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**SUPPLIER PRE-QUALIFICATION BID DOCUMENT**

1. Part A – Invitation to Application
2. Part B – Application Procedures
3. Part C –Preparation of Application
4. Part D –Opening and Evaluation of the Application
5. Part E – Shortlisting

**Part A. – Invitation to Applicants**

Invitation for Pre-qualification for Goods, Services and works to Habitat for Humanity Uganda.

1. Habitat for Humanity Uganda (HFHU) will be pre-qualifying service providers for the provision of various categories of Goods, Services and Works.
2. Pre-qualification is open to all eligible suppliers/service providers with proven experience and capacity to offer the required services. Interested eligible suppliers are invited to apply for Pre-qualification, indicating the category of Goods, Services and Works they wish to supply.
3. Existing suppliers who wish to be retained **MUST** apply and submit up-to-date information as requested in this pre-qualification document.
4. Pre-qualification submissions of interest will be evaluated in accordance with Habitat for Humanity Uganda Procurement Policies and procedures.
5. The pre-qualification document can also be downloaded from our website <https://habitat.ug/jobs/>
6. Applicants are required to **HAND DELIVER** their well numbered, spiral-bound applications to the Habitat for Humanity Uganda National Office at Plot 91, Kira Road, Kamwokya, Kampala or at any of the Field Offices in Mayuge, Kumi, and Kabarole. The subject line should read **Pre-qualification of suppliers 2024/26**. Existing suppliers who wish to be retained **MUST** apply and submit up-to-date information as required in the pre-qualification document.
7. Prequalification documents clearly marked as stated in Clause 6 above and should be addressed to: **The Procurement Committee, Habitat for Humanity Uganda, Plot 91 Kira Road, Kamwokya - P.O. Box 9873 Kampala Uganda**
8. Note: Late submissions shall not be considered
9. Applications must be submitted within two weeks from the date of publication of the notice after payment of a non-refundable application fee of UGX 100,000 (One hundred thousand shillings). Payments should be made to:

**Bank: Housing Finance Bank**

**A/c Name: Habitat for Humanity Uganda**

**Branch: Kololo**

**A/c no: 1100247689**

**Currency: UGX**

**Part B- APPLICATION PROCEDURE**

**Section 1.** **Instructions to Applicants**.

 **GENERAL**

**1. Scope of Application**

1.1. Habitat for Humanity Uganda invites applications for supplier pre-qualification.

1.2Throughout this document:

(a) Habitat for Humanity Uganda means the procuring entity;

(b) The Applicant” means the supplier.

**2. Source of Funds**

Habitat for Humanity Uganda has approved a budget from its internally generated funds towards the cost of pre-qualification in the desired statement of requirements.

**3. Eligible Applicants and Countries**

The Applicant, and all parties constituting the Applicant, shall meet the following criteria to be eligible to participate in public procurement:

(a) The applicant has the legal capacity to enter into a contract;

(b) The applicant is not:

(i) Insolvent;

(ii) In receivership;

(iii) Bankrupt; or

(iv) Being wound up

(c) The applicant’s business activities have not been suspended;

(d) The applicant is not the subject of legal proceedings for any of the circumstances in (b); and

(e) The applicant has fulfilled his or her obligations to pay all statutory taxes and social security contributions.

The Applicant may be a natural person, private or public entity, or any combination of them with the formal intent to enter into an agreement.

The 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 shortlisting process, if they:

(a) Have controlling shareholders in common; or

(b) Receive or have received any direct or indirect subsidy from any of them; or

(c) Have the same legal representative for purposes of this application;

The Applicants shall provide such evidence for their continued eligibility satisfactory to Habitat for Humanity Uganda, as shall reasonably request.

**4. Cost of Applying**

The Applicant shall bear all costs associated with the preparation and submission of its Application, and Habitat for Humanity Uganda will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the application process.

**5. Clarification of the Application.**

The prospective Applicant requiring any clarification of the application may notify Habitat for Humanity Uganda in writing at the address provided below. Habitat for Humanity Uganda will respond in writing to any request for clarification of the Applicant, which it receives no later than four (4) days prior to the deadline indicated above for the submission of Applications.

**For clarification purposes only, Habitat For Humanity Uganda address is,**

 **Attention:**

 **Procurement Committee,**

 **Habitat for Humanity Uganda,**

 **Plot 91, Kira Road Kamwokya**

**Email to:** **procurement@hfhuganda.org****/ noffice@hfhuganda.org**

1. **Amendment of Shortlisting Document**

At any time prior to the deadline indicated above for submission of applications, the Procuring and Disposing Entity (Habitat for Humanity Uganda) may amend the application document by issuing addenda.

Any addendum issued shall be part of the application document and shall be communicated in writing to all who have obtained the shortlisting document from Habitat for Humanity Uganda.

To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, Habitat for Humanity Uganda may, at its discretion, extend the deadline for the submission of applications and this deadline shall be communicated appropriately.

**PART C. PREPARATION OF APPLICATIONS**

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 Habitat for Humanity Uganda, shall be

written in English.

1. **Documents Establishing Applicant’s Eligibility and Qualifications**

The Applicant shall provide as part of its Application, all the necessary documentary evidence of the Applicant's legal status, financial, technical and production capacity to provide the goods, services and works if a contract is awarded in the format provided in the Application Submission Sheet (Forms A1 – A7). Failure to provide **ANY** of the required information shall result in automatic disqualification.

1. **Submission of Application**
2. Applicants are requested to submit **ALL** their spiral-bound Application Documents (included in Annex A) in one envelope marked: “Application for Pre-qualification of suppliers 2024/26” which should be addressed to: **The Procurement Committee, Habitat for Humanity Uganda, Plot 91 Kira Road, Kamwokya - P.O. Box 9873 Kampala Uganda** and HAND DELIVERED to any one of the following locations:

i) Kampala: Habitat for Humanity National Office, Plot 91 Kira Road, Kamwokya, Kampala

ii) Kumi: Habitat for Humanity Uganda Kumi Office, Plot 7 Malera Road, Kumi Municipality

iii) Mayuge: Habitat for Humanity Uganda Mayuge Office, Plot 844 Budebera Road, Kyebando ward, Mayuge Municipality

iv) Kabarole: Habitat for Humanity Uganda Kabarole Office, Kabarole District Headquarters, Fort Portal

1. For all Applicants, at the time of delivery of their Application Documents, the delivery person(s) shall duly sign an Application Documents delivery register indicating the legal name of the person delivering the Application Documents, the legal name of the entity/supplier, the date and time of delivery and a signature as evidence of delivery.
2. **Deadline for Submission of Applications**

Applications must be received by Habitat for Humanity Uganda before close of business (**5:00 pm E.S.T**) **two weeks after the date of publication**  at the address specified under Clause 3 above.

1. **Late Applications**

Any Application received after the deadline for submission of Applications indicated in Clause 4 above will be rejected and returned unopened to the Applicant.

**PART D- OPENING AND EVALUATION OF APPLICATIONS**

1. **Opening of Applications by Habitat for Humanity Uganda.**

The Procurement Committee of Habitat for Humanity Uganda will open and shortlist the providers according to Habitat for Humanity Uganda Procurement Policies and Guidelines.

1. **Evaluation of Applications:**
2. Habitat for Humanity Uganda will carry out the evaluation of proposals on the basis of their

responsiveness to:

• Legal Status

• Tax and social security payments

• Performance track record (for Applicants/Suppliers wishing to be retained)

• Financial Position – Presentation of copies of Audited reports for the last two years.

• Specific evaluation criteria for each category as indicated in **Appendix C**.

1. Any application that fails to meet the requirements above will be considered unsuitable and shall be rejected at this stage. The Procurement Committee of Habitat for Humanity Uganda shall notify the Applicant of the rejection of their application.
2. **Clarification of Applications**

During evaluation of the Applications, Habitat for Humanity Uganda may, at its discretion, ask the Applicant for clarification on any part of their Application Documents.

The Applicant shall be instructed to reply to these requests for clarifications in writing within a specified time, addressing their responses to the Chairperson Procurement Committee of Habitat for Humanity Uganda.

Failure of an Applicant to respond to any requests for clarification shall result in the rejection of the concerned Applicant’s bid.

1. **Contacting**

No Applicant shall contact Habitat for Humanity Uganda on any matter relating to its Application from the time of Application opening to short listing of Applicants.

1. **Confidentiality**

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 the said process until the notification of short listing is made to all Applicants.

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 the Procurement Committee of Habitat for Humanity Uganda on any matter related to the short-listing process, may do so but only in writing.

**PART E: SHORT LISTING**

1. **Notification to the Shortlisted Applicants**

Habitat for Humanity Uganda will notify all Applicants in writing that they have been shortlisted to provide works, services or supplies for the Financial Years 2024/26

1. **Inspection**

Habitat for Humanity 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 premises, physical structure and quality of service equipment is unsatisfactory, then the Application will be rejected. Habitat for Humanity Uganda reserves the right to verify any and all information submitted.

1. **Currency**

All monetary/financial information furnished, must be quoted in Uganda Shillings.

1. **Changes in Qualifications of Applicants**

Applicants and those subsequently shortlisted or conditionally shortlisted, shall inform Habitat for Humanity Uganda of any material change in information that might affect their qualification status. Providers shall be required to update key shortlisting information at the time of bidding.

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: HABITAT FOR HUMANITY UGANDA

We, the undersigned declare that:

(a) We have examined and have no reservations to the shortlisting document.

(b) We hereby apply to be shortlisted for the following works, services or supplies:

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| --- | --- |
| **Category**  | **Description of Works, Services or Supplies** |
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(c) We, including any subcontractors or providers for any part of the contract or contracts resulting from this shortlisting process, are eligible to participate in this application;

(d) We undertake to abide by the terms and conditions during the procurement process and the execution of any resulting contract.

(e) We, including any subcontractors or providers for any part of the contract or contracts resulting from this shortlisting 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 Works, Goods or Supplies;

(f) We, our affiliates or subsidiaries, including any subcontractors for any part of the contract or contracts resulting from this shortlisting process, have not been suspended by Habitat for Humanity Uganda from participating in procurement;

(g) We understand that you may amend the scope and value of any contracts to bid or cancel the shortlisting process at any time and that you are neither bound to accept any application that you may receive nor to invite the shortlisted applicants to bid for the contract or contracts, which are the subject of this short listing, without incurring any liability to the Applicants;

(h) We understand that qualification information will be subject to verification through a post-qualification process prior to any award of contract;

(i) We hereby authorize you and your authorized 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 authorization to any individual or authorized 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:

…………………………………….

Name:

…………………………………….

In the capacity of

…………………………………….

Duly authorized to sign the application for and on behalf of: …………………………….……

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

 (Company stamp)

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_

**FORM A2: APPLICANT INFORMATION SHEET**

 **STRUCTURE AND ORGANIZATION**

1. Name of Company:

[Full legal name]

1. Physical address:

[Street/ number/ town or city/ country]

Postal address:

Telephone number:

Email:

1. Description of the company’s activities
2. Number of years of experience in the provision of the works, services or supplies under reference
3. The Applicant’s authorized representative for information is:

Name:

Address:

Telephone……………………………………………….

 E-mail address:

1. Please indicate here or attach an organization chart showing the company structure including key personnel.
2. What are the specific types of equipment/vehicles that the company is certified to work on? (E.g., Motor vehicle, equipment maintenance, etc.) (Applies to Construction works)

**FORM A3: FINANCIAL STATEMENT**

1. Share capital

 • Authorized share capital:

1. Annual value of business under taken in the last two years

|  |  |  |
| --- | --- | --- |
| Year  | 2022 | 2023 |
| Turn over  |  |  |

1. 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.
2. Name and address of Bankers from which references can be obtained and authority to seek reference

 **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 Experience  |
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**FORM A5: RESOURCES: PROVIDERS EQUIPMENT AND FACILITIES**

On the basis of the information provided in the shortlisting 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 of the 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.

 **EXPERIENCE: CURRENT RELEVANT CONTRACTS**

Please fill in information about the current relevant contracts being executed.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the Employer | Description of the 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 |
| 4 | Enclose an Income Tax Clearance Certificate addressed to the Procurement Committee for Habitat for Humanity Uganda, for this particular purpose. Habitat for Humanity shall only accept **ORIGINAL INCOME TAX CLEARANCE CERTIFICATES**.• Enclose an Annual Tax Clearance certificate for the previous year.• Attach a copy of VAT Registration Certificate for Ugandans  |
| 5 | Please enclose a Copy of Trading License  |
| 6 | Please enclose copies of recent Bank statements |
| 7 | Copies of Audit Report for the past two (2) years. |

**ANNEX B: STATEMENT OF REQUIREMENTS**

**CATEGORY A: SUPPLY OF GOODS**

1. Office Equipment
2. Office Furniture
3. General office Stationary
4. Water Tanks
5. Mosquito Nets
6. Reusable Sanitary Pads
7. Firefighting equipment (fire alarms, extinguishers)
8. Motor vehicle and motorcycle parts and accessories (tires, tubes, spares, grills, racks)
9. Vocational skills toolkits (Tailoring Tools, Motor Vehicle and Motor Cycle Mechanics tools, Hairdressing tools, catering equipment, Welding and Metal Fabrication and other related workshop tools, carpentry works related tools, Brick Laying and Concrete Practice Tools etc.)
10. Supply of Personal Protective Equipment (riding gears, construction helmets, gloves, safety boots, gum boots etc.)
11. ICT Equipment (Computers, Printers, copiers, communication equipment and all accessories)
12. Solar (solar kits, solar equipment, solar accessories)

**CATEGORY B: PROVISON OF SERVICES**

1. Hotel services (Outside catering, Conferences, Accommodation for National staff and International Guests in Kampala, Mayuge, Namayingo, Kumi, Soroti and Fort Portal, Jinja, Entebbe, Hoima, Masindi
2. Servicing, Repair and Maintenance of Motor Vehicles and Motorcycles in Kampala, Mayuge, Namayingo, Kumi, Soroti and Fort Portal
3. Ground transport hire services
4. Air ticket and travel services
5. Events Management services
6. Trainers (psychosocial support, WASH, HIV, ARSH, Malaria Prevention, Land Governance ) in Kampala, Mayuge, Namayingo, Kumi, Soroti and Fort Portal
7. Vocational skills Trainings (Carpentry and Joinery, welding and metal Fabrication, Tailoring, Hair dressing, Plumbing, Motor vehicle mechanics and catering) in Kampala, Mayuge, Namayingo, Kumi, Soroti and Fort Portal
8. Insurance services (assets, medical, workman, fund managers and funeral)
9. Consultancy services in areas related to housing, advocacy, land tenure security
10. ICT Services (Web, App development & Hosting, Repair, Installations)
11. HR and recruitment services
12. Legal services
13. Office maintenance (electrical, plumbing, carpentry),
14. Security services for Kampala, Kumi, Mayuge and Fort Portal
15. Media (Newspapers, social media, radio stations, TV stations, videography)
16. Graphics design (engraving, graphics, designing, printing)

**CATEGORY C: CONSTRUCTION WORKS**

Provision of construction works and renovation services (all civil construction works e.g., HFHU Main House, latrine and installation of water tank- including painting services) in Kampala, Mayuge, Namayingo, Kumi, Soroti and Fort Portal.

**ANNEX C: EVALUATION CRITERIA**

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 Procuring and Disposing Entities might use as evaluation criteria: The list is not exhaustive:

SUPPLIES:

Eligibility

• General Eligibility

• Nationality

• Conflict of Interest

• Suspension

• Government owned entity

• 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

• Suspension

• Joint Venture

Experience

• Experience of firm

• Qualifications and Competence

• Experience in subject

• Experience in region and language

• 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

• Suspension

• Government owned entity

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