



Elizabeth Glaser Pediatric AIDS Foundation

PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, WORKS & SERVICES FOR THE YEAR 2019–2021

CLOSING DATE: Thursday 21st February, 2019 at 5:00Pm

Please indicate the Category applied for as follows:

CATEGORY

NO:.....

CATEGORY

NAME:.....

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TENDER NOTICE

PRE-QUALIFICATION OF SUPPLIERS 2019-2021

The Elizabeth Glaser Pediatric AIDS Foundation invites applications from competent firms for pre-qualification for supply of goods, works and services listed below for 2019-2021 financial years. Interested eligible suppliers are invited to apply for pre-qualification, indicating the category number and Category name of goods works or services they wish to be considered for as indicated below.

CATEGORIES

CATEGORY 1: SUPPLIES

CATEGORY NUMBER	CATEGORY NAME
EGPAF/SUPLS/PQ/19-21/01	General Office Stationery
EGPAF/SUPLS/PQ/19-21/02	Laboratory, Chemicals and Medical Equipment
EGPAF/SUPLS/PQ/19-21/03	Drugs (Tablets, injectables, creams, solutions, ARV drugs, etc.)
EGPAF/SUPLS/PQ/19-21/04	Medical Sundries & infection control items
EGPAF/SUPLS/PQ/19-21/05	Computer hardware, Consumables and Accessories (Desktops, Laptops, Projectors, Toner Cartridges, UPSs etc.)
EGPAF/SUPLS/PQ/19-21/06	Office equipment e.g. Print devices: printers, photocopiers, scanners, PABX, Telephone
EGPAF/SUPLS/PQ/19-21/07	Supply and installation of computer software, networking and maintenance of telephone systems
EGPAF/SUPLS/PQ/19-21/08	Office supplies, kitchen utilities and toiletries
EGPAF/SUPLS/PQ/19-21/09	Office furniture and fittings
EGPAF/SUPLS/PQ/19-21/010	Supply and maintenance of Generators
EGPAF/SUPLS/PQ/19-21/011	Supply of motor cycles
EGPAF/SUPLS/PQ/19-21/012	Motor vehicle tyres, tubes, batteries and spare parts
EGPAF/SUPLS/PQ/19-21/013	Branded items (Uniforms, T-shirts, badges, umbrellas, bags, branded pens etc.
EGPAF/SUPLS/PQ/19-21/014	Air conditioners, accessories and refrigeration maintenance
EGPAF/SUPLS/PQ/19-21/015	Personal Protective wear & Equipment (head gears, riding shoes, gloves, elements, suits etc)
EGPAF/SUPLS/PQ/19-21/016	Supply of Branded Tents

CATEGORY 2: SERVICES

CATEGORY NUMBER	CATEGORY NAME
EGPAF/SRVCS/PQ/19-21/017	Airline agents/Air Ticketing services
EGPAF/SRVCS/PQ/19-21/018	Hire of vehicles (saloon cars, station wagons, bus, trucks etc.)
EGPAF/SRVCS/PQ/19-21/019	Hotel Accommodation and conference facilities Districts (Kampala, Mukono, Kisoro, Kabale, Ntungamo, Isingiro, Kanungu, Rukungiri, Mitooma, Bushenyi, Buhweju, Rubirizi, Sheema, Ibanda, Kiruhura, Rubanda and Mbarara)
EGPAF/SRVCS/PQ/19-21/020	Cleaning and Fumigation services
EGPAF/SRVCS/PQ/19-21/021	Repair & Servicing of motor vehicles & motor cycles
EGPAF/SRVCS/PQ/19-21/022	Repairs & maintenance of computers and photocopiers
EGPAF/SRVCS/PQ/19-21/023	Printing, art and design i.e. Publications, Promotional materials etc.
EGPAF/SRVCS/PQ/19-21/024	Engraving Services
EGPAF/SRVCS/PQ/19-21/025	Supply, Maintenance & repair of electrical equipment
EGPAF/SRVCS/PQ/19-21/026	Maintenance & repair of furniture & fittings
EGPAF/SRVCS/PQ/19-21/027	Maintenance & repair of office tools & equipment
EGPAF/SRVCS/PQ/19-21/028	Servicing of medical and laboratory equipment
EGPAF/SRVCS/PQ/19-21/029	Secretarial services (photocopying, printing and binding)
EGPAF/SRVCS/PQ/19-21/030	Security Services
EGPAF/SRVCS/PQ/19-21/031	Garbage collection and disposal for Kampala and Mbarara offices
EGPAF/SRVCS/PQ/19-21/032	Courier & postage services
EGPAF/SRVCS/PQ/19-21/033	Clearing & Forwarding
EGPAF/SRVCS/PQ/19-21/034	Radio announcements, talk shows, and spot messages in the districts of (Kampala, Kisoro, Kabale, Ntungamo, Isingiro, Kanungu, Rukungiri, Mitooma, Bushenyi, Buhweju, Rubirizi, Sheema, Ibanda, Kiruhura, Rubanda and Mbarara)
EGPAF/SRVCS/PQ/19-21/035	Internet services, airtime provision and mobile money aggregation services
EGPAF/SRVCS/PQ/19-21/036	Asset Valuation

CATEGORY 3: WORKS

CATEGORY NUMBER	CATEGORY NAME
EGPAF/WRKS/PQ/19-21/037	Construction, Partitioning and joinery
EGPAF/WRKS/PQ/19-21/038	Carpentry works

Submission Format

Email Submission (ONLY)

Prequalification documents shall only be received through email; procurementuganda@pedaids.org as one document in PDF (Max 3MB) with a clear subject “**Pre-qualification of Suppliers 2019-2021**”. The submitted prequalification document should clearly indicate the **Category No..... and Category Name.....**that the supplier seeks to be prequalified for. **PLEASE NOTE THAT NO HAND DELIVERED APPLICATIONS WILL BE ACCEPTED**

For submission purposes only, the Foundation’s address is:

Attention : **Senior Procurement Officer**
Organisation : Elizabeth Glaser Paediatric AIDS Foundation
Plot : Plot 15, Kitante Close, Kampala
Plot : 7 Galt Road, Mbarara
Country : Uganda

The deadline for bid submission shall be on or before **Thursday 21st February, 2019 at 5:00Pm local time**. Any Application received after the deadline will not be accepted.

GENERAL INSTRUCTIONS

- 1) You are requested to provide particulars as indicated in part II, III, IV, V, VI of this document as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form.
- 2) EGPAF attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant may be rendered ineligible for prequalification
- 3) EGPAF reserves the right to visit and inspect business premises of all the applicants to verify information provided.
- 4) All the information provided shall be treated as confidential.
- 5) This Prequalification Document is eligible for one category number which should be clearly written at the top of the form. Therefore, if an applicant wishes to apply for multiple categories, they must use separate prequalification documents for each of the categories
- 6) EGPAF will communicate the outcome of the prequalification exercise to the applicants on the EGPAF notice board.
- 7) EGPAF does not solicit any kind of fees to have vendors prequalified or awarded contracts. Any form of Fraud or Corruption such as canvassing, kickbacks, bribes, undisclosed familial or close personal relationships between vendors and Foundation employees, or other unethical practices will lead to automatic disqualification. In the event of any issues related to such unethical practices please feel free to report to the Foundation through fraud@pedaids.org

PRE-QUALIFICATION INSTRUCTIONS

Introduction

EGPAF would like to invite interested candidates who must qualify by meeting the set criteria as provided by the EGPAF to perform the contract of supply and delivery or provision of goods, services and works to EGPAF.

Pre-qualification Objective

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

Invitation of Pre-qualification

Duly registered suppliers under the Laws of Uganda in respect of goods, services and works are invited to submit their Pre-Qualification documents to EGPAF so that they may be pre-qualified for submission of quotations whenever required. The prospective suppliers are required to supply mandatory information for prequalification.

Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services/works to Non-Governmental Organizations, Government/Corporations/ institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the prequalification criteria.

Pre-qualification Document

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

Consideration for Pre-Qualification

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

Questions Arising from Documents

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

procurementuganda@pedaids.org

Additional Information

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

Requests for Quotations

Request for quotations will be made available only to those bidders whose qualifications are accepted by EGPAF after meeting the minimum requirements of the pre – qualification process.

PRE-QUALIFICATION DATA INSTRUCTIONS

Pre-qualification data forms

The attached questionnaire forms described as part 1, II, III, IV, V, VI, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

Form Presentation Requirements

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.

Qualification

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by EGPAF 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.

Prospective bidders will not be considered qualified unless in the judgment of EGPAF they possess capability, experience, qualified personnel available and suitability of equipment and financial capacity sufficient to satisfactorily execute the contract for goods/services.

Essential Criteria for Pre-qualification

Experience

- a. Prospective bidders shall have at least 3 years' experience in the supply of goods & services
- b. Prospective supplier requires experience and capability to organize supply and delivery of items, or services on short notice.

- c. EGPAF reserves the right to request for additional qualification information at the tender/quotation stage to suit particular procurement.

Financial Condition

- a. The Supplier’s is required to indicate the annual turnover for the company for the period 2015, 2016,2017.
- b. The supplier should indicate the value of business they can handle at any one given time
- c. Potential suppliers/contractors will be prequalified on the satisfactory information given.

Past Performance

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

Sworn Statement

- a. Application must include a sworn statement by the company’s Authorized representative of the tenderer, on part VI ensuring the accuracy of the information given.

Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the subsequent invitation to tender 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, EGPAF reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

Premises

The company must have a fixed Business Premise and must be registered in Uganda, with certificate of Registration, Incorporation/Memorandum and Articles of Association, tax registration certificate copies of which must be attached. For companies owned by individuals, a copy of National ID and TIN certificate must be attached as a mandatory requirement

Statutory Obligations

The applicant must show proof that it has paid all its statutory obligations and have Valid Income Tax Certificate from the Uganda Revenue Authority.

PRE-QUALIFICATION EVALUATION CRITERIA

ELIGIBILITY/REGISTRATION REQUIREMENTS

No.	Requirements (Refer to Part No.1)	Pass/Fail
1.	Copy of Certificate of Registration/Incorporation	
2.	Copy of valid trading license for 2018 or 2019	
3.	Copy of Valid Tax Registration Certificate	
4.	Copy of Income Tax Clearance Certificate for 2018	
5.	Evidence of physical registered office where applicable– Attach utility bill e.g. Electricity/water bill etc. or tenancy agreements	
6	Power of Attorney indicating the Authorized Representative of the Company.	

TECHNICAL EVALUATION

No.	Requirements (Submit Evidence)	Refer to Part No.	Pass/Fail
1.	Company Details	II	
2.	Financial Position <ul style="list-style-type: none">• Complete details requested in Part III	III	
3.	Past Performance & Experience	V	
4.	Sworn Statement	VII	

Number of providers per category: It's the intention of the Foundation to maintain a manageable number of providers per category. Therefore, the final shortlist per category will consider capacity of the vendors in that category in terms of volume/turnover handled over the last 3 years.

PART I: PRE-QUALIFICATION REGISTRATION DOCUMENTATION

All firms must provide copies of the following: -

- a. Copies of Certificate of Incorporation/Partnership deed/business registration
- b. Valid Income Tax Certificate from Uganda Revenue Authority
- c. Copy of 2018 or 2019 trading license
- d. Copy of the TIN/Tax Registration Certificate
- e. Evidence of physical registered office where applicable– Attach utility bill e.g. Electricity/water bill etc. or tenancy agreements
- f. Power of Attorney indicating the Authorized Representative of the Company.

PART II: COMPANY DETAILS

Attach a company profile that address the following: -

- Name of Chief Executive Officer/Principal Officer/Contact person
 - Name
 - Position
 - Telephone Contacts
 - Email address
- Full details of the physical location
- The company Website
- The company official email address:
- The company official telephone contacts
- Code of Conduct Policy that addresses issues of Fraud, Respect at Work Place, Child Protection among others.
- Please list the goods or services you provide specific to category number, category name applied for.

PART III: FINANCIAL POSITION / INVESTMENT

- A. Indicate your company turnover for the period 2015, 2016 & 2017 in

Uganda Shillings (this should be similar to what was declared at URA). The minimum requirement for annual turnover is UGX 150m. Please attach copies of audited books of accounts for the indicated period.

B. Maximum value of business which you can handle at any time in UGX.....

C. Bank Details

Bank Name.....

Bank Branch.....

Bank Account Name:.....

Bank Account Number:.....

Swift Code:.....

PART IV: PAST PERFORMANCE & EXPERIENCE

a) Please provide at least three letters of recommendation from organizations where your company has supplied similar services in the last three years. The letter should state

- On the recommending organization's letterhead
- The type of goods and services you supplied the recommending organization and the corresponding contract values
- Comment on performance of your company
- The number of yrs they have done business with your company
- Attach documentary evidence of existence of contract e.g Purchase order, contract etc

PART V: 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 EGPAF supplier.

No.	Particulars	Response (yes/No) (If yes, provide a brief duly signed statement explaining the circumstance)
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.	Is there any material pending or threatened litigation or other legal proceedings regardless of the value	
3.	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the US Government, police, IGG or similar authority in the country in which your organization is established?	

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 VI: 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 EGPAF.

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 EGPAF.
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 fraud, corruption and unethical related practices.
5. We have not been blacklisted from participating in Public Procurement Proceedings by US Government or any Government Authority.

FORM COMPLETED BY:	
Date:	
Name:	
Designation:	
Signature:	
Seal/Stamp:	

The sworn statement MUST be signed by the Company's Authorized Representative. Please ensure to attach a power of attorney.