

SEPTEMBER 2024

**PRE-QUALIFICATION OF
PROVIDERS FOR VARIOUS
REQUIREMENTS FOR THE YEARS
2024 to 2026**

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PREFACE

Program for Accessible Health, Communication and Education (PACE) is an indigenous Non-Government Organization in Uganda, and an independent network member of Population Services International (PSI). PACE's work focuses on achieving universal health care coverage by addressing the health needs of Ugandans through consumer powered healthcare approaches and affordability of health products in the areas of HIV/TB, reproductive health, malaria, child health and access to safe water.

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-qualify notice.

This is a pre-qualification application solicitation document for potential providers for the years from 2024 to 2026

The pre-qualification document is divided into:

- Part I: General
- Part II: Instructions to Bidders
- Part III: Preparation of Applications
- Part IV: Submission of Applications
- Part V: Opening and Evaluation of Applications
- Part VI: Short listing

Appendices:

- A: Application Submission Sheet
- B: Statement of Requirements
- C: Evaluation Criteria

PART I: GENERAL PART

1.1 Scope of Application

1.1.1 PACE invites applications for the short list of providers for the requirements described in ANNEX A.

1.1.2 Throughout this document:

- (a) The “Applicant” means the bidder applying; and
- (b) “Application” means a bid or submission to be short-listed.

PART II: INSTRUCTIONS TO PROVIDERS

2.1 Introduction

PACE will evaluate and short list all eligible companies for the provision of various requirements for the years 2024 to 2026. Once a firm has been prequalified, it will automatically stand a chance of being invited several times during the financial year, to submit a bid (s) for the provision of some or all the requirements. Bidders are advised that at the discretion of PACE, framework contracts may result from this process for some items. In such cases, firms shall be informed about the arrangement at the time of solicitation. PACE reserves the right to add similar types of requirements to the list in this document.

2.2 Objectives

PACE invites sealed Applications from reputable providers of requirements for the provision of various requirements for years 2024 to 2026. The list of items required during the above-mentioned financial year is given later in proceeding sections of this document.

2.3 Cost of Applying

The Applicant shall bear all costs associated with the preparation and submission of its Application and PACE will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the pre-qualification process. **All applicants shall pay a non-refundable fee of UGX. 70,000 (Uganda Shillings Fifty thousand only) for every category applied for, to the Bank details ; ABSA, Account number- 0341626242, Account name- PACE, Branch: Hannington Road** then deliver the bid to Plot 1A Kanfirst Drive, off Canon Road, Ntinda ,Tel: +256-312-351100 by Wednesday 25th September 2024. Original receipts indicating the category being applied for must be attached to the application submission.

2.4 Clarification of pre-qualification Documents

A prospective applicant requiring **any clarification of the pre-qualification documents may notify PACE by e-mail to the address** indicated below. PACE will make efforts to respond prior to the deadline for the submission of applications.

For clarification purposes only, the Entity's address is:

Attention: **Procurement & Disposal Unit**
Street Address: Plot 1A Kanfirst Drive, off Canon Road, Ntinda
Town/City: Kampala
Postal Code/P. O. Box No: P.O. Box 27659, Kampala.
Country: Uganda
Electronic mail address: procurement@pace.org.ug

2.5 Amendment of pre-qualification document

2.5.1 At any time prior to the deadline for submission of applications, PACE may amend the pre-qualification document by issuing addenda.

2.5.2 Any addendum issued shall be part of the pre-qualification document and shall be communicated

PART II: INSTRUCTIONS TO PROVIDERS

electronically to all who have obtained the pre-qualification document from PACE.

- 2.5.3 To give prospective applicants reasonable time to take an addendum into account in preparing their applications, PACE may at its discretion, extend the deadline for the submission of applications.

PART III: PREPARATION OF APPLICATIONS

3.1 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 PACE shall be written in English. Supporting documents and printed literature provided by the applicant may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the application, the translation shall govern.

3.2 Documents Establishing Applicant's Eligibility and Qualifications

The applicant shall provide as part of its application, documentary evidence of the Applicant's legal status, financial, technical and production capability to provide the services if a contract is awarded in the format provided in the Application Submission Sheet. Failure to provide the required information may result in disqualification.

3.3 Format and Signing of Applications

- 3.3.1 The Applicant is requested to submit pre-qualification documents in one envelope marked: **"Prequalification 2024-2026."** **In addition, Applicants should indicate on top of the envelope the category and area of procurement (lot number) for which they are applying.** The envelope shall contain one (1) original and no copies. **Where an applicant wishes to be prequalified in more than one category, they shall purchase the short- listing document under different categories/lot numbers and submit separate applications as above.**
- 3.3.2 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 initialled by the person or persons signing the Application and each page numbered.*
- 3.3.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialled by the person or persons signing the Application.
- 3.3.4 All Pages of the application MUST be numbered sequentially starting with page number one (1) being the cover page.

PART IV: SUBMISSION OF APPLICATIONS

4.1 Sealing and Labelling of Applications

4.1.1 The Pre-qualification Application shall be composed of one envelope marked as stated above.

4.1.2 For application submission purposes only, PACE's address is:

Attention: Procurement Coordinator (**Please deliver to the PACE reception**)
Street Address: Plot 1A Kanfirst Drive, off Canon Road, Ntinda
Town / City: Kampala
Postal Code / P. O. Box No: P. O. Box 27659, Kampala.
Country: Uganda
Telephone: +256 312-351100

The application start date is: **Thursday September 5th, 2024**

Time: (local time): **9:00 am**

The deadline for application submission is:

Date: **Wednesday September 25, 2024**

Time (local time): **4.00 pm**

Note: Office working hours as below

8:00am – 5:30pm Monday – Thursday

8:00am – 2:00pm on Friday

4.1.3 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".

4.1.4 If the envelope is not sealed and marked as required, PACE will assume no responsibility for the Applications misplacement or premature opening.

4.2 Deadline for Submission of Applications

Applications must be received by PACE at the address specified above not later than **Wednesday 25 September 2024 at 4.00pm.**

4.3 Late Applications

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

PART V: OPENING AND EVALUATION OF APPLICATIONS

5.1 Opening of Applications by PACE.

- 5.1.1 **PACE shall open the applications internally.** The Applicants or the Applicants' representatives who submit applications shall sign a register as evidence for their submission.
- 5.1.2 No Application shall be rejected at Application opening, except for late Applications, which shall be returned unopened to the Applicants.
- 5.1.3 PACE will prepare minutes for the Application opening.

5.2 Evaluation of Applications:

- (a) **PACE** will carry out the evaluation of proposals based on their responsiveness to:
- Legal Status
 - Memorandum and articles of Association or equivalent.
 - Specific evaluation criteria for each category as given.
- (b) Any application that fails to meet the requirements above will be considered unsuitable and shall be rejected at this stage. PACE shall notify the Applicant of the rejection or acceptance of their application.

5.3 Clarification of Applications

- 5.3.1 During evaluation of the Applications, PACE may, at its discretion, ask the Applicant for clarification of its Application. A request for clarification shall be sent to a bidder by the evaluation committee and all requests for clarifications shall be noted in the evaluation report.
- 5.3.2 A bidder shall be instructed to reply to clarifications within a specified time, addressing their responses to the Procurement Coordinator.
- 5.3.3 The Procurement coordinator/team shall ensure that all replies are promptly forwarded to the members of the evaluation committee.
- 5.3.4 Failure of a bidder to respond to a request for clarification may result in the rejection of its bid.

5.4 Contacting PACE

- 5.4.1 No Applicant shall contact PACE on any matter relating to its Application from the time of Application opening to pre-qualification of Applicants.
- 5.4.2 Any effort by the Applicant to influence PACE in its decisions on the Application evaluation may result in the rejection of the Application.

5.5 Confidentiality

- 5.5.1 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.
- 5.5.2 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 PACE on any matter related to the pre-qualification process, may do so but only by e-mail.

PART VI: PRE-QUALIFICATION

6.1 Notification to the pre-qualified Applicants

PACE will notify all Applicants in writing by e-mail, that they have been short listed to provide requirements for the Financial Years 2024 to 2026.

6.2 Inspection

PACE 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 is unsatisfactory, then the Application will be rejected. PACE reserves the right to verify all information submitted.

6.3 Currency

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

6.4 Changes in Qualifications of Applicants

6.4.1 Applicants and those subsequently prequalified or conditionally prequalified, shall inform PACE of any material change in information that might affect their qualification status. Providers may be required to update key pre-qualification information at the time of bidding.

6.4.2 Prior to award of contract, the best evaluated bidder may be required to confirm its continued qualified status in a post-qualification review process.

ANNEX A

FORM I: APPLICATION SUBMISSION SHEET

Date:

To: **PACE**

We, the undersigned declare that:

- (a) We have examined and have no reservations to the pre-qualification document, including Addenda No: *[insert the number and issuing date of each Addenda].*
- (b) We hereby apply to be short listed for the following requirement:

CATEGORY & LOT Number	Description of Requirement

- (c) 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 any one that has prepared the solicitation document;
- (d) We declare that the following 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

- (e) We understand that you may amend the scope and value of any contracts to be bided for 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;
- (f) We understand that qualification information may be subject to verification through a post-qualification process prior to any award of contract.
- (g) We hereby authorise you and your authorised representatives, to conduct any enquiries or investigations to verify the statements, documents and information submitted regarding 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 authorisation to any individual or authorised representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by yourselves 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 authorised 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 II: APPLICANT INFORMATION SHEET

3. Number of years of experience in the provision of the requirement under reference

.....
.....

.....
.....

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

FORM III: RESOURCES: PERSONNEL

1. Number of staff

- Management staff:
- Technical staff:
- Support staff:

2. Please list the present key personnel and management staff.

Name	Years of relevant experience

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. Attach a copy of VAT Registration Certificate for Ugandan firms (where applicable)
5. Please enclose a copy of a Trading License for the current year by an authorized issuing authority.
6. Please enclose a copy of your firm's ISO or other quality assurance certificate, if any accreditation from a national /International body.
7. Audited accounts for period 2022 and 2023
8. Bank statement for the last 3 months (June, July, Aug) 2024.
9. At least three reference letters from your clients.
10. Attach at least three previous contracts/LPO in line to the lot bided for.
11. One must have at least two years' experience in the category bided for.

List of requirements to be provided include but are not restricted to the following:

CATEGORY A: SUPPLY OF GOODS

Lot Numbers:

1. Supply of general stationery e.g. printing papers, pens, etc.
2. Supply of Toners
3. Supply of office supplies (Sugar, washing soap, Liquid soap, toiletries, tea leaves etc.).
4. Supply and maintenance of computer hardware and software (laptops, desktops, mobile devices, wireless access points, antivirus)
5. Supply and maintenance of printers, photocopiers, scanners
6. Supply of Branded items and Promotional material.
7. Supply of Pharmaceutical products, medical sundries/consumables and medical equipment.
8. Supply of Office furniture and fixtures.
9. Provision of Decoration services (decoration, tents, chairs, mobile toilets, tables, etc.).
10. Supply of Hardware materials (cement, nails etc.)
11. Supply of Office bottled drinking water (18-20litres and dispenser).
12. Supply of Protective gears for Motorcycles.
13. Supply of Fire-fighting equipment & training services
14. Supply of Motor vehicle and Motorcycle Tyres and batteries.

CATEGORY B: PROVISION OF SERVICES

Lot Numbers

15. Provision of hotel accommodation and conference facilities (Kampala, Wakiso, Hoima, Mpigi, Bukomansimbi, Rakai, Kyotera, Masaka, Lira, Mbale, Gulu, Kitgum and Mukono).
16. Provision of logistics services (vehicle hire and truck hire) in East, Central, Northern, Western Uganda in the following locations- Mubende, Nakaseke, Mbale, Lira, Amolatar, Dokolo, Kampala Wakiso, Mpigi, Masaka, Nakasongola, Luwero, Hoima, Bukwo, Kiboga, Bukomansimbi, Kyotera, Rakai, Butambala, Gomba, Kalungu.

17. Provision of Printing, Binding, Photocopying services.
18. Provision of Photography and Video editing, including digital communication services.
19. Provision of Proposal Development, Research & M&E labor services (data entrants, field workers etc.).
20. Provision of Electrical repairs and services.
21. Provision of Minor civil works.
22. Supply, installation and maintenance of security alarms equipment and security systems.
23. Supply, installation and maintenance of firefighting equipment and material.
24. Provision of outside catering services in East, Central, Northern, Western Uganda in the following locations (Mubende, Nakaseke, Mbale, Lira, Kampala Wakiso, Mpigi, Masaka, Nakasongola, Luwero, Hoima, Bukwo, Kiboga, Bukomansimbi, Kyotera, Rakai, Butambala, Gomba, Kalungu, Dokolo, Kitgum, Amolatar).
25. Provision of air travel, reservations and ticketing services.
26. Provision of Office cleaning services, and Compound maintenance, Garbage collection, Sanitary-bin, Fumigation, Pest control services.
27. Provision of Fleet management systems including tracking devices.
28. Provision of Maintenance of air conditioning installations and services.
29. Provision of Insurance services.
30. Provision of Security services (guards, dog patrols and security survey).
31. Servicing, repair and maintenance of Motor vehicles.
32. Service repair and maintenance of Motorcycles.
33. Provision of External Audit services.
34. Provision of Clearing and forwarding services.
35. Provision of marketing, graphic designing, creative agency and Outdoor advertising services.
36. Provision of Print Media, electronic media (TV & Radio), and media monitoring services.
37. Provision of Events management services.
38. Provision of Behavioral Change Communication consultancy services.
39. Applications design and development (websites, mobile and web applications, database).
40. Provision of network security services and equipment.
41. Provision of computer equipment maintenance services.
42. Provision, repair and maintenance of power equipment (Generators, inverters, solar, UPS).
43. Provision of postage services / delivery services / courier services.
44. Provision of fitness and wellness services.
45. Provision of carpentry services e.g. office partitioning, wood works, etc.
46. Provision of office plumbing services.
47. Provision of secondary packaging services for health care products.
48. Training services (First aid and fire safety, defensive driving, leadership, staff capacity building, team building services, infection prevention and control etc.)
49. Psychosocial support and counselling services.
50. Supermarkets to provide general groceries.
51. Provision of Valuation services

Note 1: In case of any discrepancy between this document and the pre-qualification notice, this document shall prevail.

Note 2: Only ONE copy (Original) of the application document shall be required for every category applied for. Note 3: Applicants MUST provide an original receipt for every category that they apply for.

Note 4: Applicants must indicate on the outer envelope the category applied for. Note 5: No samples shall be required for this exercise.



Note 6: Applicants shall submit and register a different document for each category applied for.

ANNEX C: 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 unit might use as evaluation criteria: The list is not exhaustive:

1. Certificate of Incorporation
2. Memorandum and articles of association
3. Powers of attorney
4. Current Trading License
5. Income Tax Clearance Certificate
6. Physical address of the organization
7. Audited financial reports (2022 & 2023) by certified auditors
8. Evidence of previous and ongoing contracts/LPO.
9. Three (3) reference letters from previous clients
10. VAT Registration
11. Bank statement for the last three months (Jun, July, Aug) 2024

Note:

1. All fees and costs incurred by applicants because of this process shall not be refunded by PACE

Company Letter Head

BANK ACCOUNT VERIFICATION FORM

DATE:

BANK NAME:

BANK ADDRESS:

BANK CODES:

(i.e. IF APPLICABLE ROUTING, SWIFT, SORT, BLZ, ETC...)

ACCOUNT HOLDER INFORMATION

NAME ON ACCOUNT:

ACCOUNT NUMBER:

ACCOUNT CURRENCY:

ACCOUNT HOLDER'S
ADDRESS:

TELEPHONE NUMBER:

COMPANY CERTIFICATION

I certify that am the authorised representative of this company/organisation and in signing this form I authorise payments for services rendered or goods delivered to PACE to be sent to the above account number and title.

NAME OF AUTHORISED COMPANY
REPRESENTATIVE:

SIGNATURE OF AUTHORISED COMPANY
REPRESENTATIVE:

TITLE:

COMPANY SEAL(STAMP):

FOR OFFICE USE ONLY

APPROVAL
SIGNATURE:

Finance Manager/ Finance Director

DATE: