



Block 244, Plot 5151 Majid Musisi,  
Kampala, Uganda  
[info@teachforuganda.org](mailto:info@teachforuganda.org)  
[www.teachforuganda.org](http://www.teachforuganda.org)

---

# **PREQUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES 2023-2024**

**February 2023**

## **TABLE OF CONTENTS**

<b>1. INTRODUCTION.....</b>	<b>3</b>
<b>2. INVITATION TO PREQUALIFY.....</b>	<b>3</b>
<b>3. INSTRUCTIONS TO BIDDERS.....</b>	<b>4</b>
<b>4. PREQUALIFICATION REQUIREMENTS.....</b>	<b>4</b>
<b>5. APPLICANT INFORMATION SHEET.....</b>	<b>5</b>
<b>6. CERTIFICATION.....</b>	<b>7</b>
<b>7. APPENDIX: LIST OF SUPPLIES.....</b>	<b>8</b>

## 1. INTRODUCTION

We believe that every child in Uganda regardless of their socio-economic background deserves to attain an equitable and quality education. Our mission is to nurture leaders who are committed to advancing equitable access to quality education in low-income communities. We hire promising university graduates and equip them with teaching and leadership skills to effect change in under-served classrooms across the country.

## 2. INVITATION TO PREQUALIFY

Tujifunza Uganda Limited, a Non-Government Organization trading as Teach For Uganda invites applications for prequalification to provide goods and services under the various categories for the period 2023 – 2024. Current suppliers need to apply afresh.

Prospective Bidders should clearly specify the item/category they are bidding for by clearly marking it on top of the envelope with Item Code and Description and addressed to:

Application documents in a sealed envelopes and marked with the Item Code and Description should be addressed to:

The Procurement and Disposal Unit,  
Teach For Uganda  
Block 244 Plot 5151, Majidu Musisi Close  
P.O. Box 21372, Kampala, Uganda  
+256 394 890 812

Teach For Uganda reserves the right to accept or reject applications made pursuant to the prequalification at its own discretion without assigning any reason thereof.

Applications must be received by Teach For Uganda at the above address by **4:00pm, March 02nd, 2023.**

## 3. PLANNED PROCUREMENT SCHEDULE

The planned procurement schedule (subject to change) is as follows:

	<b>Activity</b>	<b>Date</b>
a	Publish bid notice	16 <sup>th</sup> February, 2023
b	Pre-bid meeting where applicable	22 <sup>nd</sup> February, 2023
c	Bid closing date	2 <sup>nd</sup> March, 2023

d	Evaluation process	Within 20 working days from bid closing date
e	Publish and communication of pre-qualified bidders	Within 5 working days from Contract Award Committee

#### 4. INSTRUCTIONS TO BIDDERS

- a. The Application and all documents related to the application must be in English Language.
- b. All bidders are required to pay a non-refundable fee of 100,000 Ugx per item via FLEXI PAY on merchant code **\*248525\*** Merchant Name: **TUJIFUNZA UGANDA LIMITED**.
- c. Any effort by the Applicant to influence Teach For Uganda in its decisions on the Application evaluation will result in the rejection of the Application.
- d. Submissions past the deadline shall be rejected.
- e. 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.
- f. Applicants note that this does not amount to any contractual obligation on the part Teach For Uganda and Teach For Uganda is not obliged to invite quotations from any or all who express interest by responding to this prequalification process.
- g. Any information given and later found to be incorrect shall lead to disqualification of the Applicant.
- h. The completed document shall be signed off and initialed by authorized signatory of the company and rubber stamped on each page and signed on the last page.
- i. Teach For Uganda reserves the right to conduct a physical inspection of the premises of the Applicant, If, after the inspection, it is deemed that the physical structure and quality of service equipment is unsatisfactory, then the Application will be rejected. Teach For Uganda reserves the right to verify all information submitted.

#### 4. PREQUALIFICATION REQUIREMENTS

You are required to attach the following documents where applicable;

- 
- i. Certificate of Incorporation.
  - ii. Trading License
  - iii. Certificate of Registration or equivalent
  - iv. Tax Registration Certificate
  - v. Tax Compliance Certificate (Issued to TIN- 100999574, Legal Name: Tujifunza Uganda Limited , Business Name: Teach For Uganda)
  - vi. Audited Financial Statements
  - vii. List of Directors/Shareholders.
  - viii. Office location
  - ix. List of current customers
  - x. Records of previous work done (LPOs and ORs)
  - xi. At least three references from organizations that have received your service
  - xii. Product catalogue (with price list)

## 5. APPLICANT INFORMATION SHEET

**1** Name of Company:

Physical address:

Postal address:

Telephone number:

Email:

---

**2** Description of the Company's activities:

---

**3** Number of years of experience in the provision of the services or goods

---

**4** The Applicant's authorised representative for information is:

Name:

Address:

Telephone:

E-mail address:

---

**5** What is the time schedule of providing goods or services being applied for?



Block 244, Plot 5151 Majid Musisi,  
Kampala, Uganda  
[info@teachforuganda.org](mailto:info@teachforuganda.org)  
[www.teachforuganda.org](http://www.teachforuganda.org)

---

## 6. CERTIFICATION

We do hereby state that the information given is correct in all respects and we acknowledge that prequalification is not a contractual agreement between us and Teach For Uganda but rather a right to submit tenders.

Full Name:

Designation/position:

Signature:

Date:

Company Stamp

## 7. APPENDIX: LIST OF SUPPLIES

CODE	ITEM DESCRIPTION
TFU/001	General office supplies (cleaning materials and kitchen supplies)
TFU/002	Assorted Stationary
TFU/003	Instructional materials for Primary schools (curriculum books, text books, exams and workbooks)
TFU/004	Campaign Ideation (Designing a marketing strategy for Teach For Uganda Fellowship)
TFU/005	Videography and photography (events coverage and documentaries)
TFU/006	Branding services (cups, pens, bags, shirts, books) and Printing of promotional materials (brochures, flyers, posters)
TFU/007	Supply, installation and maintenance of furniture (chairs, workstations and tables)
TFU/008	Provision of engraving services
TFU/009	Supply, installation and maintenance of computers, printers and other office equipment
TFU/010	Repair and maintenance of motor vehicles/ motorcycles
TFU/011	Supply of Motor cycles, spare parts /Riding gears (suit, gloves, boots, reflectors)
TFU/012	Hotel and accommodation (Across major towns in the country)
TFU/013	Residential training venue for 250pax (Across major towns in the country)
TFU/014	Event venue 100-150 pax (Breakfast/Lunch/Dinner events)
TFU/015	Garbage collection
TFU/016	Sanitary waste disposal
TFU/017	Office Security (guards and alarm monitoring)
TFU/018	Transport (Air ticketing)
TFU/019	Transport (Local travels)
TFU/020	Insurance services (Medical insurance, Workman's compensation and Motor vehicle)
TFU/021	Audit firm
TFU/022	Legal and advisory services
TFU/023	Human Resource Services (Recruitment and Selection)
TFU/024	Training and design facilitators in lower primary and secondary (Math's/English content delivery, pedagogy, leadership, counselling, project management, financial management)