

**INTEGRATED DISABLED WOMEN ACTIVITIES-
IDIWA UGANDA**

**PRE-QUALIFICATION OF SUPPLIERS FOR GOODS,
WORKS & SERVICES FOR THE YEAR 2020**

**CLOSING DATE: FRIDAY, 10TH JANUARY 2020 AT
3:00 PM.**

Please indicate the item applied for as follows:

CATEGORY NO:

CATEGORY NAME:

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1.0 TENDER NOTICE

PRE-QUALIFICATION OF SUPPLIERS 2020

Integrated Disabled Women Activities invites applications from both domestic and international competent firms for pre-qualification for supply of goods, works and services listed below for 2020. Interested eligible suppliers are invited to apply for pre-qualification, indicating the code number and Item Description of goods works or services they wish to be considered for:

#	TENDER NO.	ITEM DESCRIPTION	TARGET GROUP
	CATEGORY A	SUPPLY OF GOODS	
1	IDIWA/PROC/1/1/2020	Supply of Office Stationery and related consumables	Open
2	IDIWA/PROC/1/2/2020	Supply of Internet Services	Telecom Companies
3	IDIWA/PROC/1/3/2020	Supply of fuel	Fuel Companies
5	IDIWA/PROC/1/4/2020	Supply and printing of branded materials e.g. T-Shirts, Caps, Newsletters and other promotional items	Open
6	IDIWA/PROC/1/5/2020	Supply of drama costumes and instruments	Cultural institutions/ Individuals
	CATEGORY B	PROVISION OF WORKS AND SERVICES	
7	IDIWA/PROC/1/6/2020	Supply of computer maintenance services	IT Companies/Individuals
	IDIWA/PROC/1/7/2020	Consultancy and supply of ICT services	IT Companies/Individuals
8	IDIWA/PROC/1/8/2020	Supply of motor vehicle special car hire services	Travel Companies/ Individuals
9	IDIWA/PROC/1/9/2020	Supply of conference services (Public Address System, Tents, Chairs, Meals and Refreshments)	Hotels
10	IDIWA/PROC/1/10/2020	Supply of Catering Services	Hotels/Individuals
11	IDIWA/PROC/1/11/2020	Consultancy on MDD composition and Training	Cultural Institutions/ Individuals
12	IDIWA/PROC/1/12/2020	Translation of documents into Lusoga	Cultural Institutions/ Individuals
13	IDIWA/PROC/1/13/2020	Transcription of documents into braille	Organizations/Individuals
14	IDIWA/PROC/1/14/2020	Consultancy, legal review and development of an advocacy Toolbox	Consultancy firms/CSOs/Individuals
15	IDIWA/PROC/1/15/2020	Consultancy and training of paralegals	Consultancy firms/CSOs/Individuals

16	IDIWA/PROC/1/16/2020	Consultancy and development of a disability focussed SGBV Manual	Consultancy firms/CSOs/Individuals
17	IDIWA/PROC/1/17/2020	Consultancy and training on Human Rights, Gender and Advocacy Skills	Consultancy firms/CSOs/Individuals
18	IDIWA/PROC/1/18/2020	Consultancy and training of paralegals	Consultancy firms/CSOs/Individuals
19	IDIWA/PROC/1/19/2020	Consultancy and training Entrepreneurship and Business Skills	Consultancy firms/CSOs/Individuals
20	IDIWA/PROC/1/20/2020	Consultancy and training on Goat raring	Consultancy firms/CSOs/Individuals
21	IDIWA/PROC/1/21/2020	Consultancy and training on Disability Inclusive Planning and Budgeting, and social accountability, and facilitating Pre-Budget dialogues	Consultancy firms/CSOs/Individuals
22	IDIWA/PROC/1/22/2020	Office communication airtime	Telecom companies/Individuals
23	IDIWA/PROC/1/23/2020	Radio and TV airtime	
24	IDIWA/PROC/1/24/2020	Audio and Video recording	Companies/Individuals
25	IDIWA/PROC/1/25/2020	Consultancy and training on disability sensitive SGBV programming	Consultancy firms/CSOs/Individuals
26	IDIWA/PROC/1/26/2020	Consultancy and accessibility audit training	Consultancy firms/CSOs/Individuals
27	IDIWA/PROC/1/27/2020	Conducting a SGBV Project Baseline Survey	Consultancy firms/CSOs/Individuals
28	IDIWA/PROC/1/28/2020	Establishing an online M&E System	Consultancy firms/CSOs/Individuals
29	IDIWA/PROC/1/29/2020	Consultancy on developing Tools for Monitoring Implementation of the Mayuge PWD Employment Ordinance	Consultancy firms/CSOs/Individuals
30	IDIWA/PROC/1/30/2020	Sign Language Interpretation Services	Consultancy firms/CSOs/Individuals
31	IDIWA/PROC/1/31/2020	Consultancy on developing a documentary on Economic Activities for Women and Girls with Disabilities in Mayuge District	Consultancy firms/CSOs/Individuals
32	IDIWA/PROC/1/32/2020	Consultancy and training on Gender and Advocacy skills for Women and Girls with Disabilities	Consultancy firms/CSOs/Individuals
33	IDIWA/PROC/1/33/2020	Consultancy on Communication, Writing and Life skills for Women and Girls with Disabilities	Consultancy firms/CSOs/Individuals
34	IDIWA/PROC/1/34/2020	Consultancy on Final Projects Evaluation	Consultancy firms/CSOs/Individuals

35	IDIWA/PROC/1/35/2020	Conducting annual Audit of Books of Accounts	Audit Companies
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The Pre-qualification documents may be picked from IDIWA Head Office; Plot 10 Jalum Road, Northern Division, Iganga Municipal Council.

Pre-qualification documents in plain sealed envelopes clearly marked "Pre-qualification of Suppliers 2020 indicating clearly the preferred Code No..... and Item Description..... as indicated above and addressed to:

The Chairperson Procurement Committee
 IDIWA
 Plot 10 Jalum Road, Northern Division,
 Iganga Municipality
 P.O Box 556,
 Iganga, Uganda, East Africa

So as to be received on or before **Friday, 10th January 2020 at 3 PM.**

The Pre-Qualification Documents will be opened soon after the closing time at the Board Room in the presence bidders or their representatives who choose to attend.

Mugoya Ibrahim
Chairperson
Procurement Committee
IDIWA Uganda
P.O Box 556, Iganga
Tel: +256 772 449270
Email: idiwa2009@gmail.com
Website: www.idiwaug.org

2.0 GENERAL INSTRUCTIONS

- i. You are requested to provide particulars as indicated in part II, III, IV, V, VI, VII, VIII and IX of this form as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form.
- ii. IDIWA attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for consideration
- iii. IDIWA reserves the right to visit and inspect business premises of all the applicants to verify information provided.
- iv. All the information provided would be treated as confidential.
- v. This Prequalification Document is eligible for one Item Code which should be clearly written at the top of the form.
- vi. Your prequalification documents should be submitted properly bound, filled and page numbered. IDIWA shall not be responsible for Loss of documents not bound (loose).
- vii. Bidders shall pay a non-refundable fee of UGX 30,000= only.

3.0 DECLARATION OF A CONFLICT OF INTEREST

- a) Every applicant is required at the point of returning to IDIWA the application to be pre-qualified to include a statement (“the declaration of conflict of interest”) indicating if the applicant is in any way related to an employee or member.
- b) The relationship shall include but is not Limited to:-
 - i. Shareholding, partnerships, joint ventures or any other business arrangements
 - ii. Any blood, marital, family or other social ties
 - iii. The declaration shall include the name of the particular member of staff, the position such a person holds in the organization.
- a) Failure to comply with this clause shall lead to automatic disqualification or termination of any contract that may be awarded pursuant to this pre- qualification process.

4.0 PRE-QUALIFICATION INSTRUCTIONS

4.1 Introduction

Integrated Disabled Women Activities (IDIWA) would like to invite interested candidates who must qualify by meeting the set criteria as provided by IDIWA to perform the contract of supply and delivery or provision of goods, services and works to IDIWA.

4.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to IDIWA on as and when required during the stated period.

4.3 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 The Chairperson of the IDIWA Procurement Committee, 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.

4.4 Experience

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

4.5 Pre-qualification Document

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

4.6 Consideration for Pre-qualification

In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

4.7 Distribution of Pre-Qualification Documents

A copy of the completed pre-qualification data and other requested information shall be submitted to reach:

The Chairperson Procurement Committee
IDIWA.

Plot 10 Jalum Road, Northern Division,

Iganga Municipality

P.O Box 556,

Iganga, Uganda, East Africa

Not later than **Friday, 10th January 2020 at 3 PM.**

4.8 Questions Arising from Documents

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

The Chairperson Procurement Committee, IDIWA

Plot 10 Jalum Road, Northern Division,

Iganga Municipality

P.O Box 556,

Iganga, Uganda, East Africa

Email: idiwa2009@gmail.com

4.9 Additional Information

IDIWA reserves the right to request submission of additional information from prospective bidders.

4.10 Confidentiality

- a) Information relating to the evaluation of applications and recommendation for short listing, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of short listing is made to all Applicants.
- b) From the deadline for submission of applications to the time of notification of the results of the short listing, any Applicant that wishes to contact on any matter related to the short-listing process, may do so but only in writing.

4.11 Request for Quotations

Request for quotations will be made available only to those bidders whose qualifications are accepted by IDIWA after scoring a minimum of 75% after the completion of the pre – qualification process.

5.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

4.1 Taxes on Imported Materials

The Supplier shall pay custom duty, VAT and all other taxes as required by the law.

5.2 Customs Clearance

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

5.3 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 Executive Director or Procurement Committee. Prices quoted should be inclusive of all delivery charges.

5.4 Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

6.0 PRE-QUALIFICATION DATA INSTRUCTIONS

6.1 Pre-qualification data forms

The attached questionnaire forms described as part I, II, III, IV, V, VI, VII, VIII and IX are to be completed by prospective suppliers/contractors where applicable.

6.1.1 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 indelible ink.

6.2 Qualification

6.2.1 It is understood and agreed that the pre-qualification data on prospective bidders is to be used by IDIWA in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to each tender item/category as described by the client.

6.2.2 Prospective bidders will not be considered qualified unless in the judgment of IDIWA 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.

6.3 Essential Criteria for Pre-qualification

6.3.1 (a) Experience:

Prospective bidders shall have at least 2 years' experience in the supply of goods, and 5 years in the case of Consultancy services and allied items in case of potential supplier/contractor should show

competence, willingness and capacity to service the contract. Professional consultants shall be required to have indemnity cover with reputable insurance Company.

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

(c) IDIWA reserves to request for additional qualification information as the tender/quotation stage to suit particular procurement.

6.3.2 Personnel

The Suppliers/Contractors/Consultants shall provide pertinent information to demonstrate that they have qualified staff to carry out the assignment. CVs' of the key personnel for individual or group to execute the contract must be indicated in part VIII.

6.3.3 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/contractor's credit position. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

6.3.4 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 under Part II. However, potential bidders should provide evidence of financial capability to execute the contract.

6.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in part V.

6.4 Statement

Application must include a sworn statement on part VII by the Tenderer ensuring the accuracy of the information given.

6.5 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, IDIWA reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

6.6 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.

6.6.1 The firm must show proof that it has paid all its statutory obligations and have Valid Tax Clearance Certificate from the Uganda Revenue Authority

7.0 PRE-QUALIFICATION EVALUATION CRITERIA

A: MANDATORY REQUIREMENTS

	Requirements	Score
1	Certificate of Registration/Incorporation	Mandatory
2	Valid Tax Clearance Certificate	Mandatory
3	Transport Hire firms must attach evidence of having taken all the necessary Insurance covers.	Mandatory
4	Trading licences	Mandatory
5	Evidence of physical registered office – Attach tenancy agreements and or utility bill e.g. Electricity/water bill etc.	Mandatory
6	Declaration of Conflict of Interest as indicated under general instruction no.7 above	Mandatory

B: TECHNICAL EVALUATION

	Requirements (submit evidence)	PART No.	Score (%)
1	Registration Documentation	I	25
2	Supplier Pre-qualification Data	II	5
3	Financial Position	III	20
4	Manpower/Key personnel	V	20
5	Past Performance & Experience	VI	25
6	Litigation History	VII	5
	Total		100

Note: The minimum score to qualify for prequalification shall be 75%. Applicants who will not meet this minimum score shall be disqualified at this stage.

PART I: PRE-QUALIFICATION REGISTRATION DOCUMENTATION

All firms must provide copies of the following: -

1. Copies of Certificate of Incorporation/Partnership deed/business registration
2. Valid Tax Clearance Certificate from Uganda Revenue Authority
3. Copy of current trading licence from Municipal/Town Council
4. Copies of relevant registration certificates/permits/licenses specific to your line of business from applicable bodies' e.g. ICPAU for Auditor
5. Current letters of recommendation from previous organizations served (provide at least two) where applicable.
6. Copies of current practicing Certificates for all professionals where applicable from relevant/ applicable bodies.
7. Where registration for service provision is mandatory, the firm must attach evidence of valid registration certificate with relevant Professional bodies/Authorities.
8. CVs for Senior Staff for Consultancy Services
9. Evidence of physical registered office where applicable– Attach utility bill e.g. Electricity/water bill etc. or tenancy agreements

PART II: SUPPLIER PREQUALIFICATION DATA

A. Business Details

Name.

Tin No.

(Attach copy registration certificate)

B. Address

P.O. Box.....City/Town.....

Telephone No.

Mobile No.

Fax No.....

Email Address:

Website address (If any).....

C. Physical Address

Business Location.....

Name of building

Plot No.

Road/Street Name

Floor No.

Room No.

2. Company Details

A Sole Proprietor

Your name in full

Age.....

Nationality.....

Country of origin.....

*Citizenship details.....

B Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
.....

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.			

2.

.....

3.

.....

4.

.....

*If Uganda Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or Registration

D. Registration with Registrar of Companies

i) Date of Registration Registration No.

(Attach copy/copies of registration certificate)

ii) Registration with any other bodies/authority relevant to your line of business e.g. ICPAU,

Date of Registration Registration No.

Present Category

(Attach copy/copies of registration certificates)

iii) Current Practising Certificates (Attach copy)

3. TRADE LICENCES

Single Business Permit held (from Municipal/ Town council)

a) Licence No. Expiry Date

Licensed for.....

Current Trade Licence – (Companies for specific operations)

b) Licence No. Expiry Date

c) Licence No. Expiry Date

c) Licence No. Expiry Date.....

(Attach copy/copies of registration certificate)

4. NATURE OF BUSINESS

A. Please list the goods or services you provide specific to item Code, Item Description applied for:

1)

B. For Contractors, state your area of specialisation specific to item Code, Item Description applied for: -

1)

2)

3)

PART III: FINANCIAL POSITION / INVESTMENT

A. Company's Capital

1) Authorised Shares UGX

2) Issued Shares UGX

B. Partnership & Sole Proprietorship:

Total Investment: UGX

NB: Provide and attach certified audited financial statements for the previous (latest) two years and/or bank statements for the last one year certified by the issuing bank as proof of ability to execute the items applied for.

C. Maximum value of business which you can handle at any time

D. State terms of payment in preference order

i)

ii)

iii)

Note: IDIWA prefers payment to be made within 30 days after delivery of goods/services.

PART IV: PERFORMANCE STANDARDS & FACILITIES

A. Space

1) Factory Owned or rented

3) Office Owned or rented

B. Machinery

1) You own or lease

2) Approximate value UGX

(Provide and attach a list of key equipment for the execution of the works)

3) State extent to which you would have to sub-contract work

.....

.....

4) Are you certified by any Quality Assurance Body? If so, give the standard and name

.....

(Attach a copy of accreditation)

PART V: MANPOWER

a) Name of Chief Executive Officer/Principal Officer

b) How many staff does your organization have?

Indicate the number in each category:

Technical (Permanent..... Temporary.....)

Semi-Skilled (Permanent..... Temporary.....)

c) Please describe generally the experience and expertise your organisation possess that will generally enable you to effectively and efficiently undertake the Consultancy services that you are applying for as required by IDIWA.

(Attach CV's of key professional/technical personnel)

PART VI: PAST PERFORMANCE & EXPERIENCE

- a) Please provide at least four (4) major supplies/projects/assignments you have undertaken relevant to the job you are bidding for performed over the last three (3) years, (Attach documental evidence of existence of contract)
- b) Trade References; attach at least four (4) current letters of recommendation from reputable organisations that you have supplied goods, works/service for the last three years.
- c) Name and address of your Bankers

.....

- d) Have you ever had an order/contract issued and cancelled in whole or part by IDIWA? Yes/No

.....
 If yes give reasons for cancellation

- e) Do you have any objection in IDIWA obtaining a confidential financial report from your bankers?
- f) Has your company ever been involved in litigation/arbitration with clients/consultants?

If yes, give details

.....

PART VII: BUSINESS PROBITY AND LITIGATION HISTORY

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential IDIWA supplier.

No.	PARTICULARS	RESPONSE
1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Uganda or the country in which it is established?	
2	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value in excess of UGX 15,000,000/=	
3	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police or Uganda Anti-Corruption Commission	

4	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Ugandan law?	
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PART VIII: SWORN STATEMENT

I declare that to the best of my knowledge the answers submitted in this pre-qualification questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with IDIWA.

Having studied the pre-qualification information for the above provision of goods, works or services applied for I hereby state:

1. The information and answers furnished in this pre-qualification questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with IDIWA.
2. 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.
3. We enclose all the required documents and information required for the pre-qualification evaluation.
4. We will not engage in corrupt practices with the procurement committee or members of Staff.
5. We have not been debarred from participating in Public Procurement Proceedings.

PART IX: SIGNATURE

FORM COMPLETED BY	
Date:	
Name:	
Signature:	
Official Stamp or Seal	