pump etc.

CATERGORY B: PROVISION OF ASSORTED SERVICES

Category Number.	ITEM DESCRIPTION
AHAUG/S/017/2024-2025	Provision of General office repairs and maintenance e.g. electrical and appliances repair, plumbing services, water tank, office furniture, fixtures and fittings etc.
AHAUG/S/018/2023-2025	Provision of Comprehensive office and compound cleaning services including mowing and weeding services.
AHAUG/S/019/2024-2025	Provision of Garbage Collection and sewer/exhauster services.
AHAUG/S/020/2023-2025	Provision and Servicing and Maintenance of Medical /Laboratory Equipment.
AHAUG/S/021/2023-2025	Provision of Fumigation, Pest control services and disinfection.
AHAUG/S/022/2023-2025	Provision of Repairs and Maintenance of Motor vehicles, motorcycles and generators
AHAUG/S/023/2023-2025	Provision of Petroleum Products & other consumables e.g. fuel.
AHAUG/S/024/2023-2025	Provision Events management services and hire of Tents, chairs, tables Public address systems, décor and related services.
AHAUG/S/025/2023-2025	Provision of Outside Catering services.
AHAUG/S/026/2023-2025	Provision of Hotel services (Accommodation, Conference, workshops etc).

AHAUG/S/027/2023-2025	Provision of security and related services e.g. alarm response, guard dogs, access control systems, security cameras etc.
AHAUG/S/028/2023-2025	Provision of Occupational Health, safety and firefighting training equipment and services.
AHAUG/S/029/2023-2025	Provision of Collection of sanitary bins.
AHAUG/S/030/2023-2025	Provision of Asset Insurance Services.
AHAUG/S/031/2023-2025	Provision of Road Transport & Logistics Services e.g. haulage, taxi/vehicle hire, hire of trucks for bulk transport services, hire of moving van with public address system etc.
AHAUG/S/032/2023-2025	Provision of Air transport services eg charters and cargo transportation.
AHAUG/S/033/2023-2025	Provision of Water transport, boat hire and cox wine services.
AHAUG/S/034/2023-2025	Provision of Tour and Travel agency services e.g. air travel and management services.
AHAUG/S/035/2023-2025	Provision of Courier services.
AHAUG/S/036/2023-2025	Provision of Vehicle, motorcycle and generator repairs and servicing.
AHAUG/S/037/2023-2025	Provision of Vehicle and motorcycle washing services
AHAUG/S/038/2023-2025	Provision of Secretarial services like bulk photocopying and binding etc.
AHAUG/S/039/2023-2025	Provision of Carpentry and Welding services.

**CATEGORY C: PROVISION OF CONSTRUCTION, REHABILITATION, RENOVATION, DRILLING OF WELLS AND BOREHOLES AND ALL OTHER CONSTRUCTION
RELATED WORKS AND SERVICES**

Category Number.	ITEM DESCRIPTION
AHAUG /W&S/040/2023-2025	Provision of Repair and Maintenance of Buildings like offices, schools, hospitals e.g. general renovations, plumbing, painting, renovations, electrical, masonry etc.
AHAUG /W&S/041/2023-2025	Borehole rehabilitation services.
AHAUG /W&S/042/2023-2025	Drilling production wells and boreholes.
AHAUG /W&S/043/2023-2025	Developing solar powered water systems.
AHAUG /W&S/044/2023-2025	Construction of latrines, schools/classrooms, office buildings, hospitals, dams etc.
AHAUG /W&S/045/2023-2025	Supply and installation of Plastic Water Tanks and Steel Water Tanks.

CATERGORY D: ICT EQUIPMENT AND SERVICES

Category Number.	ITEM DESCRIPTION
AHAUG /ICT/046/2023-2025	Supply of ICT and Electronic Equipment E.g. Computers, Tablets, Photocopiers, Scanners, Printers, Projectors, Thuraya, Telephone heads, Hard drives etc.
AHAUG /ICT/047/2023-2025	Provision of General equipment repair, maintenance and servicing of telecommunication equipment and accessories and ICT equipment e.g. Laptops and all Computers, PABX, projectors, photocopying machines, telephone heads, Printers and scanners, Servers, Routers etc.
AHAUG /ICT/048/2023-2025	Provision of Voice, Data Communication Services and Computer Networks and Surveillance services.
AHAUG /ICT/049/2023-2025	Provision of Software Solutions and Licensing.
AHAUG /ICT/050/2023-2025	Provision of Internet Services and equipment.
AHAUG /ICT/051/2023-2025	Provision of Repair, Servicing and maintenance of Air Plants e.g. Air conditioner.

CATERGORY E: HIGH VALUE GOODS AND SERVICES

Category Number.	ITEM DESCRIPTION
AHAUG/HVGS/052/2023-2025	Supply of Office furniture & fittings and curtains e.g. blinds, desks, chairs, book shelves & tables etc.
AHAUG/HVGS/053/2023-2025	Supply of Branded Promotional materials e.g. T-shirts, Banners, Caps, reflector jackets, press jackets, aprons, branded tents, balls etc. and Design and printing of booklets, manuals, pens, posters, calendars, diaries, Christmas cards, brochures.
AHAUG/HVGS/054/2023-2025	Supply of Motor vehicle and cycle spare parts.
AHAUG/HVGS/055/2023-2023	Supply of Motor vehicle and cycle tyres and tubes.
AHAUG/HVGS/056/2023-2025	Supply of Medical /Surgical/Laboratory Equipment and supplies.
AHAUG/HVGS/057/2023-2025	Supply of Human Medical Drugs and vaccines.
AHAUG/HVGS/058/2023-2025	Supply of Veterinary Drugs and Vaccines.
AHAUG/HVGS/059/2023-2025	Supply of New Motor-vehicles dealers.
AHAUG/HVGS/060/2023-2025	Supply of New Motor-bikes and bicycles.
AHAUG/HVGS/061/2023-2025	Provision of TV and Radio services.
AHAUG/HVGS/062/2023-2025	Provision of Petroleum Products & other consumables e.g. fuel.

CATERGORY F: INSURANCE SERVICES

AHAUG/INS/063/2023-2025	Provision of Medical Insurance Services.
AHAUG/ INS /064/2023-2025	Provision of Group Personal Accident Insurance Services.
AHAUG/ INS /065/2023-2025	Provision of Group Life Insurance Services.
AHAUG/ INS /066/2023-2025	Provision of Motor Comprehensive Insurance Services.

CATEGORY G: CONSULTANCIES & OTHER PROFESSIONAL SERVICES

Category Number.	ITEM DESCRIPTION
AHAUG/CSPS/067/2023-2025	Production of Radio and TV Programs, Professional Documenters, photographers, videographers, impact series.
AHAUG/CSPS/068/2023-2025	Events Management services.
AHAUG/CSPS/069/2023-2025	Fire/Safety Services.
AHAUG/CSPS/070/2023-2025	Asset Valuations Consultancy Services (Engraving and Tagging).
AHAUG/CSPS/071/2023-2025	Provision of Legal and arbitration services.
AHAUG/CSPS/072/2023-2025	Provision of Radio adverts, News Paper adverts and Campaigns.
AHAUG/CSPS/073/2023-2025	Design, Monitoring & Evaluations – Baselines & Evaluation and Research Evaluation Services i.e baseline, midterm and endline evaluations.
AHAUG/CSPS/074/2023-2025	IT Consultancy – System and Software ware development.
AHAUG/CSPS/075/2023-2025	Organizational Effectiveness Consultancy services.
AHAUG/CSPS/076/2023-2025	Staff wellness like physical fitness exercises.
AHAUG/CSPS/077/2023-2025	Feasibility studies
AHAUG/CSPS/078/2023-2025	Translation Services, guides.
AHAUG/CSPS/079/2023-2025	Audit Services.
AHAUG/CSPS/080/2023-2025	Tax Advisory Services.
AHAUG/CSPS/081/2023-2025	Workshop facilitators, training.
AHAUG/CSPS/082/2023-2025	Insurance brokerage, Risk Management & Pension Consulting Services.
AHAUG/CSPS/083/2023-2025	Human Resource Consultancy Services.
AHAUG/CSPS/084/2023-2025	Consultancy on Cleaning Services.
AHAUG/CSPS/085/2023-2025	Consultancy on Security Services.

AHAUG/CSPS/086/2023-2025	Engineering Consultancy – Design & Supervision ie Clerk of Works Services.
AHAUG/CSPS/087/2023-2025	Hydro-geological and other related consultancy services.
AHAUG/CSPS/088/2023-2025	Provision of Training Consultancy services.
AHAUG/CSPS/089/2023-2025	Provision of services for Entertainers ie band group, word of mouth artists.
AHAUG/CSPS/090/2023-2025	Provision of services for MC’s for though leadership webinars, events etc.
AHAUG/CSPS/091/2023-2025	Provision of services for event professional fundraisers.
AHAUG/CSPS/092/2023-2025	Provision of proof reading/editing services for document reviews, alignment and design.

NOTE:

a. Dealers and distributors are encouraged to apply

b. A company can apply for more than one category number upon payment of respective fee per category.

Key Instructions:

1. Interested candidates will obtain Pre-qualification/Registration of suppliers’ documents) after payment of a non-refundable fee **PER CATEGORY NUMBER APPLIED FOR.**

2. Payment Fees:

Category	Kampala /Mukono/Wakiso Pricing	Upcountry Pricing
Category A	Ugshs. 100,000	Ugshs. 50,000
Category B	Ugshs. 100,000	Ugshs. 50,000
Category C	Ugshs. 150,000	Ugshs. 150,000
Category D	Ugshs. 150,000	Ugshs. 150,000
Category E	Ugshs. 150,000	Ugshs. 150,000
Category F	Ugshs. 200,000	Ugshs. 200,000
Category G	Ugshs. 100,000	Ugshs. 100,000

3. The payment should be made through the bank account as follows:

1. Absa Bank Limited Account Title: AMREF. Account Number: 0341004853

2. Stanbic Bank Account Title: AMREF KITGUM. Account Number: 9030005677423

4. Instructions to apply:

- a. **NOTE: Payment is done for each category. If for example, you are applying for more than one category, you will be required to pay separately for each category, complete a form for each category and place in separate envelopes.**
- b. Download and print the Prequalification bid documents from the Amref Health Africa website
- c. Complete the required information in the bid document.
- d. Place completed pre-qualification documents in plain sealed envelopes & clearly marked on the envelope as below (**Please note, each category will be submitted in a separate envelope**)

- **PRE-QUALIFICATION OF SUPPLIERS 2023-2025:**
- **CATEGORY:**
- **CATEGORY Number:**

- e. Well labelled sealed envelope with proof of payment to be delivered/deposited in the respective Tender Boxes availed at the different Amref Health Africa in Uganda offices.

- i. **Kampala office**, Plot 01 Okurut Close, Prince Charles Drive, Opp Lohana Academy in Kololo. P.O. Box 10663 Kampala.
- ii. **Gulu Office** next to the Gulu Blood Bank - Boma Ground.
- iii. **Pader Office** within the Pader District premises.
- iv. **Adjumani Office** at Lajopi Cesia Ward – Adjumani Town Council.
- v. **Arua office** at Plot 29, Mt. Wati Road, Arua City Central Division, Anyafio Central, P.O Box 81 Arua District.
- vi. **Fort Portal Office** within Caritas/Hewasa Office, P. O. BOX 756 FORT PORTAL
- vii. **Iganga Office** at Plot 02 Bayige Road, Nabidonga C Iganga Municipality.
- viii. **Mbale Office** at Plot 06 School Place, Industrial Division, Mbale City – Mbale District.
- ix. **Kalangala Office** at Kalangala Town Council, Kalangala District near court behind the District H/Quarters.

- f. **Make sure to sign in the tender book upon depositing your bid**

- 5. Submission Deadline: Bid documents to be received on or before **Friday July 7, 2023, at 16:00 Hrs.**
- 6. Bids will be opened at 10:00am on **Monday July 17th, 2023** in the presence of bidders or candidates’ representatives who may choose to attend at Amref Health Africa in Uganda Country Office gardens. Plot 01 Okurut Close, Kololo Opp Lohana Academy

7. Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the tender committee on the following address: **Email:** Ugerp.Tender@amref.org; for phone clarifications kindly call +256703-330034 or 0703-074035.

PRE-QUALIFICATION INSTRUCTIONS

1.1 Introduction

Amref Health Africa in Uganda referred to as the “Company” would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Amref to perform the contract of supply and delivery or provision of goods, services and works to the Company.

1.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations/category to Amref Health Africa in Uganda as and when required during the stated period.

1.3 Invitation of Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Uganda in respective merchandise or services are invited to submit their Pre-Qualification documents to Amref Health Africa in Uganda so that they may be pre-qualified for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre-qualification.

1.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/NGOs/institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers.

1.6. In order to be considered for pre-qualification,

Prospective suppliers must submit all the information herein requested and any bidder who does not meet all the relevant mandatory requirements will be disqualified

1.7 Distribution of Pre-qualification Documents

A copy of the completed pre-qualification data and other requested information shall be submitted to reach the different Amref Health Africa in Uganda offices (Kampala, Gulu, Arua, Adjumani, Pader, Fort portal, Iganga, Mbale and Kalangala Office as stated on page 04 & 05, not later than **Monday June 05th, 2023 at 16:00 Hrs**

**THROUGH THE CHAIR TENDER COMMITTEE
AMREF HEALTH AFRICA IN UGANDA
P.O. BOX 10663, KAMPALA
PLOT 01 OKURUT CLOSE, KOLOLO OPP LOHANA ACADEMY**

1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the tender committee on the following address:

TENDER COMMITTEE
AMREF HEALTH AFRICA IN UGANDA
Email: Ugerp.Tender@amref.org

1.9 Additional Information

Amref Health Africa in Uganda reserves the right to request submission of additional information from prospective bidders.

1.10 Request for quotations will be made available only to those bidders whose qualifications are accepted by Amref at the disclosure of the organization after the completion of the pre – qualification process.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Taxes on Imported Materials

Amref Health Africa is not exempted from any tax this only applies on particular funded projects.

2.2 Customs Clearance

The contractors shall be responsible for custom clearance of their imported goods and materials were applicable.

2.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Project. Prices quoted should be inclusive of all delivery charges.

2.4 Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement. Payments will be after delivery of specified goods and services unless there is another prior agreement.

3. PRE-QUALIFICATION DATA INSTRUCTIONS

3.1 Pre-qualification data forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

3.1.1 The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

3.2 Qualification

3.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by Amref Health Africa in Uganda in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of Amref Health Africa in Uganda they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3 Essential Criteria for Pre-qualification

3.3.1 (a) Experience: Prospective bidders shall have at least 2 years' experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

3.3.2 Personnel

The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.3 Financial Condition

The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractors' credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data to be filled/ provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6 (at least from three organizations- attach copy of LPO/LSO/Contract)

3.4 Statement

Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Prequalification.

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then Amref Health Africa in Uganda reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

3.6 Information on suppliers

The firm must have a fixed Business Premise and must be registered in Uganda, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

3.6.1 The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate or any other relevant certificate

3.6.2 The firm must declare any conflict of interest in relation to any member of staff. Amref will not procure goods or services from suppliers where the employees have not declared conflict of interest

3.6.3 Amref will carry out a source audit exercise for the shortlisted prequalified suppliers

3.6.4 Any effort by the tenderer to influence Amref in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

3.7 Prequalification Criteria

Required Information	Form Type	Points Score
1. Registration Documentation	PQ-1	30
2. Pre-qualification Data	PQ-2	5
3. Supervisory Personnel	PQ-3	10
4. Financial Position	PQ-4	20
5. Confidential Report	PQ-5	15
6. Past Experience	PQ-6	10
7. Litigation History	PQ-7	10
TOTAL		<u>100</u>

3.8 The qualification is 70 points and over for one to be successful

FORM PQ -1 REGISTRATION DOCUMENTATION

All firms must provide: -

Mandatory requirements:

1. Copies of Certificate of Registration of Business Name.
2. Copy of valid VAT Registration Certificate if VAT registered.
3. Valid Tax Compliance Certificate from Uganda Revenue Authority e.g Electronic Tax Register (ETR) certificates where applicable
4. Copies of valid TIN Certificate of firm/company/individual.
5. Copy of current valid Trade License/ Current business licenses from relevant authorities e.g City Council.
6. Registration certificates for contractors by Ministry of Works and other relevant authorities for all civil/ works contractors and drilling permits and certifications for all drillers.
7. Letter of recommendation from 3 previous organizations served with similar works.
8. Practicing Certificate for all professionals e.g certificate of affiliated bodies/associations (Pharmacist license, legal, medical, constructions, drilling,

etc).

- 9. Copy of Memorandum of Understanding or Articles of Association.
- 10. Transport Hire firms must attach evidence of having taken all the Insurance covers.
- 11. Where mandatory for service provision, each firm must attaché evidence of registration with Professional bodies/Authorities e.g IATA, Municipal / City Council Certificates of health for food stuffs handling,

NOTE: A COPY OF THE AMREF HEALTH AFRICA IN UGANDA PAYMENT RECEIPT MUST BE ATTACHED
(30 points)
3 marks each for every requirement

FORM PQ-2 - PRE-QUALIFICATION DATA
REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We (Name of Company/Firm): hereby apply for registration as supplier(s)

of
 (Item Description)

.....
 (Category No.)

Post Office Address

Town.....

Street.....

Name of building.....

Room /Office No.

Floor No.

Telephone Nos (MUST).

Email address (MUST)

Full Name of applicant

Other branches location

Organization & Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer/Finance Manager

Other.....

Partnership (if applicable)

- 1. Names of Partners
- 2. Business founded or incorporated
- 3. Under present management since
- 4. Net worth equivalent Ug shs
- 5. Bank reference and address
- 6. Bonding company reference address
- 7. Enclose copy of organization chart of the firm indicating the main fields of activities

.....

8. State any technological innovations or specific attributes which distinguish you from your competitors

.....

(7 Points)

PQ-3 SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

Under graduate.....

Post graduate

Diploma

High School

Professional Qualification

Length of service with Contractor or Supplier position held

(Attach copies of certificates of at least 2 key personnel in the organization)

(10 Points)

PQ-4 - FINANCIAL POSITION AND TERMS OF TRADE

Attach a copy of the most recent two years audited accounts- 7 marks

Attach letters of recommendation from the firm’s bankers- 7 marks.

State Credit period (minimum proposed is 30 days) – 6marks

(15 Points)

PQ-5 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

*If you are a Uganda Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

Part I- General:

Business Name

Location of business premises.....

Plot No. Street/Road.....

Postal Address.....Tel. No.....

Email address (MUST).....

Nature of business.....

Current Trade License. No.....Expiring date.....

Maximum value of business which you can handle at any one time: in ether UGX or USD.....

Name of your bankers: Branch.....

Account No Branch.....

Swift code Branch code.....

Bank Currency.....

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship	Details	Shares
.....				
.....				
.....				
.....				

Part 2 (c) – Registered Company:

Private or Public.....

State the nominal and issued capital of company-

Nominal UGX:

Issued UGX:

Given details of all directors as follows: -

Name	Nationality	Citizenship Details	Shares
1.		

	<p>2.</p> <p>3.</p> <p>4.</p>
Date	Signature of Candidate.....

(15 Points)

FORM PQ-6 - PAST EXPERIENCE
NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS
NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

1. Name of 1st Client (organization)

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization)
- iv) Telephone No. of Client
- v) Value of Contract
- vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)

Name of Client (organization)

ii) Address of Client (organization)

iii) Name of Contact Person at the client (organization)

iv) Telephone No. of Client

v) Value of Contract

vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

i) Name of Client (organization)

ii) Address of Client (organization)

iii) Name of Contact Person at the client (organization)

iv) Telephone No. of Client

v) Value of Contract

vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

Others

(10 Points)

3 marks each and an additional point for one other

FORM PQ-7 - LITIGATION HISTORY

Name of Contract Supplier

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award For Or Against	Name Of Client Cause Of Litigation And Matter In Dispute	Disputed Amount (Current Value In Ugx, Usd \$ Equivalent)

--	--	--	--

(10 Points)

FORM PQ-8 - SWORN STATEMENT

Having studied the pre-qualification information for the above project we/I hereby state:

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c) We enclose all the required documents and information required for the pre-qualification evaluation.

Date

Applicant's Name

Represented by

Signature

(Full name and designation of the person signing and stamp or seal)