**PRE-QUALIFICATION OF PROVIDERS FOR SUPPLIES, SERVICES AND WORKS**

## PREFACE

Pre-qualification is a pre-tender process that provides for a short-list of providers from which providers are obtained to bid. Pre-qualification is used where works, services or supplies are of a routine nature or bidding is for a group of similar contracts. Pre-qualification shall be open to all providers and providers shall be invited using a pre-qualification notice.

A pre-qualification notice shall be published in at least one publication of wide circulation to ensure effective competition.

WALIMU therefore invites a select cohort of suppliers to submit bids for Pre-Qualification Exercise.

The pre-qualification document is divided into:

* Part I: General Part
* Part II: Instructions to Bidders
* Part III: Preparation of Applications
* Part IV: Submission of Applications
* Part V: Evaluation of Applications
* Part VI: Pre- qualification Appendices:

A: Application Submission sheet

 B: Statement of Requirements

C: Evaluation Criteria

## TABLE OF CONTENTS

[**PREFACE** i](#bookmark0)

## [PART I: INTRODUCTION 1](#bookmark1)

* 1. [**Scope of Application** 1](#bookmark2)
	2. [**Corrupt Practices** 1](#bookmark3)

## [PART II: INSTRUCTIONS TO PROVIDERS 2](#bookmark4)

* 1. [**Introduction** 2](#bookmark5)
	2. [**Objectives** 2](#bookmark6)
	3. [**Eligible Applicants and Countries** 2](#bookmark7)
	4. [**Cost of Applying** 3](#bookmark8)
	5. [**Clarification of pre-qualification Documents** 3](#bookmark9)

## [PART III: PREPARATION OF APPLICATIONS 5](#bookmark10)

* 1. [**Language of Application** 5](#bookmark11)
	2. [**Documents Establishing Applicant’s Eligibility and Qualifications** 5](#bookmark12)
	3. [**Format and Signing of Applications** 5](#bookmark13)

## [PART IV: SUBMISSION OF APPLICATIONS 6](#bookmark14)

* 1. [**Sealing and Labelling of Applications** 6](#bookmark15)
	2. [**Deadline for Submission of Applications** 6](#bookmark16)
	3. [**Late Applications** 6](#bookmark17)

## [PART V: EVALUATION OF APPLICATIONS 7](#bookmark18)

* 1. [**Evaluation of Applications:** 7](#bookmark19)
	2. [**Clarification of Applications** 7](#bookmark20)
	3. [**Contacting the Procurement and Logistics Unit** 7](#bookmark21)
	4. [**Confidentiality** 7](#bookmark22)

## [PART VI: PRE-QUALIFICATION 8](#bookmark23)

* 1. [**Notification to the Pre-qualified Applicants** 8](#bookmark24)
	2. [**Inspection** 8](#bookmark25)
	3. [**Currency** 8](#bookmark26)
	4. [**Changes in Qualifications of Applicants** 8](#bookmark27)

[**APPENDIX A** 8](#bookmark28)

[**FORM A1: APPLICATION SUBMISSION SHEET** 8](#bookmark29)

[**FORM A2: APPLICANT INFORMATION SHEET** 11](#bookmark30)

**FORM A3: FINANCIAL STATEMENT**

**FORM A4: RESOURCES: PERSONNEL** ……………………….

[**FORM A5: RESOURCES: PROVIDERS EQUIPMENT AND FACILITIES** 14](#bookmark31)

[**FORM A6: EXPERIENCE: RELEVANT PROJECTS COMPLETED** 14](#bookmark32)

[**FORM A7: LEGAL STATUS** 14](#bookmark33)

[**APPENDIX B: STATEMENT OF REQUIREMENTS** 15](#bookmark34)

[**APPENDIX C: SUPPLIERNAIRE B** 15](#bookmark34)

[**APPENDIX D: SUPPLIERNAIRE A** 15](#bookmark34)

[**APPENDIX E: CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS** 17](#bookmark35)

[**APPENDIX F: EVALUATION CRITERIA** 27](#bookmark36)

**PART I: INTRODUCTION**

* 1. **Scope of Application**
		1. WALIMU invites applications for the pre-qualification of supplies/goods, services and works described in Appendix B.
		2. Throughout this document:
1. The “Applicant” means the bidder submitting an application; and
2. “Application” means a bid or submission to be short-listed.
	1. **Corrupt Practices**
		1. It is the WALIMU policy to require that its staff as well as Applicants, and Providers observe the highest standards of ethics during procurement and the execution of contracts. In pursuit of this policy, WALIMU (herein referred to as the Purchaser):
3. Defines, for the purposes of this provision, the terms set forth below as follows:
4. “corrupt practice” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of an official in the procurement process or in contract execution; and
5. “fraudulent practice” includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Providers prior to or after bid submission designed to establish bid prices at artificial, non-competitive levels and to deprive the project of the benefits of free and open competition;
6. will reject a recommendation for award if it determines that the Bidder recommended for award has engaged i n corrupt or fraudulent practices in competing for the Contract; and
	* 1. In pursuit of the policy, WALIMU requires representatives of both the Procurement and Logistics Unit and of Providers to adhere to the relevant codes of ethical conduct.

## PART II: INSTRUCTIONS TO PROVIDERS

* 1. **Introduction**

WALIMU will evaluate and pre-qualify all eligible companies for the provision of various services, works and supplies for a period of 2 years**.** Once a firm has been pre-qualified, it will be invited, several times during the period mentioned, to submit a proposal/Quotation/bid for the provision of some or all the services or supplies.

WALIMU reserves the right to add similar types of services and goods to the list in Appendix B.

* 1. **Objectives**

WALIMU invites **sealed Applications** from reputable providers for services, works and supplies for the provision of various services and goods for a period of 2 years.The list of items required during the above-mentioned financial years are given in Appendix B. Procurement and Logistics Unit should note that the services, works and goods are not restricted to those listed in Appendix B.

* 1. **Eligible Applicants and Countries**
		1. An Applicant, and all parties constituting the Applicant, shall meet the following criteria to be eligible to participate in Pre – Qualification:
1. The applicant has the legal capacity to enter into a contract in Uganda;
2. The applicant is not:
3. Insolvent;
4. In receivership;
5. Bankrupt; or
6. Being wound up
7. The applicant’s business activities have not been suspended;
8. The applicant is not the subject of legal proceedings for any of the circumstances in (b); and
9. The applicant has fulfilled his or her obligations to pay taxes and social security contributions.
	1. **Cost of Applying**

The Applicant shall bear all costs associated with the preparation and submission of its Application and WALIMU in no case is responsible or liable for those costs, regardless of the conduct or outcome of the pre-qualification process.

* 1. **Clarification of pre-qualification Documents**

A prospective Applicant requiring any clarification of the pre-qualification documents may notify WALIMU in writing or by cable (hereinafter, the term cable is deemed to include telephone, and e-mail) at the client’s address indicated below. WALIMU will respond in writing to any request for clarification on the pre-qualification documents, which it receives no later than the deadline for the submission of Applications.

For clarification purposes only, the Procurement and Logistics Unit address is:

 Attention: PROCUREMENT & LOGISTICS UNIT

Street Address: Unit 4, Plot 5-7 Coral Crescent, Lower Kololo Terrace

Town/City: KAMPALA

Postal Code: P.O. BOX 9924, Kampala

Country: UGANDA

Email: procurement@walimu.org

Telephone: +256 783 009 044 / +256 759348787 /+256 700427181

## PART III: PREPARATION OF APPLICATIONS

* 1. **Language of Application**

The Application prepared by the Applicant, as well as all correspondence and documents relating to the Application exchanged by the Applicant and WALIMU Shall be written in English.

* 1. **Documents Establishing Applicant’s Eligibility and Qualifications**

The Applicant shall provide as part of its Application, the documentary evidence of the Applicant's legal status, financial, technical and production capability to provide the services.

* 1. **Format and Signing of Applications**
		1. The Applicant is requested to submit their Pre-qualification Documents (included in Annex A) in one envelope marked: “Pre-qualification Documents for the provision of ……………………………………………… to WALIMU (FY2024 & 2025).” **The envelope shall contain One (1) original and two (2) copies.**
		2. The original and the copies of the Application shall be typed or written in indelible ink and shall be signed by the Applicant or a person or persons duly authorized to sign the pre-qualification documents. All pages of the Application, shall be initialed by the person or persons signing the Application and each page numbered.
		3. Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the Application.
		4. ALL PAGES OF THE PROPOSAL MUST BE INITIALED AND NUMBERED SEQUENTIALLY STARTING WITH PAGE NUMBER ONE (1) BEING THE COVER PAGE.

##

## PART IV: SUBMISSION OF APPLICATIONS

* 1. **Sealing and Labelling of Applications**
		1. The Pre-qualification Application shall be composed of one envelope marked “Pre-qualification Document for the provision/supply of …………………..It shall contain one (1) original (marked “Original”) and two (2) copies (marked “Copy”).
		2. The envelope shall also indicate the name and address of the Applicant to enable the Application to be returned unopened in case it is declared “late”.
		3. If the envelope is not sealed and marked as required, WALIMU will assume no responsibility for the Applications misplacement or premature opening.
	2. **Deadline for Submission of Applications**

Applications must be received by WALIMU, at the address specified above **not later than 15th December 2023 at 5pm**

* 1. **Late Applications**

Any Application received after the deadline for submission of Applications prescribed will be rejected.

## PART V: EVALUATION OF APPLICATIONS

* 1. **Evaluation of Applications:**

WALIMU will carry out the evaluation of proposals/bids on the basis of their responsiveness to:

* + 1. Legal Status
		2. Tax Payment
		3. Financial Position – Presentation of copies of Audited reports for the last two years i.e. 2021 and 2022.
		4. Evaluation criteria as given in Appendix C.

Any application that fails to meet the requirements in 5.1 will be considered unsuitable and shall be rejected at this stage.

* 1. **Clarification of Applications**
		1. During evaluation of the Applications, WALIMU may, at its discretion, ask the Applicant for clarification of its Application. A request for clarification shall be signed and sent to a bidder by the chairperson of the evaluation committee.
		2. A bidder shall be instructed to reply to clarifications in writing within a specified time, addressing their responses to the Chairperson, Procurement Committee.
		3. The Chairperson, Procurement Committee shall ensure that all replies are promptly responded to

5.4.4 Failure of a bidder to respond to a request for clarification may result in the rejection of its bid.

* 1. **Contacting the Procurement and Logistics Unit**
		1. No Applicant shall contact WALIMU Procurement and Logistics Unit on any matter relating to its Application **from** **the time of Application opening** to pre-qualification of Applicants.
		2. Any effort by the Applicant to influence WALIMU in its decisions on the Application evaluation may result in the rejection of the Application.
	2. **Confidentiality**
		1. Information relating to the evaluation of applications, and recommendation for pre-qualification, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of pre-qualification is made to all Applicants.
		2. From the deadline for submission of applications to the time of notification of the results of the pre-qualification, any Applicant that wishes to contact the Procurement and Logistics Unit on any matter related to the pre- qualification process, may do so but only in writing.

## PART VI: PRE-QUALIFICATION

* 1. **Notification to the Pre-qualified Applicants**

WALIMU will notify successful applicants in writing by registered letter or by cable, that they have been pre-qualified to provide works, services and goods.

* 1. **Inspection**

WALIMU reserves the right to conduct a physical inspection of the premises of the Applicant at its own cost and discretion. If, after the inspection, it is deemed that the physical structure and quality of service equipment is unsatisfactory, then the Application will be rejected. WALIMU reserves the right to verify all information submitted.

* 1. **Currency**

All monetary/financial information furnished, must be quoted in Uganda Shillings.

* 1. **Changes in Qualifications of Applicants**
		1. Applicants and those subsequently pre-qualified or conditionally pre-qualified, shall inform WALIMU of any material change in information that might affect their qualification status. Providers shall be required to update key pre-qualification information at the time of bidding.
		2. Prior to award of contract, the best evaluated bidder will be required to confirm its continued qualified status in a post-qualification review process.

## APPENDIX A:

**FORM A1: APPLICATION SUBMISSION SHEET**

Date: [insert day, month, year]

To: [insert full name of Procuring and Entity]

We, the undersigned declare that:

1. We have examined and have no reservations to the pre-qualification document, including Addenda No: ,

[*insert the number and issuing date of each Addenda (in case of any)*];

1. We hereby apply to be pre-qualified for the following works, services or supplies:

|  |  |
| --- | --- |
| **Lot Number** | **Description of Works, Services or Supplies** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. We, including any subcontractors or providers for any part of the contract or contracts resulting from this pre- qualification process, are eligible to participate in public procurement;
2. We undertake to abide by the Code of Ethical Conduct for providers during the procurement process and the execution of any resulting contract;
3. We, including any subcontractors or providers for any part of the contract or contracts resulting from this pre- qualification process do not have any conflict of interest, and are not associated, nor have been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design or technical specifications of the Supplies;
4. We, our affiliates or subsidiaries, including any subcontractors for any part of the contract or contracts resulting from this pre-qualification process, have not been suspended by the Public Procurement and Disposal of Public Assets Authority in Uganda from participating in public procurement;
5. We are not a government owned entity, or if we are, we meet the requirements of 2.3.9.
6. We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the pre-qualification process, the corresponding bidding process or execution of the Contract: [insert complete name of each Recipient, their full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity. If none has been paid or is to be paid, indicate “none”.]

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Recipient** | **Address** | **Purpose/Reason** | **Amount & currency** |
|  |  |  |  |
|  |  |  |  |

1. We understand that you may amend the scope and value of any contracts to be bided or cancel the pre- qualification process at any time and that you are neither bound to accept any application that you may receive nor to invite the pre-qualified applicants to bid for the contract or contracts, which are the subject of this pre- qualification, without incurring any liability to the Applicants;
2. We understand that qualification information will be subject to verification through a post-qualification process prior to any award of contract;
3. We hereby authorize you and your authorized representatives, to conduct any enquiries or investigations to verify the statements, documents and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Application Submission Sheet will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by you to verify statements and information provided in this application.

Signed: [signature of person whose name and capacity are shown below]

 Name: [insert complete name of person signing the application]

In the capacity of [insert legal capacity of person signing the application]

Duly authorized to sign the application for and on behalf of: *[insert complete name of Applicant/Joint Venture]*

Dated on day of , *[insert date of signing*]

## FORM A2: APPLICANT INFORMATION SHEET

**STRUCTURE AND ORGANIZATION**

1. Name of Company: [insert full legal name]
	1. Physical address: [insert street/ number/ town or city/ country]
	2. Postal address:
	3. Telephone number:
	4. Telefax number:
	5. Email:
	6. Bank details:
2. Description of the Company’s activities:
3. Number of years of experience in the provision of the works, services or supplies under reference
4. In case of a Joint Venture, the following documentation shall be required for each member of the joint venture:
	1. A copy of the Bidder’s Trading license;
	2. A copy of the Bidder’s Certificate of Registration;
	3. A copy of the Bidder’s income tax clearance certificate **(WALIMU TIN IS:** 1006600413**)**;
	4. Power of Attorney of the signatory(ies) of the bid authorizing signature of the bid on behalf of the joint venture;
	5. A certified copy of the Joint Venture Agreement, which is legally binding on all partners, showing that all partners shall be jointly and severally liable and one of the partners will be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture.

The Applicant’s authorized representative for information is:

1. Name: [insert full legal name]
2. Address: [insert street/ number/ town or city/ country]
3. Telephone/Fax numbers: [insert telephone/fax numbers, including country and city codes]
4. E-mail address: [indicate e-mail address]
5. Describe your company’s access from other sources (name the sources/companies) to works, services or supplies it does not carry out or does not have in stock, and the delivery schedule in these cases
6. What is the time schedule of providing and completing the works, services or supplies being applied for?

9. Please indicate here or attach an organization chart showing the company structure including key personnel

1. What are the specific types of services that the company is certified to work on? (E.g. Motor vehicle, equipment maintenance, etc.)
2. Please indicate the additional works, services or supplies that the company can provide e.g. mobile repair, vehicle breakdown, pickup service etc.

## FORM A3: FINANCIAL STATEMENT

1. Share capital
	* Authorized share capital:
2. Annual value of business under taken in the last two years

|  |  |  |
| --- | --- | --- |
| Year |  |  |
| Turn over |  |  |

1. Approximate value of current work related to this type of works, services or supplies
2. Please attach copies of the company’s audited accounts for the previous two years (profit/loss, assets/liabilities) and any financial data, which you consider to be useful in the shortlisting. Please list all the attachments below.
3. Name and address of Bankers from which references can be obtained and authority to seek references

## FORM A4: RESOURCES: PERSONNEL

1. Number of staff
	* Management staff:
	* Technical staff:
	* Support staff:
2. Please list the present key personnel and management staff.

|  |  |  |
| --- | --- | --- |
| **Name** | **Qualification** | **Years of relevant experience** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## FORM A5: RESOURCES: PROVIDERS EQUIPMENT AND FACILITIES

On the basis of the information provided in the short-listing documents, please indicate equipment and facilities considered by your firm to be necessary for undertaking the contract and whether this is already in the company’s ownership or will be purchased.

The following facilities and infrastructure are available at the Applicants workshop (where applicable):

## FORM A6: EXPERIENCE: RELEVANT PROJECTS COMPLETED

Please fill in information about the relevant contracts completed over the past three years.

1. Name Employer
2. Description of Contracts
3. Total Contract Price
4. Date of Completion

The applicant MUST attach evidence of performance of the above contracts either in the form of reference letters from the clients. This is applicable for both completed and current similar assignments.

## EXPERIENCE: CURRENT RELEVANT CONTRACTS

Please fill in information about the current relevant contracts being executed.

1. Name Employer
2. Description of Contract
3. Contract Price
4. Value completed and certified

## FORM A7: LEGAL STATUS

1. Enclose a copy of the Memorandum and Articles of Association or its equivalent. A separate list of Directors/Partners/Proprietors should be attached. A joint venture agreement should be attached where applicable.
2. Enclose a copy of the Certificate of Incorporation or its equivalent.
3. Enclose a copy of the Power of Attorney to the signatory of the short-listing document registered by the Registrar of Companies or written authorization to submit the application.
4. Enclose an Income Tax Clearance Certificate addressed to the [Procurement and Logistics Unit], for this particular purpose. The [Procuring Entity] shall only accept original income tax clearance certificates.
	1. Enclose an Annual Tax Clearance Certificate for the previous year
	2. Attach a copy of VAT Registration Certificate
5. Please enclose a copy of the current valid Trading License.
6. Please enclose a copy of your firm’s insurance policy coverage (applicable to motor vehicle maintenance, repair of office equipment, etc.,)

## APPENDIX B: STATEMENT OF REQUIREMENTS

List and codes of supplies, services and works to be provided include but are not restricted to the following Category of items;

|  |  |
| --- | --- |
| **No.** | **STATEMENT OF REQUIREMENTS FOR PREQUALIFICATION OF SUPPLIERS - FY2024 & 2025**  |
| **LOT 1** | **SUPPLIES** |
| 1 | Supply of Computers, Computer Consumables and Accessories |
| 2 | Supply of Air conditioners and accessories |
| 3 | Supply of Power backups, Solar, Generators and Inverters |
| 4 | Supply of Printers, Printer Cartridges, and accessories |
| 5 | Supply of Motor vehicles, motorcycle tyres, tubes, batteries and spare parts |
| 6 |  Supply of Office equipment and tools |
| 7 | Supply of Assorted office stationery |
| 8 | Supply of Drinking water (ISO Certified) and water dispensers |
| 9 | Supply of Office furniture and fittings |
| 10 | Supply of Office Sundries and Consumables |
| 11 | Supply of Office wear/ uniforms and curtains |
| 12 | Supply of Promotional items |
| 13 | Supply of Drugs |
| 14 | Supply of Medical Sundries and Equipments |
| 15 | Supply of Laboratory equipment and reagents |
| 16 | Supply of Communication equipment (audio and visual) |
| 17 | Supply of Firefighting equipment and accessories |
| 18 | Supply of Electrical materials and fittings |
| 19 | Supply of Protective Gears |
| 20 | Supply of Tents and tarpaulins |
| 21 | Supply of Packaging bags & boxes |
| 22 | Supply of Security Equipments |
| 23 | Supply of S-FABS (Braces) for Clubfoot |
| 24 | Supply of Plaster Tools |
| 25 | Supply of POP - Plaster of Paris |
| 26 | Supply of UnderCast |
| 27 | Supply of Fibercast |
| 28 | Supply of Sports attires and equipments |
| 29 | Supply of electronic devices (phones, projectors, televisions, fridges etc) |
| **LOT 2** | **SERVICES** |
| 30 | Advertising and Media |
| 31 | Provision of fumigation and rodents extermination services |
| 32 | Provision of truck hire services (Cold chain and non-cold chain) |
| 33 | Provision of vehicle hire services;4wd station wagons, saloon cars, Vans, coasters etc |
| 34 | Provision of courier services (Local and International) |
| 35 | Provision of Hotel and conference facilities |
| 36 | Provision of Transcription, Translation and interpretation services |
| 37 | Provision of design and printing services |
| 38 | Servicing and repair of IT equipment (Computers, Scanners, Printers and photocopiers) |
| 39 | Servicing, repair and maintenance of medical equipment |
| 40 | Repairs and maintenance of power backups, solar generators and inverters |
| 41 | Provision of mobile money services |
| 42 | Provision of external audit services |
| 43 | Provision of Clearance and Forwarding Services |
| 44 | Provision of car tracking system (Fleet monitoring) |
| 45 | Provision of Insurance services |
| 46 | Air Ticketing, Tours and Travels |
| 47 | Provision of Engraving Services |
| 48 | Provision of Disposal Services for Obsolete medical equipment, medical waste, expired drugs and sundries |
| 49 | Service and repair of motor vehicles & Motorcycles |
| 50 | Service and Repair of firefighting equipment |
| 51 | Service and repair of Air Conditioners |
| 52 | Maintenance and Repair of office furniture and fittings |
| 53 | Electrical Repairs and Installation |
| 54 | Plumbing Repairs and Installations |
| 55 | Provision of Publishing Services - Newspaper adverts  |
| 56 | Provision of Internet Services, Airtime etc |
| 57 | Provision of Events Management Services |
| 58 | Provision of Carpentry Services |
| 59 | Provision of Catering Services |
| 60 |  Taxation Advisory  |
| 61 | Maintenance and repair of Security Equipments |
| 62 | Provision of Security Services |
| 63 | Maintenance & repair of electrical equipments |
| 64 | Maintenance and repair of CCTV Equipment |
| 65 | Provision of Audio Visual and broadcasting Services |
| 66 | Provision of Cleaning and Garbage collection services |
| 67 | Provision of Consultancy and research services |
| 68 | Provision of Photography and Videography Services |
| **LOT 3** | **WORKS** |
| 69 | Building Construction and Civil Engineering Works |

**Walimu Bank Account Details**

Bank Name: Standard Chartered Bank

Account Name: WALIMU

Bank Branch: Speke Road

Bank Account No. UGX: 0102815086401

APPENDX C Questionnaire

This questionnaire is to be completed by all suppliers wishing to supply goods or services to WALIMU

**Fraud and Bribery:** WALIMUtakes a zero tolerance approach to fraud and bribery and we will not work with Suppliers who themselves, or through contractors, subcontractors or other agents, engage in fraud or bribery or other illegal activity.

**Terrorism:** WALIMU will not work with, or provide resources or support to, individuals and organizations associated with terrorism. WALIMU may carry out debarment and terrorist checks on individuals and organizations/ vendors/companies that we intend to contract to provide us with goods and services. By submitting this Supplier Questionnaire, you are consenting to WALIMU and its partners performing these checks.

|  |
| --- |
| **Part A: Legal & Business** |
| **Name of your organization** |  |
| **Name of contact person/account holder** |  |
| **Full address of your head office** |  |
| **Payment address****(if different from above)** |  |
| **Details of any additional branches, agencies or places of business** |  |
| **Phone number** |  |
| **Email address** |  |
| **Website** |  |
| **Fax** |  |
| **Company Registration Number** **Please supply copy of business license** |  |
| **Vat/ Tax No (if relevant)** |  |
| **Bank Name & Branch (for payments)** |  |
| **Sort code / Branch number** |  |
| **Swift/IBAN number** |  |
| **Account number** |  |
| **Account name** |  |
| **If asked, are you able to provide Audited Financial Statements for the past three years?** |  |
| **Standard payment terms** |  |
| **Year company was established** |  |
| **Has your company ever been known****by any other names? If so, please list** |  |
| **Current annual turnover of the company (state currency)** |  |
| **Number of staff currently employed in the company** |  |
| **Names of your organization’s****current Directors** |  |

|  |  |
| --- | --- |
| **Are you aware of any impending legislative or regulatory changes which may affect your business?** |  |
| **Within the last three years, has administrative, civil or criminal litigation been filed against you? If****yes, provide specific details** |  |
| **Has your organization ever been accused of or investigated for fraud or bribery? If yes, provide specific details** |  |
| **Has any individual in your organization ever been accused of or investigated for fraud or bribery?****If yes, provide specific details** |  |
| ***References:***Please provide two references from customers who have purchased the products you might be supplying to WALIMU in the past 3 years (preferably Non-Government Organizations)\**By providing this information the Supplier has consented to* WALIMU *contacting any of the customers listed below for a reference* |
| **Reference 1 Name:** |  |
| **Reference 1 Address** |  |
| **Reference 1 Email:** |  |
| **Reference 2 Name:** |  |
| **Reference 2 Address** |  |
| **Reference 2 Email:** |  |

|  |
| --- |
| **Part B: Declaration** |
| I, being fully authorized to represent the Supplier, hereby certify that all information provided in the completed Questionnaire is true, accurate, current and complete. I understand that the Questionnaire will be used to determine the Supplier’s eligibility for inclusion in WALIMU approved supplier list.On behalf of the said Supplier, and as an implied condition of all future supply contract(s) that WALIMU may enter into with the Supplier during the period of resulting selection, I acknowledge and agree that, if any information herein is found to be materially untrue, inaccurate, out dated or incomplete, WALIMU may, at its option, void such contract(s) without liability and exclude the Supplier from eligibility for a period of between one to five years, as determined appropriate by WALIMU (in addition, and without prejudice to other remedies available at law) |
| Signature……………………………….Print name……………………………… | Date…………………….Title…………………….. |

## APPENDIX E: CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS

1. **Ethical Principles**

Bidders and providers shall at all times:

* 1. maintain integrity and independence in their professional judgement and conduct;
	2. comply with both the letter and the spirit of-
		1. the laws of Uganda; and
		2. any contract awarded.
	3. avoid associations with businesses and organizations which are in conflict with this code.
1. **Standards**

Bidders and providers shall:

* 1. strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided; and
	2. comply with the professional standards of their industry or of any professional body of which they are members.
1. **Conflict of Interest**

Bidders and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with *attach copies of the following documents where applicable:*

Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

1. **Confidentiality and Accuracy of Information**
	1. Information given by bidders and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.
	2. Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.
2. **Gifts and Hospitality**

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of WALIMU that might be viewed by others as having an influence on a procurement decision.

1. **Inducements**
	1. Bidders and providers shall not offer or give anything of value to influence the action of a WALIMU staff during the procurement process or in contract execution.
	2. Bidders and providers shall not ask a public official to do anything which is inconsistent with WALIMU Procurement Policies and Procedures or the Code of Ethical Conduct in Business of WALIMU.
2. **Fraudulent Practices**

Bidders and providers shall not:

* 1. Collude with other businesses and organizations with the intention of depriving WALIMU of the benefits of free and open competition;
	2. Enter into business arrangements that might prevent the effective operation of fair competition;
	3. Engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
	4. Misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of WALIMU; or utter false documents;
	5. Unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of WALIMU and
	6. Withholding information from WALIMU during contract execution to the detriment of WALIMU.

I agree to comply with the above code of ethical conduct in business.

**---------------------------------------** **-------------------------------------------**

**Signature of Person granted power of attorney** **Name of Bidder/Provider**

## APPENDIX F: EVALUATION CRITERIA

The evaluation criteria are usually based on the following areas; eligibility, experience, and capacity, technical and quality requirements. The following are examples of what Procurement and Logistics Unit might use as evaluation criteria: The list is not exhaustive. Please provide any additional which is useful to support your bid.

1. Certificate of Incorporation/Registration
2. Memorandum and articles of association
3. Powers of attorney in favor of signatory to the bid
4. Current Trading License
5. Tax Clearance Certificate
6. VAT Registration Certificate
7. EFRIS Registration
8. Physical address of the organization
9. List of Directors
10. Bank Details
11. Bank Letter or Bank Statement for the last three Months
12. Audited financial reports (2021 & 2022) by certified auditors
13. Evidence of previous and ongoing contracts
14. Two (2) reference letters from previous clients
15. Completed Questionnaire A
16. Signed Code of Ethical Conduct