

The logo for UNTOLD+ is a red rectangle with the text "UNTOLD+" in white, bold, sans-serif font. The plus sign is a simple cross shape.

**UNTOLD INITIATIVE UGANDA**

**SUPPLIERS PREQUALIFICATION GUIDE AND  
INSTRUCTIONS**

<https://www.untold.org/>

**Closing on 22<sup>nd</sup> December 2023, at 1730hours EAT**

## **SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES**

**UNTOLD INITIATIVE** is a faith based Non-Governmental Organization that was founded in 2020 which is Untold fully registered under the NGO Act in Uganda. The organization was formed based on a need to support the marginalized and neglected population of People Living with HIV/AIDS in Uganda. UNTOLD partners with different bible believing churches in different communities to implement its program for People Living with HIV (PLHIV) in five transformational areas i.e., Physical, Spiritual, Emotional, Social and Economic

**Untold Initiative** invites interested and eligible bidders to submit their applications for the prequalification of suppliers for various goods, services and works for the 2024-2026 Financial Year for all the centers under the categories listed on [www.srmhub.com](http://www.srmhub.com)

The supplier registration process shall be completed online via SRM eProcurement Portal.

Interested bidders will access and register on [www.srmhub.com](http://www.srmhub.com) for more information and step-by-step application process available on supplier's dashboard.

**Untold Initiative** reserves the right to accept or reject any application in whole or in part, and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.

**CHIEF FINANCE OFFICER**

## SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 **Untold Initiative** herein referred to as “the organization’ OR ‘Untold”, invites applicants who meet the criteria set out by the organization to apply for registration of pre-qualification.
- 2 This invitation of application for Pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.
- 3 The Supplier registration process shall be completed online via SRM eProcurement portal
- 4 Interested bidders will access and register on [www.srmhub.com](http://www.srmhub.com) for more information and step by step application process available on supplier’s dashboard.
- 5 There is a non- refundable access fee of UGX 100,000.00 per category payable via the bank details

**BANK NAME: ABSA**  
**BRANCH: ACACCIA**  
**BENEFICIARY NAME: UNTOLD INITIATIVE UGANDA**  
**ACCOUNT NUMBER: 6006508373**

- 6 The registration process shall involve completion of a mandatory electronic questionnaire and upload of requisite documents. A vendor guide, supplier manual and necessary documents shall be available for guide on supplier’s dashboard. You are advised to download and review these documents before beginning the application process.
- 7 Bidders may request clarification in relation to the prequalification by submitting a written request using the **Contact us** functionality of the supplier dashboard, until 21<sup>st</sup> December 2023. Explanations or interpretations provided by personnel other than through this means will not be considered binding or official.
- 8 Please note that this notice does not constitute an invitation to bid for goods and services indicated but it is meant to enable preparation of a list of suppliers and service providers from whom goods and services may be procured when need arises.
- 9 The successful applicants will be registered in the organisation’s suppliers list for a two-year period and the organization will only deal with the firms that are registered.
- 10 Applicants must submit duly completed and Confidential Business Questionnaire and all other mandatory requirements in electronic form.
- 11 The Organization reserves the right to request for submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
- 12 The organization will ensure that information received from Companies is treated with utmost confidentiality and shall be for the sole use of the organization
- 13 The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
- 14 Failure to submit any of the mandatory requirements indicated under special conditions will lead to automatic disqualification.

15 The application of this call closes on 22<sup>nd</sup> December 2023 at 1730hours EAT

16 SRM will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete electronic questionnaire and/or to provide answers to any further questions or requested additional information for clarification may result in the supplier's disqualification.

### **SECTION III. EVALUATION CRITERIA**

1 SRM will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.

2 Applicants shall not contact Untold or SRM on matters relating to their application from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the applicant to influence the Untold or SRM in the evaluation may result in the cancellation of their application.

3 Registration will be based on meeting the criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.

4 The applicants must have registered offices and Untold reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.

5 Applicants who qualify according to the selection criteria will be invited to submit their quotations or bids for the supply of goods, works or services as and when required.

6 Untold reserves the right to accept or reject any or all applications.

7 There shall be two phases of carrying out the evaluation of registration applications:

- a. Preliminary Evaluation; and
- b. Qualification Evaluation.

#### **a. Preliminary Evaluation**

Preliminary Examination is to assess the document formality required in the Prequalification, for each applicant with pass-or-fail criteria on categories that have special conditions. It is necessary to confirm whether the submitted documents and their format are in conformity with the requirement.

a) All the applications shall be sorted out according to the various categories contained in the application for registration form.

b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing copies of:

- i. Self-declaration form
- ii. Sworn Statement
- iii. Litigation History
- iv. Certificate of Incorporation/Business Registration
- v. Tax Compliance Certificate

- vi. VAT Registration Certificate
- vii. Trade License/ Current business licenses
- viii. Memorandum of Understanding or Articles of Association.

c) A list shall be compiled for those applicants who pass the preliminary evaluation to be evaluated in detail.

#### b. Qualification Evaluation

Qualification Evaluation is to examine whether submitted documents comply with the qualification requirements by using a scoring criteria.

a) The evaluation committee shall undertake a thorough and objective analysis of the suppliers contained in the list.

b) A detailed assessment of each applicant will be made in the course of evaluating the application.

c) Applications will be evaluated against the criteria in the table below.

### Evaluation Criteria

<b>Pre-qualification Preliminary Requirements</b>	<b>Max Score</b>
Certificate of Incorporation/Business Registration	Pass / Fail
Valid Tax Compliance Certificate from Uganda Revenue Authority e.g Electronic Tax Register (ETR) certificates where applicable	Pass / Fail
VAT Registration Certificate if VAT registered.	Pass / Fail
Current valid Trade License/ Current business licenses from relevant authorities e.g City Council	Pass / Fail
Copy of Memorandum of Understanding or Articles of Association.	Pass / Fail
Self-Declaration form	Pass / Fail
Sworn Statement	Pass / Fail
Litigation History	Pass / Fail
<b>Experience of Company/major clients</b>	
<b>Age of Company:</b> <i>Prospective bidders shall have at least 2 years' experience in the supply of goods, services and allied items in case of potential</i>	5
0 to 2 years – 0 marks	
2 to 5 years – 3 marks	
Over 5 years – 5 marks	
<b>Past performance:</b> <i>Letter of recommendation/Reference from 3 previous organizations served with similar works. – Total 15 Marks</i>	15
<b>Past performance:</b> <i>At least five copies of LPOs/LSOs or Contracts for the last 3 years – Total 15 Marks</i>	15
<b>Physical Location:</b> <i>Evidence of physical address and premises supported by (Utility bill, Tenancy agreement, lease, title)</i>	10
<b>Financial</b>	
Audited financial statements for the last 2 years (Not older than year 2020)	10
Liquidity Ratio	5
3 Months bank Statements	5
Attach letters of reference from the Bankers/financiers regarding suppliers credit position or financial support – 5marks	5

<b>Manpower and staffing</b>	
Company Profile – locations, team, mission, vision, products, markets e.t.c	15
CVs of Key Management – 5CVs 2 marks each	
<b>Practicing Certificate for all professionals:</b> e.g certificate of affiliated bodies/associations (Pharmacist license, legal, medical, construction)	5
<b>Special Licences:</b> Where mandatory for service provision, each firm must attaché evidence of registration with Professional bodies/Authorities e .g IATA, Municipal / City Council Certificates of health for food stuffs handling,	
<b>Special Licences:</b> Registration certificates for contractors by Ministry of Works and other relevant authorities for all civil/ works contractors and drilling permits and certifications for all drillers.	5
<b>Special Licences:</b> Transport Hire firms must attach evidence of having taken all the Insurance covers.	
<b>Manufacturers or distributors authorization:</b> Where needed for specific categories	5

## SECTION IV. REGISTRATION CATEGORIES

Category Code	Description
UIUG/01/2024-2026	Supply of general office stationery and office supplies
UIUG/02/2024-2026	Design and printing of office printed stationery, IEC communication materials, branded and promotional merchandise
UIUG/03/2024-2026	Supply, maintenance and repair of computer hardware and software, printers, UPS, laptops, LAN and other ICT equipment/accessories
UIUG/04/2024-2026	Supply of office furniture, furnishings and fittings
UIUG/05/2024-2026	Supply of electrical, electronic items, appliances, fittings and accessories
UIUG/06/2024-2026	Supply of pharmaceutical, non-pharmaceutical and other medical supplies
UIUG/07/2024-2026	Provision of office and compound cleaning services, including supply of detergents, disinfectants, and cleaning materials
UIUG/08/2024-2026	Provision of designing, printing, photocopying and binding services.
UIUG/09/2024-2026	Provision of Hotel accommodation, conference, and catering services
UIUG/10/2024-2026	Supply of bottled water and water dispensing materials
UIUG/11/2024-2026	Provision of air ticketing, tour and travel services
UIUG/12/2024-2026	Provision of transport, taxi hire and car hire services
UIUG/13/2024-2026	Provision of fumigation, pest control, garbage collection, solid waste and sanitary collection services
UIUG/14/2024-2026	Supply of protective health and safety equipment, supplies, clothing
UIUG/15/2024-2026	Supply, installation and maintenance of air-conditioning and refrigeration services
UIUG/16/2024-2026	Repair and maintenance of office equipment, furniture & fittings
UIUG/17/2024-2026	Provision of team building and training services
UIUG/18/2024-2026	Provision of event management (outside catering, decorations, tents & chairs, public address etc.)
UIUG/19/2024-2026	Contractors for small works (partitioning, repairs, paint, plumbing and demolition works).
UIUG/20/2024-2026	Provision of courier services
UIUG/21/2024-2026	Provision of Internet services
UIUG/22/2024-2026	Provision of Bibles and Spiritual Materials
UIUG/23/2024-2026	Provision of Clearing and Forwarding services
UIUG/24/2024-2026	Supply of dry food items, including maize, beans, rice, lentils etc
UIUG/25/2024-2026	Provision of Legal Services
UIUG/25/2024-2026	Provision of Audit Services
UIUG/27/2024-2026	Provision of packing bags and gum tapes (for the cereals)
UIUG/28/2024-2026	Provision of Structural Engineering Services
UIUG/29/2024-2026	Provision of General Construction and Civil Works services including Electrical, Plumbing and Tiling