



The Learning Partner

IMPACT AND INNOVATIONS DEVELOPMENT CENTRE (IIDC)

PRE-QUALIFICATION OF SUPPLIERS

JUNE 2022

Date of issue:	24 th June, 2022
Prequalification Reference No:	IIDC/PQ/2022-2024
Closing date and time:	8 th July, 2022 12:00pm
Organization:	Impact and Innovations Development Centre (IIDC) Plot 175/6 Kyadondo II Road, Kagugube Zone, Makerere P. O. Box 27516, Kampala, Uganda Tel: +256 392002512 (office) Email: admin@iidcug.org Website: www.iidcug.org
Please note that the proposals will be submitted by hand to the address above.	

IMPACT AND INNOVATIONS DEVELOPMENT CENTRE (IIDC) INVITES YOU TO SUBMIT A PROPOSAL FOR PRE-QUALIFICATION FOR SUPPLY GOODS/SERVICES/WORKS FOR THE PERIOD 2022-2024.

Dear Sir/Madam,

Please find enclosed the following documents, which constitute the Vendor Registration Form:

- A – Prequalification of Vendors for the provision of Supplies and Services**
- B – Instructions for Prequalification**
- C – Criteria and Evaluation Matrix**
- D – Prequalification Submission Form**
- E – Official declaration and Signature**



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Note!

Each lot should be prepared separately indicating the appropriate **reference number(s) and category name(s)** and **lot numbers** being applied for. Any bid submitted with lots combined will be rejected. It is your responsibility to ensure that your bid is received and registered on a bid received form, on submission.

You may bid for as many lots as you can or interested in. Offers received after the deadline will not be accepted.

IIDC reserves the right to accept or reject any application, and is not bound to give reasons for its decision.

It is not allowed to make changes to the text in this Vendor Pre-Qualification & Registration Form and its sections and it is strongly recommended that this document and its sections are read carefully. Failure to submit your offer using the sections provided and providing the outlined information in this document will result in disqualification from the evaluation process.

Interested and qualified Vendors **MUST** hand deliver their sealed application documents latest by **8th July, 2022**, to the address below and addressed to;

The Administrator,
Impact and Innovations Development Centre (IIDC)
Plot 175/6 Kyadondo II Road, Kagugube Zone, Makerere
P. O. Box 27516, Kampala, Uganda
E-mail: admin@iidcug.org

A) PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES

Impact and Innovations Development Centre is a technical assistance organization that works to improve the wellbeing of vulnerable groups in Africa by supporting nonprofit organizations to implement evidence-based, socio-economic development interventions. The organization works with development partners and implementing organizations, to apply a learning-centered approach to design, implement and monitor better Programmes.

IIDC hereby invites applications from interested, eligible firms for the provision of supplies, services, and works for the period **2022-2024** in the following categories.

CATEGORY A: SUPPLY OF GOODS

LOT NO;	REFERENCE NUMBERS	DESCRIPTION OF SUPPLIES.
1	IIDC/SUPLS/PQ/22-24/01	General Office Stationery.
2	IIDC/SUPLS/PQ/22-24/02	IT equipment; hardware and software i.e. telephonesystems, laptops, antivirus, printers, teleconferencing equipment
3	IIDC/SUPLS/PQ/22-24/03	Office furniture and fittings eg. carpeting
4	IIDC/SUPLS/PQ/22-24/04	Printing of branded items(bags,pens,cups), promotional materials.i.e. designing and layout of documents with infographics

CATEGORY B: PROVISION OF SERVICES

LOT NO;	REFERENCE NUMBERS	DESCRIPTION OF SERVICES
5	IIDC/SRVCS/PQ/22-24/05	Repair and Maintenance of IT Equipment
6	IIDC/ SRVCS /PQ/22-24/06	Airline agents/Air Ticketing services



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7	IIDC/ SRVCS /PQ/22-24/07	Hire of vehicles (super customs, saloon cars, Vans)
8	IIDC/ SRVCS /PQ/22-24/08	Maintenance & repair of Office furniture & fittings
9	IIDC/ SRVCS /PQ/22-24/09	Financial Audit Services
10	IIDC/ SRVCS /PQ/22-24/13	Office interior design services i.e. partitioning, painting
11	IIDC/ SRVCS /PQ/22-24/15	Fumigation services

B) INSTRUCTIONS FOR PREQUALIFICATION

Invitation for Pre-qualification

Vendors registered under the Laws of **Uganda** to supply or provide respective supplies and services are invited to submit this Vendor Registration Form, so that they can be pre-qualified for the submission of quotations/tenders. The prospective Vendors are required to supply the mandatory information in this document in order to be pre-qualified (**include an application letter for each lot**).

Pre-qualification Objective

The main objective is to supply and deliver the listed supplies, services and works under relevant quotations/tenders, **'as and when required'**, during the Financial Years 2022-2024.

Essential Criteria for Pre-qualification

Potential Vendors must demonstrate the capacity, willingness and commitment to meet the pre-qualification criteria.

- (a) Experience: Prospective vendors shall have experience in the supply of supplies and services and shall show competence, willingness and capacity to service the contract.
- (b) Prospective vendors are required to possess experience and capability to organize supply and delivery of items, or services at short notice.
- (c) In order to be considered for pre-qualification and inclusion in the registered Vendor database, prospective vendors must submit all the information requested. The pre-qualification submission forms which are not completed and submitted in the prescribed manner will not be taken in to consideration. All the documents that form part of the proposal must be written in **English**.

Qualification

Prospective bidders will not be considered qualified unless in the judgment of IIDC; they possess the capability, experience, or sufficient working capital to satisfactorily execute the contract for supplies and services

NOTE: This pre-qualification does not form a contractual obligation on the part of IIDC, and IIDC is not obliged to invite any tenders or quotations from any or all Vendors that have expressed their interest by responding to this invitation.

Financial Condition

The Vendors financial soundness will be determined by its business volume and the total value of sales for the last three years. The Vendor is requested to submit his/her latest financial statement. i.e., last three years audited accounts for the period 2019 – 2021.

Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letters of reference from past/Latest customers/clients must be attached - preferably from organizations of similar nature. (at least 3) **MUST** appear on their headed paper.

Declaration



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Application must include an official declaration by the Vendor, ensuring the accuracy of the information given.

Business Premise

The evidence of the company's physical address and premises shall be attached in the form of a utility bill, e.g., water bill, electricity bill or tenancy agreement.

Compliance

The company must show proof that it has paid all its statutory obligations and has a valid Tax Compliance Certificate.,

- Air Travel firms must be registered with IATA and/or any other relevant bodies,(Attach Copies)
- IT Firms must be registered with NITA U. Attach Certificate
- Where mandatory for service provision, each firm must attach evidence of registration with Professional bodies/Authorities
- Transport Hire firms must attach evidence of having taken necessary Insurance covers.

Withdrawal of Prequalification.

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, I IDC reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

Clarifications

Questions that may arise from the pre-qualification documents should be directed to admin@iidcug.org and responses will be broadcast to all. (Subject: Prequalification 2022-2024)

C) CRITERIA AND EVALUATION MATRIX

All bids submitted shall be subject to a technical evaluation based on the requirements listed below. The Evaluation will be out of 100% with a pass mark of 75%. (Attach documents in the order presented)

	Mandatory Requirements	Evaluation Parameters	Weighted %	Maximum Score (100%)
1	Prequalification Submission Form, fully filled.		15	15
2	Company related information			25
2.1	Valid Tax Compliance/Clearance Certificate, (addressed to Impact and Innovations Development Centre,) Copy of current Trade License (Valid)		5 5	
2.2	Certificate of registration		5	
2.3	PPDA Certificate (valid)		5	
2.4	Evidence of Physical Address & Premises	samples of utility bills - e.g., water bills, electricity bills, tenancy agreement etc.	2	
2.5	Powers of Attorney		3	
3	Financial credibility			30
3.1	Audited Books/Accounts.	Last three (3) years audited accounts	10	



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		Less than 3yrs specified above	05	
		None.	00	
3.2	Annual Business volume: A summary of 3a per year can be attached in the submission form section, signed and stamped.	Over Ushs. 80M	20	
		Ushs. 50M to <80M	15	
		Ushs 20M to < Ushs. 50M	10	
		Below Ushs. 20M	5	
4	Experience			20
4.1	Experience in the specific field of supplies/services and his/her specific experience in the country/region where the resources are to be delivered. (Attach atleast 5 copies of contracts or LPOs you have had over past years.)	Over 5 years.	5	
		3 to 5years.	3	
		Below 3years	2	
4.2	Reference at least 3 contracts successfully completed within the last 5 years.	4 references	10	
		3 references	5	
4.3	Evidence of similar supplies, service and works contracts currently underway:	Attach copies	5	
5	Other			10
5.1	Official declaration	Fully signed and stamped.	5	
5.2	Overall presentation of documents.	Binding, overall good presentation of required documents.	5	
	TOTAL SCORE			100

A prospective Vendor must obtain at least 75 points and above to potentially be shortlisted.

Note:

Response to the above criteria should be presented with proof of attachments in the order above, well separated (indicating sections i.e., “experience”) (3) copies of spiral bound books (One marked “Original” and another two marked “Copy”). File separators should be labelled with numbers as sequentially marked in the table above. This should separately be done for each lot, if you intend to bid for more than one lot.



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D) PREQUALIFICATION SUBMISSION FORM

To be considered for inclusion in IIDC supplier register your company is required to complete all parts of this form and submit it together with annual reports, brochures, certificates, etc to Impact and Innovations Development Centre.

General Company Information

Parent company (legal name)	
Street name and no.	
City	
Postal code	
Country	
Phone no.:	
E-mail:	
web-site:	
Sales Manager (name)	
E-mail:	
Direct phone no.	
Director (Name)	
E-mail:	
Direct phone no.	
Other contact (Title & Name)	
E-mail:	
Direct phone no.	
Year of Establishment	
Number of full-time employees	
Licensing Authority	
Licence number (VAT no./TAX I.D.)	
List of International and local quality assurance certification held by your company if any (A copy of each certificate shall be enclosed)	
Professional organisations of which your company is a member:	

Sector of Activities

Please list your core goods / services offered.	
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Nature of business – tick in one box below:				
Importer:	Wholesaler:	Retailer:	Manufacturer:	Authorised agent:
Consultant:	Contractor:			

Financial Information

Please provide a copy of the company's most recent annual or audited financial report.		
Annual Income sales for the last 3 years (in UGX million)		
	Fiscal year	Income Sales (UGX Million)
Year 1	2019	
Year 2	2020	
Year 3	2021	
Bank name		
Bank account no.		
Account name		
City and Postal code		
Country		

Payment Terms

Please state your payment terms:

IIDC standard payment for supply contracts is 100% payment within 30 days after delivery of goods and upon receipt of supplier's invoice, and shipping documents.

Delivery Period & Terms

Please state your terms:

IIDC's required delivery period is 1 week after issuance of LPO at their office premises



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CERTIFICATION
 I, the undersigned, warrants that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible

Name..... Designation

Signature..... Date:

NOTE

Completion of the Supplier Registration Form may facilitate contracting business with I IDC but it does not necessarily lead to the issue of an order to your company.

I IDC reserves the right to accept or reject registration of a potential Supplier into its list of Registered Potential suppliers

E) OFFICIAL DECLARATION ON YOUR COMPANY’S LETTERHEAD

Having studied the pre-qualification information, We/I hereby state:

- i. The information furnished in our application is accurate to the best of our knowledge.
- ii. That in case of being pre-qualified, we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- iii. We will not engage in corrupt practices with the members of staff, or engage in collusive and illegal practices, such as bid-rigging.
- iv. We are not employees of I IDC or related to any employee of I IDC.
- v. When our legal, technical or financial conditions or the contractual capacity of the firm changes, we volunteer to inform you of the status and acknowledge your right to review the pre-qualification made.
- vi. We are not to be insolvent, bankrupt or in the process of being wound up and are not subject to legal proceedings related to the foregoing.
- vii. We have not been blacklisted from participating in Public Procurement Proceedings by any Government Authority.
- viii. We have fully read, understood and in agreement with the General Terms and Conditions for I IDC supply and Service contracts.
 (Full names and title of the person signing and stamp or seal)

Date:	
Name:	
Designation:	
Signature and Company Stamp	

Note: The official declaration **MUST** be signed by the Company’s Authorized Representative, whose names are reflected on the attached powers of Attorney stated/requested above.