GAIN UGANDA

PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS & SERVICES FOR THE YEARS 2024 & 2025

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1. Introduction
Global Alliance for Improved Nutrition (GAIN) Uganda invites interested and eligible suppliers to apply for pre-qualification indicating the category of goods and services as they wish to supply.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Reference</th>
<th>Category</th>
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<tbody>
<tr>
<td>1</td>
<td>GAIN -1/2024</td>
<td>Supply and Delivery of General Office Stationeries</td>
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<tr>
<td>3</td>
<td>GAIN -3/2024</td>
<td>Provision of Transport – Car Hire and Taxi Services</td>
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<tr>
<td>4</td>
<td>GAIN -4/2024</td>
<td>Provision of Photography, live streaming, and Videography Services</td>
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<td>5</td>
<td>GAIN -5/2024</td>
<td>Provision of Creative Design &amp; Production of Materials such as branded stationery, folders, banners, Cards, Diaries, Corporate Newsletter, Stickers, Signage, Fliers, Brochures, Booklets etc and general branding and printing services</td>
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<tr>
<td>6</td>
<td>GAIN -6/2024</td>
<td>Provision of Courier Services Countrywide</td>
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<td>7</td>
<td>GAIN -7/2024</td>
<td>Supply of IT Equipment and Accessories, including phones</td>
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<td>8</td>
<td>GAIN -8/2024</td>
<td>Repair and Servicing of Servers, Computers, Laptops, printers, scanners and other related ICT Equipment</td>
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<tr>
<td>9</td>
<td>GAIN -9/2024</td>
<td>Supply of First Aid Kits</td>
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<td>10</td>
<td>GAIN -10/2024</td>
<td>Provision of Rapporteur Services</td>
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<td>11</td>
<td>GAIN -11/2024</td>
<td>Supply and Delivery of Office Furniture</td>
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<td>12</td>
<td>GAIN -12/2024</td>
<td>Supply and Delivery of Office Window Blinds</td>
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<td>13</td>
<td>GAIN -13/2024</td>
<td>Provision of internet services</td>
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<td>14</td>
<td>GAIN -14/2024</td>
<td>Supply of promotional advertising and marketing materials</td>
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<td>15</td>
<td>GAIN -15/2024</td>
<td>Provision of occupational health, safety, and firefighting training services</td>
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<td>16</td>
<td>GAIN -16/2024</td>
<td>Provision of electrical maintenance services</td>
</tr>
<tr>
<td>17</td>
<td>GAIN -17/2024</td>
<td>Provision of plumbing services</td>
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Consultancies Database Category

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<tr>
<th>Item No.</th>
<th>Reference</th>
<th>Consultancy Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>GAIN – DB 1/2024</td>
<td>Consultancy – Baseline, mid-term, and end line Assessments</td>
</tr>
<tr>
<td>2</td>
<td>GAIN – DB 2/2024</td>
<td>Consultancies – Team building</td>
</tr>
<tr>
<td>3</td>
<td>GAIN – DB 3/2023</td>
<td>Consultancies – Video Production</td>
</tr>
<tr>
<td>4</td>
<td>GAIN – DB 4/2024</td>
<td>Consultancy -Research services</td>
</tr>
</tbody>
</table>
1.1. Pre-qualification Objective
The main objective of prequalification is to maintain a register of suppliers and service providers under relevant tenders/quotations to GAIN Uganda on as and when required basis.

1.2. Invitation of Pre-qualification
Suppliers/Service providers 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 Procurement Committee – GAIN Uganda so that they may be pre-qualified for submission of quotations. The prospective suppliers/service providers must provide mandatory information for pre-qualification.

1.3. Experience
Prospective suppliers/Service Providers/contractors must have undertaken successful supply and delivery of similar items/services to institutions of similar size and complexity. Potential suppliers must demonstrate the willingness and commitment to meet the pre-qualification criteria.

1.4. Pre-qualification Document
This document includes questionnaire forms and documents required of prospective suppliers/Service Providers. To be considered for pre-qualification, prospective suppliers must submit all the information herein requested and any bidder who does not meet all the relevant mandatory requirements will be disqualified.
N/B: Submit a SINGLE PDF/ZIPPED ATTACHMENT. Email subject should be e.g. (GAIN -1/2024- Supply and Delivery of General office stationeries)

1.5. Distribution of Pre-qualification Documents
A copy of the completed pre-qualification data and other required information shall be submitted to: Ugandainfo@gainhealth.org not later than 3rd February 2024 at 5.00pm

1.6. Questions Arising from Documents
Questions that may arise from the pre-qualification documents should be directed to the Procurement Committee on the following address Ugandainfo@gainhealth.org not later than 29th February 2024.

1.7. Additional Information
GAIN Uganda Limited reserves the right to request submission of additional information from prospective bidders.

1.8. Request for quotations
Request for quotations will be made available only to those bidders whose qualifications are accepted by GAIN Uganda at the disclosure of the Procurement Committee after the completion of the pre – qualification process.

2. **BRIEF CONTRACT REGULATIONS/GUIDELINES**

2.1. Taxes on Imported Materials
GAIN Uganda is not exempted from any taxes.

2.2. Customs Clearance
The suppliers shall be responsible for custom clearance of their imported goods and materials.

2.3. Contract Price
The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Procurement Committee. Prices quoted should be inclusive of all delivery charges and valid for 90 days.

2.4. Payments
All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.
3. PRE-QUALIFICATION AND DATA INSTRUCTIONS

3.1. Pre-qualification Data Forms
The attached questionnaire forms GPQ-1, GPQ-2, GPQ-3, GPQ-4, GPQ-5, GPQ-6, are to be completed by prospective suppliers/service providers who wish to be pre-qualified for submission of quotations for the specific tender.

*Pre-qualification forms not filled out completely and submitted in the prescribed manner will not be considered. All documents that form part of the proposal must be written in English.*

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

Prospective bidders will not be considered qualified unless in the judgment of GAIN Uganda, they possess capability, experience, availability, and suitability or working capital to satisfactorily execute the contract for the supply of goods and services.

3.3. Essential Criteria for Pre-qualification

3.3.1 (a) Prospective bidders must have at least 2 years’ experience in the supply of goods and services and allied items. Potential suppliers must show competence, willingness and capacity to service the contact.

(b) Prospective suppliers must demonstrate special experience and capability to organize supply and delivery of items, or services at short notice

3.3.2 Personnel The names and pertinent information of the personnel to execute the contract must be indicated in form GPQ-2.

3.3.3 Financial Condition The supplier’s financial condition will be determined by the latest financial statement submitted with the prequalification documents as well as letter of reference from their bankers regarding suppliers/service providers credit position. Potential suppliers/service providers will be prequalified on the basis of information given.

3.3.4 Special consideration will be given to the financial resources available as working capital, considering the amount of uncompleted orders on contract and work in progress. These should be provided on Form GPQ-3. However, potential bidders should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance Contract Past performance will be given due consideration in pre—qualifying of bidders. Letters of reference from past customers must be included in Form GPQ-4
3.4. Declaration Statement
Application must include a Declaration statement (Form GPQ-7) by the tenderer vouching for the accuracy of the information provided.

3.5. Withdrawal of Pre-qualification
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, GAIN Uganda reserves the right to reject the tender from such a bidder, even though they may have been initially pre-qualified.

3.6. Information on Suppliers
The firm must have a fixed Business Premise and be registered in Uganda, with Certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be provided.

3.6.1 The firm must show proof that it has met all its statutory obligations and has current Tax Compliance Certificate
3.6.2 The firm must declare any conflict of interest in relation to any member of staff. GAIN Uganda will not procure goods or services from suppliers where the employees have not declared conflict of interest.
3.6.3 GAIN Uganda will carry out a due diligence exercise for the shortlisted prequalified suppliers.
3.6.4 Any effort by the tenderer to influence GAIN Uganda in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers’ tender.

3.7. Pre-qualification Criteria
Suppliers shall be qualified based on information and data as scored per the following forms.

<table>
<thead>
<tr>
<th>Required Information Form</th>
<th>Form Type</th>
<th>Points Score</th>
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<tbody>
<tr>
<td>1 Registration Documents</td>
<td>GPQ-1</td>
<td>25</td>
</tr>
<tr>
<td>2 Pre-qualification Data</td>
<td>GPQ-2</td>
<td>15</td>
</tr>
<tr>
<td>3 Financial Position</td>
<td>GPQ-3</td>
<td>20</td>
</tr>
<tr>
<td>4 Experience</td>
<td>GPQ-4</td>
<td>20</td>
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<tr>
<td>5 Declaration</td>
<td>GPQ-5</td>
<td>10</td>
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<tr>
<td>6 Confidential Report</td>
<td>GPQ-6</td>
<td>10</td>
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</tbody>
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4. CONSULTANT DATABASE
For consultants submit individual/company profile clearly indicating which category, GAIN Uganda will from time to time contact the consultants to submit application when need arises.

5. FORM GPQ-1 REGISTRATION DOCUMENTATION
Mandatory Requirements
1. Copy of Certificate of Registration/Incorporation of Business Name.
2. Copy of PIN Certificate of firm/company/individual from Uganda Revenue Authority.
3. Must submit certified bank statements for the most recent 12 months
4. Copy of valid Tax Compliance Certificate from Uganda Revenue Authority e.g. Electronic Tax Register (ETR) certificates where applicable
5. Copy of valid Trade License/ Current business licenses from relevant authorities e.g. City council
6. Copy of Letter of recommendation from 3 previous organizations served with similar works
7. Copy of Practicing Certificate for all professionals
8. Copy of Memorandum of Understanding or Articles of Association
10. Where mandatory for service provision, each firm must attach evidence of registration with Professional bodies/Authorities e.g. IATA, Municipal / City Council Certificates of health for food stuffs handling,
11. Copy of quality assurance certificates if any e.g. ISO 9000/9001

6. FORM GPQ-2: PRE-QUALIFICATION DATA

1/We ..................................................................................hereby apply for registration as supplier(s) (Name of Company/Firm) of ...............................................................

.............................................................................................................................

(Item Description)

.............................................................................................................................

(Category No.)

Post Office Address.................................................................................................................................

Town ....................................................................................................................................................

Street ..................................................................................................................................................

Name of building ..................................................................................................................................

Room /Office No. ............................................. Floor No. .................................................................

Telephone Nos. ..................................................................................................................................

Email address (MUST)..........................................................................................................................

Full Name of applicant ..........................................................................................................................

Other branches location ..........................................................................................................................

Organization & Business Information Management Personnel

Chief Executive ..........................................................................................................................................

Secretary ................................................................................................................................................

General Manager .................................................................................................................................

Treasurer ................................................................................................................................................

Other ....................................................................................................................................................
7. **FORM GPQ-3** **FINANCIAL** **POSITION**
Attach a copy of two recent and certified financial statements giving summary of assets and current liabilities/or any other financial support.

8. **FORM GPQ-4** **PAST** **EXPERIENCE**
Names of the Applicants Clients in the last two years

1. Name of 1st Client (Organization)
   i) Name of Organization ________________________________
   ii) Address of Organization ________________________________
   iii) Name of Contact Person at the Organization __________________
   iv) Telephone Number of Organization ________________________
   v) Value of Contract ____________________________________
   vi) Date of Contract (Date) ________________________________

2. Name of 2nd Client (Organization)
   i) Name of Organization ________________________________
   ii) Address of Organization ________________________________
   iii) Name of Contact Person at the Organization __________________
   iv) Telephone Number of Organization ________________________
   v) Value of Contract ____________________________________
   vi) Date of Contract (Date) ________________________________

Name of 3rd Client (Organization)
   Name of Organization ________________________________
   ii) Address of Organization ________________________________
   iii) Name of Contact Person at the Organization __________________
   iv) Telephone Number of Organization ________________________
   v) Value of Contract ____________________________________
   vii) Date of Contract (Date) ________________________________

9. **FORM GPQ-5** **DECLARATION** **STATEMENT**
Having studied the pre-qualification information we/I hereby state:

   a) The information furnished in our application is accurate to the best of our knowledge.
   b) That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
   c) When the call for Tenders/Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes we shall inform you and acknowledge your right to review the pre-qualification made.
   d) We enclose all the required documents and information required for the prequalification evaluation.

Date __________________________________________________
Applicant’s Name _________________________________________
Represented By __________________________________________
Signature _______________________________________________
10. FORM GPQ-6: **CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part I and either Part 2 (a), (b) or (c), whichever applies to your type of business. You are advised that it is a serious offence to give false information on this form *if Ugandan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration*

**Part I - General**

Business Name ..........................................................................................................................................

Location of business premises....................................................................................................................

Plot No. .......................................................... Street/Road.................................................................

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

Email address (MUST).............................................................................................................................

Nature of business......................................................................................................................................

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

Maximum value of business which you can handle at any one time: UGX.................................

Name of your bankers .......................................................... Branch ........................................................

Account No.......................................................... Branch................................................. Swift code.............................................. Branch code........................................ Bank Currency...................................................

**PART 2 (a) – SOLE PROPRIETOR**

Full Name .............................................................................................................................................

Nationality __________________________ Country of Origin ______________________________

Citizenship Details ................................................................................................................................

**Part 2 (b) Partnership**

Given details of partners as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Nationality</th>
<th>Citizenship</th>
<th>Details</th>
<th>Shares</th>
</tr>
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<tbody>
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**PART 2 (C) – REGISTERED COMPANY**

Private or Public State the nominal and issue capital of the company

Nominal UGX ........................................................................................................................................
Give details of all directors as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Nationality Citizenship</th>
<th>Details</th>
<th>Shares</th>
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