

PRE-QUALIFICATION NOTICE

INVITATION FOR PRE-QUALIFICATION FOR PROVIDERS OF GOODS AND SERVICES FOR THE FINANCIAL YEARS 2021-2024

1. In accordance with regulation 126, of the Public Procurement and Disposal of Public Assets regulations 2003, AFROHUN is in the process of developing a shortlist of providers from which bidders will be invited to bid.
2. AFROHUN invites applications from qualified and competent firms for the purposes of pre-qualifying suppliers for goods, services and works for three years (October 1, 2021 to September 30, 2024)

CATEGORY A. GOODS

1. **Office stationery & general supplies:** Supply stationery and supplies for the main office and sub offices located in Uganda.
2. **Computer and office equipment:** Supply and service of computers and other office related equipment
3. **Computer consumables:** Supply of Computer consumables including toners and cartridges
4. **Furniture, fittings and fixtures:** Supply and deliver to the designated locations
5. **Laboratory supplies**
6. **Field supplies**

CATEGORY B. SERVICES

1. **Insurance services:** Provision of annual staff health and motor vehicle insurance services
2. **Air travel:** Provision of air tickets for both local and international travel
3. **Cleaning services and garbage collection:** Provision of cleaning, fumigation and sanitary services
4. **Courier services:** Provision of courier services for AFROHUN

5. **Legal Services:** Provision of legal services to AFROHUN
6. **Security services:** Provision of night & day guards at office premises, and alarm response services in the field offices
7. **Transport services:** Provision of ground transport (Taxi) & vehicle hire services on an as needed basis.
8. **Repair & maintenance:** repairs and maintenance of photocopiers & printers, motor vehicles (specify area of specialization)
9. **Translation/ Interpretation Services**
10. **Hotel services:** Provision of accommodation and conference facilities

Deliverables

Timely, efficient and effective provision of the above goods and services.

Qualifications required

- (a) Must be registered as a legal entity in Uganda.
- (b) Have proven record in the provision of goods and services such as stated above
- (c) Have a minimum of 2 years' experience of working in a related field to the assignment.
- (d) For professional service providers, firms must be registered with their respective professional bodies

Required documentations to submit for pre-qualification

- a) Brief introduction / Application letter stating the preferred category of goods or services to supply
- b) Company profile (background) including contact details (email, website, address/physical location, telephone and fax numbers.)
- c) Information regarding the company's financial status.
- d) Copies of the company's business registration certificate and required licenses
- e) Information on the company's experience in this type of activity including references and recommendation letters.
- f) Current Tax Compliance Certificate

Companies which meet the above requirements are requested to submit their details in not more than three A4 pages (Font 12, Arial).

Companies interested to participate in the planned solicitation process should submit their sealed pre-qualification documents not later than **19th October 2021** either by email at procurement@afrohun.org, post, courier or hand delivered to:

The Regional Program Manager

AFRICA ONE HEALTH UNIVERSITY NETWORK

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Cameroon

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