

**PREQUALIFICATION 2023-2024**

**PART I: GENERAL PART**

**1.1 Scope of Application**

1.1.1 FINCA UGANDA invites applications for the prequalification of supplies/ goods, services and civil works described in **Annex B**

1.1.2 Throughout this document:

1. The “Applicant” is used interchangeably with “offeror” or “Bidder” to mean any prospective supplier/ vendor interested in supplying goods, services, or works to FINCA UGANDA.
2. “Application” means a bid or submission to be pre-qualified;
3. “Prequalification list” is used to refer to the list of applicants who have met the criteria for prequalification.
4. “FINCA UGANDA” means FINCA Uganda who is undertaking the prequalification exercise.
5. “Cable” is deemed to mean communication by use of telephone, e-mail and facsimile

**1.2 Source of Funds**

1.2.1 FINCA Uganda as an MDI has various sources of funding such as grants and revenue from its business activities. FINCA UGANDA intends to use these funds for payments under the contract(s) or purchase orders resulting from the bidding for which this short list is conducted.

**1.3 Corrupt Practices**

1.3.1 It is FINCA UGANDA’s policy to require that, FINCA UGANDA Staff as well as Suppliers/ Providers observe the highest standards of ethics during procurement and the execution of contracts. In pursuit of this policy, FINCA UGANDA:

1. Defines, for the purposes of this provision, the terms set forth below as follows:
2. “corrupt practice” includes the offering, giving, receiving, or soliciting of anything of value by a vendor and/ or staff in the procurement process or contract execution; and
3. “fraudulent practice” includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of FINCA UGANDA, and includes collusive practices among suppliers/ Providers prior to or after bid submission designed to establish bid prices at artificial, noncompetitive levels and to deprive FINCA UGANDA of the benefits of free and open competition;
4. will reject a recommendation for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract; and

1.3.2 In pursuit of the above, FINCA UGANDA requires both the staff and suppliers to adhere to the relevant codes of ethical conduct. The Applicants are required to indicate their acceptance to this code through their declaration in the **Application Submission sheet** attached.

**PART II: INSTRUCTIONS TO PROVIDERS**

**2.1 Introduction**

FINCA UGANDA will evaluate and short list all eligible applicants (suppliers and service providers) for the provision of various supplies, services or works for the ***years 2023 & 2024.*** Once a firm has been short listed, it will be eligible for periodic invitations, to submit a quotation/ bid/ proposal for the provision of some or all of the supplies, services or works. FINCA UGANDA reserves the right to add similar types of supplies, services or works to the list in ***Appendix B.***

**2.2 Objectives**

FINCA UGANDA invites sealed Applications from reputable suppliers/ service- providers for supplies, services or works for the provision of various supplies/ goods, services or works for the period stated above.

The list of items required during the above mentioned financial years is given in ***Appendix B.***

**2.3 Eligible Applicants and Countries**

2.3.1 An Applicant, and all parties constituting the Applicant, shall meet the following criteria to be eligible to participate in the FINCA UGANDA pre-qualification process:

1. The applicant has the legal capacity to enter into a contract;
2. The applicant is not:
   1. Insolvent;
   2. In receivership;
   3. Bankrupt; or
   4. Being wound up
3. The applicant’s business activities have not been suspended;
4. The applicant is not the subject of legal proceedings for any of the circumstances in (b); and
5. The applicant has fulfilled his or her obligations to pay taxes and social security contributions (where applicable), PAYE for its organization and staff.

2.3.2 All countries are eligible except countries subject to the following provisions.

A country shall not be eligible if:

1. As a matter of law or official regulation, the Government of Uganda prohibits commercial relations with that country, provided that such exclusion does not preclude effective competition for the provision of supplies or related services required; or
2. by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government of Uganda prohibits any import of Supplies from that country or any payments to persons or entities in that country”.

2.3.3 Applicants shall not have a conflict of interest. All Applicants found to be in conflict of interest shall be disqualified. Applicants shall be considered to have a conflict of interest with one or more parties in this short listing process, if they:

1. have controlling shareholders in common; or
2. receive or have received any direct or indirect subsidy from any of them; or
3. have the same legal representative for purposes of this application; or
4. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the application of another Applicant, or influence the decision of FINCA UGANDA regarding this short listing process; or
5. Participated as a consultant in the preparation of the design or technical specifications of the supplies, services or works that are the subject of this short listing/ prequalification.

2.3.4 A firm shall submit for or as many categories as possible, either individually as a Bidder or as a partner of a joint venture. Each category applied for must be paid for separately and the firm shall pay **Ugx 100,000** for each category. (**E.g. If you apply for a section/s in works you pay 100,000) and if you apply for a section/s in services you also pay 100,000)**

No firm can be a subcontractor while submitting a bid individually or as a party of a joint venture in the same bidding process. A firm, if acting in the capacity of Subcontractor in any bid, may participate in more than one bid, but only in that capacity.

2.3.5. Applicants shall provide such evidence of their continued eligibility satisfactory to FINCA UGANDA, as FINCA UGANDA shall reasonably request.

**2.4 Cost of Applying**

The Applicant shall bear all costs associated with the preparation and submission of its application and FINCA UGANDA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the short listing process.

Each applicant shall be required to pay for the category for which they are applying and the cost shall be **Ugx 100,000** payable to any FINCA Uganda Branch.

The proof of payment shall be attached to the application and any applicant who does not show proof of payment shall not be considered.

**2.5 Clarification of short listing Documents**

A prospective Applicant requiring any clarification of the short listing documents may notify FINCA UGANDA in writing or by cable at the client’s address indicated below. FINCA UGANDA will respond in writing to any request for clarification on the short listing documents, which it receives no later than **2:00pm on 5th May 2022**. FINCA UGANDA’s response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective applicants that have received the short listing documents. For clarification purposes only, FINCA UGANDA’s address is:

Attention: **The Administration Manager**

Organization: **FINCA UGANDA**

Street address: **Acacia Avenue, Plot 11 B Kololo**

Postal Code: **P.O. Box 24450**

Town/City: **Kampala**

Country: **Uganda**

Telephone: **+256 322 227 800**

Electronic mail address: [**francis.turinawe@fincaug.org**](mailto:francis.turinawe@fincaug.org); [**joel.odokola@fincaug.org**](mailto:joel.odokola@fincaug.org)

### 2.6 Amendment of Short listing Document

2.6.1 At any time prior to the deadline for submission of applications, FINCA UGANDA may amend the Short listing Document by issuing addenda.

2.6.2 Any addendum issued shall be part of the Short listing Document and shall be communicated in writing to all who have obtained the short listing document from FINCA UGANDA

2.6.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, FINCA UGANDA 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 FINCA UGANDA 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, the documentary evidence of the Applicant's eligibility, **financial position (Financial statement and balance sheet for at least two years), capability, experience, historical contract performance**, compliance with national or international quality standards to provide the services if a contract is awarded in the format provided in the Application Submission Sheet**.** Failure to provide the required information shall result in disqualification.

**3.3 Format and Signing of Applications**

3.3.1 The Applicant is requested to submit its prequalification Documents (included in Annex A) in one envelope marked: **“Prequalification Documents for the provision of supplies/ services/ works to FINCA UGANDA”** The envelope shall contain one (1) original and one duplicate.

3.3.2 The Application for prequalification purposes shall be composed of one envelope marked “prequalification Document for the provision of supplies/ goods or services or works”. It shall contain **only one (1) original** and no **duplicate copy**. It is the responsibility of the applicant to ensure that the documents are submitted by the submission date and time.

3.3.3 Applications 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 prequalification documents. All pages of the Application, except for unmanned printed literature, shall be initialed by the person or persons signing the Application and each page shall be numbered.

3.3.4 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the Application.

3.3.5 The envelope containing the prequalification information should be marked with reference code(s) of the goods/ supplies or services as per Appendix B. In other words, the code(s) should appear on the exterior of the envelope.

**PART IV: SUBMISSION OF APPLICATIONS**

**4.1 Sealing and Labelling of Applications**

4.1.1 The Prequalification Application shall be composed of one envelope marked “prequalification Document for the provision of supplies/ goods or services or works”. It shall contain only **one (1) original and no duplicate copy**. It is the responsibility of the applicant to ensure that the documents are submitted by the submission date and time and in duplicate.

4.1.2 For application submission purposes only, FINCA UGANDA’s address is:

Attention: The Head, Chairperson Contracts Committee

Organization: **FINCA UGANDA**

Street address: **Acacia Avenue, Plot 11B Kololo**

Postal Code: **P.O. Box 24450**

Town/City: **Kampala**

Country: **Uganda**

4.1.3 The envelope shall also indicate the name and address of the Applicant to enable the Application, be returned unopened in case it is declared “a late bid”.

4.1.4 If the envelope is not sealed and marked as required by Clause 4.1.3, FINCA UGANDA will assume no responsibility for the Application’s misplacement or premature opening.

**4.2 Deadline for Submission of Applications**

Applications must be received by *FINCA UGANDA* at the address specified under Clause 4.1.2 no later than ***Thursday May 12th 2022*** *at 4****:00pm Local Time.***

**4.3 Late Applications**

Any Application received after the deadline for submission of Applications prescribed by FINCA UGANDA will be rejected and returned unopened to the Applicant.

**PART V: OPENING AND EVALUATION OF APPLICATIONS**

**5.1 Opening of Applications by FINCA UGANDA**

5.1.1 All received applications will be internally opened not later than **Friday May 12th 2022**

5.1.2 No Application shall be rejected at Application opening, except for *late Applications* which shall be returned unopened. However, for all applications that do not confirm payment of the non-refundable fees shall only be recorded but no further assessment shall be made.

**5.2 Evaluation Criteria of Applications:**

1. FINCA UGANDA will carry out the evaluation of proposals on the basis of their responsiveness to:

***Eligibility of the applicant*** – in respect to the General eligibility (copies of memorandum and articles of association, registration certificates, VAT registration, and powers of attorney for authorized representative) requirements as specified in Appendix C, nationality of the applicant, conflict of interests and suspension, and joint venture requirement.

**For avoidance of doubt, all applicants should ensure that the following requirements are provides and should any firm fail to submit any of the items in the list their proposal shall not be considered**.

|  |  |
| --- | --- |
| **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** | Enclose an Income Tax Clearance Certificate for 2022 addressed to FINCA UGANDA for this particular purpose. FINCA UGANDA shall only accept original income tax clearance certificates.   * Enclose an Annual Tax Clearance certificate for the **current year 2022 and addressed to FINCA Uganda.** * Attach a copy of VAT Registration Certificate for Ugandans |
| **5** | Please enclose a copy of a Trading License for the **current year (2022)** **certified** by an issuing authority. |
| **6** | Please enclose a copy of your firm’s insurance policy coverage (applicable to motor vehicle maintenance, repair of office equipment, etc.) and any other policies held by your organization. |
| **7** | Please enclose a copy of your firm’s ISO or other quality assurance certificate, if any. |
| **8** | Please enclose a copy of your audited books of accounts for the last 2 years |

***Financial Situation*** – to evaluate the suppliers/ provider’s financial strength and credit worthiness. The evaluation criteria will seek to assess the applicants’ financial performance including average annual turnover, access to line of credit from financial institutions.

***Capacity***– to provide after-sales service for goods or services provided or the production capacity vs. current commitments to demonstrate the supplier/ service provider’s technical and financial capacity to meet delivery timelines.

***Experience*** – in the sector (general experience) and in similar assignment/ contracts (specific experience). To evaluate the supplier’s/ provider’s experience in the delivery of assignments or contracts in the category of goods and services applied for, the qualifications and competence of staff, experience in the region/ country. The minimum requirements are five contracts/ assignments in the past two years.

***Historical contract performance*** – the applicant will be required to furnish information related to the history of their performed and non-performing contracts and pending litigation if any. Bidders should accompany their applications with copies of current and past contracts executed.

***Compliance with national or international Quality standards*** – to evaluate the applicant’s compliance with the required standards for the products offered (i.e.

Pharmaceuticals etc.), or evidence of National and International acceptance of its services.

1. Any application that fails to meet the requirements in 5.2 (a) will be considered unsuitable and shall be rejected at this stage.
2. **Applicants with FINCA Uganda Accounts will have an added advantage** and all providers who shall have passed will be required to open an account with FINCA Uganda.

**5.3 Clarification of Applications**

5.3.1 During evaluation of the Applications, FINCA UGANDAmay, at its discretion, ask the Applicant for clarification of its Application. A request for clarification shall be signed and sent to a bidder by the chairperson of the evaluation committee and all requests for clarifications shall be copied to all bidders for information purposes only and noted in the evaluation report.

5.3.2 A bidder shall be instructed to reply to clarifications in writing within a specified time, addressing their responses to the chairperson of the evaluation committee.

5.3.3 FINCA UGANDA shall ensure that all replies are promptly forwarded to the chairperson of the evaluation committee.

5.3.4 Failure of a bidder to respond to a request for clarification may result in the rejection of their bid.

**5.4 Contacting FINCA UGANDA**

5.4.1 No Applicant shall contact FINCA UGANDA on any matter relating to its Application from the time of Application opening to short listing of Applicants unless requested for by FINCA Uganda in writing.

5.4.2 Any effort by the Applicant to influence FINCA UGANDA 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 short listing, shall not be disclosed to Applicants or any other persons not officially concerned with such processes until the notification of short listing 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 short listing, any Applicant that wishes to contact FINCA UGANDA on any matter related to the short listing process, may do so but only in writing.

**PART VI: SHORT LISTING**

**6.1 Notification to the Short listed Applicants**

FINCA UGANDA will notify all Applicants in writing by registered letter or by cable, that they have been short listed to provide works, services or supplies for the ***years 2023 &2024***

**6.2 Inspection**

FINCA UGANDA 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 equipment is unsatisfactory, then the Application will be rejected. FINCA UGANDA 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 short listed or conditionally short listed, shall inform FINCA UGANDA of any material change in information that might affect their qualification status. Providers shall be required to update key short listing information at the time of bidding.

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

**ANNEX A:**

**FORM A1: APPLICATION SUBMISSION SHEET**

Date:

To: ***FINCA Uganda***

We, the undersigned declare that:

1. We have examined and have no reservations to the short listing document, including Addenda No:……..., *[insert the number and issuing date of each Addenda]*;
2. We hereby apply to be short listed for the following works, services or supplies:

|  |  |
| --- | --- |
| **Reference Number** | **Description of Works, Services or Supplies** |
|  |  |
|  |  |
|  |  |

1. We, including any subcontractors or providers for any part of the contract or contracts resulting from this short listing process, are eligible to participate in public procurement;
2. We undertake to abide by the Code of Ethical Conduct for Providers and Providers during the procurement process and the execution of any resulting contract;
3. We, including any subcontractors or providers for any part of the contract or contracts resulting from this short listing process, have nationals from the following eligible countries ***[insert the nationality of the Applicant, including that of all parties in case of a joint venture and the nationality of any subcontractors, if applicable]*;**
4. We, including any subcontractors or providers for any part of the contract or contracts resulting from this short listing process do not have any conflict of interest, and are not associated, nor have been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design or technical specifications of the Supplies;
5. We, our affiliates or subsidiaries, including any subcontractors for any part of the contract or contracts resulting from this short listing process, have not been suspended by the Public Procurement and Disposal of Public Assets Authority in Uganda from participating in public procurement;
6. We are not a government owned entity, or if we are, we meet the requirements of 2.3.9.
7. We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the short listing 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** |
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1. We understand that you may amend the scope and value of any contracts to be bid or cancel the short listing process at any time and that you are neither bound to accept any application that you may receive nor to invite the short listed applicants to bid for the contract or contracts, which are the subject of this short listing, without incurring any liability to the Applicants;
2. We understand that qualification information will be subject to verification through a post-qualification process prior to any award of contract;
3. We hereby authorise you and your authorised representatives, to conduct any enquiries or investigations to verify the statements, documents and information submitted in connection with 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 statement s 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 authorized 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 A2: APPLICANT INFORMATION SHEET**

|  |  |
| --- | --- |
|  | **STRUCTURE AND ORGANIZATION** |
| **1** | Name of Company:  *[insert full legal name]* |
|  |  |
|  | Physical address:  *[insert street/ number/ town or city/ country]* |
|  |  |
|  | Postal address: |
|  |  |
|  | Telephone number |
|  |  |
|  | Telefax number: |
|  |  |
|  | Email: |
|  |  |
| **2** | Description of the Company’s activities: |
| **3** | Number of years of experience in the provision of the works, services or supplies under reference |
| 4 | In case of a Joint Venture, the following documentation shall be required for each member of the joint venture:   1. a copy of the Bidder’s Trading license 2022 or equivalent; 2. a copy of the Bidder’s Certificate of Registration or equivalent; 3. a copy of the Bidder’s income tax clearance certificate 2022 in the names of FINCA Uganda or equivalent; 4. a copy of the Bidders VAT registration or equivalent; 5. Memorandum and articles of association 6. Audited financial books for the last 2 years 7. Power of Attorney of the signatory(ies) of the bid authorizing signature of the bid on behalf of the joint venture; 8. a certified copy of the Joint Venture Agreement, which is legally binding on all partners, showing that all partners shall be jointly and severally liable and one of the partners will be nominated as being in charge, authorised to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture.   The Applicant’s authorised representative for information is:  Name: *[insert full legal name]*  Address: *[insert street/ number/ town or city/ country]*  Telephone/Fax numbers: *[insert telephone/fax numbers, including country and city codes]*  E-mail address: *[indicate e-mail address]* |
| **5** | Describe your company’s access from other sources (name the sources/companies) to works, services or supplies it does not carry out or does not have in stock, and the delivery schedule in these cases |
| **6** | What is the time schedule of providing and completing the works, services or supplies being applied for? |
| **7** | Please indicate here or attach an organization chart showing the company structure including key personnel |
| **8** | What are the specific types of equipment/vehicles that the company is certified to work on? (E.g. Motor vehicle, equipment maintenance, etc.) |
| **9** | Please indicate the additional works, services or supplies that the company can provide e.g. mobile repair, vehicle breakdown, pickup service etc. |

**FORM A3: FINANCIAL STATEMENT**

1. Share capital
   * Authorized share capital:
2. Annual value of business under taken in the last two years

|  |  |  |
| --- | --- | --- |
| Year |  |  |
| Turn over |  |  |

1. Approximate value of current work related to this type of works, services or supplies
2. Please attach copies of the company’s audited accounts for the previous two years (profit/loss, assets/liabilities) and any financial data, which you consider to be useful in the shortlisting. Please list all the attachments below. Please ensure that auditors used have been approved and registered with the ICPAU
3. Name and address of Bankers from which references can be obtained and authority to seek references

**FORM A4:** **RESOURCES: PERSONNEL**

1. Number of staff
   * Management staff:
   * Technical staff:
   * Support staff:
     1. Please list the present key personnel and management staff.

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| --- | --- | --- |
| **Name** | **Qualification** | **Years of relevant experience** |
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**FORM A5: RESOURCES: PROVIDERS EQUIPMENT AND FACILITIES**

On the basis of the information provided in the short listing documents, please indicate equipment and facilities considered by your firm to be necessary for undertaking the contract and whether this is already in the company’s ownership or will be purchased.

The following facilities and infrastructure are available at the Applicants workshop:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **FORM A6: EXPERIENCE: RELEVANT PROJECTS COMPLETED** | | | |
|  | Please fill in information about the relevant contracts completed over the past three years. | | | |
|  | Name Employer | Description of Contracts | Total Contract Price | Date of Completion | |
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The applicant **MUST** attach evidence of performance of the above contracts either in the form of reference letters from the clients. This is applicable for both completed and current similar assignments.

**ATTACH REFERENCE LETTERS AND COPIES OF CONTRACT BEING EXECUTED OR COMPLETED**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **EXPERIENCE: CURRENT RELEVANT CONTRACTS** | | | | | |
|  | Please fill in information about the current relevant contracts being executed. | | | | | |
|  | Name Employer | | Description of Contract | Contract Price | Value completed and certified | | |
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|  | | **FORM A7:** **LEGAL STATUS** | | | |  | |
| **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** | | Enclose an Income Tax Clearance Certificate for 2022 addressed to FINCA UGANDA for this particular purpose. FINCA UGANDA shall only accept original income tax clearance certificates.   * Enclose an Annual Tax Clearance certificate for the **current year 2022 and addressed to FINCA Uganda.** * Attach a copy of TAX Registration Certificate(showing the TIN) for Ugandans | | | |  | |
|  | |  | | | |  | |
| **5** | | Please enclose a copy of a Trading License for the **current year (2022)** **certified** by an issuing authority. | | | |  | |
|  | |  | | | |  | |
| **6** | | Please enclose a copy of your firm’s insurance policy coverage (applicable to motor vehicle maintenance, repair of office equipment, etc.) and any other policies held by your organization. | | | |  | |
|  | |  | | | |  | |
| **7** | | Please enclose a copy of your firm’s ISO or other quality assurance certificate, if any. | | | |  | |
|  | |  | | | |  | |
| **8** | | Please enclose a copy of your audited books of accounts for the last 3 years | | | |  | |
|  | |  | | | |  | |
| **9** | | Please enclose a copy of your Bank statement for the last 6 months | | | |  | |

**ANNEX B: STATEMENT OF REQUIREMENTS**

**List and codes of supplies, services or works to be provided include but not restricted to the following:**

|  |  |  |  |
| --- | --- | --- | --- |
| **REF No.** | **Category 1-SUPPLIES** | **REF No.** | **Category 2-SERVICES CONTINUED** |
| 001 | General assorted office stationery (non-printed and printed) | 013 | General supply, repair & maintenance of vehicles |
| 002 | Supply of stamps, seals and engraving services | 014 | Travel and ticketing services |
| 003 | Supply of office Furniture, carpets, curtains, Window Blinds and Fittings | 015 | Car hire services/ transportation |
| 004 | Supply of vehicle and motorcycle Tyres, tubes and batteries | 016 | Local Area Network and Cabling |
| 005 | Supply of Protective gear (Safety Boots, overalls, Helmets, overcoats, leather gloves | 017 | Supply and service of security equipment |
| 006 | Supply of News Papers and Dailies | 018 | Guarding and alarm monitoring services |
| 007 | Supply of Marketing/ promotional and merchandising items | 019 | Branding & signage repairs & maintenance |
| 008 | Supply & service of IT equipment, Computers, copiers, Printers, toner, phones, other consumables and repairs | 020 | Outdoor advertising services and creative concept development |
| 009 | Supply of dispensers and drinking water | 021 | Provision of car and generator tracking services (Including fuel management) |
| 010 | Supply of fuel | 022 | Supply, servicing and repair of currency handling machines |
| **REF NO.** | **Category 2-SERVICES** | 023 | Supply and servicing of firefighting equipment |
| 001 | Insurance Brokerage services | 024 | Supply and servicing of safes, Strong room doors and fire proof cabinets |
| 002 | Property, motor vehicle and equipment Valuation Services | 025 | Supply, servicing and repair of CCTV and access control systems |
| 003 | Debt collection services and Bailiff services | 026 | Human resource consultancy services( Recruitment, vetting and related services) |
| 004 | Supply, service and repair of generators and inverters and UPS equipment | 027 | Conference Accommodation and hotel services |
| 005 | Supply, servicing and repair of air conditioners | 028 | Provision of Garbage Collection Services |
| 006 | Provision of Courier services | **REF NO.** | **Category 3-WORKS** |
| 007 | Catering services | 001 | Engineering services and civil works (Major Revamps & Minor Civil works) |
| 008 | Legal Services | 002 | Architectural/ Engineering Design services and Land surveying |
| 009 | Audit Services | 003 | Electrical, plumbing and metal works-supply and repairs |
| 010 | Cleaning services and Fumigation | 004 | Provision of carpentry joinery and furniture repairs |
| 011 | Lift repair, service and maintenance |  |  |
| 012 | General supply, repair and maintenance of motor cycles |  |  |

# **ANNEX C: EVALUATION CRITERIA**

In additional to section 5.2 of this document the evaluation criteria is usually based on four main areas namely eligibility, experience, and capacity, technical and quality requirements. The following are examples of what FINCA UGANDA might use as evaluation criteria: The list is not exhaustive:

**SUPPLIES:**

Eligibility

* General Eligibility
* Nationality
* Conflict of Interest
* Origin of Supplies

Historical Contract Performance

* Manufacturing Experience
* Experience of similar size of contracts
* Packaging, distribution and transportation experience
* Disputes

Capacity

* Production
* Financial position
* Current Commitments

Technical and Quality Requirements

* Product and Facility Registrations
* Quality Assurance

Experience

* Experience of firm
* Qualifications and Competence
* Experience in subject

SERVICES:

Eligibility

* General Eligibility
* Nationality
* Conflict of Interest
* Joint Venture

Experience

* Experience of firm
* Qualifications and Competence
* Experience in subject
* Methodology

Historical Contract Performance

* History of non-performing contracts
* Pending litigation

Financial

* Performance Security
* Advance payment security

WORKS:

Eligibility

* General Eligibility
* Nationality
* Conflict of Interest

Historical Contract Performance

* History of non-performing contracts
* Pending litigation

Financial Situation

* Financial performance
* Average annual construction turnover

Experience

* General Construction experience
* Specific Construction experience

Capacity

* Production
* Financial position
* Current Commitments