



SUPPLIER PREQUALIFICATION GUIDE AND INSTRUCTIONS

Closing on 5th April 2024, at 1730hours, EAT

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

Britam is a leading diversified financial services group, listed on the Nairobi Securities Exchange. The group has interests across the Eastern and Southern Africa region, with operations in Kenya, Uganda, Tanzania, Rwanda, South Sudan, Mozambique and Malawi. The group offers a wide range of financial products and services in Insurance, Asset management, Banking and Property. **Britam Insurance Company Uganda Ltd** invites applications from interested, competent and eligible firms for pre-qualification for the under listed goods, works and services for the period 2024-2026.

The pre-qualification process will therefore be conducted electronically on **SRM eProcurement Portal** i.e www.srmhub.com. The categories for the supply of various goods and services are listed on <https://shorturl.at/bcqMT> and ug.britam.com/help/other-services/forms-and-downloads

Britam Insurance Company Uganda Ltd 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.

Head of Procurement

SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 **Britam Insurance Company Uganda Ltd** herein referred to as “the organization’ or ‘Britam”, 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 Bold Insights eProcurement portal (SRM eProcurement)
- 4 Interested bidders will access and register on www.srmhub.com for more information and step by step application process available on supplier’s dashboard.
- 5 Access to submit the application shall be automatically granted upon payment of a non-refundable tender fee of UGX 100,000 per Tender category. All payments shall be made online on the application portal using the following methods MTN, Airtel Money, Visa & Mastercard.
- 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 3rd April 2024. 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 4th April 2024 at 1730hours.
- 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 Bold Insight will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.

2 Applicants shall not contact Britam or Bold Insight 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 Britam or Bold Insight 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 Britam 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 Britam 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. Confidential Business Questionnaire (Electronic)
- iii. Incorporation/Registration certificate
- iv. Business permit
- v. VAT Registration Certificate
- vi. Tax clearance certificate

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 criterion.

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

NO	Pre-qualification Statutory requirements	Max Score
1	Duly filled Confidential Business Questionnaire (electronic)	Pass/ fail
2	Self-Declaration form	Pass/ fail
3	Certificate of Incorporation/Business Registration	Pass/ fail
4	Valid and Current Tax Compliance Certificate from Uganda Revenue Authority e.g Electronic Tax Register (ETR) certificates where applicable	Pass/ fail
5	VAT Registration Certificate if VAT registered.	Pass/ fail
6	Current and valid Trade License/ Current business licenses from relevant authorities e.g City Council	Pass/ fail
7	Copy of Memorandum of Understanding or Articles of Association.	5
Experience		
8	a) Age of Company	5
	0 to 2 years – 1 mark	
	2 to 5 years – 3 marks	
	Over 5 years – 5 marks	
9	b) Five letters of recommendation from current clients (Not older than 2020) 5 Recommendations, 3 marks each – Total 15 Marks	15
10	c) At least Five copies of LPOs or Contracts for the last 3 years from your major clients. 5 LPOs/Contracts of 3 marks each– Total 15 Marks	15
11	Manufacturers or distributors license (If required for your category)	5
12	Special Licenses (if required in your category)	5
13	Evidence of physical address and premises supported by tenancy agreement, lease, title, OR a utility Bill	5
Financial Capacity		
14	Audited financial statements for the last 2 years signed by auditors– 10 marks OR	20
	Bank statements for the last 3 months - 5 marks	
	Liquidity Ratio – 5 Marks	
15	Attach letters of reference from the Bankers to support bank relations = 5 marks	
Manpower and staffing		
16	Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– 1 mark each total = 5 Marks	10
17	CVs of Key Management and supervisory the team – 5CVs 1 marks each	
18	Valid Practicing certificates (if required in your category)	5
	TOTAL (Weighted to 100%)	100

SECTION III - REGISTRATION CATEGORIES

Category No.	Categories 2024/2026
BRT/01/2024	Supply, Installation and Maintenance of Fire Fighting System and Equipment
BRT/02/2024	Supply, Installation, Repairs and Maintenance of Air Conditioning Units
BRT/03/2024	Supply, Installation and Maintenance of Electrical appliances, fittings and systems & Equipment/Services
BRT/04/2024	Supply, Installation and Maintenance of CCTV Surveillance and security Equipment
BRT/05/2024	Supply, Installation and Maintenance of Access Control System
BRT/06/2024	Provision of Fire Emergency response services
BRT/07/2024	Provision of Office Guarding & Alarm Back Up Services
BRT/08/2024	Provision of Plumbing, Installations and Maintenance Services
BRT/09/2024	Provision of General Building Maintenance and Office Refurbishments/Fit-out
BRT/10/2024	Provision of Lift Maintenance Services
BRT/11/2024	Supply of Generator Diesel
BRT/12/2024	Provision of Leasing and Tenant Coordination Services
BRT/13/2024	Provision of Building and General Construction Services (Main Contractors)
BRT/14/2024	Supply, Installation and Maintenance of Building Management Services
BRT/15/2024	Provision of Valuation Services - Property Services and Real Estate Market Survey Services
BRT/16/2024	Provision of Registration of Local Authority Annual Licenses/Permits
BRT/17/2024	Supply and Service of Generators e.g. Cummins Power & Volvo Penta Backup Generators
BRT/18/2024	Consultancy Services – Architectural, Mechanical, Electrical, Civil & Structural Engineering, Project Management, Traffic Consultancy, Fire Engineering, Security, Development Management, Master planning and Quantity Surveying
BRT/19/2024	Provision of Clean Power, Air Conditioning Equipment, Support and Maintenance
BRT/20/2024	Supply of General Office Stationery
BRT/21/2024	Supply of Kitchen Appliances and General Equipment

BRT/22/2024	Provision of office consumables and kitchen groceries
BRT/23/2024	Provision of Office Drinking Water
BRT/24/2024	Provision of International and local Courier Services
BRT/25/2024	Provision of Repair and Maintenance of Office Furniture
BRT/26/2024	Provision of Catering Services/staff lunch
BRT/27/2024	Provision of Car Hire Services and taxi services
BRT/28/2024	Provision of Laundry Cleaning Services
BRT/29/2024	Supply of Newspapers/Dailies
BRT/30/2024	Provision of Hotel Accommodation and Conferencing Services
BRT/31/2024	Provision of Document Scanning and Archiving Services
BRT/32/2024	Provision of Transport and Relocation Services (Movers)
BRT/33/2024	Provision of Office Cleaning Services and Garbage Collection, Pest Control and Fumigation Services
BRT/34/2024	Provision of Occupational Health and Safety Training
BRT/35/2024	Supply of Asset Tagging Solutions
BRT/36/2024	Supply and maintenance of Office Furniture
BRT/37/2024	Provision of Gardening, Landscaping, and Indoor Plants Maintenance
BRT/38/2024	Provision of Air Travel Agency Services (Flights, Ticketing & Hotel Reservation)
BRT/39/2024	Supply, Repair and Maintenance of Office Equipment (Franking Machines, Shredders, Binding Machines - Electronic and Manual, Safes and Bulk Fillers)
BRT/40/2024	Provision of Auctioneering Services
BRT/41/2024	Supply, Installation and Maintenance of Office First Aid Equipment
BRT/42/2024	Provision of Interior Design and Office Branding Services
BRT/43/2024	Supply of Branded Merchandise and Promotional Materials
BRT/44/2024	Provision of Market Research Services
BRT/45/2024	Supply of Corporate Gifts and Awards

BRT/46/2024	Provision of Digital Experience Platforms
BRT/47/2024	Provision of Language Translation and Localization Services
BRT/48//2024	Supply of Experiential Marketing Services –
BRT/49/2024	Provision of External & Internal Signage’s and Branding Services
BRT/50/2024	Provision of Events Management Services
BRT/51/2024	Provision of Entertainment Services i.e. DJ & Sound Systems Services, MC Services & Other Related Services
BRT/52/2024	Provision of Public Relations (PR) Creative and Advertising Agency Services:
BRT/53/2024	Provision of Corporate Photography and Videography Services
BRT/54/2024	Provision of Trade Show and Event Marketing Services:
BRT/55/2024	Supply of Loyalty and Retention Programs
BRT/56/2024	Supply of Outdoor Advertising and Billboard Services
BRT/57/2024	Supply of Audio-Visual Equipment and Professional Installation Services:
BRT/58/2024	Provision of Professional Decoration Services
BRT/59/2024	Provision of Windscreen Fitters’ Services
BRT/60/2024	Provision of Vehicle Tracking Services
BRT/61/2024	Provision of Vehicle Towing and Recovery Services
BRT/62/2024	Provision of Motor Vehicle Assessment Services
BRT/63/2024	Provision of Motor Vehicle Valuation Services
BRT/64/2024	Provision of Valuation Services- Artefacts/Jewelries
BRT/65/2024	Supply of Spare Parts and Vehicle Accessories
BRT/66/2024	Provision of Storage Space for Salvage Motor Vehicles
BRT/67/2024	Provision of Motor Vehicle Repair Services - Garages
BRT/68/2024	Provision of Loss Adjustors
BRT/69/2024	Provision of Insurance Forensic Services
BRT/70/2024	Supply of Tyres, Tubes and Motor Vehicle Accessories
BRT/71/2024	Provision of Medical Assessments and Reviews

BRT/72/2024	Provision of inspection and surveying services
BRT/73/2024	Provision of Third party recoveries/ soliciting
BRT/74/2024	Provision of Temporary Car Services I.e. Substitute Cars when a car is in the garage
BRT/75/2024	Provision of Occupational, Safety and Health (OSH) Regulatory Audit and Registration Services
BRT/76/2024	Provision of Team Building Facilitation Services
BRT/77/2024	Provision of Surveys Services With Specialty in HR
BRT/78/2024	Provision of Holiday Group Packages Providers
BRT/79/2024	HR Consultancy and Training - Soft Skills Training Services, Executive Coaching Services
BRT/80/2024	Provision of Training Services
BRT/81/2024	Provision of Background check services
BRT/82/2024	Provision of Employee Wellness Programs and Services
BRT/83/2024	Provision of Employee Assistance Program Services
BRT/84/2024	Provision of Motor Vehicle Valuation Services
BRT/85/2024	Provision of Marine Cargo Surveillance Services
BRT/86/2024	Provision of Insurance Investigative Services for General Business
BRT/87/2024	Provision of Risk Surveyor Services
BRT/88/2024	Provision of Accounting Support Services (Reconciliations, Secondment etc.)
BRT/89/2024	Consultancy Services - Risk & Compliance, Enterprise Risk Management, Business Continuity and Disaster Recovery
BRT/90/2024	Provision of Actuarial Consulting & Other Services
BRT/91/2024	Provision of Tax and Auditing consultancy
BRT/92/2024	Provision of Debt Collection Services

BRT/93/2024	Provision of Data Modelling and Analytics
BRT/94/2024	Provision of IT Service Management Solutions
BRT/95/2024	Provision of WAN Connectivity Services
BRT/96/2024	Provision of Internet Services
BRT/97/2024	Provision of Data Center, WAN, Campus LAN and Related Network, Firewall Equipment, Support and Maintenance Services
BRT/98/2024	Provision of Data Center Facilities Collocation and Leasing Services
BRT/99/2024	Provision of Structured Cabling, Support and Maintenance
BRT/100/2024	Provision of Outsourced IT Support Services
BRT/101/2024	Provision of Printer Leasing Services
BRT/102/2024	Provision of Desktops, Laptops, Printer Equipment and End User IT Consumables
BRT/103/2024	Provision of Software Development Consultancy Services
BRT/104/2024	Repair and Maintenance of Computers, Laptops and Printer Hardware
BRT/105/2024	Provision of IT Training solutions on Data Analysis and Big Data Services
BRT/106/2024	Provision of Digital IT and Software Solutions
BRT/107/2024	Provision of Legal services
BRT/108/2024	Provision of Environmental, Social, and Governance (ESG) Consulting:
BRT/109/2024	Provision of Business Continuity Planning and Risk Management