



**CALL FOR PREQUALIFICATION OF SUPPLIERS AND SERVICE PROVIDERS FOR THE
YEAR 2021-2024**

A. Introduction

African Wildlife Foundation (AWF) is a non-profit international conservation organization that focuses on critically important landscapes in Africa.

AWF Uganda Office invites applications from interested vendors (including current suppliers / service providers) for prequalification for the supply of goods and provision of services to the organization for its offices in Kampala, Kidepo Valley, Murchison Falls for the period September 2021–September 2024 under the following categories.

CATEGORY A

NO	PREQUALIFICATION FOR SUPPLY OF GOODS
1	Supply of Office Furniture and Fittings
2	Supply and Delivery of Office Equipment(Photocopiers, Printers, ICT Equipment)
3	Supply and Delivery of Office Stationery and printer Cartridges
4	Supply and Delivery of Fire Fighting Equipment
5	Supply of promotional Material and Corporate Gifts
6	Supply of staff and Ranger Uniforms and other Branded Clothing
7	Supply and Delivery of Cutlery, Crockery and related Kitchen Equipment
8	Supply and Delivery of Laundry Detergents, Multipurpose Detergents, Tissue Paper and Serviettes
9	Supply and Hire of Tents, Chairs, ETC
10	Supply and Delivery of Calling Cards/Airtime
11	Supply and Delivery of Fuel, Oils and Lubricants
12	Supply of Dog Food and Dog Equipment
13	Supply and Fitting of Vehicle Tires
14	Supply and Delivery of Assorted Food items for scouts (Cereals, Groceries, Milk, Sugar)
15	Supply and Delivery of First Aid Kits
16	Supply and Delivery of Hardware Supplies (Fencing materials, Cement, Sand, Ballast, Nails, etc)

17	Supply and Delivery of School Desks, Lockers, Tables and Chairs
18	Supply and Delivery of Motor vehicles and Motorcycles

CATEGORY B

NO	PREQUALIFICATION FOR SUPPLY OF WORKS
1	Repair & Maintenance of Electrical Works
2	Building & Construction Contractors
3	Painting, Interior Décor & Landscaping services
4	Branded Signage Works
5	Repairs & Maintenance of Civil works
6	Repair & Maintenance/Serviceing of Motor Vehicles/ Motorcycles
7	Repair & Maintenance of AC systems

CATEGORY C

NO	PREQUALIFICATION FOR PROVISION OF SERVICES
1	Provision of office Cleaning Services
2	Provision of Air Travel Agency, Accommodation, Accommodation and Car Hire Services
3	Supply and Maintenance of Sanitary Bins and Related Services
4	Provision of Garbage Collection Services Service and Maintenance of Firefighting Equipment Provision of Publishing and Printing Services
5	Provision of Legal Services
6	Provision of Architectural Services
7	Provision of Insurance Brokerage Services
8	Provision of Audit Services
9	Provision of Hotel & Conference Facilities
10	Provision of Office Security Services
11	Provision of Dog Vet Services
12	Provision and Maintenance of Office Alarm system
13	Provision and Maintenance of CCTV system
14	Provision of Customs Clearance services
15	Provision of office internet services and Networking
16	Provision of Repair and Maintenance of office Equipment
17	Provision of Consultancy and Training Services

C. Mandatory Documentation Information

Firms are required to attach the following documents to their application:

1. Detailed Profile with registered address, functional email, telephone numbers and point of contact for the organization, organogram and CVs of staff.
2. Certificate of registration of business
3. Valid Operation and/or Trading License
4. Official Business physical, postal, telephone and email addresses
5. Proof of substantial contracts/orders completed in the last 18 months for the specific category you are bidding for
6. Verifiable evidence of similar jobs successfully executed in the past (Including copies of job orders, signed delivery notes, invoices and goods receipt note for the receiving organization)
7. Reference and recommendations from at least 3 present 3 past clients with whom your firm has done business for the category being bided for

D. Address for Submission of applications

Suppliers and Service providers who meet the criteria for prequalification will be prequalified for the categories applied for and will form the list of contractors who will be given tender/Quotation documents to bid for supply of goods and services under those categories on as and when required basis.

Completed Prequalification documents together with additional information the applicants may wish to provide should be sent on email to UGProcurement@awf.org on or before June 4, 2021 5pm Local Time.

All Submission should be addressed to: Country Director, African Wildlife Foundation (AWF) or sealed and hand delivered to Plot 5A Katali Rise Naguru, Kampala-Uganda

Note: Any submission made through any other address or means respectively, shall not be honored and AWF Uganda shall not accept any responsibility whatsoever.

E. Selection criteria

ONLY applicants that fully and satisfactorily meet the requirements listed in Section C above (***Mandatory information and documentation***) and any other criteria which the Procurement Review Committee shall deem necessary for this purpose, shall be pre-qualified and shall be invited to participate in the subsequent bidding process.

Specifically, bidder submissions will be evaluated and scored on the following criteria (to be determined from requirements listed in Section C above):

- i. Satisfactory proof of legality of company existence **40 marks**
- ii. Satisfactory proof of tax compliance **10 marks**
- iii. Satisfactory proof of bidder's business worthiness **20 marks**
- iv. **Past performance** **30 marks**

Note: Only bidders whose submissions score a minimum of **75 marks** from the evaluation will be pre-qualified.

F. Feedback to successful/Unsuccessful applicants

Successful applicants will be advised by email within two (2) weeks from date of closure of receipt of applications.

In case you submit an application form for pre-qualification but don't hear from us 4 weeks after the closing date, please consider your application unsuccessful; no separate or individual communication shall be made by AWF.

G. Disclaimer:

- i. This is only an invitation for prequalification and AWF may cancel the process at any time without notice. Submission of application does not result in any contractual relationship between the bidder and AWF.
- ii. AWF is under no obligation whatsoever to prequalify any bidder but the decision of the evaluation committee guided by the advised criteria shall be final.
- iii. The bidder is fully liable for any cost incurred in the preparation and submission of their application.