

**PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS/CONTRACTORS**

**PROVISION OF GOODS, SERVICES AND WORKS FOR THE FINANCIALYEARS 2024/2025 AND 2025/2026**

**AUGUST 2024**

# PRE-QUALIFICATION DATA INSTRUCTIONS

### Pre-Qualification Data Forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for specific tenders.

* + 1. The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

### Qualification

* + 1. It is understood and agreed that the pre-qualification data on prospective bidders is to be used by Nile Basin Initiative Secretariat in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.
    2. Prospective bidders will not be considered qualified unless in the judgment of Nile Basin Initiative Secretariat they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

### Essential Criteria for Pre-qualification

* + 1. **Experience:**

1. Prospective bidders shall have at least 2 years’ experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.
2. Prospective supplier requires to demonstrate special experience and capability to organize supply and delivery of items, or services at short notice.

##### Personnel (Applicable

The names, pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

##### Financial Condition

The Supplier’s financial condition will be determined by the following;

* latest financial statement for the last one year
* letters of reference from their bankers regarding suppliers/contractors credit position.

To be submitted by potential suppliers/contractors.

* + 1. Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contract and now in progress. Data to be filled/ provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

##### Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6 (at least from three organizations- attach copy of LPO/LSO/Contract)

### Statement

Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

### Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then Nile Basin Initiative Secretariat reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

### Information on Suppliers

The firm must have a fixed Business Premise and must be registered in Uganda, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

* + 1. The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate or any other relevant certificate
    2. The firm must declare any conflict of interest in relation to any member of staff. Nile Basin Initiative Secretariat will not procure goods or services from suppliers where the employees have not declared conflict of interest
    3. Nile Basin Initiative Secretariat may carry out a source audit exercise for the shortlisted prequalified suppliers
    4. Any effort by the tenderer to influence Nile Basin Initiative Secretariat in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers’ tender.

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| --- | --- | --- | --- |
| ***4.7*** | ***Prequalification Criteria*** |  | |
|  | **Required Information** | **Form Type** | **Points Score** |
|  | 1. Registration Documentation | PQ-1 | 30 |
|  | 2. Pre-qualification Data | PQ-2 | 5 |
|  | 3. Supervisory Personnel | PQ-3 | 10 |
|  | 4. Financial Position | PQ-4 | 20 |
|  | 5. Confidential Report | PQ-5 | 15 |
|  | 6. Past Experience | PQ-6 | 10 |
|  | 7. Litigation History | PQ-7 | 10 |

##### TOTAL 100

***4.8 The qualification is 70 points and above***

1. **FORM PQ-1 REGISTRATION DOCUMENTATION**

**Mandatory Requirements:**

* 1. Business Name, Copy of Certificate of Registration/Incorporation, Memorandum of Understanding and Articles of Association.
  2. Must submit certified bank statements for the most recent 12 months
  3. Copy of a valid 2024 Tax Compliance Certificate from Uganda Revenue Authority
  4. Copy of valid Trade License/ Current business licenses from relevant authorities e.g. City council
  5. Copy of Registration certificate as a contractor by relevant authorities for all civil/ works contractors
  6. Copy of Letter of recommendation from **3 previous organizations** served with similar works
  7. Copy of Practicing Certificate for all professionals e.g. certificate of affiliated bodies/associations (Engineers, legal, Accountants etc.)
  8. Transport Hire firms must attach evidence of having taken all the Insurance covers.
  9. 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 etc
  10. Copy of quality assurance certificates if any e.g. ISO 9000/9001

**(Max 30 points)**

**Three (3) marks each for every requirement where applicable**

1. **FORM PQ-2: PRE-QUALIFICATION DATA**

**REGISTRATION OF SUPPLIERS APPLICATION FORM**

1/We ………………………………………………………… hereby apply for registration as supplier(s) (***Name of Company/Firm***)

of ………………………………………………………………………………………………

(Item Description)

………………………………………………………………………………………………….

(Category No.)

Post Office Address

…………………………………………………………………………………………………… Town ………………………………………………………………………………………….. Street ………………………………………………………………………………………….. Name of building …………………………………………………………………………….. Room /Office No. ……………………………………………… Floor No. ………………….. Telephone Nos. ………………………………………………………………………………. **Email address (MUST)………………………………………………………………………** Full Name of applicant ……………………………………………………………………… **Organization & Business Information**

Chief Executive ……………………………………………………………………………… Secretary ……………………………………………………………………………………… General Manager ……………………………………………………………………………… Other…………………………………………………………………………………………..

**Partnership (if applicable)**

Names of Partners

1. Business founded or incorporated …………………………………………………………….
2. Under present management since ……………………………………………………………..
3. Net worth equivalent (UGX/USD) ………………………………………………………………………………………….

6. Bank reference and address ……………………………………………………………………

1. Bonding company reference address…………………………………………………………...
2. Enclose copy of organization chart of the firm indicating the main fields of activities

…………………………………………………………………………………………………….

1. State any technological innovations or specific attributes which distinguish you from your competitors …………….…………………………………………………………………………
2. Indicate terms of trade/sale

(5 Points)

##### PQ-3 SUPERVISORY PERSONNEL

Name ……………………………………………………………………………… Professional Qualification …………………………………………………………

(*Attach Certificates if any*)

Length of service with Contractor or Supplier position held

………………………………………………………………………………………

(*Attach copies of certificates of at least 2 key personnel in the organization*)- 5marks each

##### (10 Points)

* 1. **FORM PQ-4: FINANCIAL POSITION AND TERMS OF TRADE**
     1. Attach a copy of the most recent two years audited accounts(From 2021 and above) - 7 marks
     2. Attach letters of recommendation from the firm’s bankers- 7 marks
     3. State Credit period (minimum proposed is 45 days) – 6 marks

##### (20 Points)

* 1. **FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c), whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form

\*if a Ugandan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

|  |  |
| --- | --- |
| ***Part I - General***  Business Name ………………………………………………………………………………… Location of business premises………………………………………………………….………… Plot No. …………………………………….……… Street/Road…………………………..….….. Postal Address……………………………………………..………….Tel. No………………...…... Email address (MUST)………………………………………………………………………….  Nature of business……………………………………………………………………………… Current Trade License. No………………………………….………Expiring date………..…….. Maximum value of business which you can handle at any one time: UGX/USD………………… Name of your bankers…………………………………………………Branch  Account No……………………………………..Branch……………………….. Swift code……………………………………..Branch code……………………. Bank Currency……………… | |
|  | ***Part 2 (b) Partnership*** |
| Given details of partners as follows: |
| ***Name Nationality Citizenship Details*** |
| ***Shares*** |
| **…………………………………………………………………………………………..** |
| **…………………………………………………………………………………………..** |
| **………………………………………………………………………………………….** |
| **………………………………………………………………………………………….** |

|  |  |
| --- | --- |
|  | ***Part 2 ( c) – Registered Company:***  Private or Public………………………………………………………………………. State the nominal and issued capital of company  Nominal UGX.……………………………….. Issued UGX.…………………………………..  Given details of all directors as follows:-  **Name Nationality Citizenship Details Shares**  1. ………………………………………………………………………………………  2. ………………………………………………………………………………………  3. ………………………………………………………………………………………  4. ……………………………………………………………………………………… |
| **Date ……………………………….Signature of Candidate……………………………….** | |

##### (15 Points)

* 1. **FORM PQ-6: PAST EXPERIENCE**

**NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS**

**NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

1. Name of 1st Client (organization) ………………………………………………………
2. Address of Client (organization) ……………………………………………………
3. Name of Contact Person at the client (organization) ………………………………. iv) Telephone No. of Client ……………………………………………………………. v) Value of Contract ……………………………………………………………………

vi) Duration of Contract (date) …………………………………………………………. (Attach documental evidence of existence of contract)

1. Name of 2nd Client (organization)
   1. Name of Client (organization) ………………………………………………………
   2. Address of Client (organization) ……………………………………………………
   3. Name of Contact Person at the client (organization) ………………………………. iv) Telephone No. of Client ……………………………………………………………. v) Value of Contract ……………………………………………………………………

vi) Duration of Contract (date) …………………………………………………………. (Attach documental evidence of existence of contract)

1. Name of 3rd Client (organization)
   1. Name of Client (organization) ……………………………………………………….
   2. Address of Client (organization) …………………………………………………….
   3. Name of Contact Person at the client (organization) ……………………………….. iv) Telephone No. of Client …………………………………………………………….. v) Value of Contract ……………………………………………………………………

vi) Duration of Contract (date) …………………………………………………………. (Attach documental evidence of existence of contract)

4. Others …………………………………………………………………………………………

##### (10 Points)

**Three (3) marks each and an additional point for one other**

1. **FORM PQ-7: LITIGATION HISTORY**

Name of Contract Supplier

Contractors/Suppliers should provide information on history of litigation or arbitration resulting from contracts executed if any, in the last five years or currently under execution.

|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR** | **AWARD FOR OR AGAINST** | **NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE** | **DISPUTED AMOUNT (CURRENT VALUE, UGX. EQUIVALENT** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

(10 Points)

# FORM PQ-8: SWORN STATEMENT

Having studied the pre-qualification information for the above project we/I hereby state:

* 1. The information furnished in our application is accurate to the best of our knowledge.
  2. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
  3. We enclose all the required documents and information required for the pre- qualification evaluation.

##### Date: …………………………………………………………………..

**Applicant’s Name: …………………………………………………………………..**

**Represented by: …………………………………………………………………..**

**Signature: …………………………………………………………………. (Full name and designation of the person signing and stamp or seal)**