



AFRICAN PARTNERS FOR CHILD POVERTY

PRE-QUALIFICATION OF SERVICE PROVIDERS FOR SERVICES, WORKS AND GOODS

**2021
APPCO**

PREFACE

Pre-qualification is a pre-tender process that provides for a short-list of providers from which providers are obtained to bid. Pre-qualification is used where works, services or supplies are routine or bidding is for a group of similar contracts. Pre-qualification shall be open to all providers and providers shall be invited using a pre-qualify notice.

A pre-qualification notice shall be published in at least one publication of wide circulation to ensure effective competition.

The pre-qualification document is divided into:

- Part I: General Part
- Part II: Instructions to Bidders
- Part III: Preparation of Applications
- Part IV: Submission of Applications
- Part V: Evaluation of Applications
- Part VI: Pre-

Qualification Appendices:

A: Application Submission Sheet

B: Statement of Requirements

C: Evaluation Criteria

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PART I: INTRODUCTION

1.1 Scope of Application

1.1.1 The Procurement Unit invites applications for the pre-qualification of supplies/goods, services, and works described in Appendix B.

1.1.2 Throughout this document:

- (a) The “Applicant” means the bidder applying; and
- (b) “Application” means a bid or submission to be short-listed.

1.2 Corrupt Practices

1.2.1 It is the African Partners for Child Poverty policy to require that the Procurement Unit, as well as Applicants, and Providers observe the highest standards of ethics during the procurement and the execution of contracts. In pursuit of this policy, APPCO (herein referred to as the Purchaser):

- (a) Defines, for this provision, the terms set forth below as follows:
 - (i) “corrupt practice” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of an official in the procurement process or contract execution; and
 - (ii) “fraudulent practice” includes a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Providers before or after bid submission designed to establish bid prices at artificial, non-competitive levels and to deprive the project of the benefits of free and open competition;
- (b) will reject a recommendation for the award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract; and

1.2.2 In pursuit of the policy, APPCO requires representatives of both the Procurement unit and Providers to adhere to the relevant codes of ethical conduct.

PART II: INSTRUCTIONS TO PROVIDERS

2.1 Introduction

APPCO will evaluate and pre-qualify all eligible companies for the provision of various services, works, and goods for a period of one year (Jan 2021 – Dec 2021). Once a firm has been pre-qualified, it will be invited, several times during the financial years, to submit a proposal/Quotation/bid for the provision of some or all the services or supplies.

APPCO reserves the right to add similar types of services and goods to the list in Appendix B.

2.2 Objectives

APPCO invites sealed Applications from reputable providers for services, works, and goods for the provision of various services and goods for a period of one year (Jan 2021 – Dec 2021). The list of items required during the above-mentioned financial years is given in Appendix B. Procurement and Logistics Unit should note that the services, works, and goods are not restricted to those listed 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 Pre – Qualification:

- (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 taxes and social security contributions.

2.3.2 All countries are eligible except countries subject to the following provisions. A country shall not be eligible if:

- (a) As a matter of law or official regulation, the Government of Uganda prohibits commercial relations with that country, provided that the Government of Uganda is satisfied that such exclusion does not preclude effective competition for the provision of supplies or related services required.

2.3.3 An Applicant shall be a natural person, private entity, a government-owned entity, subject to 2.3.9, or any combination of them with the formal intent to agree or under an existing agreement in the form of a joint venture, consortium, or association. In the case of a joint venture, consortium, or association, unless otherwise specified in the Application Submission Sheet, all parties shall be jointly and severally liable.

2.3.4 An Applicant and all parties constituting the Applicant shall have the nationality of an eligible country. An Applicant shall be deemed to have the nationality of a country if the Applicant is a citizen, or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.

2.3.5 This criterion shall also apply to the determination of the nationality of proposed subcontractors or providers for any part of the Contract including related services.

2.3.6 Applicants shall not have a conflict of interest. All Applicants found to conflict with interest shall be disqualified. Applicants shall be considered to have a conflict of interest with one or more parties in this prequalification 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; or
- (d) 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 the Procurement and Logistics Unit regarding this pre-qualification process; or
- (e) Participated as a consultant in the preparation of the design or technical specifications of the services or supplies that are the subject of this pre-qualification.

2.3.7 A firm shall submit only one bid in the same bidding process, either individually as a Bidder or as a partner of a joint venture. No firm can be a subcontractor while submitting a bid individually or as a part 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. A Bidder who submits, or participates in, more than one bid will cause all the proposals in which the Bidder has participated to be disqualified.

2.3.8 A firm that is under a declaration of suspension by the Government at the date of submission of the application or thereafter, shall be disqualified.

2.3.9 All organizations shall be eligible only if they can establish that they are legally and financially autonomous, and operate under commercial law and that they are not a dependent agency of the Procurement and Logistics Unit.

2.3.10 Applicants shall provide such evidence of their continued eligibility satisfactory to the Procurement and Logistics Unit, as the Procurement and Logistics Unit shall reasonably request.

2.4 Cost of Applying

The Applicant shall bear all costs associated with the preparation and submission of its Application and APPCO in no case is responsible or liable for those costs, regardless of the conduct or outcome of the pre-qualification process.

2.5 Clarification of pre-qualification Documents

A prospective Applicant requiring any clarification of the pre-qualification documents may notify APPCO in writing or by telephone call or email at the client's address indicated below.

APPCO will respond in writing to any request for clarification on the pre-qualification documents, which it receives no later than seven (7) days before the deadline for the submission of Applications. For clarification purposes only, the Procurement Unit address is:

ATTENTION: Procurement Unit

STREET ADDRESS: African Partners for Child Poverty

TOWN/CITY: Naalya/Kampala

PLOT NUMBER: Plot 2429 Naalya Estates, Block 221,

COUNTRY: UGANDA

EMAIL: Jobs@appcoug.org

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 APPCO Shall be written in English.

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 legal status, financial, technical, and production capability to provide the services.

3.3 Format and Signing of Applications

3.3.1 The Applicant is requested to submit their Pre-qualification Documents (included in Annex A) in one envelope marked: "Pre-qualification Documents for the provision of supplies, services and works to APPCO for the period of one year (Jan 2020 – Dec 2022)." The envelope shall contain One (1) original and three (3) copies.

3.3.2 The original and the copies of the Application 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 pre-qualification documents. All pages of the Application, except for unamended printed literature, shall be initialed by the person or persons signing the Application, and each page numbered.

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

3.3.4 ALL PAGES OF THE PROPOSAL MUST BE INITIALED AND NUMBERED SEQUENTIALLY STARTING WITH PAGE NUMBER ONE (1) BEING THE COVER PAGE.

PART IV: SUBMISSION OF APPLICATIONS

4.1 Sealing and Labelling of Applications

4.1.1 The Pre-qualification Application shall be composed of one envelope marked "Pre-qualification Document for the provision/supply of It shall contain one (1) original (marked "Original") and three (3) copies (marked "Copy").

4.1.2 For application submission purposes only, the Procuring and Logistics Unit's address is:

ATTENTION: Procurement Unit

STREET ADDRESS: African Partners for Child Poverty

TOWN/CITY: Naalya/Kampala

PLOT NUMBER: Plot 2429 Naalya Estates, Block 221,

COUNTRY: UGANDA

EMAIL: Jobs@appcoug.org

The deadline for application submission is: Date: 19th February 2021 Time (1300Hrs):

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

4.1.4 If the envelope is not sealed and marked as required will assume no responsibility for the Applications misplacement or premature opening.

4.2 Deadline for Submission of Applications

Applications must be received by APPCO, at the address specified above no later than 19th February 2021, 1300Hrs.

4.3 Late Applications

Any Application received after the deadline for submission of Applications prescribed will be rejected.

PART V: EVALUATION OF APPLICATIONS

5.1 Evaluation of Applications:

APPCO will evaluate proposals/bids based on their responsiveness to:

- a) Legal Status
- b) Tax Payment

c) Financial Position – Presentation of copies of Audited reports for the last two years i.e. 2017 and 2018. d) Evaluation criteria as given in Appendix

C. Any application that fails to meet the requirements in 5.1 will be considered unsuitable and shall be rejected at this stage.

5.2 Clarification of Applications

5.2.1 During the evaluation of the Applications, APPCO may, 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.

5.2.2 A bidder shall be instructed to reply to clarifications in writing within a specified time, addressing their responses to the Senior Manager Procurement and Logistics.

5.2.3 The Manager Procurement shall ensure that all replies are promptly forwarded to the chairperson of the evaluation committee.

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

5.3 Contacting the Procurement and Logistics Unit

5.3.1 No Applicant shall contact APPCO on any matter relating to its Application from the time of Application opening to pre-qualification of Applicants.

5.3.2 Any effort by the Applicant to influence APPCO in its decisions on the Application evaluation may result in the rejection of the Application.

5.4 Confidentiality

5.4.1 Information relating to the evaluation of applications, and recommendation for pre-qualification, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of pre-qualification is made to all Applicants.

5.4.2 From the deadline for submission of applications to the time of notification of the results of the pre-qualification, any Applicant that wishes to contact the Procurement and Logistics Unit on any matter related to the prequalification process, may do so but only in writing.

PART VI: PRE-QUALIFICATION

6.1 Notification to the Pre-qualified

APPCO will notify all Applicants in writing by registered letter or by cable, that they have been pre-qualified to provide works, services and goods.

6.2 Inspection

APPCO 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. The Procurement and Logistics Unit 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 pre-qualified or conditionally pre-qualified, shall inform the Procurement and Logistics Unit of any material change in information that might affect their qualification status. Providers shall be required to update key pre-qualification 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.

APPENDIX A

FORM A1: APPLICATION SUBMISSION SHEET

Date: [insert day, month, year]

To: [insert full name of Procuring and Disposing Entity]

We, the undersigned declare that:

(a) We have examined and have no reservations to the pre-qualification document, including Addenda No....., [insert the number and issuing date of each Addenda (in case of any)];

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

Lot Issue	Description of Work, Services, or Supplies

(c) We undertake to abide by the Code of Ethical Conduct for providers during the procurement process and the execution of any resulting contract;

(d) We, our affiliates or subsidiaries, including any subcontractors for any part of the contract or contracts resulting from this pre-qualification process, have not been suspended by the Public Procurement and Disposal of Public Assets Authority in Uganda from participating in public procurement;

(e) We are not a government-owned entity, or if we are, we meet the requirements of 2.3.9

(f) We understand that you may amend the scope and value of any contracts to be bid or cancel the prequalification process at any time and that you are neither bound to accept any application that you may receive nor to invite the pre-qualified applicants to bid for the contract or contracts, which are the subject of this prequalification, without incurring any liability to the Applicants;

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

(h) We hereby authorize you and your authorized representatives, to conduct any inquiries 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 you to verify statements and information provided in this application.

Signed: [signature of the person whose name and capacity are shown below]

Name: [insert complete name of the person signing the application]

In the capacity of [insert legal capacity of the 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]

a) Physical address: [insert street/ number/ town or city/ country]

b) Postal address:

c) Telephone number:

d) Telefax number:

e) Email:

f) Bank details:

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 the case of a Joint Venture, the following documentation shall be required for each member of the joint venture:

a) A copy of the Bidder's Trading license;

b) A copy of the Bidder's Certificate of Registration;

c) A copy of the Bidder's income tax clearance certificate (OUR TIN IS);

d) Power of Attorney of the signatory(ies) of the bid authorizing signature of the bid on behalf of the joint venture;

The Applicant's authorized representative for information is:

a) Name: [insert full legal name]

b) Address: [insert street/ number/ town or city/ country]

c) Telephone/Fax numbers: [insert telephone/fax numbers, including country and city codes]

d) E-mail address: [indicate e-mail address]

FORM A3: FINANCIAL STATEMENT

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.

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:

2. Please list the present key personnel and management staff

NAME	QUALIFICATION	YEARS OF RELEVANT EXPERIENCE

FORM A5: EXPERIENCE:

RELEVANT PROJECTS COMPLETED

Please fill in information about the relevant contracts completed over the past three years.

- a) Name Employer
- b) Description of Contracts
- c) Total Contract Price
- d) Date of Completion

The applicant **MUST** attach evidence of the 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.

- a) Name Employer
- b) Description of Contract
- c) Contract Price d) Value completed and certified

FORM A6: 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 apply.
4. Enclose an Income Tax Clearance Certificate addressed to the [Procurement], for this particular purpose. The [Procuring Entity] shall only accept original income tax clearance certificates.

I. Enclose an Annual Tax Clearance Certificate for the previous year

II. Attach a copy of the VAT Registration Certificate

5. Please enclose a copy of the current valid Trading License.

6. Please enclose a copy of your firm's insurance policy coverage (applicable to motor vehicle maintenance, repair of office equipment, etc.,)

APPENDIX B: STATEMENT OF REQUIREMENTS

List and codes of works, services, and goods to be provided include but are not restricted to the following:

NO.	SUPPLIES /GOODS, AND SERVICES
1.	Supply of printers, printer consumables, and accessories
2.	Supply of computers, computer consumables & accessories
3.	Supply of communication equipment (audio and visual)
4.	Supply of assorted office stationery
5.	Supply of Motor vehicle, motorcycle repairs, and spare parts
6.	Supply of office wear/uniforms and curtains
7.	Supply of Office furniture and fittings
8.	Supply of drinking water (ISO certified)
9.	Supply and provision of promotional items, printing, and design
10.	Provision of security services
11.	Provision of courier services (local and international)
12.	Provision of consultancy services
13.	Provision of hotel & conference facilities
14.	Provision of accommodation services (guest houses, hotel)
15.	Provision of Garbage collection services

16.	Provision of engraving services
17.	Provision of health insurance services
18.	Provision of Refreshments
19.	Provision Internet services
20.	Servicing and repair of I.T equipment (Laptops, Desktops, Scanners, Printers & Photocopiers)

APPENDIX C

SUPPLIERNAIRE A

The questionnaire is to be completed by all suppliers wishing to supply goods or services to APPCO.

Fraud and Bribery:

APPCO takes a zero-tolerance approach to fraud and bribery and we will not work with Suppliers who themselves, or through contractors, subcontractors, or other agents, engage in fraud or bribery or other illegal activity.

Terrorism:

APPCO will not work with or provide resources or support to, individuals and organizations associated with terrorism. APPCO may carry out debarment and terrorist checks on individuals and organizations/ vendors/companies that we intend to contract to provide us with goods and services. By submitting this Supplier Questionnaire, you are consenting to APPCO and its partners performing these checks

Part A: Legal & Business	
Name of your organization	
Name of contact person/account holder	
The full address of your head office	
Payment address (if different from above)	
Details of any additional branches, agencies, or places of business	
Phone number	
Email address	
Website	
Fax	

Company Registration Number Please supply a copy of the business license	
Vat/ Tax No (if relevant)	
Bank Name & Branch (for payments)	
Sort code / Branch number	
Swift/IBAN	
Account number	
Account name	
If asked, are you able to provide Audited Financial Statements for the past three years?	
Standard payment terms	
Year company was established	
Has your company ever been known by any other names? If so, please list	
Current annual turnover of the company (state currency)	
Number of staff currently employed in the company	
Names of your organization's current Directors	
Part B: Declaration	
<p>I, being fully authorized to represent the Supplier, hereby certify that all information provided in the completed Questionnaire is true, accurate, current, and complete. I understand that the Questionnaire will be used to determine the Supplier's eligibility for inclusion in APPCO's approved supplier list.</p> <p>On behalf of the said Supplier, and as an implied condition of all future supply contract(s) that APPCO may enter into with the Supplier during the period of resulting selection, I acknowledge and agree that, if any information herein is found to be materially untrue, inaccurate, outdated or incomplete, APPCO may, at its option, void such contract(s) without liability and exclude the Supplier from eligibility for a period of between one to five years, as determined appropriate by APPCO (besides, and without prejudice to other remedies available at law)</p> <p>I agree to adhere to the IAPG Code of Conduct for Suppliers, as detailed on the IAPG website: http://www.iapg.org.uk and included below</p>	
Signature.....	Date.....
Print name.....	Title.....

APPENDIX D: CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS

1.Ethical Principles

Bidders and providers shall at all times:

- (a) maintain integrity and independence in their professional judgment and conduct;
- (b) comply with both the letter and the spirit of-
 - i. the laws of Uganda; and
 - ii. any contract awarded.
- (c) avoid associations with businesses and organizations which conflict with this code.

2.Standards

Bidders and providers shall:

- (d) strive to provide works, services, and supplies of high quality and accept full responsibility for all works, services, or supplies provided; and
- (e) comply with the professional standards of their industry or of any professional body of which they are members.

3.Conflict of Interest

Bidders and providers shall not accept contracts that would constitute a conflict of interest with, any prior or current contract with APPCO. Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

4.Confidentiality and Accuracy of Information

- (f) Information given by bidders and providers in the course of procurement processes or the performance of contracts shall be true, fair, and not designed to mislead.
- (g) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

5.Gifts and Hospitality

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to a staff of APPCO that might be viewed by others as influencing a procurement decision.

6.Inducements

- (h) Bidders and providers shall not offer or give anything of value to influence the action of APPCO in the procurement process or contract execution.
- (i) Bidders and providers shall not ask a public official to do anything inconsistent with APPCO'S Procurement Policies and Procedures or the Code of Ethical Conduct in Business.

7.Fraudulent Practices

Bidders and providers shall not:

- (j) collude with other businesses and organizations to deprive APPCO of the benefits of free and open competition;

- (k) enter into business arrangements that might prevent the effective operation of fair competition;
- (l) engage in deceptive financial practices, such as bribery, double billing, or other improper financial practices;
- (m) misrepresent facts to influence a procurement process or the execution of a contract to the detriment of APPCO, or utter false documents;
- (n) unlawfully obtain information relating to a procurement process to influence the process or execution of a contract to the detriment of APPCO; and
- (o) Withholding information from APPCO during contract execution to the detriment of APPCO.

I agree to comply with the above code of ethical conduct in business.

Signature of Person granted power of attorney

Name of Bidder/Provider

APPENDIX E: EVALUATION CRITERIA

The evaluation criteria are usually based on the following areas; eligibility, experience, and capacity, technical and quality requirements. The following are examples of what Procurement and Logistics Unit might use as evaluation criteria: The list is not exhaustive:

1. Certificate of Incorporation/Registration
2. Memorandum and articles of association
3. Powers of attorney in favor of signatory to the bid
4. Current Trading License
5. Tax Clearance Certificate

6. The physical address of the organization
7. List of Directors
8. Bank Details
9. Audited financial reports by certified auditors
10. Evidence of previous and ongoing contracts
11. Two (2) reference letters from previous clients
12. Completed Suppliernaire A
13. Signed Code of Ethical Conduct