SEXUAL REPRODUCTIVE HEALTH AND RIGHTS (SRHR) ALLIANCE UGANDA

PRE-QUALIFICATION OF SERVICE PROVIDERS FOR THE PROVISION OF SUPPLIES/GOODS/SERVICES/WORKS

APRIL 2020
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PREFACE

1. The Sexual Reproductive Health and Rights (SRHR) Alliance Uganda is a coalition of organizations with strong niche, expertise and experience in key aspects of SRHR programming for vulnerable and marginalized groups of adolescents and young people in Uganda. The current membership of the alliance is comprise of: Reproductive Health Uganda (RHU), Reach A Hand Uganda (RAHU), Straight Talk Foundation (STF), Family Life Education Program (FLEP), Centre for Health Human Rights & Development (CEHURD), Uganda Network of Young People Living with HIV and AIDS (UNYPA), Restless Development (RD) and National Forum of People Living with HIV and AIDS Networks in Uganda (NAFOPHANU). The Alliance is formally registered as a Non-Government Organization (NGO) and as a Non-Profit Company limited by guarantee with mandate to operate nationwide.

2. Pre-qualification of suppliers is an essential requirement for SRHR Alliance Uganda for effective competition, promotion of fairness, integrity and transparency. Pre-qualification is a pre-tender process that provides a shortlist of service providers for future bidding processes on SRHR Alliance Uganda database.

3. Pre-qualification is open to all suppliers, service providers and contractors who are eligible as per the provision of this bid-documents. It should be noted that pre-qualification does not predetermine a contract. The process, however, requires that the invitation for pre-qualification is extended to only those with necessary capabilities and resources.

4. Service providers who wish to be considered for SRHR Alliance Uganda procurement contracts are expected to submit pre-qualification information as per the formats provided. Bid notice shall be published on website, emails and national newspapers where possible for wide circulation to ensure effective competition.

5. Current service providers or suppliers are also expected to submit pre-qualification information as required. This pre-qualification document is divided into the following:
   i. Part 1: Introduction
   ii. Part 11: Instructions to Applicants
   iii. Part 111: Preparations of Applications
   iv. Part IV: Submission of Applications
   v. Part V: Opening and Evaluation of Applications
   vi. Part VI: Prequalified service providers
   vii. Appendices:
   viii. A: Application Submission Sheet
   ix. B: Statement of Requirements
   x. C: Evaluation Criteria
PART 1: INTRODUCTION

1.1 Scope of Application

6. SRHR Alliance Uganda invites applications for the pre-qualification of supplies/goods, services and works described in Annex B. For SRHR Alliance and for the purpose of this document:

- The “Applicant” means the bidder submitting an application; and
- “Application” means a bid or submission to be prequalified;
- “Pre-qualification list” used to refer to the list of applicants who have met the criteria for pre-qualification exercise
- “SRHR Alliance Uganda” means SEXUAL REPRODUCTIVE HEALTH AND RIGHTS (SRHR) ALLIANCE UGANDA who is undertaking the pre-qualification exercise
- “Cable” is deemed to mean communication by use of telephone, email and facsimile as defined in the Public Procurement and Disposal of Public Assets Act and Regulations, 2003 of the Government of Uganda.

1.2 Source of Funds

7. SRHR Alliance Uganda has various sources of funding such as Donor funds (which constitutes the main source) and other sources towards the cost of the procurements described in Appendix B. SRHR Alliance Uganda intends to use these funds for payments under the contract(s) resulting from the bidding for which this short list is conducted.

1.3 Corruption practices

8. It is SRHR Alliance Uganda Anti-corruption policy to require that, the Organization as well as Applicants, Suppliers and Service Providers, observe the highest standards of ethics during procurement and the execution of contracts. In pursuit of this policy, SRHR Alliance Uganda: Defines, for the purposes of this provision, the terms set forth below as follows:

   a. “Corrupt practice” includes the offering, giving, receiving, or soliciting of anything of by a vendor and /or staff in the procurement process or contract execution; and “fraudulent practice” includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the organization, and includes collusive practices among providers prior to or after bid submission designed to establish bid prices at artificial, noncompetitive levels and to deprive the organization of the benefits of free and open competition;
   
   b. Will reject a recommendation for award if it determines that the bidder recommended for award has engaged in corruption or fraudulent practices in competing for the contract; and
c. In pursuit of the above, the SRHR Alliance Uganda requires representatives of both the organization and suppliers to adhere to the relevant codes of ethical conduct. The Applicants are required to indicate their acceptance to this code through their declaration in the Application Submission Sheet attached

PART 11: INSTRUCTIONS TO PROVIDERS

2.1 Introduction

9. SRHR Alliance Uganda will evaluate and short list all eligible applicants for the provision of various works, goods, services or supplies for the period of 1st June 2020- 31st May 2023. Once a firm has been short listed, it will be eligible for periodic invitations, to submit a quotation/bid/proposal for the provision of some or all of the works, services or supplies. SRHR Alliance Uganda will reserves the right to add similar types of works, services or supplies to the list in Appendix B.

2.2 Objectives

10. SRHR Alliance Uganda invites sealed applications from reputable providers for works, services or supplies for the provision of various works, services or supplies for the period of 1st June 2020- 31st May 2023.

11. The list of items required during the above mentioned period is given in Appendix B. Please note that the supplies/services or works are not restricted to those listed in Appendix B

2.3 Eligible Applicants and Countries

12. An applicant, and all parties constituting the applicant, shall meet the following criteria to be eligible to participate in SRHR Alliance Uganda procurement:

   a) The applicant has the legal capacity to enter into a contract;

   b) The applicant is not:

      o Insolvent;
      o In receivership;
      o Bankrupt; or
      o 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, PAYE for its organization and staff.
13. An Applicant shall be a **natural person, private entity, government-owned entity**, or any combination of them with the formal intent to enter into an agreement 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 the parties shall be jointly and severally liable.

14. An Applicant and all parties constituting the Applicant shall have the nationality of an eligible country and work permit to operate in Uganda. 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.

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

16. Applicants shall not have a conflict of interest. All Applicants found to be in conflict of interest shall be disqualified. Applicants shall be considered to have a conflict of interest with one or more parties in this short listing process, if they:

   i. Have controlling shareholders in common;
   ii. Receive or have received any direct or indirect subsidy from any of them;
   iii. Have the same legal representative for purposes of this application;
   iv. 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 Procuring and Disposing Entity regarding this short listing process;
   v. Participated as a consultant in the preparation of the design or technical specifications of the works, services or supplies that are the subject of this short listing.

### 2.4 Cost of Applying

17. The Applicant shall bear all costs associated with the preparation and submission of its application and SRHR Alliance Uganda will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the short listing process.

18. The Applicant process will NOT be paid.

### 2.5 Clarification of short listing Documents

19. A prospective Applicant requiring any clarification of the short listing documents may notify SRHR Alliance Uganda in writing or by cable (hereinafter, the term cable is deemed to include telephone, email and facsimile) at the clients address indicated below.

20. SRHR Alliance Uganda will respond in writing to any request for clarification on the short listing documents, which it receives no later than (7) days prior to the deadline for the submission of Applications.
21. Written copies of the SRHR Alliance Uganda response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective applicants that have received the short-listing documents.

22. For clarification purposes only, SRHR Alliance Uganda address is:

Attention: National Coordinator
Organization: SRHR ALLIANCE UGANDA
Physical Address: Plot 2390, Zziwa Road, Ntinda Kigowa I, Nakawa Division,
Postal Code: P.O. Box 24872,
Town/City: Kampala
Country: Uganda
Telephone: + (256) 756 528 147 / +(256) 783 706 404
Email address: srhr@srhrallianceug.org

2.6 Amendment of Prequalification Document

23. At any time prior to the deadline for submission of applications, the Organization may amend the pre-qualification document by issuing an addendum.

24. Any addendum issued shall be part of the pre-qualification document and shall be communicated in writing to all who have obtained the short listing document from the Organization.

25. To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the Organization may, at its discretion, extend the deadline for the submission of applications.

PART 111: PREPARATION OF APPLICATIONS

3.1 Language of Application

26. The Application prepared by the Applicant, as well as all correspondence and documents relating to the Application exchanged by the Applicant and the Organization shall be written in English. Supporting documents and printed literature provided by the Applicant may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Application, the translation shall govern.

3.2 Documents Establishing Applicants Eligibility and Qualifications

27. The Applicant shall provide as part of its Application, the documentary evidence of the Applicants legal status, financial, technical and production capability to provide the services if a contract is awarded in the format provided in the Application Submission sheet (Forms A1-A7). Failure to provide the required information shall result in disqualification.
3.3 Format and Signing of Applications

28. The Applicant is requested to submit its prequalification documents (including in Annex A) in one envelope marked:” Pre-qualification Documents for the provision of works, services or supplies to SRHR Alliance Uganda”. The envelope shall contain one (1) original and one duplicate (1) copy, Ref: SRHR Alliance Uganda/PQD/04/2020.

29. 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 prequalification documents. All pages of the Application, except for un amended printed literature, shall be initialed by the person or persons signing the Application and each page numbered.

30. The envelope containing the prequalification information should be marked with the particular Services, Supplies/ goods and Consultancy Services (For example B (i) for Audit Services). In other words it should appear on the exterior of the envelope

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

32. All pages of the proposal MUST be numbered sequentially starting with page number one (1) being the cover page.

PART IV: SUBMISSION OF APPLICATIONS

4.1 Sealing and Labeling of Applications

33. The prequalification Application shall be composed of one envelope marked “Prequalification Document for the provision of works, services or supplies”. It shall contain one (1) original (marked “Original”) and duplicate copy(1) (marked “Copy”)

34. For application submission purposes only, SRHR Alliance Uganda address is:

Attention: National Coordinator
Organization: SRHR ALLIANCE UGANDA
Physical Address: Plot 2390, Zziwa Road, Ntinda Kigowa I, Nakawa Division,
Postal Code: P.O. Box 24872,
Town/City: Kampala
Country: Uganda
Telephone: + (256) 756 528 147 / +(256) 783 706 404
Email address: srhr@srhrallianceug.org
35. The deadline for application submission is:
   i. Date: Friday 15th June 2020
   ii. Time (Local time) 4:00pm

36. 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”.

37. If the envelope is not sealed and marked as required by Clause 4.1, SRHR Alliance Uganda will assume no responsibility for the Applications misplacement or premature opening.

4.2 Late Applications

38. Any Applications received after the deadline for submission of Applications prescribed by SRHR ALLIANCE UGANDA will be rejected and returned unopened to the Applicant

PART V: OPENING AND EVALUATION OF APPLICATION

5. 1 Opening of Applications by SRHR ALLIANCE UGANDA

39. Opening of the responses will be conducted on the 8TH June 2020 at 2:30pm local time. Applicant’s representatives may choose to attend. The exercise shall be conducted at SRHR Alliance Uganda Secretariat.

40. No Application shall be rejected at Application opening, except for late Applications, unsealed application, or unmarked/unlabeled applications, which shall be returned, unopened to the Applicants.

5.2 Evaluation Criteria of Applications:

41. SRHR Alliance Uganda will carry out the evaluation of proposals on the basis of their responsiveness to:
   a. Eligibility of the Applicant
   b. Financial strength and credit worthiness
   c. Capacity to provide after sales service for goods or services or the production capacity Vs current commitments
   d. Experience in current assignments
   e. Compliance with national or international quality standards
   f. Specific evaluation criteria for each category as given in Appendix C

42. Any application that fails to meet the requirements in 5.2(a) will be considered unsuitable and shall be rejected at this stage. SRHR Alliance Uganda shall notify the Applicant of the rejection of their application.

5.3 Clarification of the Application

43. During evaluation of the Applications, SRHR Alliance Uganda 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.

44. A bidder shall be instructed to reply to clarifications in writing within a specified time, addressing their responses to the chairman evaluation committee.

45. The head of the procurement shall ensure that all replies are promptly forwarded to the chairperson of the evaluation committee.

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

5.4 Contacting SRHR Alliance Uganda

47. No Applicant shall contact SRHR Alliance Uganda on any matter relating to its Application from the time of Application opening to short listing of Applicants.

48. Any effort by the Applicant to influence SRHR Alliance Uganda in its decisions on the Application evaluation may result in the rejection of the Application

5.5 Confidentiality

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

50. From the deadline for submission of applications to the time of notification of the results of the short listing, any Applicant that wishes to contact SRHR Alliance Uganda on any matter related to the short listing process, may do so but only in writing.

PART VI: PREQUALIFIED SERVICE PROVIDERS

6.1 Notification to the short listed/Prequalified Applicants

51. SRHR Alliance Uganda will notify all Applicants in writing by registered letter or by cable, that they have been short listed to provide works, services or supplies for the period April 2020 - March 2022.

6.2 Inspection

52. SRHR Alliance Uganda 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. SRHR Alliance Uganda reserves the right to verify all information submitted.
6.3 Currency

53. All monetary/financial information furnished, must be quoted in either Uganda shillings or USD

6.4 Changes in Qualifications of Applicants

54. Applicants and those subsequently short-listed or conditionally short-listed, shall inform SRHR Alliance Uganda of any material change in information that might affect their qualification status. Providers shall be required to update key short-listing information at the time of bidding.

55. Prior to award of contract, the best-evaluated bidder will be required to confirm its continued qualified status in a post-qualification review process.

ANNEX A: Application Format

FORM A1: Application Submission Sheet

Date [insert day, month, and year]

To; SRHR Alliance Uganda

We, the undersigned declare that: We have examined and have no reservations to the short listing document, including Addenda NO:…………………, [insert the number and issuing date of each Addenda];

We hereby apply to be short listed for the following works, services or supplies:

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Description of works, services or supplies</th>
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</table>
We, including any subcontractors or providers for any part of the contract or contracts resulting from this short listing process, are eligible to participate in procurement;

We undertake to abide by the Code of Ethical conduct for Providers and during the procurement process and the execution of any resulting contract.

We, including any subcontractors or providers for any part of the contract or contracts resulting from this short listing process, have nationals from the following eligible countries [insert the nationality of the Applicant, including that of all parties in case of a joint venture and the nationality of any subcontractors, if applicable];

We, including any subcontractors or providers for any part of the contract or contracts resulting from this short listing process do not have any conflict of interest, and are not associated, nor have been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design or technical specifications of the Supplies;

We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the short listing process, the corresponding bidding process or execution of the contract: [insert complete name of each Recipient, their full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity. If none has been paid or is to be paid, indicate “none”].

<table>
<thead>
<tr>
<th>Name of Recipient</th>
<th>Address</th>
<th>Purpose/Reason</th>
<th>Amount &amp; Currency</th>
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We understand that you may amend the scope and value of any contracts to be bid or cancel the short listing process at any time and that you neither bound to accept any application that you may receive nor to invited the short listed applicants to bid for the contract or contracts, which are the subject of this short listing, without incurring any liability to the Applicants;

We understand that qualification information will be subject to verification through a post-qualification process prior to any award of contract;

We hereby authorize you and your authorized representatives, to conduct any enquiries or investigations to verify the statements, documents and information submitted in connection with this application and 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 person whose name and capacity are shown below]

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

In the capacity of [insert legal capacity of 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

<table>
<thead>
<tr>
<th>STRUCTURE AND ORGANIZATION</th>
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1 Name of Company:

[Insert full legal name]

Physical address:

[Insert Street/ number/town or city/country]

Postal address:

Telephone number:

Cell phone number:

Tele fax number:

Email:

2 Description of the Company’s activities:

Number of years of experience in the provision of the works, services or supplies under reference.

4 The Applicant’s authorized representative for information is:

Name: [Insert full legal name]

Address: [Insert Street/ number/town or city/country]

Telephone/Fax numbers: [Insert telephone/fax numbers, including country and city codes]

Email address: [Indicate e-mail address]
Describe your company’s access from other sources (name the other sources/companies) to works, services or supplies it does not carry out or does not have in stock, and delivery schedule in these cases.

What is the time schedule of providing and completing the works, services or supplies being applied for?

Please indicate here or attach an organization chart showing the company structure including the key personnel.

What are the specific types of equipment/vehicles that the company is certified to work on? (E.g. Motor vehicle, equipment maintenance, etc)

Please indicate the additional works, services or supplies that the company can provide e.g. mobile repair, vehicle break down, pickup etc.

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**FORM A3: Financial Statement**

Share capital

Authorized share capital:

Annual value of business undertaken in the last two years

<table>
<thead>
<tr>
<th>Year</th>
<th>Turn over</th>
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Approximate value of current work related to this type of works, services or supplies.

Please attach copies of the company’s audited for the previous two-year (profit/loss, assets/liabilities) and any financial data, which you consider to be useful in pre-qualification. Please list all the attachments below. Please ensure that auditors used have been approved & registered with ICPAU with a valid practicing license.

Name and address of Bankers from which references can be obtained and authority to seek references.

**FORM A4: Resources: Personnel**

Number of staff
Management staff:
Technical staff:
Support staff:
Please list the present key personnel and management staff.

<table>
<thead>
<tr>
<th>Name</th>
<th>Qualification</th>
<th>Years of relevant experience</th>
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**FORM A5: Resources: Providers Equipment And Facilities.**

On the basis of the information provided in the short-listing documents, please indicate equipment and facilities considered by your firm to be necessary for undertaking the contract and whether this is already in the company’s ownership or will be purchased.

The following facilities and infrastructures are available at Applicants workshop

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

**FORM A6: Experience: Relevant Projects Completed**

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Employer</th>
<th>Description of contracts</th>
<th>Total contract price</th>
<th>Date of completion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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The applicant **MUST** attach evidence of the performance of the above contacts either in the form of reference letters from the clients. This is applicable for both completed and current similar assignments.
FORM A6: Experience: Current Relevant Contracts

Please fill in information about the current relevant contracts being executed.

<table>
<thead>
<tr>
<th>Name Employer</th>
<th>Description of contract</th>
<th>Contract price</th>
<th>Value completed and certified</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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FORM A7: 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 Certificate of Incorporation or Registration.

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 submit the application.


5. Enclose a copy of a Trading License for the previous year.

Please enclose a copy of your firm’s ISO or other quality assurance certificate, if any.

ANNEX B: STATEMENT OF REQUIREMENTS

a. Consultancy Services:

- Policy and Advocacy
- Communication (including ICT, development of organizational communication plan
- Monitoring and Evaluation
- Baseline Surveys and documentation of best practices
- Strategic Planning
- Organizational Capacity Assessments/Training
- Resource Mobilization
- Institutional Governance
- Programme Development/Design
b. Goods and Supplies:

- Printing and branding services
- Office stationery
- Office furniture & Fittings
- Fuel and Lubricants
- Computers, Equipment, Accessories, Photocopiers
- Motor Vehicle supply
- Motor Vehicle servicing and repairs
- Catering services
- Hotels services
- Insurance services (Health, Fixed Assets, and Vehicles etc.)

c. Services:

- Audit Services
- Catering Services
- Hotel & Conference facilities
- Printing Services (e.g. Report Books, Books of Accounts)
- Servicing & Maintenance of ICT Equipment
- Motor Vehicle & Generator repairs, servicing & maintenance
- Branding & printing of T-Shirts, identity Cards, flyers, posters, brochures, calendars, banners)
- Film & Video documentary
- Security Services
- Insurance Services (medical Insurance, Motor Vehicle Insurance, Group Personal Accident, Office equipment Insurance)
- Office Cleaning and Maintenance Services (Fumigation & Pest Control)
- Media print Services
- Website Hosting and Maintenance
- Sanitation & Cleaning

**ANNEX C: EVALUATION CRITERIA**

The following are examples of what SRHR Alliance Uganda might use as evaluation criteria. This is not exclusive:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Category</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility</td>
<td>ALL</td>
<td>Copies of certificate of incorporation, trading license, TIN &amp; VAT registration</td>
</tr>
<tr>
<td>General Eligibility</td>
<td>ALL</td>
<td>Uganda &amp; Foreign firms</td>
</tr>
<tr>
<td>Nationality</td>
<td>ALL</td>
<td>Uganda &amp; Foreign firms</td>
</tr>
<tr>
<td>Origin of supplies</td>
<td>Goods/supplies</td>
<td>Open</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------</td>
<td>------</td>
</tr>
<tr>
<td>Conflict of interest</td>
<td>ALL</td>
<td>Refer to clause on conflict of interest</td>
</tr>
</tbody>
</table>

**Financial situation**

<table>
<thead>
<tr>
<th>Financial performance</th>
<th>Revenue, asset base and profitability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average of turnover (not less than Ug shs 50 million per annum)</td>
<td>ALL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Access to lines of credit from financial institutions</th>
<th>Supplies/equipment</th>
<th>Possession of a bank account in registered company name(s)</th>
</tr>
</thead>
</table>

**Capacity**

<table>
<thead>
<tr>
<th>Production</th>
<th>ALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial</td>
<td>ALL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Current commitments</th>
<th>Supplies/works</th>
<th>Current commitments being undertaken and contract amounts.</th>
</tr>
</thead>
</table>

**Experience**

<table>
<thead>
<tr>
<th>Experience in the general sector (general experience)</th>
<th>ALL</th>
<th>Minimum of three years experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Similar assignments/contracts specifics experience</td>
<td>ALL</td>
<td>At least three assignments undertaken of similar nature.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Experience in the region/country</th>
<th>All</th>
<th>The minimum requirements are five contracts/assignments in the past two years</th>
</tr>
</thead>
</table>

**Compliance with National or International Quality standards**

<table>
<thead>
<tr>
<th>National standards</th>
<th>Good</th>
<th>UNBS Standard compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorization</td>
<td>IT Equipment</td>
<td>Certificate of Authorization e.g. from manufacturer</td>
</tr>
</tbody>
</table>

|-------------------------|----------------|-----------------------------------------------|

| Pharmaceuticals | British or American or International Pharmaceuticals. |