



TENDER NOTICE

TENDER NO: AMREF/08/2025/001

**PRE - QUALIFICATION OF SUPPLIERS/CONTRACTORS FOR PROVISION
OF GOODS, SERVICES AND WORKS FOR THE PERIOD 2026 - 2027**

SUBMISSION DEADLINE: WEDNESDAY 27TH AUGUST 2025 AT MIDNIGHT

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PRE - QUALIFICATION OF SUPPLIERS/CONTRACTORS FOR PROVISION OF GOODS, SERVICES AND WORKS FOR THE PERIOD 2026 - 2027

Amref Health Africa hereafter referred to as “Procuring Entity” or “The Client” would like to invite interested candidates to make applications as per the required criteria provided for possible shortlisting for supply and delivery or provision of goods, services and works services for a period of 2 years (2026 to 2027) in categories as indicated in the schedule below:

<u>CATEGORY A: SUPPLY OF GOODS</u>	
CATEGORY NO.	ITEM DESCRIPTION
G/001/2026-2027	Supply of general stationeries [photocopying papers, pens and all other assorted stationeries].
G/002/2026-2027	Supply of Toner, Ink & Cartridges
G/003/2026-2027	Supply and delivery of office furniture, fittings & office equipment
G/004/2026-2027	Supply and installation of plumbing services [all plumbing fittings]
G/005/2026-2027	Supply of electronic appliances [Tv, radios, fridges, dispensers, Fun etc]
G/006/2026-2027	Supply and Installation of electronic accessories and related items [sockets, fluorescent fittings, bulbs]
G/007/2026-2027	Supply of household cleaning and sundries materials [soaps, mops, tissues, detergents, bleaching agents Etc]
G/008/2026-2027	Supply of foodstuffs [meat, fruits, vegetables, cereals, dry foods Etc]
G/009/2026-2027	Supply of seeds and seedlings [Maize, Beans, G.nuts, Onions, tomatoes, egg plants, Cassava Etc]
G/010/2026-2027	Supply of Assorted Agricultural tools [Hoes, Pangas, Axe, Wheelbarrows Etc]
G/011/2026-2027	Supply of chicks, chicken feeds, drinkers and feeders etc.
G/012/2026-2027	Supply of animals like goats, cows, sheep etc and all the related animal products
G/013/2026-2027	Supplies of office consumables like milk, sugar, Nescafé, cocoa, tea leaves etc
G/014/2026-2027	Supply of relief non-food items [blankets, jerry cans, mosquito nets, kitchen sets, blankets, buckets, basins, tarpaulins, dignity kits Etc]
G/015/2026-2027	Supply, installation and renovation of 20ft, 40ft storage containers
G/016/2026-2027	Supply, installation, and maintenance of air conditioners
G/017/2026-2027	Supply, installation and maintenance of solar panels & related accessories
G/018/2026-2027	Supply of bottled drinking water [Dispenser, plastics and glass bottled]
G/019/2026-2027	Supply and Maintenance of Generators and power Backup systems
S/020/2026-2027	Supply, installation and maintenance of water pumps & related accessories & services i.e. water sample testing etc
S/021/2026-2027	Supply, Installation and maintenance of Water Purification systems
S/022/2026-2027	Supply, Installation and maintenance of Solar Powered Back-up systems
S/023/2026-2027	Supply, installation, repair and maintenance of electrical fence/concertina wire
S/024/2026-2027	Supply of petroleum products [Petrol, diesel and oils]

S/025/2026-2027	Supply, installation and maintenance of CCTV system and related accessories
S/026/2026-2027	Supply, installation, and maintenance of gym equipment
S/027/2026-2027	Supply, installation and maintenance of fire appliances (Fire extinguishers & fire hydrants)
<u>CATEGORY B: PROVISION OF SERVICES</u>	
CATEGORY NO.	ITEM DESCRIPTION
S/028/2026-2027	Provision of air ticketing services
S/029/2026-2027	Provision of Tour and Travel agency services [Tourism management services]
S/030/2026-2027	Provision of comprehensive office cleaning services
S/031/2026-2027	Provision of compound cleaning [mowing weeding and gardening services]
S/032/2026-2027	Provision of Asset labelling services including engraving and tagging
S/033/2026-2027	Provision of clearing and forwarding services including customs clearance, freight forwarding and transportation
S/034/2026-2027	Provision of garbage collection services
S/035/2026-2027	Provision and maintenance of blinds and curtain
S/036/2026-2027	Provision of hotel services (accommodation)
S/037/2026-2027	Provision of professional movers' services i.e. household and office relocation
S/038/2026-2027	Provision of hotel services (conferences, seminars, workshops or meetings)
S/039/2026-2027	Provision of mobile toilet services
S/040/2026-2027	Provision and hire of tents, canopies, tables and chairs
S/041/2026-2027	Provision of fumigation, pest control services and Disinfection.
S/042/2026-2027	Provision and hire of public address systems, audio visual equipment and promotional mobile truck and related services
S/043/2026-2027	Provision of outside catering services
S/044/2026-2027	Provision of simultaneous interpretation services, SIS to conferences and workshops, including SIS equipment
S/045/2026-2027	Provision of Electronic data management system [EDMS]
S/046/2026-2027	Provision of security services [guarding services, alarm response, guard dogs, access control systems etc]
S/047/2026-2027	Provision of Carpentry works and repair services
S/048/2026-2027	Provision of Medical insurance Services.
S/049/2026-2027	Provision of group personal accident insurance services /travel insurance services.
S/050/2026-2027	Provision of group life insurance Services.
S/051/2026-2027	Provision of Motor comprehensive insurance Services
S/052/2026-2027	Provision of professional indemnity and public liability services,
S/053/2026-2027	Provision of retirement benefit scheme (provident fund)
S/054/2026-2027	Provision of brokerage insurance services
S/055/2026-2027	Provision of Health and Safety services (Fire Drills and Firefighting

	equipment and training),
S/056/2026-2027	Provision of repair and maintenance of motor vehicles
S/057/2026-2027	Provision and maintenance of medical\laboratory equipment
S/058/2026-2027	Provision of events Management services
S/059/2026-2027	Provision of Auctioneer services
S/060/2026-2027	Provision hauling services/breakdown
S/061/2026-2027	Provision of bulk SMS services
S/062/2026-2027	Provision of vehicle hire services [Passenger)]
S/063/2026-2027	Provision of cargo transportation services
S/064/2026-2027	Provision of Vehicle tracking system
S/065/2026-2027	Provision of Radio services. (talk shows, adverts, campaigns etc)
S/066/2026-2027	Provision of TV services. (Adverts, live stream, documentary etc)
S/067/2026-2027	Provision of billboard advertising
S/068/2026-2027	Provision of professional services on Documentary, photography, videography and impact series
S/069/2026-2027	Provision of courier services
S/070/2026-2027	Provision of legal services
S/071/2026-2027	Provision of Asset and property valuation services
S/072/2026-2027	Provision of boat hire services [water transportation]
S/073/2026-2027	Provision of Repairs and Maintenance of generators
S/074/2026-2027	Provision of Repairs and Maintenance of motorcycles
S/075/2026-2027	Provision of property brokerage services
S/076/2026-2027	Provision of Consultancy for monitoring, evaluation and research services [baseline, midterm and endline survey evaluations, strategy review]
S/077/2026-2027	Provision of Consultancy for managerial services
S/078/2026-2027	Provision of Consultancy for board and governance services
S/079/2026-2027	Provision of HR services [psychometric assessments, employee background checks, job evaluation and salary and benefits surveys, staff training, team building and welfare services]
S/080/2026-2027	Provision of telecom services [airtime and data]
S/081/2026-2027	Provision of Consultancy for auditing services
S/082/2026-2027	Provision of consultancy for proposal business development services
S/083/2026-2027	Provision of Vehicle and motorcycle washing services
S/084/2026-2027	Provision of Engineering Consultancy services [Design & Supervision]
S/085/2026-2027	Provision of Hydro-geological and social environmental consultancy services
S/086/2026-2027	Provision of secretarial services like bulk photocopying and binding

CATEGORY C: ICT EQUIPMENT AND SERVICES

CATEGORY NO.	ITEM DESCRIPTION
ICT/087/2026-2027	Supply and delivery of ICT equipment [computers, servers, routers, printers and scanners Etc]
ICT/088/2026-2027	Provision of repairs and maintenance of computers, servers, projectors,

	printers and other ICT equipment
ICT/089/2026-2027	Supply, maintenance and installation of power and battery backup solution
ICT/090/2026-2027	Supply, maintenance, and configuration of voice, data communication services and computer networks/video conference
ICT/091/2026-2027	Provision of networks and setup and maintenance services
ICT/092/2026-2027	Provision of software solutions, website development, mobile apps development, hosting and licensing
ICT/093/2026-2027	Provision of Internet Services and related equipment.
ICT/094/2026-2027	Provision of cloud services
ICT/095/2026-2027	Supply and delivery of cameras and filming equipment and related accessories
ICT/096/2026-2027	Maintenance of cameras and filming equipment and related accessories
ICT/097/2026-2027	Supply of computer accessories [headsets, mouse, laptop chargers, cables Etc]
ICT/098/2026-2027	Supply of mobile phones, tablets, and related accessories
ICT/099/2026-2027	Repair of mobile phones and tablets
ICT/0100/2026-2027	Purchase and Installation of Audio-Visual conferencing equipment
ICT/101/2026-2027	Repair and maintenance of Audio-Visual conferencing equipment
<u>CATEGORY D: HIGH VALUE SUPPLIES</u>	
CATEGORY NO.	ITEM DESCRIPTION
HV/102/2026-2027	Supply of hardware, building and construction materials
HV/103/2026-2027	Supply of printing and publishing services [medical training books and library books, calendars, diaries, business cards, greeting cards, brochures]
HV/104/2026-2027	Provision of creative design services for, copy editing, plaques / engraves and gifts [trophies, custom made items, Etc]
HV/105/2026-2027	Provision of learning materials (IEC) [Murals, message boards, talking compound, HMIS registers and translators]
HV/106/2026-2027	Supply of branded promotional materials like T-shirts, banners, caps, press jackets, aprons etc
HV/107/2026-2027	Provision of media house services [print and digital media adverts and Campaigns]
HV/108/2026-2027	Supply of branding, signage & outdoor advertising services [billboards & related services]
HV/109/2026-2027	Supply of motor vehicle tyres, tubes and accessories
HV/110/2026-2027	Supply of Medical /Surgical/Laboratory Equipment and supplies.
HV/111/2026-2027	Supply of Human medical supplies and consumables (vaccines and drugs)
HV/112/2026-2027	Repair, renovation and construction works like General renovation of offices, schools, hospitals
HV/113/2026-2027	Drilling production wells and boreholes.
HV/114/2026-2027	Supply of Motor vehicles
HV/115/2026-2027	Supply of Motor cycles
HV/116/2026-2027	Supply of new motor bikes and bicycles

HV/117/2026-2027	Construction of solar/hydro powered water system
HV/118/2026-2027	Construction of latrines, classrooms, office and hospital buildings etc
HV/119/2026-2027	Supply and installation of plastics and steel water tanks
NOTE: Dealers and Distributors are Encouraged to Apply	

Interested candidates may download prequalification documents from the Amref Health Africa website (<https://amref.org/tenders/>) and submit their applications online by registering through the link: <https://etender.amref.org/> on the Uganda option (on the drop down menu under Amref business unit) upon payment of a non-refundable fee of Ugx 100,000 per category.

All payments should be made through;

Amref Health Africa in Uganda: 0341004853 (ABSA Bank Hannington Branch)

Reference: (Item category Number)

Candidates should then attach payslip while registering for each of the categories on the portal. **(NOTE: If applying for more than one category, ensure to make separate payments for each category.)**

Applications are to be submitted so as to be received on or before **Wednesday 27th August 2025 at 11:59pm** after which the portal will not be accessible. Confirmation of successfully submitted applications will be done on **Thursday 28th August 2025** at 11:00 am in the presence of the suppliers or representatives who choose to login after registration. Physical applications will NOT be accepted.

Interested eligible bidders are also invited to a pre-bid conference on **Tuesday 12th August 2025** starting at **10:00am – 12:00pm**.

To access the link for registration of pre-bid conference and virtual tender opening, log onto the Amref Health Africa website; <https://amref.org/tenders/>

Registration Assistance and Support

If you encounter challenges or require further technical or substantive help in completing the application, please refer to the user guide uploaded onto the website. Should you encounter further challenges please forward your inquiry or issue via email through: eprequalification.uganda@amref.org Applicants are encouraged to submit applications at least one day ahead of the deadline for submission in order to avoid any technical/unforeseen obstacles during the submission.

1. PRE-QUALIFICATION INSTRUCTIONS

1.1 E- Pre-qualification forms

The e-prequalification platform includes questionnaire forms detailing documents that are required of prospective suppliers.

The questionnaire forms PQ-1, PQ-2, PQ-3, PQ-5, PQ-6, PQ-7, & PQ-8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for the specific category(ies).

1.2 Submission of Pre-qualification Documents

The prequalification application, all relevant information and other requested documents shall be submitted online via the e-prequalification portal <https://etender.amref.org/> so as to be received by/before **Wednesday 27th August 2025 at 11:59pm EAT.**

1.3 Specific Instructions

1.3.1 All the documents submitted so as to form part of the prequalification application must be in English.

1.3.2 All payments shall be made per individual category applied for and in the amount specified.

1.3.3 All applicants shall ensure to confirm they have received a notification that their application(s) has been successfully submitted.

1.4 Additional Information

Amref Health Africa reserves the right to request submission of additional information from prospective suppliers.

1.5 Evaluation of Applications

In order to be considered for pre-qualification, prospective suppliers are required to submit all the information requested. Suppliers who do not meet any of the mandatory requirements as specified in the PQ1 form will be automatically disqualified. (Refer to Clause 2.2)

Each application that meets the mandatory requirements will be evaluated by Amref on the basis of compliance with the eligibility, completeness and quality of information provided, relevance of the goods or services, references, experience, evidence of ability to perform, and the overall financial soundness of the vendor. Suppliers will be notified of the outcome of the prequalification exercise by e-mail.

Only suppliers whose applications are shortlisted by Amref Health Africa after the completion of the pre – qualification process shall be able to receive and respond to request for quotations as from 1st January 2026.

2. PRE-QUALIFICATION CRITERIA

2.1 Qualification

- 2.1.1** It is understood and agreed that the pre-qualification data provided by prospective suppliers is to be used by Amref Health Africa (the client) in determining, according to its sole judgment and discretion, the qualifications of prospective suppliers to perform in respect to the Category(ies) as described by the client.
- 2.1.2** Prospective suppliers shall be evaluated based on the extent of completion of the requested information for determination by Amref Health Africa that they possess the capability, experience and capacity to satisfactorily execute contracts for supply of goods, services or works.

2.2 Mandatory requirements

Failure of potential suppliers to provide the following mandatory requirements as specified in form PQ-1 shall be disqualified;

- i. Certificate of registration/incorporation
- ii. Valid TIN Certificate
- iii. Valid business trading license from relevant authorities

NB: As at the date of tender closing, all statutory documents must be valid. *Submission of a document that is due to expire prior to the tender closing date will lead to disqualification.*

2.3 Other Requirements

2.3.1 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar goods, services or works in the recent past (2022 to date) per category.

2.3.2 Personnel

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

2.3.3 Financial Capacity

The Supplier's financial situation will be determined by the audited financial reports for the most recent 2yrs (not older than 2022), submitted as per the instructions of the prequalification. Audited Financial reports should have unqualified/unmodified auditors' opinion (Potential suppliers are required to fill in the required data and documents as specified on Form PQ-1.)

2.3.4 Past Performance

Past performance will be given due consideration in pre-qualifying suppliers. Letters of recommendation from past customers are required in line with Form PQ-6 (from at least three organizations accompanied by the respective PO/SO/Contract).

2.3.5 Professional Certification/Regulations

The following categories shall require additional requirements;

CATEGORY	ITEM DESCRIPTION	REQUIREMENT
G/008/2026-2027	Supply of foodstuffs [meat, fruits, vegetables, cereals, dry foods Etc]	Valid Food Handlers Certificate from City Council
S/028/2026-2027	Provision of air ticketing services	Valid IATA certificate
S/033/2026-2027	Provision of clearing and forwarding services including customs clearance, Freight forwarding and transportation	Valid Clearing and forwarding certificate
S/034/2026-2027	Provision of garbage collection services	Valid NEMA License
S/048/2026-2027	Provision of Medical insurance Services.	Valid Insurance Authority Licence
S/049/2026-2027	Provision of group personal accident insurance services /travel insurance services.	Valid Insurance Authority Licence
S/050/2026-2027	Provision of group life insurance Services.	Valid Insurance Authority Licence
S/051/2026-2027	Provision of Motor comprehensive insurance Services	Valid Insurance Authority Licence
S/043/2026-2027	Provision of outside catering services	Valid Food Handlers Certificate from City Council
HV/102/2026-2027	Supply of hardware, building and construction materials	Valid Relevant Certificate & Practising license
HV/110/2026-2027	Supply of medical /surgical/laboratory equipment and supplies/skills lab equipment and supplies and related items [face masks, face shields, thermometers Etc]	Valid Relevant Practicing Certificate/ License from the affiliated bodies
HV/111/2026-2027	Supply of Human medical supplies and consumables (vaccines and drugs)	Valid Relevant Practicing Certificate/ License from the NDA
HV/112/2026-2027	Repair, renovation and construction works like general renovation of offices, schools and hospitals	Valid NCA Certificate & Practising license
HV/113/2026-2027	Borehole drilling, equipping, rehabilitation services and related accessories	Valid Drilling Permit & Practising license

2.3.6 Sworn Statement

Applications are required to include a sworn statement as in Form PQ-8 by the applicant ascertaining the accuracy of the information given.

2.3.7 Withdrawal of Prequalification Application

Should a condition arise between the time the firm submits their application and the tender opening date which could substantially change the performance and qualification of the supplier such as but not limited to bankruptcy, change in ownership or new commitments, then Amref Health Africa reserves the right to reject the tender from such a supplier.

2.3.8 Potential suppliers are required to declare any conflict of interest in relation to members of staff if any. Amref Health Africa will not procure goods or services from suppliers where the employees have not declared conflict of interest.

2.3.9 Amref Health Africa may decide to carry out further due diligence on any category of potential applicants through a source audit exercise for shortlisted suppliers.

2.3.10 Any effort by the tenderer to influence Amref Health Africa in the evaluation of applications or decisions related to this exercise may result in the rejection of the supplier's application.

2.4 Scoring

Required Information	Form Type	Max Points Score
1. Registration Documentation	PQ-1	30
2. Supplier Profile	PQ-2	5
3. Supervisory Personnel	PQ-3	10
4. Financial Position & Terms of Trade	PQ-1	20
5. Business Questionnaires	PQ-5	15
6. Past Experience	PQ-6	10
7. Litigation History	PQ-7	10
<u>TOTAL</u>		<u>100</u>

The qualification pass mark shall be determined solely at the discretion of the Amref Health Africa tender committee.

3. BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 Taxes on Imported Materials

Amref Health Africa is not exempted from any taxes. (Tax exemption only applies to particular projects e.g. Global Fund, USAID etc.)

3.2 Customs Clearance

Suppliers shall be responsible for custom clearance of any imported goods and materials on behalf of Amref Health Africa.

3.3 Pricing

Pricing shall be per unit or cumulative of computed unit price and quantities required. Prices quoted shall be inclusive of all applicable taxes, delivery charges and in the local currency unless where otherwise applicable.

3.4 Payments

All Invoices shall be required to comply with Uganda Revenue Authority (URA)
Purchase orders shall be on credit of a minimum of sixty (60) days or as may be stipulated in the Contract Agreement.

3.5 Code of Conduct

Prospective suppliers shall be required to comply with the Amref Health Africa Supplier Code of Conduct and Safe guarding policy.

Amref Health Africa reserves the right to accept or reject any or all applications and is not bound to give reasons for its decision. Late applications will be rejected.