

CHURCH WORLD SERVICE INC.

PRE-QUALIFICATION OF SUPPLIERS, CONSULTANTS & CONTRACTORS

FOR SUPPLY OF GOODS, SERVICES AND SMALL WORKS FOR THREE YEARS

TENDER NO: CWSA-UG/PQ/2024-FEB

YOU MUST INDICATE:-

GROUP:.....

CATEGORY CODE NO:

CATEGORY DESCRIPTION:.....

LOCATION (Indicate location where you are applying from)

NOTE: One supplier can apply for a maximum of three (3) categories only.

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1. Invitation to Pre-Qualification Notice

Location: Kampala/Uganda	Correspondence Language(s): English
<p>Brief Summary Description of Program:</p> <p>Church World Service Inc. is a faith-based organization transforming communities around the globe through just and sustainable responses to hunger, poverty, displacement, and disaster. CWS Inc operates the Resettlement Support Center (RSC Africa) through a Cooperative Agreement with the U.S. Department of State/Bureau of Population, Refugees and Migration. CWS Inc is based in Nairobi, Kenya with country offices in Pretoria, South Africa; Kasulu, Tanzania; Kampala, Uganda; and Kigali, Rwanda. The purpose of this tender is to Pre-qualify suppliers, consultants and small works contractors in Mbarara, Kampala, Nakivale, Kyaka, Hoima, Kyangwali, Adjumani and Arua in Uganda.</p> <p>Offers will be submitted with the tender number “CWSA-UG/PQ/2024-FEB” as the email subject.</p> <p>NO PHYSICAL OFFERS WILL BE ACCEPTED.</p>	

Tender Package Available from: February 15th, 2024	Tender Package Pickup Location: <u>https://cwsafrica.org/tenders/</u>
Deadline for Offer Submission: March 1, 2024; 10:00 EAT	Submit Offers to: <u>Tenders@cwsafrica.org</u>

Church World Service reserves the right to accept or reject any late offers.

Questions and Answers (Q&A)	
If any, Submit Questions in writing to: <u>ugandaprocurement@cwsafrica.org</u>	
Last Day for Questions: February 21, 2024; 1700 EAT	Questions will be answered by: February 26, 2024; 1700 EAT
Questions will be answered through: All questions received will be consolidated and responses uploaded on the Website <u>https://cwsafrica.org/tenders/</u> where these prequalification tender documents are posted	

Documentation Checklist	
These documents are contained within this tender package:	<ul style="list-style-type: none">✓ Invitation to Tender✓ General Conditions for Tender✓ Criteria and Submittals✓ Scope of Work/Technical Specifications/ Categories

	of goods or services ✓ Vendor information Form ✓ Specific Terms and Conditions ✓ Non-Disclosure Agreement (NDA)
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General Conditions for Tender

Church World Service inc. invites applications for pre-qualification of supply of goods, services and/or works described and summarized in these documents, and in accordance with procedures, conditions, and contract terms..

2. 1 PRE-QUALIFICATION INSTRUCTIONS

2.1.1 Introduction

Church World Service Inc. would like to invite interested candidates who will qualify by meeting the set criteria as provided for in this Pre-qualification Document and eligible to perform the contract for the supply of goods, services and works.

2.1.2 Pre-qualification Objective

The main objective is to supply goods, services and works under relevant tenders/quotations to the Church World Service Inc, on 'as and when required' during the Years 2024/25, 2025/26 and 2026/27. Bids will be submitted in complete lots singly or in combination; and in some categories, suppliers will be contracted to supply the goods, services and works for a period of three year from the date of being shortlisted.

2.1.3 Invitation of Pre-qualification

Suppliers registered under the Laws of Uganda to supply or provide respective goods, services and works are invited to submit their PRE-QUALIFICATION documents to Church World Service Inc. so that they can be pre-qualified for submission of quotations/Tenders. The prospective Suppliers are required to supply mandatory information for pre-qualification.

2.1.4 Experience

Potential suppliers/consultants/contractors must demonstrate the capacity, willingness and commitment to meet the pre-qualification criteria.

2.1.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers.

2.1.6 Information

To be considered for pre-qualification, prospective suppliers, consultants, and contractors must submit all the information herein requested.

2.1.7 Submission of Pre-qualification Documents

Original completed pre-qualification data and other requested information shall be submitted to reach:

Not later than, **March 1, 2024, at 10.00 a.m.** (local time), to **Tenders@cwsafrica.org**

2.1.8 Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be addressed to ugandaprocurement@cwsafrica.org with “**CWSA-UG/PQ/2024-FEB**” as the Email subject line.

2.1.9 Additional Information

Church World Service Inc reserves the right to request submission of additional information from prospective bidders.

3 BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 Taxes on Imported Materials

The Supplier/consultant/contractor will have to pay all taxes payable as applicable for all imported materials to be supplied.

3.2 Customs Clearance

The Supplier/consultant/contractor shall be responsible for custom clearance of their imported materials.

3.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Prices quoted must be inclusive of all delivery charges and taxes.

3.4 Payments

All local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

4. Confidentiality

Church World Service Inc. prohibits its employees from sharing, and any bidders from obtaining, confidential information related to this solicitation, including information regarding Church World Service’s price estimates, competing bidders or competing offers, etc. Any information provided to one bidder must be provided to all other bidders.

This document contains confidential and proprietary information that is provided for the sole purpose of providing Bidders with a comprehensive understanding of Church World Service Inc. requirements towards the selection of vendors capable of providing services.

Reproduction of this document by photographic, electronic, or other means is permitted only for the purpose of preparing a corresponding proposal response and in any other subsequent activities that may be related to the provision of tendered services.

Bidders are required not to disclose to any other party, other than their employees and officers directly connected to responding to this document and tendered services, any information concerning this document. No news release, public announcement, or any other reference to this document or any program thereunder shall be made without express written consent from Church World Service Inc.

Bidders are required to sign the enclosed Non-Disclosure Agreement (NDA) as provided in Annex IV and return it to Church World Service, as part of their response to this document.

4.2 Conflict of Interest

If a company is owned, whether directly or indirectly, in whole or in part, by any Church World Service Inc's employee or any person who is related to a Church World Service Inc employee, the company must ensure that it and the employee disclose the relationship prior to submitting the offer.

Conflict of interest on the part of a bidder will result in disqualification of the bidder from this RFP process. A Bidder will be deemed to have a conflict of interest with one or more parties in this bidding process, if they:

- a) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the proposal of another bidder or influence the decisions of Church World Service Inc. regarding this bidding process.
- b) Participated as a consultant in the preparation of the design, scope of work or technical specifications of requirements included in this RFP; or
- c) Church World Service Inc. employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender.

4.3 Fraudulent Practices

Church World Service Inc. requires all prospective bidders to adhere to the highest ethical standards during the entire RFP and accompanying evaluation, selection, negotiation, and contracting process.

Church World Service Inc. will reject any RFP response or award of tender if it determines that a bidder has, directly or through an agent, engaged in either of the following:

- a) Canvassing – meant to influence Church World Service Inc decision prior to, during or after submission of the RFP.
- b) Corrupt practice – This prohibition includes any *request* from any Church World Service employee, consultant, or agent for anything of value from any company or individual in exchange for the employee, consultant or agents taking or not taking any action related to the award of a contract or the contract once awarded. It also applies to any *offer* from any company or individual to provide anything of value to any Church World Service Inc. employee, consultant, or agent in exchange for that person taking or not taking any action related to the award of the contract or the contract.
- c) Fraudulent practice – misrepresentation or omission of fact;
- d) Collusive practice – Church World Service Inc. requires fair and open competition for this solicitation. No two (or more) companies submitting proposals can be owned or controlled by the same individual(s). Companies submitting offers cannot share prices or other offer information or take any other action intended to pre-determine which company will win the solicitation and what price will be paid.
- e) Coercive practice – harming or threatening to harm persons and other bidders involved in this process.

4.4 No Commitment to Contract and Cost of Bidding

This RFP should not be considered as an order or contract. This document shall neither be viewed as a request or authorization to perform work at Church World Service's expense.

Any work performed by a bidder in connection to responding to the RFP will be at the bidder's own discretion and expense.

This RFP does not commit Church World Service Inc. to award a contract or to pay any costs incurred in the preparation or submission of offers, or costs incurred in making necessary studies for the preparation thereof.

Bidders are hereby advised that Church World Service Inc. is not committed to any course of action as a result of

its issuance of this RFP and/or its receipt of responses from bidders.

4.5 General Clauses

- Except where expressly varied in the contract, Church World Service Inc. Terms and General Conditions attached hereto will apply (Annex 3).
- Should your offer be accepted, you will be required to sign and return a formal agreement confirming your acceptance.
- Church World Service reserves the right to make regular market comparisons of other vendors to ascertain that we are receiving the best and most competitive price.
- The service provider/s shall maintain true & correct records in connection with the goods to be supplied to Church World Service.

4.6 Pertinent Information

Church World Service is not bound to select any of the firms' submitting bids and does not bind itself in any way to select the firm offering the lowest price. The contract will be awarded to the bid considered most responsive to the needs, as well as conforming to Church World Service's general principles, including economy and efficiency and best value for money.

4.7 Corporate Social Responsibility

4.7.1 Social standards:

sellers either working or seeking to work with Church World Service must commit to respect internationally recognized human rights principles and labour standards, vendors, or service providers must;

- a) Conduct their business in respect of fundamental human rights and be in no way complicit in human rights abuses.
- b) Uphold the abolition of all forms of forced labour.
- c) Uphold effective elimination of child labour.
- d) Guarantee a safe working environment for employees.

4.7.2 Environmental considerations.

Whenever possible and economically viable, Church World Service Inc shall seek to procure goods and services that lessen the burden on the environment. The vendor's environmental performance shall be based on the following criteria:

- a) Environmental policy, committing the vendor to reduce environmental impacts.
- b) Resources dedicated to environmental management (dedicated function or team).
- c) Implementation of an environmental management system.

4.8 Code of Conduct clause:

Principles of Conduct Clause: Vendors seeking to work with Church World Service Inc. shall respect the following principles:

- Business Ethics: Vendor is expected to maintain the highest degree of business ethics when working with Church World Service Inc.
- Transparency of information provision: Vendor shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding

process in its favour. No form of canvassing is allowed.

- Fair competition: Vendor shall not be involved in any corrupt, collusive, or coercive practices.
- Officials not to benefit: The Vendor represents and warrants that no official of Church World Service has been, or shall be, admitted by the Vendor to any direct or indirect benefit arising from this Request for proposal, Purchase Order / Contract, or the award thereof. The Vendor agrees that breach of this provision is a breach of an essential term of this Purchase Order/Contract.

If at any time during the registration or procurement process Church World Service determines that the vendor is in violation of the above-mentioned principles, that vendor's request for registration or bid will be rejected as ineligible. All costs in relation to the cancellation of contracts shall be borne by the vendor.

4.9 Price Validity

Vendors must accept to give offers that remain to be valid for 120 days until which time a Purchase Order/Contract if issued must be accepted by you.

4.10 General Terms and Conditions

Acceptance of your offer entails waiving by the seller of its General Conditions of sales. All terms and conditions not mentioned herein shall be governed by the buyers "Terms and General Conditions" are being considered as an integral part of the order. Submission of a proposal confirms acceptance of the general terms and conditions by the vendor.

4.11 Payment Terms

By bank transfer within 30 days after receipt of invoice and confirmation of satisfactory receipt of services.

4.12 Vendor Registration Form

Vendors must be registered with Church World Service Inc. If you have issued to us your vendor registration form before, there is no need to re-submit. If, however you wish to update your registration with Church World Service Inc. you may send us the following;

- Updated Vendor registration form & Updated Licenses
- Updated Solvency letter and financial statements.

Documents

The following are the required documents with each deliverable for payment.

- Monthly Invoice
- Filled Service Completion Report
- Goods and Services Received Note (to be issued by Church World Service Inc.)
- Any other document as required in the relevant Purchase Order/Contract.
- Distribution of documents will be confirmed against the Purchase Order/Contract.

4.14 Prequalification Evaluation

The proposals shall be evaluated based on the submitted offers as well as vendor registration form and supporting documents. The evaluation will involve consideration of several factors such as the following, but not limited to;

Delivery timeline per milestone/month

Price validity for services/goods

Compliance with the required Church World Service specifications

4.15 Tender Basis:

- All offers shall be made in accordance with these instructions, and all documents requested should be furnished, including any required (but not limited to) supplier-specific information, technical specifications, drawings, bill of quantities, and/or delivery schedule. If any requested document is not furnished, a reason should be given for its omission in an exception sheet.
- Any requests for clarifications regarding the project that are not addressed in written documents must be presented to Church World Service in writing. The answer to any question raised in writing by any bidder will be issued to that bidder. In some cases, Church World Service Inc. may choose to issue clarifications to all bidders. It is a condition of this tender that no clarification shall be deemed to supersede, contradict, add to or detract from the conditions hereof, unless made in writing as an Addendum to Tender and signed by Church World Service or its designated representative.

4.16 Supplier Eligibility

Suppliers may not apply, and will be rejected as ineligible, if they:

- Are not registered companies.
- Are bankrupt or in the process of going bankrupt.
- Have been convicted of illegal/corrupt activities, and/or unprofessional conduct.
- Have been guilty of grave professional misconduct.
- Have not fulfilled obligations related to payment of social security and taxes.
- Are guilty of serious misinterpretation in supplying information.
- Are in violation of the policies outlined in Church World Service Anti Bribery or Anti-Corruption Statement
- Supplier (or supplier's principals) are on any list of sanctioned parties issued by; or are presently excluded or disqualified from participation in this transaction by: The United States Government or United Nations by the United States Government, the United Kingdom, the European Union, the United Nations, other national governments, or public international organizations.

Additional eligibility criteria, if applicable, are stated in section 8 of this tender package.

4.17 Response Documents

Bidders can either utilize the response documents contained in this tender package to submit their offer or they can submit an offer in their own format as long as it contains all the required documents and information specified by this tender.

4.18 Acceptance of Successful Response

- a. Documentation submitted by bidders will be verified by Church World Service Inc. The winning bidder will be required to sign a contract for the stated, agreed upon amount.
- b. Church World Service Inc. will investigate allegations fully and will take appropriate action. Any company, or individual that participates in any of the above prohibited conduct, will have its actions reported to the appropriate authorities, will be investigated fully, will have its offer rejected and/or contract terminated, and will not be eligible for future contracts with Church World Service Inc.

Employees participating in such conduct will have his/her employment terminated.

- c. Violations will also be reported to Church World Service' donors, who may also choose to investigate and debar or suspend companies and their owners from receiving any contract that is funded in part by the donor, whether the contract is with Church World Service Inc. or any other entity.
- d. Failure to comply with any of the above requirements will justify rejection of the proposal. Church World Service reserves the right to negotiate with any of the bidders or other firms in any manner deemed to be in the best interest of the organization. It also reserves the right to negotiate and award separate or multiple contracts for the elements covered by this RFP if any combination it may deem appropriate, in its sole discretion; modify or exclude any considerations, information or requirements at any stage of procurement process, including during negotiations with bidders'/service providers.
- e. Vendors must provide all requisite information and clearly and concisely respond to all points set out in this RFP. Please present your submission and proposal accordingly and sequentially. Offers that do not fully and comprehensively address the RFP will be rejected. Kindly note that unnecessary brochures not solicited for that provide beyond sufficient information are not encouraged. Proposal should be effectively prepared and organized according to the guidelines provided.
- f. The normal terms of payment of Church World Service are within 30 days of satisfactory delivery of goods or services and documents in apparent good order. Bidders must therefore clearly specify in their offers the payment terms being offered, if different from these.

5.PRE-QUALIFICATION NOTICE SCHEDULE

CWS Inc invites tenders and pre-qualification applications from interested, eligible, capable firms for award of contract and pre-qualification as suppliers, consultants and small works contractors for three years in Kampala Mbarara,Nakivale,Kyaka, Hoima, Kyangwali ,Adjumani and Arua in the below listed categories:

NOTE: One supplier can apply for a maximum of three (3) categories only.

PRE-QUALIFICATION GROUP	CATEGORY OF GOODS, SERVICES & WORKS	ELIGIBILITY
GROUP A: EVENT ITEMS & RELATED SERVICES		
CATEGORY CODE NO.	CATEGORY DESCRIPTION	
CWSA-UG/PQ/A/1/2024-Feb	Provision of event management (tents, deco, chairs, public address system, TV screens)	Open
CWSA-UG/PQ/A/2/2024-Feb	Team Building Services	Open
GROUP B: OFFICE EQUIPMENT, STATIONERY & PROMOTIONAL MATERIALS		
CATEGORY CODE NO.	CATEGORY DESCRIPTION	
CWSA-UG/PQ/B/1/2024-Feb	Supply & Delivery of CWS Branded Assorted Books	Open
CWSA-UG/PQ/B/2/2024-Feb	Supply of general/standard office stationery and accessories	Special Group
CWSA-UG/PQ/B/3/2024-Feb	Supply & delivery of continuous feed computer printing papers	Special Group
CWSA-UG/PQ/B/4/2024-Feb	Printing of corporate newsletter, Newspapers, special magazines, printed stationery, calendars, diaries, cards, brochures, fliers, banners	Open

CWSA-UG/PQ/B/5/2024-Feb	Supply & delivery of branded materials e.g., T-shirts, caps, themed promotional gifts, and other promotional items/merchandise	Special Group
CWSA-UG/PQ/B/6/2024-Feb	Supply & delivery of spares and consumables for copiers and cartridges	Open
CWSA-UG/PQ/B/7/2024-Feb	Supply & delivery of general office and domestic furniture and fittings	Open
CWSA-UG/PQ/B/9/2024-Feb	Supply, delivery and maintenance of curtains, sheers, and accessories	Special Group
CWSA-UG/PQ/B/10/2024-Feb	Supply & delivery of Kitchen Utensils, equipment's, and water dispensers	Special Group
CWSA-UG/PQ/B/11/2024-Feb	Printing, supply and delivery of asset tags and related materials	Special Group
GROUP C: FOODSTUFF AND RELATED MATERIALS		
CATEGORY CODE NO.	CATEGORY DESCRIPTION	Open
CWSA-UG/PQ/C/1/2024-Feb	Supply, delivery and maintenance of water dispenser	Open
CWSA-UG/PQ/C/2/2024-Feb	Supply & delivery of Bottled Water	Open
GROUP D: FABRICATED EQUIPMENT		
CATEGORY CODE NO.	CATEGORY DESCRIPTION	
CWSA-UG/PQ/D/1/2024-Feb	Fabrication, supply & delivery of specialized chairs and tables	Open
GROUP E: CLEANING MATERIALS		
CATEGORY CODE NO.:	CATEGORY DESCRIPTION	
CWSA-UG/PQ/E/1/2024-Feb	Supply & delivery of uniforms, protective clothing, and footwear	Special Group
CWSA-UG/PQ/E/2/2024-Feb	Supply & delivery of cleaning materials, detergents, disinfectants and toiletries	open
CWSA-UG/PQ/E/3/2024-Feb	Supply & delivery of tissue papers, hand paper towels and serviettes	Special Group
GROUP F: SMALL WORKS CONTRACTORS AND ASSOCIATED SUPPLIES		
CATEGORY CODE NO.	CATEGORY DESCRIPTION	
CWSA-UG/PQ/F/1/2024-Feb	Building and civil contractors (masonry and painting services)	open
CWSA-UG/PQ/F/2/2024-Feb	Structural contractors	open
CWSA-UG/PQ/F/3/2024-Feb	Electrical contractors	open
CWSA-UG/PQ/F/4/2024-Feb	Plumbing and mechanical contractors	open
CWSA-UG/PQ/F/5/2024-Feb	Supply & delivery of workshop tools	open
CWSA-UG/PQ/F/6/2024-Feb	Supply & delivery of Electric main boards, wires and equipment	open
CWSA-UG/PQ/F/7/2024-Feb	Supply & maintenance of air-conditioning systems	open
CWSA-UG/PQ/F/8/2024-Feb	Supply of structured cabling accessories, installation, and maintenance	Open
GROUP G: MOTOR VEHICLE REPAIR, SERVICES, FABRICATION, PARTS & SPARES		
CATEGORY CODE NO.	CATEGORY DESCRIPTION	
CWSA-UG/PQ/G/1/2024-Feb	Supply & delivery of spare parts for motor vehicles and car batteries	open
CWSA-UG/PQ/G/2/2024-Feb	Garages for provision of motor vehicle repair and maintenance.	open

CWSA-UG/PQ/G/3/2024-Feb	Supply & delivery of motor vehicle tyres and tubes	open
CWSA-UG/PQ/G/4/2024-Feb	Fleet management System (Tracking, fuel consumption)	
GROUP H: COMPUTERS AND COMPUTER ACCESSORIES		
CATEGORY CODE NO.	CATEGORY DESCRIPTION	
CWSA-UG/PQ/H/1/2024-Feb	Supply & delivery of printers, UPS's, Laptops, Desktop computers and scanners	open
CWSA-UG/PQ/H/2/2024-Feb	Supply & delivery of spares for computers, laptops, printers UPS's servers and scanners	open
CWSA-UG/PQ/H/3/2024-Feb	Supply & delivery of printer toners, inks, and ribbons	open
CWSA-UG/PQ/H/4/2024-Feb	Supply & delivery of various standard computer software and applications	Authorized Dealers
CWSA-UG/PQ/H/5/2024-Feb	Supply & installation of structured cabling, LAN materials and equipment	open
CWSA-UG/PQ/H/6/2024-Feb	Supply & installation of digital PABX and telephone accessories	open
CWSA-UG/PQ/H/7/2024-Feb	Supply & delivery of calling cards/airtime	Special Group
CWSA-UG/PQ/H/8/2024-Feb	Supply, delivery and provision of Bulk SMS Services	Special Group
CWSA-UG/PQ/H/9/2024-Feb	Provision of cloud computing services and consultancy (software solutions, website development, mobile apps development, hosting, licensing)	Authorized dealers
GROUP I: TECHNICAL & PROFESSIONAL SERVICES		
CATEGORY CODE NO.	CATEGORY DESCRIPTION	open
CWSA-UG/PQ/I/1/2024-Feb	Provision of training and human development services (virtual, one on one and tailor made)	open
CWSA-UG/PQ/I/2/2024-Feb	Provision of air travel and ticketing services	open
CWSA-UG/PQ/I/3/2024-Feb	Provision of occupational health and safety training services.	open
CWSA-UG/PQ/I/4/2024-Feb	Provision of environmental management audit consultancy services	open
CWSA-UG/PQ/I/5/2024-Feb	Provision of meeting, conference/training and accommodation facilities and services within Kampala and its environs	open
CWSA-UG/PQ/I/6/2024-Feb	Provision of language translation services	open
CWSA-UG/PQ/I/7/2024-Feb	Provision of professional photography and video services	open
CWSA-UG/PQ/I/8/2024-Feb	Provision of graphic design services for printed and online materials (banners, diaries, financial reports, brochures, calendars, fliers, posters, booklets, e-cards, e-shots etc.)	open
CWSA-UG/PQ/I/9/2024-Feb	Provision of corporate branding and signage services	open
CWSA-UG/PQ/I/10/2024-Feb	Provision of Asset Valuation Services	open
CWSA-UG/PQ/I/11/2024-Feb	Provision of Garbage collection	Special Group
CWSA-UG/PQ/I/13/2024-Feb	Provision of Sanitary bin services	Special Group
CWSA-UG/PQ/I/14/2024-Feb	Provision of insurance brokerage services	open
CWSA-UG/PQ/I/15/2024-Feb	Provision of Motor vehicle Fuel and Petrol station services	open

CWSA-UG/PQ/I/16/2024-Feb	Provision of Auditing services	Licensed audit firms
CWSA-UG/PQ/I/17/2024-Feb	Provision of legal services do	Licensed legal practitioners
CWSA-UG/PQ/I/17/2024-Feb	Provision of fumigation and pest control services	Authorized dealers
GROUP J: MAINTENANCE AND REPAIR		
CATEGORY CODE NO.	CATEGORY DESCRIPTION	
CWSA-UG/PQ/J/1/2024-Feb	Specialized maintenance & repair of power generators	open
CWSA-UG/PQ/J/2/2024-Feb	Repair and maintenance of & repair of motor vehicle seats and upholstery	open
CWSA-UG/PQ/J/3/2024-Feb	Maintenance & repair of copiers, printers, and faxes	open
CWSA-UG/PQ/J/5/2024-Feb	Maintenance & repair of digital PABX and telephone accessories	open
CWSA-UG/PQ/J/6/2024-Feb	General maintenance & repair of Buildings	open
CWSA-UG/PQ/J/7/2024-Feb	Supply & delivery of general building materials	open
CWSA-UG/PQ/J/8/2024-Feb	Supply & delivery of hardware materials and tools	open
CWSA-UG/PQ/J/9/2024-Feb	Supply & Delivery of electrical consumables, parts and fittings	open
CWSA-UG/PQ/J/10/2024-Feb	Supply, delivery & maintenance of photocopiers and printers	Authorized Dealers
CWSA-UG/PQ/J/11/2024-Feb	Supply, delivery and maintenance of satellite phones and satellite calling charges	Open
GROUP K: PHARMACEUTICAL DRUGS AND LABORATORY ITEMS		
CATEGORY CODE NO.	CATEGORY DESCRIPTION	
CWSA-UG/PQ/K/1/2024-Feb	Supply and delivery of sanitizers and protective gear and supplies	open
Group L: On Ground Travel		
CWSA-UG/PQ/L/1/2024-Feb	Provision of Taxi and Cab Services Kampala Mbarara,Nakivale,Kyaka, Hoima,Kyangwali ,Adjumani and Arua	open
CWSA-UG/PQ/L/2/2024-Feb	Provision of Transportation of cargo: Mbarara, Kyaka, Nakivale and Kyadondo Kampala Mbarara,Nakivale,Kyaka, Hoima,Kyangwali ,Adjumani and Arua	open
CWSA-UG/PQ/L/3/2024-Feb	Professional movers' services (Moving household or office items)	open
GROUP H: PROVISION ELECTRONIC SECURITY MONITORING SERVICES		
CWSA-UG/PQ/M/1/2024-Feb	Supply, Installation and Maintenance of Access Control and Intrusion Alarm Systems	Open
CWSA-UG/PQ/M/2/2024-Feb	Supply, Installation and Maintenance of CCTV Cameras	Open
CWSA-UG/PQ/M/3/2024-Feb	Provision of unarmed Private security Services (UPSS) guards	Licensed security firms
GROUP K: Occupational Health and Safety		
CWSA-UG/PQ/N/1/2024-Feb	Supply, Installation and Maintenance of Fire Safety Equipment	Licensed firms

NB: Youth, Women and the Physically Challenged are Encouraged to Tender

6. Tender Submission

Interested eligible tenderers may obtain tenders documents free of charge through this website; <https://cwsafrica.org/tenders/>

Inquiries can be made through +25674191228 during normal working hours i.e., Monday to Friday between 8.00a.m to 1.00pm and 2.00pm to 5.00p.m.; email queries should be directed to ugandaprocurement@cwsafrica.org **with effect from February 19 to 21, 2024** and answers will be posted on the website by **February 26, 2024; 1700 Uganda Time.**

Completed tender documents should emailed to Tenders@RSCAfrica.org with email subject line “**CWSA-UG/PQ/2024-FEB**” so as to reach on or before Friday March 1, 2024, at 10.00 a.m. The closing/opening process will be conducted immediately thereafter.

NB: Late proposals submitted past the deadline will not be evaluated.

7. PRE-QUALIFICATION DATA INSTRUCTIONS

7.1 *Pre-qualification data forms*

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, PQ-9 and PQ-10 are to be completed by prospective suppliers/consultants/contractors who wish to be pre-qualified for submission of tender for the specific tender.

7.1.1 **Filling Pre-qualification Forms**

The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English.

7.2 *Qualification*

7.2.1 **Pre-qualification Data**

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the Charch World Service Uganda in determining, according to their sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described.

7.2.2 **Pre-qualification of Bidders**

Prospective bidders will not be considered qualified unless in the judgment of the Charch World Service Uganda, they possess the capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for services.

7.3 *Essential Criteria for Pre-qualification Experience:*

Prospective bidders shall have experience in the supply of goods, services and allied items and hence should show competence, willingness, and capacity to service the contract. Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

7.3.2 **Personnel**

The names and pertinent information and CV of the key personnel to execute the contract must be indicated in form PQ-3.

7.3.3 Financial Condition

The Supplier's/consultant's/contractor's financial condition will be determined by latest financial statement submitted with the prequalification documents as well as letters of reference from their bankers regarding suppliers/contractor's credit position. Potential suppliers/consultants/contractors will be pre-qualified on the satisfactory information given.

7.3.4 Special consideration

Special consideration will be given to the financial resources available as working capital, considering the number of uncompleted orders on contract and now in progress. Data on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract(s).

7.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers/clients should be included in Form PQ-6

7.4 Statement

Application must include a sworn statement Form PQ-7 by the Tenderer ensuring the accuracy of the information given.

7.5 Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which in the opinion of the Charch World Service Inc. could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, the Charch World Service Inc reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

7.6 Business Registration

The firm must have a fixed Business Premise and must be registered in Uganda, with certificate of registration/incorporation and copies attached.

7.6.1 Payment of Statutory Obligations

The firm must show proof that it has paid all its statutory obligations and have a valid Tax compliance Certificate.

8. PREQUALIFICATION EVALUATION CRITERIA FOR BIDDERS IN ALL CATEGORIES

NO.	CRITERIA	MARKS ALLOTTED
	<u>Mandatory Requirements:</u> <ul style="list-style-type: none">a) Copy of Certificate of Registration/ Incorporationb) Copy of Current Tax Compliance Certificate/Tax Exempt Certificatec) Copy of TIN Certificated) Copy of VAT Certificatee) Copy of Form 18 and 20f) Proof of Membership in a professional body for categories that require such memberships.g) The Individuals in a Firm Must at least possess a Professional Diploma, Must attach CVs in the format provided –and the Management and Proposed Staffh) Must Fill Forms PQ1, PQ2, PQ3, PQ4, PQ5, PQ6, PQ7, PQ8 (Vendor Form), PQ9 and PQ10i) Firms must provide at least a One (1) page outline of the Firm's	Mandatory

	organizational Structure: Provide an outline of the composition of the firm		
1	Period of operation (attach copy of certificate of business registration/certificate of Incorporation) i. 10 years and above - 20 marks ii. 5-10 years-10 marks iii. 5 years and below-5 marks		Max. 20 Marks
2	Provide list of assignment carried out in the last (3) three years and a list of clients and references to which the firm has offered similar assignment in the last 3 years OR have the Reference page stamped and signed by Client as proof of supply in the format provided. (Provide Evidence)	10 Marks each per year of experience or list of services and assignment done	Max. 30
3	At least 2no. qualified staff (attach CV in the format provided)	Staff qualifications to be considered and marks awarded as below: (master's degree - 20 marks, bachelor's degree - 15 marks Diploma - 10 marks, Certificate including UCPE - 5 Marks). Maximum Marks per staff = 20 marks	40
2	One page document indicating how the firm will perform a contract once awarded a tender or Quotation; including delivery and logistics plans		Max. 10 Marks
	TOTAL		100 MARKS

NOTE: TO BE PREQUALIFIED/ REGISTERED. A PROSPECTIVE BIDDER MUST ATTAIN AT LEAST 70 MARKS, IN ADDITION TO MEETING ALL THE MANDATORY REQUIREMENTS.

FORM PQ-1 **PRE-QUALIFICATION DATA**
REGISTRATION OF SUPPLIERS APPLICATION FORM

1/we..... hereby apply for registration as supplier(s)

(Name of Company/Firm)

CATEGORY CODE NO.

CATEGORY

DESCRIPTION.....

of Post Office Address.....

Town Street

Name of building

Room/Office No. Floor No.

Telephone Nos. Fax email

Full Name of applicant

Other branch's location

2. Organization & Business Information

Chief Executive/Managing Director

Marketing/Sales Manager

Accountant.....

Secretary.....

Other

Partnership (if applicable)

Names of Partners

3. Business founded or incorporated

4. Under present management since

5. Net worth equivalent UGX.

6. Bank reference and address.....

7. Sister company reference and address

8. Enclose copy of organization chart of the firm indicating the main fields of Activities

9. State any technological innovations or specific attributes which distinguish you From your competitors.....

.....

.....

10. Indicate terms of trade/sale

PQ-2 SUPERVISORY PERSONNEL

Name

Age

Academic Qualification

.....

Professional Qualification.....

Length of service with Contractor or Supplier position held.....

(Attach copies of certificates/CV of key personnel in the organization)

FORM PQ-3 - CONFIDENTIAL BUSINESS QUESTIONNAIRE (S33)

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business. You are advised that it is a serious offence to give false information on this.

You are requested to give the particulars indicated in Part I and either Part 2 (a), 2 (b) or 2 (c) whichever applies to your type of business. You are advised that it is a serious offence to give false information on this

Part I- General:**Business Name**.....**Location of business premises****Plot No.****Street/Road****Postal Address**..... **Tel. No****Nature of business****Part 2 (a) – Sole Proprietor****Your name in full** **Age**.....**Nationality** **Country of origin****Part 2 (b) Partnership****Shares****Given details of partners as follows:****Name** **Nationality** **Citizenship Details****Part 2 (c) – Registered Company:****Private** **or** **Public**.....**State the nominal and issued capital of company- Nominal Kshs****Issued** **Kshs**.....**Given details of all directors as follows:-****Name** **Nationality** **Citizenship Details** **shares**

1.

2.

3.

4.

5.

Date **Signature of Candidate**.....

FORM PQ-4 - PAST EXPERIENCE

NAMES OF THE APPLICANTS' CLIENTS IN THE LAST THREE YEARS AND VALUES OF CONTRACT/ORDERS

1. Name of 1st Client (Organization)

- i. Name of Client (organization)
- ii. Address of Client (organization)
- iii. Narrative Description of project:
- iv. Name(s) of Professional Staff provided by Your Firm/ or self
.....
- v. Name of Contact Person at the client (organization)
- vi. Telephone No. of Client.....
- vii. Value of Contract
- viii. Duration of Contract (date)

(Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)

- i. Name of Client (organization).....
- ii. Address of Client (organization)
- iii. Narrative Description of project:
- iv. Name(s) of Professional Staff provided by Your Firm/ or self.....
- v. Name of Contact Person at the client (organization).....
- vi. Telephone No. of Client
- vii. Value of Contract
- viii. Duration of Contract (date).....

(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

- i. Name of Client (organization)
- ii. Address of Client (organization).....
- iii. Narrative Description of project:
- iv. Name(s) of Professional Staff provided by Your Firm/ or self.....
- v. Name of Contact Person at the client (organization).....
- vi. Telephone No. of Client
- vii. Value of Contract
- viii. Duration of Contract (date)

(Attach documental evidence of existence of contract)

4. Name of 4th Client (organization)

- i. Name of Client (organization).....
- ii. Address of Client (organization).....
.....
- iii. Narrative Description of project:
- iv. Name(s) of Professional Staff provided by Your Firm/ or self.....

- v. Name of Contact Person at the client (organization).....
- vi. Telephone No. of Client.....
- vii. Value of Contract
- viii. Duration of Contract (date).....

(Attach documental evidence of existence of contract)

5. Name of 5th Client (organization)

- i. Name of Client (organization).....
- ii. Address of Client (organization).....
- iii. Narrative Description of project:.....
- iv. Name(s) of Professional Staff provided by Your Firm/ or self.....
.....
- v. Name of contact person at the client (organization).....
- vi. Telephone No. of Client.....
- vii. Value of Contract.....
- viii. Duration of Contract (date).....

(Attach documental evidence of existence of contract)

PQ-5 STAFF COMPOSITION

(i) Directors / Partners

Name	Position	Specialization & Qualification

(ii) Technical/Management staff

Name	Position	Specialization & Qualification

(iii) Support Staff

Name	Position	Specialization & Qualification

PQ-6 FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED STAFF

Proposed Position:

Name of Firm:

Name of Staff:

Profession:

Date of Birth:

Years with Firm: Nationality:

Membership in Professional Societies:

.....

Detailed Tasks Assigned:

.....

Key Qualifications:

.....

.....

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education:

[Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

Name of staff member:

Signature of staff member Date:

Name of authorized representative of the firms Signature of authorized representative.....Date.....

FORM PQ-7 - SWORN STATEMENT

Having studied the pre-qualification information for the above project we/I hereby state:

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) 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 based on provisions in the tender or quotation documents to follow.
- c) We will not engage in corrupt practices with the Church World Service Uganda Members of Staff.
- d) We have not been debarred from participating in Public Procurement Proceedings.
- e) 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.
- f) Suppliers must be able to demonstrate compliance with the Church World Service Supplier Code of Conduct. This includes documented evidence and the right of Church World Service or a designated firm to conduct audits. Audits include facility inspections, review of supplier records business practices and conducting employee interviews.
- g) The highest standard of integrity is expected in all of our business dealings. All forms of corruption, extortion, bribery (including facilitation payments), and embezzlement are strictly prohibited and may result in immediate termination and legal action:
 - i. Suppliers will not offer or provide money or anything of value to any person if the circumstances indicate that it is probable that all or part of the money or other thing of value is being given to another individual or entity to influence official action or to obtain a business advantage.
 - ii. Suppliers are expected to understand relevant Church World Service gift and hospitality policies before offering or providing Church World Service personnel with any gift and/or business entertainment. Gifts or entertainment should never be offered to Church World Service personnel or representatives under circumstances that create the appearance of impropriety.
 - iii. Suppliers must comply with all applicable trade control laws and regulations in the import, export, re-export or transfer of goods and services (including software and technology). All invoices and any customs or similar documentation submitted to Church World Service or governmental authorities in connection with transactions involving Church World Service must accurately describe the goods and services provided and the price thereof.
 - iv. Suppliers shall not share or exchange any prices, costs or other competitive information, or undertaking of any collusive conduct with any other third party to Church World Service with respect to any proposed, pending or current Church World Service procurement.
 - v. Suppliers will use only subcontractors or other third parties who comply with all applicable laws and regulations, and who adhere to the same (minimum) standards set forth in this guide.
- h) Church World Service may conduct annual compliance surveys to confirm compliance with this Supplier Code of Conduct. However, Church World Service expects that suppliers will actively audit

and monitor their day-to-day management processes with respect to the Church World Service Code of Conduct and provide evidence to Church World Service upon request.

- i) We enclose all the required documents and information for the pre-qualification evaluation.

Date

Applicant's Name Represented by

Signature

(Full name and designation of the person signing)

PQ-8 VENDOR FORM



CWS Vendor
Onboarding Form 05(

PQ 9 Church World Service Terms & Conditions

1. Church World Service does not make any advance payments for goods but can do so for services.
2. Payment of goods and services is made after delivery and confirmation on the condition of the goods and services.
3. Church World Service encourages the participation of small, minority and women owned businesses.
4. Church World Service is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the Bidder or Church World Service in the processing of emails.

Yours Faithfully,

Signed:

(Being duly authorized official to sign on behalf of the Bidder)

Name: _____

Designation: _____

PQ 10 Non-Disclosure Agreement (NDA)

Our Ref: CWS Tender No: CWS/RSC/UG/KA/003/FY24

Date:

Procurement Coordinator CWS Inc

Church World Service

P.O. Box 14176-00800

Nairobi, Kenya.

Dear Sir/Madam,

RE: CONFIDENTIALITY & NON-DISCLOSURE UNDERTAKING

We acknowledge that during the course of supply and implementation of call center services, we shall have access to and be entrusted with confidential information. In this letter, Confidential Information shall mean, all information or material that has or could have commercial value or other utility in the business or prospective business of Church World Service. Confidential Information also includes all information of which unauthorized disclosure could be detrimental to the interests of the Church World Service whether or not such information is identified as Confidential Information by Church World Service.

In consideration of you making Confidential Information available to us, we hereby irrevocably and unconditionally undertake to you:

1. That we shall hold in confidence all Confidential Information disclosed, and further agree not to disclose Confidential Information to third parties or to otherwise use Confidential Information, except with the express written consent from yourselves or as permitted under paragraph 3 below.
2. That we shall use the Confidential Information solely for the provision of the category for which I will be prequalified and not for any other purpose.
3. That this undertaking shall not prohibit disclosure of Confidential Information.
 - 3.1 To our Staff/Partners/Directors/Agents who need to know such Confidential Information to assist with the Implementation. To this end, we shall endeavour to ensure that such Staff/Partners/Directors/Agents have been specifically informed of the confidentiality of the Confidential Information and have agreed to be bound by the terms of this undertaking or have entered into an agreement of similar scope and obligations with ourselves to protect our proprietary and/or the confidential information.
 - 3.2 To the extent that such disclosure is required to be disclosed pursuant to law, court order or any requirement by any regulatory authority. In this regard, we shall promptly give notice to yourselves and provide you with sufficient time to assert any exclusions or privileges that may be available by law.
 - 3.3 That upon termination of the cooperation between the parties and/or at your request, we hereby agree and undertake to return to yourselves any written information and all materials which contain and/or constitute part of the Confidential Information, and not to keep any copy thereof.
4. That this undertaking shall not apply to Confidential Information which:
 - b) Is in the public domain as of the effective date of this undertaking, or legitimately comes into the public domain through no fault of ours.
 - c) Is demonstrated to have been known to us prior to the date of this undertaking and was not acquired, directly

or indirectly, from yourselves or from a third party under a continuing obligation of confidentiality.

- d) Is demonstrated to have been rightfully received by us after disclosure under this undertaking from a third party who did not require the same to hold it in confidence or limit its use, and who did not acquire it, directly or indirectly, from yourselves under a continuing obligation of confidentiality.
 - e) Is demonstrated to have been independently developed by our personnel who had no substantive knowledge of any information provided by yourselves.
- 5. That we acknowledge that the Confidential Information will not form a basis of any contract between ourselves and yourselves.
 - 6. That we warrant that we are acting as Principal in this matter, and not as agent or broker for any person, company or firm.
 - 7. That no failure or delay by you in exercising any right, power or privilege under this undertaking shall operate as a waiver thereof, nor shall single or partial exercise thereof or the exercise of any other right, power or privilege.
 - 8. That by issuing this undertaking, we shall be deemed not only to have accepted and confirmed the foregoing undertaking, terms and conditions as set forth hereinabove but also to have acknowledged and confirmed that we are solely liable and responsible for full compliance with the said undertaking, terms and conditions.
 - 9. That this Undertaking shall be governed and construed in accordance with the laws of Kenya and any dispute arising from it shall be subject to the jurisdiction of the Kenyan Courts.

Yours Faithfully,

Signed:

(Being duly authorized official to sign on behalf of the Bidder)

Name: _____

Designation: _____

Organization: _____

Date: _____

Successful bidder will be notified via our Procurement email (Procurement@CWSAfrica.org).

We are looking forward to receiving your proposal.

Sincerely,

Procurement Coordinator,

Church World Service