

# **TEACHFORUGANDA**

## **PREQUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES 2020-2022**

**February 2020**

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## **1. INTRODUCTION**

We are a nationwide movement of solution-driven leaders working to end education inequity in Uganda. Teach For Uganda exists to break the cycle of poverty by expanding educational opportunities to all children in Uganda. We hire promising university graduates and equip them with teaching and leadership skills to effect change in under-served classrooms across the country.

Teach For Uganda invites applications for pre-qualification to provide goods and services under the various categories for the period 2020 – 2022.

Teach For Uganda will evaluate and pre-qualify all eligible suppliers for the provision of goods and services for the period. Once a firm has been short listed, it will be invited, several times during the period, to submit a proposal for the provision of goods and/or services.

## **2. INVITATION TO PREQUALIFY**

Teach For Uganda invites applications for prequalification to provide goods and services under the various categories for the period 2020 – 2022.

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

The Procurement Committee

Teach For Uganda

Block 244 Plot 5151, Majid 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 **5:00pm, March 27, 2020.**

### **3. INSTRUCTIONS TO BIDDERS**

- a. The Application and all documents related to the application must be in English Language
- b. 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.
- c. Submissions past the deadline shall be rejected
- d. 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.
- e. 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.
- f. Any information given and later found to be incorrect shall lead to disqualification of the Applicant.
- g. The completed document shall be signed off and initialed by authorized signatory of the Organization and rubber stamped on each page and signed on the last page.
- h. 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 Certificate/license
- iii. Certificate of Registration or equivalent
- iv. TIN number
- v. Tax Compliance Certificate
- vi. Audited Financial Statements
- vii. Bank account details.
- viii. List of Directors/Shareholders.

- ix. Office location
- x. List of current customers
- xi. Records of previous work done (LPOs and ORs)
- xii. At least three references from organizations that have received your service
- xiii. Product catalogue (with price list)

## **5. APPLICANT INFORMATION SHEET**

**1** Name of Company:

Physical address:

Postal address:

Telephone number:

Email:

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

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

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4 The Applicant's authorised representative for information is:

Name:

Address:

Telephone:

E-mail address:

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

## **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

<b>CODE</b>	<b>ITEM</b>
TFU/001	Stationary
TFU/002	Furniture
TFU/003	Office electronics (Portable Air conditioning, computers, extension cables, printers)
TFU/004	Instructional materials for Primary schools
TFU/005	Hotel and catering (Kampala, Luweero and Mayuge)
TFU/004	Videography and photography
TFU/005	Graphic designer
TFU/006	Printing services (Business cards, Ids, Corporate Shirts, bags)
TFU/007	Motorbikes
TFU/008	Transport (Air ticketing)
TFU/009	Transport (Local travels)
TFU/010	Residential training venue for 100pax (preferably Kampala, Luweero or Mayuge)
TFU/011	Repair and maintenance of motor vehicles/ motorcycles
TFU/012	Repair and maintenance for computers and office equipment