



INVITATION FOR PREQUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES, CY-2025/2026.

1. INTRODUCTION

World Wide Fund (WWF) is a global Conservation Organization, with presence in Uganda. Active in almost 100 countries, we have been working in the Eastern Africa for more than 20 years. Our mission is to stop environmental degradation in the world and build a future where people live in harmony with nature.

Companies (organizations) submitting applications in response to this Invitation to Prequalify must not have any relationship with WWF/staff under the terms of this invitation or any resultant contract. All communications regarding this invitation will be directed to WWF Procurement.

2. INVITATION TO PRE-QUALIFY

WWF-UCO invites applications from eligible firms for prequalification to provide goods and services under the categories in the Annex below (List of goods and services) for FY 2025/2026.

Completed/signed application forms and requirements in (4) below should **be physically hand delivered in hard copy to:**

1. WWF UGANDA COUNTRY OFFICE

Plot 2 Sturrock Road, Kololo

P.O. Box 8758, KampalaTel: +256-200510800

2. WWF-KASESE FIELD OFFICE-RWANKINGI AFTER UWA OFFICES.

3. WWF-KAGADI FIELD OFFICE-NANKULABYE KIGANGAIZI ROAD AFTER URDT

4. WWF-ARUA FIELD OFFICE AT RISE WEST NILE OFFICES (ARUA CITY)

BY 5:00 PM Uganda time of Friday 15TH/Feb/2025.

Note. Application forms should be down loaded from _____



3. INSTRUCTIONS TO BIDDERS

- i) The Application Form must be completed in English language including the requirements in (4) below.
- ii) Applicants are free to apply for **NOT** more than **TWO (02)** categories if it's part of their primary business.
- iii) Clearly indicate on the **ENVELOPE** the supply Code(s) and Category applied for.
- iv) Submissions past the deadline shall be rejected.
- v) By responding to this invitation, you accept that all answers provided are accurate and legally binding.
- vi) This invitation and subsequent acceptance of your application do not constitute any form of contract with WWF-UCO.
- vii) WWF is not obliged to request for quotations/proposals from any or all who have expressed interest by responding to this invitation for prequalification.
- viii) Any information given and later found to be incorrect shall lead to disqualification of the Applicant.
- ix) The completed Application Form **must be signed off** and name clearly printed by the authorized signatory of the organization.
- x) WWF-UCO reserves the right to conduct a physical inspection of the premises of the Applicant. If, after the inspection, it is deemed that the physical facility/equipment and or quality of service is unsatisfactory, then the Application will be rejected. WWF-UCO reserves the right to verify all information submitted.
- xi) Any effort by the Applicant to influence WWF-UCO procurement processes in its decision on the application evaluation will result in the rejection of the application.

4. PREQUALIFICATION REQUIREMENTS & EVALUATION CRITERION

You are required to attach the following documents in support of your Bid application documentation.

- i. **Application fees of UGX.50,000 Per Lot/Category payable to:**

Bank. ABSA BANK

Account Number. 0341424453

Account Name. World Wide Fund For Nature (WWF)

Branch. Hannington Road

- ii. Certificate of Incorporation or Certificate of Registration
- iii. Valid Trading license
- iv. Valid Tax Clearance Certificate



- v. Articles of Association (MOA)
- vi. Power of Attorney for Authorised Company Representative
- vii. Records of similar supplies/services provided (copies of LPOs/Contracts)
- viii. Products/service list



5. PREQUALIFICATION APPLICATION FORM

i) Category of supply/service applied for (**ONLY 02 CATEGORIES ALLOWED**)

Category Code	Category Description
1.	
2.	

ii) Company/Business information:

a) Name of Company/Business: _____

b) Physical address: _____

c) Postal address: _____

d) Telephone number: _____

e) Email address: _____

iii) Description of the Company's primary activity (ies) (*bullet what you offer*):

iv) The Applicant's authorized representative (*must be supported with copy of Power of Attorney*):

Name: _____

Address: _____

Telephone: _____

E-mail address: _____



6. CERTIFICATION

I do hereby state that the information given above is correct in all respects and acknowledge that the pre-qualification is not a contractual agreement between us and WWF-UCO.

Full Name:.....

Position in company:.....

Signature:.....

Date:

7. ANNEX (LIST OF SUPPLIES/SERVICES)

CATEGORY CODE	CATEGORY DESCRIPTION
WWF-UCO-001	Office Stationery Supplies
WWF-UCO-002	Office consumables (sugar, milk, coffee, toiletries, etc).
WWF-UCO-003	Modern Office Furniture Supplies
WWF-UCO-004	Office electronics (conference TVs, air conditioning, fridges, microwave, water dispensers, extension cables etc) and maintenance
WWF-UCO-005	Computers/Laptops, tablets, IT devices and related softwares, accessories and maintenance/repairs
WWF-UCO-006	Cameras and phones (digital & video cameras, cell phones, smart phones and VSAT phones)
WWF-UCO-007	Printers and Torners/Cartridges (heavy duty multi-functional printers, light duty printers) and maintenance.
WWF-UCO-008	Hotel, Accommodation, conferencing facilities. Kampala, Mukono, Entebbe, Ishaka, Rukungiri, Rubirizi, Mbarara, Hoima, Fort-Portal, Gulu, Lira, Masindi, Arua, Mbale, Jinja, Soroti, Kabale, Kisoro, Bushenyi, Kasese, Kagadi, Kyenjojo, Kanungu, Kyegegwa, Kakumiro, Kibaale.



WWF-UCO-009	Outside catering service (Kampala, Kasese, Kagadi, Hoima, Fort portal, Kyenjojo, Kyegegwa, Kikuube, Kibaale, Kakumiro)
WWF-UCO-010	Events and Advertising Management Services: promotions, activations and advertisement
WWF-UCO-011	Graphic design, branding/digital printing of materials
WWF-UCO-012	Generators repairs & services/maintenance
WWF-UCO-013	Vehicles maintenance/Service & Garages
WWF-UCO-014	Vehicle hire/Car Rental/Town Running (Saloons, 4WD vehicles, Omnibus & Coasters)
WWF-UCO-015	Air ticketing
WWF-UCO-016	Customs Clearing and Forwarding Services
WWF-UCO-017	Dedicated Internet services
WWF-UCO-018	Security services (guarding, intruder alarm system)
WWF-UCO-019	Insurance (vehicles, motorbikes, office assets, Medical, GPA)
WWF-UCO-020	Supply of Drinking water: Installation of dispensers & periodical refilling
WWF-UCO-021	Fire extinguishers, servicing and related training
WWF-UCO-022	Civil Construction Services, Architectural and Civil Engineering Services
WWF-UCO-023	Supply of Bee hives (Kampala, Mbarara, Bushenyi, Bunyangabu, Kasese, Kagadi)
WWF-UCO-024	Financial Audit Services
WWF-UCO-025	Office and Premises Cleaning Services
WWF-UCO-026	Team Building/Coaching Services/Professional Public/Motivational/Inspirational Speaking.
WWF-UCO-027	Media Services, Video production and Still Photography Services
WWF-UCO-028	Farm implements, field tools & Safety Gears
WWF-UCO-029	First Aid Kits and related training
WWF-UCO-030	Tree Seedlings suppliers/Nursery bed operators (Exotic and Indigenous)-Mbarara, Rukungiri, Kabaale, Kasese, Kagadi, Mitooma, Rubirizi, Bundibugyo, Kabarole, Bunyangabu, Hoima, Kyegegwa, Soroti, Mbale, Bukedea, Katakwi