

**RHSP PRE- QUALIFICATION DOCUMENT FOR  
SERVICES, WORKS AND SUPPLIES FOR A PERIOD  
OF 3 YEARS (JULY 2021 TO JUNE 2023)**

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## SECTION I Introduction

### 1.1 Introduction

Rakai Health Sciences Program (RHSP)) was established in 1988 as collaboration between researchers at Makerere University, and the Uganda Virus Research Institute (UVRI). Subsequently, the collaboration extended to John Hopkins University and in 2002 to the Division of Intramural Research at the National Institute of Allergy and Infectious Diseases, International Centre for Excellence in Research (ICER) award.

RHSP intends to prequalify providers for the provision of various supplies, services and works. The purpose of this pre-qualification exercise is to competitively identify providers to be included in a shortlist of suitable providers register capable of providing the supplies, services and works to Rakai Health Sciences Program. The pre-qualified providers are invited to submit bids as appropriate. This exercise and the subsequent tendering processes shall be subject to the RHSP's Procurement Policies and Procedures.

### 1.2 INVITATION FOR PRE-QUALIFICATION

Rakai Health Sciences Program (hereinafter referred as “Procuring Entity”) intends to prequalify applicants for the provision of the following supplies, services and works: -

LOT NO	CATEGORY A: SUPPLIES
SPLS 001	Supply of Pharmaceutical products & Medical sundries like cotton wool, syringes etc.
SPLS 002	Supply of Lab consumables like freezer boxes, Surgical and Medical instruments.
SPLS 003	Supply of Chemistry and laboratory reagents i.e hematology, CD4 reagents, chemistry reagents, HIV testing kits, Syphilis kits, malaria kits.
SPLS 004	Supply of Assorted office stationery.
SPLS 005	Supply of Cartridges and toners.
SPLS 006	Supply of Computers, printers, scanners, photocopiers and other I.T accessories.
SPLS 007	Supply of Telephone communication gadgets like radio calls, Mobile Phones, CISCO phones and their accessories.
SPLS 008	Supply of General sundries like toilet paper, liquid soap, vim, jik etc.
SPLS 009	Supply of Soft drinks like Bottled water, Soda and Beers.
SPLS 010	Supply of general groceries like food stuffs and food spices.
SPLS 011	Supply of Assorted office furniture and fittings like curtains, carpets, nettings, and blinds.
SPLS 012	Supply of Uniforms, Corporate wear and Hospital linen like Jinja blue & green fabric materials for theatre gowns etc.
SPLS 013	Supply of Protective wear like riding Suits, Gloves, Riding boots, safety shoes, helmets etc.
SPLS 014	Supply of Tents and their accessories.
SPLS 015	Supply of Agricultural Inputs like Seeds, Herbicides and Pesticides.
SPLS 016	Supply of Dog food care products and accessories.
SPLS 017	Supply of Motor vehicles.
SPLS 018	Supply of Motor Vehicle Tyres.
SPLS 019	Supply of Motor vehicle spare parts for Toyota and Mitsubishi brands.
SPLS 020	Supply of Motorcycles.

SPLS 021	Supply of Motorcycle spare parts for Yamaha, Suzuki, and TVS brands.
SPLS 022	Supply of Workshop tools for motor vehicles and motorcycles.
SPLS 023	Supply of Lawn mowers, pressure washer, trimmers, water pumps and their spare parts.
SPLS 024	Supply of Automobile Oils and lubricants.
SPLS 025	Supply of Plumbing materials and equipment
SPLS 026	Supply of Construction raw materials like bricks, sand, aggregates etc.
SPLS 027	Supply of Construction hardware materials like iron bars, cement, paint etc.
SPLS 028	Supply and installation of solar power systems and related supplies
SPLS 029	Supply of domestic electrical items like bulbs, choke, starters etc
SPLS 030	Supply of Industrial electrical items like Generators.
SPLS 031	Supply, Installation, service and repair of firefighting equipment.
<b>CATEGORY B: SERVICES</b>	
SRVS 001	Clearing and Forwarding
SRVS 002	Media Publications and Broadcasting services
SRVS 003	Creative Design and Documentary Services.
SRVS 004	Photography and Videography Services
SRVS 005	Large scale Printing, Photocopying and Branding services like books, calendars, diaries, posters, T-shirts, caps, Signposts and Awards.
SRVS 006	Engraving and Asset Tagging.
SRVS 007	Outside Catering services
SRVS 008	Interior & External designing services
SRVS 009	Accommodation & Conference Services.
SRVS 010	General Insurance i.e Travel, Motor Vehicle, Equipment etc.
SRVS 011	Motor vehicle and Motorcycle tracking services
SRVS 012	Motor vehicle hire services i.e Passenger and Cargo.
SRVS 013	Motorcycles repairs
SRVS 014	Repair of lawn mowers and trimmers
SRVS 015	Servicing, repair and maintenance of photocopiers, computers, printers, scanners, TVs, Projectors & Other IT Accessories.
SRVS 016	Servicing and repair of generators
SRVS 017	Installation and Maintenance of security cameras and biometric access control systems
SRVS 018	Installation, Servicing and repair of air conditions and Refrigerators
SRVS 019	Servicing and repair of freezers e.g -80 ultralow temperature/industrial freezers
SRVS 020	Calibration Services for machines and equipment.
SRVS 021	Fumigation services
SRVS 022	Cesspool emptying services
SRVS 023	Incinerator Servicing and repair
SRVS 024	Local Area Network Installation and Maintenance
SRVS 025	Sewing and embroidery services like uniforms, hospital linen, facemasks, e.t.c
<b>CATEGORY C: WORKS</b>	
WRKS 001 (A)	Construction -

(i)	Civil Works
(ii)	Painting works
(iii)	Carpentry works
(iv)	Vernacular architecture (hut construction)
(v)	Masonry works
(vi)	Welding and Metal Fabrication.
(vii)	Aluminium Works (supply and fixing)
(viii)	Plumbing works
WRKS 002	
(B)	Specialty Motor vehicle works and repairs
(i)	Panel beating and Body works
(ii)	Air conditioning
(iii)	Wheel Alignment and balancing

## SECTION II - INSTRUCTIONS TO APPLICANTS

### 2.1 Scope of Tender

- 2.1.1 RHSP intends to prequalify providers for the provision of the supplies, services and works detailed in the invitation for prequalification.
- 2.1.2. Prequalification is open to eligible firms and formed ventures as indicated in appendix to instructions to Applicants.
- 2.1.3. Current contracted providers are also invited to submit their bids.

### 2.2 Submission of Application

- 2.2.1 Each Applicant is required to submit a complete set of pre-qualification documents for each lot applied. Applications for prequalification shall be submitted in sealed envelopes marked with the tender name and reference No. **“REF: RHSP/PREQ/004/21-23/.....”** (Category number), addressed to the following address and deposited in the **TENDER BOX** located at RHSP Front Office (Reception) in Kalisizo. The Applications should be addressed to:

Procurement Manager  
Rakai Health Sciences Program Kalisizo town-Old Bukoba Rd  
**P.O. Box, 279**  
**Kalisizo, Uganda**

- 2 The closing date and time for applications is **11<sup>th</sup> November 2020 at 11:00a.m.** The Prequalification documents will be opened on **11<sup>th</sup> November at 11:30 am** and interested applicants are encouraged to attend the opening exercise. Any document delivered after the deadline time and date shall be rejected. RHSP reserves the right to accept or reject any application and is not bound to give reasons for its decision.

Applicants shall submit **one** (01) original and two (2) copies of their pre-qualification documents sealed in one envelope.

- 2.2.2. All the information requested for pre-qualification shall be provided in the English Language.
- 2.2.3. Failure to provide information that is essential for effective evaluation of the applicant’s qualification or to provide timely clarification or sub substantiation of the information supplied may result in the applicant’s disqualification.

## **2.3 Eligible Applicants**

2.3.1 This Invitation for Bids is open to all providers.

2.3.2 Bidders must not be under a declaration of suspension for corrupt, fraudulent, collusive, coercive or obstructive practices by any local or international regulatory body or authority.

## **2.4. Qualification Criteria**

2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass in the criteria for the various categories as set out in the Appendix 1 hereof. A short listing of providers will be done taking into account the applicant's general and particular experience, personnel, capability and financial position as demonstrated by the applicant's response in the attached forms.

2.4.2 The applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under its execution over the last five years.

2.4.3. Providers who qualify according to the selection criteria will be invited to submit their quotations for the provision of supplies, services and works as and when required.

## **CONFIDENTIAL BUSINESS QUESTIONNAIRE**

*(Please note that giving false information under this section will result in your application being disqualified automatically)*

### **GENERAL INFORMATION**

1. The questionnaire must be fully and comprehensively completed in all respects.
2. Information given by the applicant shall be treated in strict confidence.
3. RHSP reserves the right to visit and inspect the business premises of the company/firm that will have participated.
4. Any information given under and later found to be incorrect shall lead to disqualification from the tendering process.

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## PART I: CORPORATE INFORMATION

No.:	PARTICULARS	RESPONSE
1.	Full name of organization Firm:	
2.	<p>Is your Organization (please tick appropriately)</p> <ul style="list-style-type: none"> <li>a. A Public limited company? If yes, please attach copies of the company's memorandum and articles of association including any change of name</li> <li>b. Private limited company? If yes, attach copies as (a) above</li> <li>c. A limited company? If yes, attach copies as (a) above</li> <li>d. A partnership? If yes, attach copy of partnership deed</li> <li>e. A sole trader? If yes, attach business certificate</li> <li>f. Other, (please specify)</li> </ul>	
3.	Date of Registration: (attach certificate of incorporation)	
4.	Full physical address of principle place of business: Full postal address:	
5.	Telephone No.:	
6.	Mobile phone No:	
7.	Fax No.:	

8.	Email Address;	
9.	Website address (if any)	
10.	Company Tax Identification number(TIN)-please provide a copy	
11.	Period in which you have been in the specific business for which you wish to be pre-qualified	
12.	Names of the shareholders, Directors and Partners (as in the registration documents)	
13.	Associated company (if any)	
14.	Provide the name of company's: i. Lawyers  ii. Auditors	

**PART II: FINANCIAL INFORMATION**

No.:	PARTICULARS			
1.	What was your turnover in the last two Years	<table border="1"> <tr> <td>..... For year ended ---/---/-----</td> <td>..... For year ended ---/---/-----</td> </tr> </table>	..... For year ended ---/---/-----	..... For year ended ---/---/-----
..... For year ended ---/---/-----	..... For year ended ---/---/-----			
2.	Has your organization met all its obligations to pay its creditors and staff during the years?	Yes/No		

	If 'No', please explain why?	
3.	Have you had any contracts terminated for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority?	
	If so, please give details	
4.	Give your bankers details:	
	Bank name: Account name: Account number:: Branch address	
5.	Provide a copy of the following: <ul style="list-style-type: none"> <li>• A copy of your most recent audited accounts (for the last 2 years)</li> </ul>	

**PART III: BUSINESS ACTIVITES**

No.:	PARTICULARS
1.	State your organization's main business activities

2. Please state generally the experience and expertise your organization possesses that will enable you to effectively and efficiently undertake the work you are bidding for as required by RHSP

- Attach your company organogram with emphasis on the job you are bidding for
- Attach CV's of your key staff

## PART IV: TRADE REFERENCES

No.;	Customer Organization (Name)	Customer Contact name & Phone no.:	Contract reference & brief description	Date contract awarded	Period of contract
1.					
2.					
3.					
4.					
5.					

## DECLARATION

I declare that to the best of my knowledge the answers submitted in this pre-qualification questionnaire (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with Rakai Health Sciences Program

<b>FORM COMPLETED BY:</b>	
<b>Name:</b> <i>(Authorised Representative)</i>	
<b>Title:</b>	
<b>Date:</b>	
<b>Telephone No.:</b>	
<b>Email:</b>	
<b>Signature:</b> <i>(Authorised Representative)</i>	
<b>Company Stamp/Seal:</b>	

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## APPENDIX 1

### *Evaluation Criteria:*

*The following documents shall form part of the evaluation*

- Certificate of incorporation
- Valid Trading License for the year 2020
- Tax Identification Number
- Income tax clearance certificate for the year 2019/2020
- Completion of questionnaire
- Prequalification document payment receipt
- Fully signed supplier ethical code of conduct
- Audited financial reports for the last two years (2018 and 2019/2020)
- Evidence of Performance of at least 3 previous contracts (*attach copies of Purchase Orders or Signed Contracts or Certificates of Completion*)
- Business physical address

## APPENDIX 2

### RHSP SUPPLIER ETHICAL CODE OF CONDUCT

This code applies to all RHSP suppliers (defined as a person or company or Organization supplying a product or service to RHSP) and applies to all products and services that RHSP purchases. The supplier is expected to comply with the standards set out in the code of conduct.

#### **i. COMPLIANCE WITH LAWS AND REGULATIONS**

The supplier shall adhere to all applicable laws and regulations in which the operate. This includes legal environment requirements like tax laws, labor laws, trade laws, among others.

In addition, RHSP encourages its suppliers to strive to comply with international and industry standards and best practices.

#### **ii. BRIBERY AND CORRUPTION**

Corruption, extortion, and embezzlement in any form are strictly prohibited. Bribes or other means of obtaining undue or improper advantage are not to be offered or accepted. In no circumstances shall the supplier offer bribes or facilitation payments or grant any advantage, whether directly or indirectly, or entertainment to RHSP officials with the aim of influencing it's decision or encourage the supplier to secure an improper advantage of RHSP.

Violations of these principles will result into termination of business relations with RHSP.

#### **iii. CONFLICTS OF INTEREST**

The supplier shall avoid all conflicts of interest in dealing with RHSP. Any conflict of interest in any business dealings with RHSP, of which the Supplier is aware should be declared to RHSP to allow an opportunity for appropriate action. Relationships that constitute Conflict of interest include, relative such as sibling, parent, child, spouse working with RHSP and any other party that is offered any payment or personal advantage in exchange of conducting business with RHSP.

#### **iv. SAFEGUARDING RHSP ASSETS, INFORMATION AND INTELLECTUAL PROPERTY**

The supplier has a duty to safeguard and make appropriate use of RHSP Assets and funds under its control. Suppliers are not permitted to use RHSP resources for any other purpose other than supplying goods or services to RHSP. Any information provided by RHSP shall be used only for it's intended and designated purpose.

#### **v. ETHICAL BUSINESS CONDUCT**

The supplier shall conduct its business using competitive and fair market prices. It must not engage in any understanding or agreements with competitors with the effect of biasing or improperly influencing the markets in which it operates.

#### **vi. CONTINUOUS IMPROVEMENT AND MONITORING**

Reaching standards established in this code is a dynamic process and RHSP encourages Suppliers to continuously improve their operations. RHSP will continuously monitor suppliers' compliance with the standards set out in this code of conduct by asking suppliers to provide relevant information and through audits by third parties and visits by RHSP personnel.



**vii. REPORTING**

If for any reason, suppliers have concerns about possible violations of this code of integrity by any RHSP representative, they can raise the matter with the Director Finance and Administration RHSP.

**DECLARATION**

I hereby confirm that I have read and understood the terms and conditions of RHSP Supplier Code of Conduct and agree to respect it and be compliant with it.

Company/Organization name: .....

Representative Name: .....

Representative Signature: .....

Title: .....

Date: .....

Stamp: .....

