

PRE-QUALIFICATION OF SUPPLIERS

AUG 2025

Date of issue:	12th Aug,2025
Prequalification Reference No:	IIDC/PQ/2025-2028
Closing date and time:	25th Aug ,2025 4:00pm
Organization:	Impact and Innovations Development Centre (IIDC) Plot 175/6 Kyadondo II Road, Kagugube Zone, Makerere P. O. Box 5150, Kampala, Uganda Tel: +256 392002512 (office) Email: tenders@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 2025 - 2028.

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 (Category List)**
- B – Instructions for Prequalification**
- C – Criteria and Evaluation Matrix**
- D – Prequalification Submission Form**
- E – Official declaration and Signature**

A) PRE-QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES

Impact and Innovations Development Centre (IIDC) is a not-for-profit regional Technical Advisory (TA) and Learning partner organization that works with development agencies across Africa in the public and private sectors to promote impactful and innovative programming.

IIDC hereby invites applications from interested, eligible firms for the provision of supplies, services, and works for the period **2025 -2028** in the following categories.

CATEGORY A: SUPPLY OF GOODS

LOT NO;	Reference Number	DESCRIPTION OF SUPPLIES/GOODS
1	IIDC/SUPLS/PQ/25-28/01	Supply of General Office Stationery;
2	IIDC/SUPLS/PQ/25-28/02	Supply of IT equipment; hardware and software i.e. telephone systems, laptops, antivirus, printers, teleconferencing equipment, toners
3	IIDC/SUPLS/PQ/25-28/03	Supply of Office furniture and fittings eg. Carpeting, chairs, desks
4	IIDC/SUPLS/PQ/25-28/04	Power backup Equipment
5	IIDC/SUPLS/PQ/25-28/05	Motor cycles and Accessories
6	IIDC/SUPLS/PQ/25-28/06	Motor Vehicle Tyres
7	IIDC/SUPLS/PQ/25-28/07	Supply of customised conference bags

CATEGORY B: PROVISION OF SERVICES

LOT NO;	Reference Number	DESCRIPTION OF SERVICES
8	IIDC/SRVCS/PQ/25-28/08	Repair and Maintenance of IT Equipment
9	IIDC/SRVCS/PQ/25-28/09 IIDC/SRVCS/PQ/25-28/09	Provision of Outside catering Services
10	IIDC/SRVCS/PQ/25-28/10	Provision of Security Services; Night and Day guards
11	IIDC/SRVCS/PQ/25-28/11	Provision of air travel management & ticketing services
12	IIDC/SRVCS/PQ/25-28/12	Provision of Professional documentation and graphic design services.
13	IIDC/SRVCS/PQ/25-28/13	Provision of Internet (Fiber Connectivity, Mobile Internet, VSAT, WiMAX and Broadband) services
14	IIDC/SRVCS/PQ/25-28/14	Provision of Maintenance & repair of Office furniture & fittings
15	IIDC/SRVCS/PQ/25-28/15	Provision of Insurance Services; Medical, GPA and General
16	IIDC/SRVCS/PQ/25-28/16	Provision of Outside catering Services
17	IIDC/SRVCS/PQ/25-28/17	Provision of first Aid Kits
18	IIDC/SRVCS/PQ/25-28/18	Provision of office maintenance & repair services i.e, partitioning, shelving, Carpentry services, Space layout & design, Painting etc.

19	IIDC/SRVCS/PQ/25-28/19	Provision of Legal Services
20	IIDC/SRVCS/PQ/25-28/20	Provision of Fumigation services
21	IIDC/SRVCS/PQ/25-28/21	Provision of Plumbing works
22	IIDC/SRVCS/PQ/25-28/22	Provision of Team Building services
23	IIDC/SRVCS/PQ/25-28/23	Provision of Motor vehicle Repair and Maintenance
24	IIDC/SRVCS/PQ/25-28/24	Provision of HR Recruitment Services
25	IIDC/SRVCS/PQ/25-28/25	Provision of Bulk printing services i.e., documents, posters, tshirts, flyers,
26	IIDC/SRVCS/PQ/25-28/26	Provision of vehicle Hire services –Town running & Airport transfer (saloon cars, mini buses and vans) & Upcountry travels in various regions of the country -Eastern, Central, Northern & West Nile-(Pick-ups, Vans, Mini buses, 4x4 wagons) and Trucks

B) INSTRUCTIONS FOR PREQUALIFICATION

1. The prospective Vendors are required to supply the mandatory information in this document in order to be prequalified
2. Attach an application letter for each lot you intend to participate in and 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.
3. You may bid for as many lots as you can or are interested in. Offers submitted after the deadline will NOT be accepted.
4. IIDC reserves the right to accept or reject any application and is not bound to give reasons for its decision.
5. 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.
6. For URA Tax Clearance issuance, our URA TIN is: **1009132731**

7. Interested and qualified Vendors MUST hand deliver their sealed application documents latest by XXX ,2025, 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 5150, Kampala, Uganda
E-mail: tenders@iidcug.org**

7. Withdrawal of Prequalification.

IIDC reserves the right to reject a bid even from a pre qualified firm if circumstances arise that may affect the bidder's qualifications or ability to perform, such as bankruptcy, change of ownership, or new commitments.

8. Clarifications

Questions that may arise from the pre-qualification documents should be directed to tenders@iidcug.org with the **Subject: Prequalification 2025 -2028** by 20th Aug,2025

C) CRITERIA AND EVALUATION MATRIX

All interested bidders are advised to carefully read the following guidance before completing and submitting their application. The prequalification process will consist of **two main stages**:

Stage I: Eligibility Requirements (Mandatory – Pass/Fail Basis)

Bidders must meet **ALL** the following eligibility criteria to proceed to the next stage of evaluation. These documents are **compulsory**, failure to provide **any** of them will lead to **automatic disqualification**:

- Valid Tax Clearance Certificate
- Valid Trading License
- Certificate of Incorporation • Valid PPDA Registration Certificate
- Presentation of a VAT certificate.
- Powers of Attorney for authorized signatories
- Proof of Physical Address/Form 18 (e.g., tenancy agreement, utility bills)
- Form 20 /Particulars of the Directors
- Audited books of accounts for at least the last 3 years
- Signed and Stamped Official Declaration

Requirements Specific to the nature of business;

- 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.

Please ensure all eligibility documents are clearly labeled and attached in the order listed above.

Stage 2: Evaluation based on Experience and Financial Capability

Evaluation Criteria (Weighted – Total 100%)

Only bidders who pass the eligibility stage will be evaluated further based on the scoring criteria outlined below. The evaluation will be scored out of **100%**, with a **minimum pass mark of 70%** to be considered for pre-qualification.

The evaluation will focus on the following areas:

- Relevant experience and track record
- Financial credibility
- Completeness and clarity of submission
- Overall presentation of documents

A detailed scoring matrix is provided in the section that follows. Bidders are encouraged to organize their submissions **in the order of the evaluation criteria** to facilitate smooth review.

	Mandatory Requirements	Evaluation Parameters	Weighted %	Maximum Score (100%)	
I	Experience			30	
1.1	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 at least 5 copies of contracts or LPOs you have completed over the past 3 years.)	Above 3 years Below 3 years	10 5		
1.2	Share Reference letters from at least 4 organizations where you successfully completed a contract within the last 3 years.	4 references 3 references Below 3 references	10 2 0		

1.3	Evidence of Ongoing Similar Contract Bidders must provide evidence of at least one (1) similar contract that is currently in progress, directly related to the specific lot(s) applied for.	Attach copies	3		
2	Financial credibility			50	
2.1	Audited Books/Accounts for the last 3 financial years (Attach copies)	Last three (3) years audited accounts Less than 3yrs specified above None.	15 05 00		
2.2	Attach bank statements for any three consecutive months within each of the last three financial years (e.g., Jan–Mar 2022, Apr–Jun 2023, Oct–Dec 2024).		10		
2.3	Annual Business volume: Retrieved from the summary in the submission form	Over UGX. 80M Ushs. 50M to <80M Ushs 20M to < Ushs. 50M Below Ushs. 20M	10 7 3 0		
3	Other			20	
3.1	Prequalification Submission Form fully filled.		10		
3.2	Official declaration	Fully signed and stamped.	5		
3.3	Overall presentation of documents.	Binding, overall good presentation of required documents.	5		
	TOTAL SCORE			100	

A prospective Vendor must obtain at least 70 points and above to potentially be shortlisted.

Note:

Submission

Format

All responses must be presented in the order of the evaluation criteria, with corresponding supporting documents clearly labeled and separated by section (e.g., “Experience”, “Financial Credibility”, etc.).

- Submit **two (2) spiral-bound copies** of your application: one marked **“Original”** and the other marked **“Copy.”**
- Use **file separators labeled with section numbers** as outlined in the evaluation table.
- If you are applying for more than one lot, **prepare a separate submission for each lot**, following the same format and clearly identifying the relevant reference number and category.

Failure to follow the required format may lead to disqualification or difficulty in evaluating your submission.

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 the required attachments

General Company Information	
Parent company (legal name)	
City	
Postal code	
Phone no.:	
E-mail:	
website:	
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:	
Trade Licence number	
TIN:	
List of International and local quality assurance certification held by your company if any (A copy of each certificate shall be enclosed)	

Please list your core goods / services offered.	

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 I	2022	

Year 2	2023	
Year 3	2024	
Payment Terms		
Please state your payment terms:		
IIDC standard payment for contracts is 100% payment within 30 days after delivery of goods and upon receipt of supplier's EFRIS invoice and supporting documents.		
Delivery Period & Terms		
Please state your terms:		

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 IIDC but it does not necessarily lead to the issue of an order to your company.

IIDC 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 IIDC or related to any employee of IIDC.
- 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. We have not been blacklisted from participating in Public Procurement Proceedings by any Government Authority. We have fully read, understood and in agreement with the General Terms and Conditions for IIDC 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.