



**PREQUALIFICATION OF SUPPLIERS FOR THE PROVISION OF SUPPLIES AND SERVICES.**

WoMena Uganda invites applications from interested, eligible firms for the provision of supplies and services for the period **2022-2024** in the following categories.

**SUPPLIES**

<b>CODE</b>	<b>ITEM</b>
WN/01/2022	General office stationery
WN/02/2022	Office Supplies, cleaning and disinfectant materials
WN/03/2022	Utensils (cutlery, plates, glasses, cups, etc)
WN/04/2022	Branded items (Banners of all types,t-shirts, bags, general printing & engraving, signage and flayers , etc.
WN/05/2022	Laptops and accessories, printers, photocopiers
WN/06/2022	Office equipment e.g. printers, photocopiers, scanners, etc
WN/07/2022	Supply of reusable pads
WN/08/2022	Supply of cotton knickers
WN/09/2022	Supply of hand towels (Size 24" x 12")
WN/10/2022	Supply of laundry bar soap
WN/11/2022	Branded 10 liter plastic buckets, plastic tin with lid,
WN/12/2022	Supply of metallic casseroles
WN/13/2022	Fire extinguishers, services & maintenance.
WN/14/2022	Riding gears
WN/15/2022	Supply, replenishing of First Aid kits
WN/16/2022	Electric appliances, servicing and repairs, e.g. water dispensers, electric kettles, microwaves, coffee maker etc
WN/17/2022	Supply of office furniture, repairs and maintenance
<b>SERVICES</b>	
WN/18/2022	Vehicles hire services e.g. super customs, coasters, trucks/lorries etc
WN/19/2022	Repair and maintenance of gadgets and electronics (computers, printer, phones etc)
WN/20/2022	Design and printing i.e. Publications, promotional materials, training manuals etc
WN/21/2022	Supply, maintenance & repair of electrical equipment
WN/22/2022	Hotel accommodation and conference facilities in Kampala, Wakiso, Buikwe/ Jinja, Kalungu, Gulu/ Omoro, and Kyegegwa/Kyaka Refugee Settlement
WN/23/2022	General servicing, repair and maintenance of motorcycles in Kyegegwa/Kyaka II Refugee Settlement
WN/24/2022	Meals and Catering services in Kampala, Buikwe, Omoro, Gulu, Kalungu,



	Wakiso and Kyaka II Refugee Settlement.
WN/24/2022	Translation Services (Languages like Luganda, French, Swahili, Acholi etc)
WN/26/2022	Office space and store in Kyegegwa/ Kyaka II Refugee Settlement
WN/27/2022	Garbage collection & disposal in Kampala
WN/28/2022	Shipping/courier services
WN/29/2022	Security and guarding services in Kampala
WN/30/2022	Airtime provision
WN/31/2022	Internet services.

Companies that wish to participate in this process are required to complete the application forms indicating the categories for which the applications are being submitted.

Suppliers and service Providers interested in supply of any category should provide a price list for all the supplies and services, it should cater for a unit price, unit of measure, brand, packaging and sizes etc

The Companies that fully and satisfactorily meet the requirements in this document and any other criteria which the Procurement Review Committee shall deem necessary for this purpose shall be pre-qualified.

The successful Suppliers and service providers shall be informed by the procurement Committee via email within 2 weeks from closure of receipt of application. If you submit your application for pre-qualification but do not hear from us 3 weeks after the closing date, please consider your application unsuccessful.

## **INSTRUCTIONS FOR PREQUALIFICATION**

### **Invitation for Pre-qualification**

WoMena Uganda invites interested Suppliers and service Providers who will qualify by meeting the set criteria as provided for in this Document and are eligible to successfully carry out the provision and supply of supplies and services.

Suppliers/Service Providers registered under the Laws of Uganda to supply or provide respective supplies and services are invited to submit this Registration Form, so that they can be pre-qualified for the submission of quotations. The prospective Suppliers/Service providers are required to provide the mandatory information in this document in order to be pre-qualified.



### **Pre-qualification Objective**

The main objective of this process is to pre-qualify suppliers and service Providers for supply and delivery of the listed supplies and services **as and when required** during the Financial Year/s 2022 to 2023.

### **Criteria for Pre-qualification**

Selection of eligible suppliers will be based on the following criteria: Cost, abiding by specifications, warranty, terms of delivery, terms of payment, previous experience in similar supplies.

### **Pre-qualification Document**

This document includes information on documents required to be drafted and information that needs to be submitted by the prospective vendors.

In order to be considered for pre-qualification and inclusion in the registered Vendor database, prospective vendors must submit all the information requested. The pre-qualification submission forms which are not completed and submitted in the prescribed manner will not be taken into consideration. All the documents that form part of the proposal must be written in **English**.

### **Qualification**

It is agreed that the pre-qualification documents and information obtained from prospective suppliers are to be used by WoMena in determining, according to its sole judgment and discretion, the qualifications and the capacity of prospective suppliers to perform in respect to the provision of the categorized supplies and services. Prospective suppliers will not be considered qualified unless in the judgment of WoMena they possess the capability and experience to satisfactorily execute the contract for supplies and services.

### **Statement**

Application must include a sworn statement by the supplier, ensuring the accuracy of the information given.

The company must have a **fixed Business Premise** and must be registered in **Uganda** with certificate of Registration/incorporation and copies attached.

The company must show proof that it has paid all its statutory obligations and has a valid **Tax Compliance Certificate**.

### **Questions Arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to the Procurement Committee on [womenainfo@gmail.com](mailto:womenainfo@gmail.com)



**Additional Information**

The Procurement Committee has the right to request submission of additional information from prospective Suppliers.

**PREQUALIFICATION CRITERIA AND EVALUATION MATRIX**

All bids submitted shall be subject to a technical evaluation based on the requirements listed below. The Evaluation will be out of 100% with a pass mark of 70%.

Mandatory Evaluation Requirements		Parameters	Weighted %	Maximum Score 100%
1	<b>Prequalification Submission Form, fully filled.</b>		10	<b>10</b>
<b>2</b>	<b>Company related information</b>			<b>30</b>
2.1	Valid Tax Compliance/Clearance Certificate		10	
2.2	Certificate of registration		5	
2.3	Evidence of Physical Address & Premises	Minimum two (2) samples of utility bills - e.g. water bills, electricity bills, tenancy agreement etc.	5	
2.4	Memorandum/Articles of Association.		5	
2.5	Valid Trading License		5	
<b>3.0</b>	<b>Financial credibility</b>			<b>30</b>
3.1	Audited Books/Accounts.	Last three (3) years audited accounts (2021,2020,2019)	10	
		Less than 3yrs specified above	5	
		None.	00	
3.2	Bank statement for the Period (Jan 2021 to Jan,2022)	Full statement	10	
		Less by 1 month	3	
		Less by 2 months	2	
		Less by 3 to 6 month	0	
<b>4.0</b>	<b>Experience</b>			<b>20</b>
4.1	Experience in the specific field of supplies/services. Attach a maximum of 5 copies of contracts or LPOs you have had over past years.	Over 5 years.	10	
		3 to 5 years	3	
		Below 3 years	2	
4.3	Number of similar supplies/services	Attach copies of the	5	



	contracts currently underway:	same as proof.		
<b>5.0</b>	<b>Other</b>			<b>10</b>
5.1	Sworn Statement	Fully signed and stamped.	5	
5.2	Overall presentation of documents.	Overall good presentation of required documents	5	
	<b>TOTAL SCORE</b>			<b>100</b>

**A prospective Supplier must obtain 70 points and above to become prequalified**