



Until we are all equal

PLAN INTERNATIONAL UGANDA

PRE-QUALIFICATION OF GOODS AND SERVICES FOR FY-2025-2027.

PRE-QUALIFICATION DOCUMENT.

Sent out date: 26th November 2024 Time 9:00 AM
Close date: 20th December 2024 Time: 5:00 PM

REFERENCE NO
CATEGORY TYPE
COMPANY NAME

CONTENT

1. Introduction.....	3
2. Invitation to tender	4
3. Important Notes for suppliers.....	5
4. Mandatory Requirements.....	6
5. Prequalification Questionnaire	7
Part A-General Information	7
Part B- Eligibility	
Part B- Financial Information	9
Part C- Trade References	10
Part D-Safety Information.....	11
Part E- Industry Suppliers Special Information.....	12
Part F-Certification	14

INTRODUCTION

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. We strive for a just world, working with children, young people, our supporters and partners. Plan International has been building powerful partnerships for children for more than 80 years, and is active in over 75 countries across the world.

ABOUT THE UGANDA COUNTRY PROGRAMME

Plan International Uganda has been operational in country since 1992. Our work focuses on advancing children's right and equality of girls through program interventions in early childhood development, primary education, sexual and reproductive health rights, youth economic empowerment and youth led advocacy. We work in both developmental and refugee district with team of 250 staff members and offices in 6 (Six) Locations.

- We take seriously our responsibility to promote child safe practices and protect all children and young people who come into contact with our staffs, partners, associates or visitors, from all forms of harm, abuse, neglects or exploitation.
- In addition, we take positive action to prevent those who abuse children from becoming involved with Plan International Uganda.
- We take stringent measures against any Plan International Uganda staff, Partners, Associates or Victors who abuse a child or a young person aged 0-24 years as outlined under section "E" of our Policy "Safe guarding Children and young people".

Our decisions and actions in response to children and young people protection concerns or breaches of this policy is guided by the principle of 'best interests of the child' and "Do NO Harm

Firms currently pre-qualified and wish to be considered **need to re-apply**.

One application form ONLY can be used to apply for ONE category.

(Please note that failure to indicate the Reference Number and Category Type will lead to AUTOMATIC DISQUALIFICATION of your bid)

NOTE: One is allowed to apply for only three categories.

Please read through this document carefully and provide the requested information together with ALL required support documents.

INVITATION TO PRE-QUALIFICATION

Plan international invites applications for pre-qualification from competent vendors to supply goods and provide services and works to Plan International-Nebbi Program Area/West Nile North Region in the under listed categories for the period from February 2025 to February 2027.

CATEGORY A: SUPPLY OF GOODS			
S/N	REFERENCE	CATEGORY TYPE	DESCRIPTION
01	PLAN-NBB-SUP-001	Supply of general office stationery and toner	Flip charts, Marker pens, Note books, Counter books, Exercise books, Mathematical sets, Stick notepads, Clear bags, Duplicating papers, Pens, Pencils, Rubbers, Sharpeners, Stapplers Staple wires, stamps, Box files, Ink pads (blue/red), Toner
02	PLAN-NBB-SUP-002	Supply of office consumables, toiletries and janitorials	Assorted biscuits, Sugar, Drinking Water, Tea Bags, Tea Masala, Coffee, Salt, Liquid soap, Jik, Harpic, Bar washing soap, Omo, Air freshners, Furniture Polish, Toiler balls,
03	PLAN-NBB-SUP-003	Supply of Dignity Kits	Always, Re-usable pads, cotton knickers, cotton boxers, Kitenge materials, 10-liter buckets, Mats, Basins, White star laundry Soap, Cloth bags, Slippers, Vaseline)
04	PLAN-NBB-SUP-004	Supply of General Merchandise/Non-food items	Relief items, House Hold merchandise, Bicycles, Saloon items, Tailoring and Pad making materials, VSLA Startup kits, Protective Equipments, Gumboots, Clothing and Beddings, plastic chairs, Plastic shoes for children, for adults, saucepans etc
05	PLAN-NBB-SUP-005	Supply of Food Items	Grains/processed grains (including flours, rice and pulses, wheat, sorghum, barley, etc Mixed foods, Ready-to-use foods, Fortified foods with added vitamins and minerals, Supplementary foods to address moderate malnutrition
06	PLAN-NBB-SUP-006	Supply of visibility/IEC Materials	T-shirts, talking compound, brandings, Banners, Flyers, Caps, Bags etc
07	PLAN-NBB-SUP-007	Supply of Furniture and Fittings	Work stations, office chairs, Filing cabinets, School desks etc.)
08	PLAN-NBB-SUP-008	Supply of Uniforms and Scholarstic Materials	School Uniforms and school shoes, bags, Approved syllabus text books for Lower and upper primaryCost of standard portable blackboards)
09	PLAN-NBB-SUP-009	Supply of Sports and Recreation Materials	Footballs, Netballs, dominoes, ,Basketballnets, netball and football

			poles, football and netball jerseys. Sports sock, Drummer clothes for both girls and boys, Drums, whistles, Balls (Assorted)e.g. Adidas and other good quality in the market, Football pitch goal posts, basketball posts and nets
10	PLAN-NBB-SUP-010	Supply of IT Equipments and Accessories	Laptops, desktops, Toners, Tablets, Public address systems, Loudspeakers, Scanners, Photocopiers, Sealing machines, Cameras (Sony, canon, Nikon-d5600, Mobile Phones, Printers, consumables and computer accessories.
11	PLAN-NBB-SUP-011	Supply of Electrical Appliances and Accessories	Refrigerator, Water dispenser, Micro wave, Television, Public Address System, Acs, Lights
12	PLAN-NBB-SUP-012	Supply of Medical Devices and Consumables	Medical equipments such as delivery beds, Medical aids such as walking sticks, wheelchairs, hearing aids, Disposable and consumable items such as sterile gauze, IV cannula, needles, disposable syringes, Sanitizers, Masks, Non-sterilized consumables etc
13	PLAN-NBB-SUP-013	Supply of Pharmaceuticals Products	All human medicines, such as oral drugs, injectables, vitamins, infusion fluids, topical medicines, anesthesia, and other medical products used to diagnose, cure, treat, or prevent disease and the ones that are listed on the WHO list of essential medicines and the national essential medicines list.
14	PLAN-NBB-SUP-014	Supply of Agro- Inputs and Tools	Seeds, Insect side, Pesticides, Fertilizers, Farming equipment, fertilizers-Hoes, Axes, Watering cans, Tarpulins etc
15	PLAN-NBB-SUP-015	Supply of Livestock/Poultry	Supply of Poultry and all Livestock including heifers, boers, African nannies, chicken, pigs etc
16	PLAN-NBB-SUP-016	Supply of Livestock/poultry feeds	Maize brands, Hay, Silage (Corn/Sorgum and Millet), Grains, Pasture, Chicken feeds, Vitamins and Mineral supplements, Palleted foods, Liquid feeds etc
17	PLAN-NBB-SUP-017	Supply of Construction and hardware materials	Cement, Concrete/Aggregate, Iron sheets, Timber, Sand, Nails, Wheel barrow etc
18	PLAN-NBB-SUP-018	Supply of Vehicle Spare parts and Accessories	Car batteries, Car tyres
CATEGORY B: PROVISION OF SERVICES			
S/N	REFERENCE	CATEGORY TYPE	DESCRIPTION

19	PLAN-NBB-SVS-019	Provision of Office cleaning and maintenance services	Indoor and Outdoor Cleaning, Fumigation, Garbage collection and Waste management services
20	PLAN-NBB-SVS-020	Provision of Outside Catering services	Catering services (Break tea, lunch-mini / full buffet, local dishes, evening tea, Rwenzori water 500mls, 1.5liter bottles, Packed food.)
21	PLAN-NBB-SVS-021	Provision of Events Management Services	Decoration services, PA system, Hire of tents, chairs and tables, Brass band services etc
22	PLAN-NBB-SVS-022	Provision of Motor Vehicle Maintenance Services	Routine servicing, Repairs and Replacements
23	PLAN-NBB-SVS-023	Provision of Motor Bike Maintenance Services	Routine servicing, Repairs and Replacements of Honda XL bikes
24	PLAN-NBB-SVS-024	Provision of Vehicle /Bike Washing services	Normal and Engine wash of vehicles and motor cycles
25	PLAN-NBB-SVS-025	Provision of Vehicle Hire Services	Super custom, Land cruise, mini fuso, Trucks, taxi, bus, pick up/coasters
26	PLAN-NBB-SVS-026	Provision of Media Services	TV talk shows, Radio Airtime, twitter Spaces, Moderations
27	PLAN-NBB-SVS-027	Provision of Printing/Photocopying Services	Paper printing and photocopying
CATEGORY C: PROVISION OF WORKS			
S/N	REFERENCE	CATEGORY TYPE	DESCRIPTION
28	PLAN-NBB-WKS-028	Provision of Office Repairs	Electrical works, Plumbing, painting, engraving, Carpentry, upholstery
29	PLAN-NBB-WKS-029	Provision of Masonry Works	Welding/Fabrication/ Minor Constructions and Renovation Works

Submission should be electronic on email Electronic.Bidding@plan-international.org so as to be received on before 5:00 pm Date **20th December 2024** Email Subject should indicate Reference, Category Type and Company Name; For example

PLAN-NBB-SUP-001: SUPPLY OF GENERAL OFFICE STATIONARY AND TONER: NANDUTU AND SONS INVESTMENTS LIMITED.

All Women Owned Business are highly encouraged to Apply

Plan International reserves the right to accept or reject applications made pursuant to the prequalification at its own discretion without assigning any reason thereof. Any subsequent appointment made pursuant to the prequalification is subject to invitation to tender for specific

jobs/services.

IMPORTANT NOTES TO THE SUPPLIER

- a) The purpose of this document is to assist Plan International in the identification and evaluation of potential vendors of goods and services who may subsequently be invited to tender or give quotations for items within the specified category.
- b) The questionnaire is to be fully and comprehensively completed in all respects.
- c) All documents must be submitted in English Language.
- d) Provide supporting documents requested for in the questionnaire.
- e) You may also be asked to clarify your answers or provide more details.
- f) Plan International will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete this questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the applicant's elimination from further consideration.
- g) Please note that by responding to this questionnaire you accept that all answers provided are legally binding and should the need arise, may be used as evidence in a court of law. Further, Plan International reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
- h) Any information given and later found to be incorrect shall lead to disqualification of the Applicant.
- i) Information given by the applicant shall be treated in strict confidence.
- j) Applicants to kindly note that this does not amount to any contractual obligation on the part of Plan International, and that Plan International is not obliged to invite tenders/quotation from any or all who express interest by responding to this pre-qualification process.
- k) If insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets.
- l) The original document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the applicant. Any such corrections must be initialed by the person(s) who sign(s) the Document.
- m) The completed document shall be signed off and initialed by Director/Partner of the organization and rubber stamped on each page and signed on the last page in the space provided.
- n) Applicants will meet all cost associated with preparation and submission of their applications.
- o) Canvassing will lead to automatic disqualification of the applicant.
- p) Submission is as per instruction given in Invitation to Tender.

- q) Late submission will not be acceptable. Any application(s) received after the date of closure will be considered as late and disqualified.

MANDATORY REQUIREMENTS

Interested Businesses shall be required to attach the following mandatory documents where applicable;

- a) Certificate of Incorporation, Partnership or Business registration
- b) TIN /VAT Registration Certificate
- c) Certificate of registration with relevant regulatory authorities where applicable
- d) Tax Clearance Certificate FY25
- e) Evidence of physical registered office (Attach trading license and tenancy agreement/miscellaneous receipt)
- f) Company Profile (indicating List of Directors, telephone, postal and email address)
- g) Certified Bank Statements for the past 6 months
- h) Audited Financial Statements for past 3 years
- i) Evidence of past performance (Attach copies of at least 3 LPOs, Agreements)
- j) Recommendations from at least 3 referees.

PREQUALIFICATION QUESTIONNAIRE

PART A –GENERAL INFORMATION

1	Name of Organization/Company	
2	Postal Address	P.O Box.....Code.....
3	Principal Contact Person	Name: Position:
4	Contacts:	Telephone: Fax No. Email: Group email (Applicants are advised to give a group email address to facilitate prompt communication of new tender invites)
5	Physical Location of Business Premises (Note that a visit to your office may be made to confirm information provided as part of the prequalification evaluation)	Town Street..... Building Name Floor.....
6	Nature of organization (e.g. sole proprietorship, Public Limited Company, Partnership etc.)	Limited Liability Company (1) Partnership (2) Sole Proprietor (3)

7	Names of the Proprietor, Directors or Partners NOTE: Attach copies of Directors' National identity cards / passports	1. 2. 3. 4.
8	Geographical area of Operations	
9	Business Operations	Year established..... Duration of Business Operation.....
10	Company Registration No. (<i>Attach Copy</i>)	Number..... Copy Attached? Yes <input type="checkbox"/> No <input type="checkbox"/>
11	VAT Registration No. (<i>Attach Copy</i>)	Number..... Copy Attached? Yes <input type="checkbox"/> No <input type="checkbox"/>
12	TIN Registration Certificate (<i>Attach Copy</i>)	Number..... Copy Attached? Yes <input type="checkbox"/> No <input type="checkbox"/>
13	Valid Tax Compliance Certificate (<i>Attach copy</i>)	Copy Attached? Yes <input type="checkbox"/> No <input type="checkbox"/>
14	State Credit period (minimum proposed is 45 days)	
15	Registration with regulatory relevant bodies	Registration Body Category of registration

PART B - ELIGIBILITY

1. Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons? YES/NO
2. If yes, when ----- (if yes, you must present legal documentary evidence that you are cleared and your business is now solvent)
3. Have you fulfilled your obligations to pay taxes and social security contributions for the last three years? YES/NO
4. Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender? YES/NO
5. Is the firm making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity-initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever? YES/NO
6. Have you had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the contracting authority/client? YES/NO

PART C: FINANCIAL INFORMATION

Banker	Name of banker			
	Address of banker			
			
	Telephone			
	Contact name and title			
	Fax		E mail	
Financial information in UGX	Actual: previous two years		Projected: next two years	
	_____		_____	
	1	2	3	
1.Total assets				
2.Current assets				
3.Total liabilities				
4.Current liabilities				
5.Profits before taxes				
6.Profits after taxes				

Source of finance	Amount UGX
1.	
2.	
3.	
4.	

PART D: TRADE REFERENCES

Provide contact details for 3 referees for previous/current work that is similar or the same to the one now applied for. Note that the referees may be contacted without further references to you. (Attach documentary evidence of existence of the contract/LPO)

	How many references are you indicating? (Tick one)	0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>
A	Have you previously been contracted by Plan International? Tick one	YES <input type="checkbox"/> NO <input type="checkbox"/> Describe the contract and nature of Supplies..... When.....and for how long.....
B 1	Others Organization Name Contact Name and Position Telephone No. E-Mail Address Service provided
2.	Organization Name Contact Name and Position Telephone No. E-Mail Address Service provided
3.	Organization Name Contact Name and Position Telephone No. E-Mail Address

	Service or good provided
--	---

In addition to the above, you are required to attach copies of LPOs, Letters of Award, or any other approved document showing works done and values.

PART E: SAFETY QUESTIONNAIRE FOR CATEGORY B

1. Does your organization/Company have a safety policy?
2. YES/NO If yes, how often is it reviewed? -----
(Attach a copy)
3. Does your Organization / company have a Safety, Health & Environment Management plan? YES/NO (provide evidence)
4. If yes in (2) above, who in your organization is responsible for the implementation and management of the plan?
.....
5. How does your organization capture and document safety and other related incidences at your work place?
.....
.....
6. Have you ever been suspended from undertaking any works due to safety, health and environment related issues? YES/NO
7. Have your organization /Company or the principal partner ever been charged for non-compliance or violation of any safety related regulations? YES/NO
8. What is the average number of regular employees stationed at your head office and/or main office?
9. Are there safety committees at the organization's/Company work places? YES/NO

PART F

1. Company Licenses

Provide list of registration certificates with relevant bodies.

2. Contracts History

a) Past Contracts

List the information on contracts won over the last one (1) years

No	Client	Contract Title	Start Date	End Date	No. of contract years
1					
2					
3					

a) On-going contracts

List the information on up to three ongoing contracts if any

No	Client	Contract Title	No. of years done	Expiry date	Contract Cost/Value
1					
2					
3					

You can attach a separate sheet of paper if space provided is not sufficient

3. Experience

A. a) How many years has your firm been engaged in the supplies business?

.....

(b) Describe the nature of items supplied by your business?

.....

.....

© How many years of experience have you had in the type of work described in (b) above (provide evidence)

.....

(c) Do you have an in-house designer? (For print marketing items)

.....

PART G: CERTIFICATION

I/We do hereby certify that the above information is correct in all respects.

Full Name:

Designation/Position

Signature:

Date:

Company Stamp