



UGANDA HEALTH MARKETING GROUP

(To achieve the sustainable marketing & use of products, services and practices that help people enjoy healthier lives)

PRE-QUALIFICATION (SHORT LISTING) OF SUPPLIERS AND SERVICE PROVIDERS FOR GOODS/SUPPLIES AND SERVICES

February 2009

Bid Document No. _____/09

TABLE OF CONTENTS

PREFACE	3
PART I: INTRODUCTION	4
1.1 Scope of Application.....	4
1.2 Source of Funds.....	4
1.3 Corrupt Practices.....	4
PART II: INSTRUCTIONS TO APPLICANTS	6
2.1 Introduction.....	6
2.2 Objectives.....	6
2.3 Eligible Suppliers.....	6
2.4 Cost of Applying.....	7
2.5 Clarification of Prequalification Documents.....	7
PART III: PREPARATION OF APPLICATIONS	8
3.1 Language of Application.....	8
3.2 Documents Establishing Applicant's Eligibility and Qualifications.....	8
3.3 Format and Signing of Applications.....	8
PART IV: SUBMISSION OF APPLICATIONS	9
4.1 Sealing and Labelling of Applications.....	9
4.2 Deadline for Submission of Applications.....	9
4.3 Receipt of Applications.....	9
4.4 Late Applications.....	9
4.5 Opening of Applications.....	9
PART V: OPENING AND EVALUATION OF APPLICATIONS.....	10
5.1 Opening of Applications by UHMG.....	10
5.2 Evaluation of Applications:.....	10
5.3 Clarification of Applications.....	11
5.4 Contacting UHMG.....	11
5.5 Confidentiality.....	11
PART VI: PREQUALIFICATION LIST	12
6.1 Notification to the Prequalified Applicants.....	12
6.2 Inspection.....	12
6.3 Currency.....	12
6.4 Changes in Qualifications of Applicants.....	12
APPENDIX I: FORMS	13
APPENDIX II: STATEMENT OF REQUIREMENTS	21
APPENDIX III: EVALUATION CRITERIA	22

PREFACE

Procurement is as an essential requirement for UHMG for effective competition and for the promotion of fairness, integrity and transparency.

The pre-qualification (short listing) which is a pre-tender process that will provide for a shortlist of suppliers for future bidding processes. This Pre-qualification is for **goods, services, and works** which are of routine nature.

Prequalification (short listing) is open to all suppliers and service providers who are eligible as per para 2.3. It should be noted that pre-qualification does not pre-ordain a contract. The process, however, requires that the invitation for prequalification is extended to only those with the necessary adequate capabilities and resources.

Suppliers and service providers who wish to be considered for UHMG procurement contracts are expected to submit prequalification information as per the formats provided. Current suppliers and services providers are also expected to submit prequalification information.

This document is divided into the following:

- Part I: Introduction
- Part II: Instructions to Applicants
- Part III: Preparation of Applications
- Part IV: Submission of Applications
- Part V: Opening and Evaluation of Applications
- Part VI: Pre-Qualification List

Appendices:

- I: Forms
- II: Statement of Requirements
- III. Evaluation Criteria

PART I: INTRODUCTION

1.1 Scope of Application

1.1.1 UHMG invites applications for the pre-qualification of goods/supplies and services described in **Appendix II**.

1.1.2 Through out this document:

- (a) "Applicant" used interchangeably with "Offeror" or "Bidder" and refer to any prospective supplier/vendor interested in supplying goods, services, or civil works to UHMG through an offer.
- (b) "Application" used interchangeably with "Offer" and both mean a bid or submission to be short-listed.
- (c) "Prequalification list" used interchangeably with ("Shortlist") both refer to the list of applicants who have met the criteria for prequalification.
- (d) "UHMG" refers to the staff of Uganda Health Marketing Group or its authorized consultants assigned to undertake the pre-qualification exercise.

1.2 Source of Funds

1.2.1 UHMG has various sources of funding such as donor funds (which constitute the main source) and other sources utilized towards the cost of the procurements described in **Appendix II**. UHMG intends to use these funds for payments under the contract(s) resulting from the bidding for which this shortlist is conducted.

1.3 Corrupt Practices

1.3.1 It is UHMG's policy to require that, the organization as well as Suppliers observe the highest standards of ethics during procurement and the execution of contracts. In pursuit of this policy, UHMG:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "**Corruption**" means the offering, giving, receiving or soliciting, directly or indirectly of anything of value by a vendor and/or staff to influence the action of staff in the procurement process or contract execution;
 - (ii) "**Fraud**" means the intentional, false representation or concealment of a material fact by a vendor and/or staff for the purpose of inducing another to act up on it to his/her detriment or interest. Fraud refers to a deception deliberately practiced in order to secure unfair or unlawful gain while causing monetary or non-monetary loss to. It involves intentional deception when an employee or other party makes false statements, conceals or omits material facts.

- (iii) **“Collusion”** means a scheme or arrangement between two or more vendors and/or staff, with or without knowledge of UHMG, designed to establish prices at artificial, non-competitive levels;
 - (iv) **“Coercion”** means harming or threatening to harm, directly or indirectly, persons or their property, to influence their participation in the procurement process, or affect the execution of a contract.
 - (v) **“Kickback”** refers to the payment of something of value to an individual with the goal of persuading or influencing his or her decision or performance in a certain situation or direction, for one’s monetary or non-monetary gain.
 - (vi) **“Bribery”** refers to the act or practice of offering, giving, or taking a bribe. It is the act of giving a benefit (e.g., money) in order to influence the judgment or conduct of a person in a position of influence in a particular activity. Accepting a bribe also constitutes a crime. It is the offering, giving, receiving, or soliciting of something of value for the purpose of influencing the action of an official in the discharge of his or her public or legal duties.
- (b) will reject a recommendation for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract.

1.3.2 In pursuit of the above, UHMG requires its staff and the suppliers to adhere to the relevant codes of ethical conduct. The Applicants are required to indicate their acceptance of this code through the declarations in the **Application Submission Sheet** attached as **Form A** under **Appendix I**.

PART II: INSTRUCTIONS TO APPLICANTS

2.1 Introduction

UHMG will evaluate and shortlist all eligible applicants (suppliers and service providers) for the provision of various goods/supplies and/or services for the Financial Years **2008-2010**. Once a firm has been short listed, it will be eligible for periodic invitations to submit quotations (goods) or proposals (services) for the provision of some or all of the goods and services.

UHGM reserves the right to select firms to submit quotations or proposals from the shortlist or to add similar types of goods/supplies or services to the list in **Appendix II**.

2.2 Objectives

UHMG invites sealed applications from reputable suppliers/service-providers for goods and services for the provision of various goods/supplies and services for the financial years **Oct 2008 - Sep 2009 and Oct 2009 - Sep 2010**.

The list of items required during the above mentioned financial years is given in **Appendix II**.

2.3 Eligible Suppliers

2.3.1 An Applicant, and all parties constituting the Applicant, shall meet the following criteria to be eligible to participate in UHMG procurement:

- (a) the applicant has the legal capacity to enter into a contract;
- (b) the applicant is not:
 - (i) insolvent;
 - (ii) in receivership;
 - (iii) bankrupt; or
 - (iv) being wound up
- (c) the applicant's business activities have not been suspended;
- (d) the applicant is not the subject of legal proceedings for any of the circumstances in (b); and
- (e) the applicant has fulfilled his or her obligations to pay taxes and social security contributions.

2.3.2 All countries are eligible except countries subject to the following provisions. A country shall not be eligible if:

- (a) as a matter of law or official regulation, the Government of Uganda prohibits commercial relations with that country, provided that the Government of Uganda is satisfied that such exclusion does not preclude effective competition for the provision of supplies or related services required; or
- (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the

Government of Uganda prohibits any import of Supplies from that country or any payments to persons or entities in that country”.

2.3.3 Applicants shall not have a conflict of interest. All Applicants found to be in conflict of interest shall be disqualified. Applicants shall be considered to have a conflict of interest with one or more parties in this pre-qualification listing process, if they:

- (a) have controlling shareholders in common; or
- (b) receive or have received any direct or indirect subsidy from any of them; or
- (c) have the same legal representative for purposes of this application; or
- (d) 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 application of another Applicant, or influence the decision of UHMG regarding this short listing process; or
- (e) participated as a consultant in the preparation of the design or technical specifications of goods or terms of reference for services that are the subject of this pre-qualification.

2.4 Cost of Applying

The Applicant shall bear all costs associated with the preparation and submission of its Application, and UHMG will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the prequalification process.

2.5 Clarification of Prequalification Documents

A prospective applicant requiring any clarification of the prequalification documents may notify UHMG in writing or by cable (hereinafter, the term cable is deemed to include e-mail and facsimile) at the client's address indicated below. UHMG will respond in writing to any request for clarification on the short-listing documents, which it receives no later than seven (7) days prior to the deadline for the submission of Applications. Written copies of UHMG's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective applicants that have received the Pre-Qualification Document (PQD). For clarification purposes only, UHMG's address is:

Attention	:	The Director Finance and Administration
Organization	:	Uganda Health Marketing Group (UHMG)
Street Address	:	Plot 35 John Babiiha Road (Acacia Avenue) Kololo
Town/City	:	Kampala
Postal Code	:	P. O. Box No: 4553
Country	:	Uganda
Telephone	:	0312 244700727
Facsimile No	:	0414 349959
Email address	:	jtamale@uhmg.org

PART III: PREPARATION OF APPLICATIONS

3.1 Language of Application

The Application as well as all correspondence and documents relating to the Application exchanged by the Applicant and UHMG shall be written in English and this language shall be the one that governs the contractual relations between UHMG and the Supplier.

3.2 Documents Establishing Applicant's Eligibility and Qualifications

The Applicant shall provide as part of its Application, the documentary evidence of the applicant's *eligibility, financial situation, capacity, experience, historical contract performance, compliance with national or international quality standards* to provide the services if a contract is awarded in the format provided in the Application Sheets (**Forms A to G**). Failure to provide the required information shall result in disqualification.

3.3 Format and Signing of Applications

- 3.3.1 The Applicant is requested to submit its PQD (included in **Appendix I**) in one envelope marked: **"Prequalification Information for the provision of goods/supplies and services to UHMG for the Financial Years [2008-2009 and 2009-2010]."** The envelope shall contain one (1) original and two (2) copies.
- 3.3.2 The original and the copies of the Application shall be typed or written in indelible ink, and shall be signed by the person(s) duly authorized to sign the prequalification documents. All pages of the Application, except for unmodified printed literature, shall be initialed by the person or persons signing the Application and each page shall be numbered.
- 3.3.3 The envelope containing the prequalification information should be marked with the **reference code(s)** of the good/supplies and/or services as per **Appendix II**. In other words, the code(s) should appear on the exterior of the envelope.

PART IV: SUBMISSION OF APPLICATIONS

4.1 Sealing and Labelling of Applications

4.1.1 The Application shall be composed of one envelope marked "Prequalification information Document for the provision of goods/supplies or services". It shall contain one (1) original (marked "Original") and two (2) copies (marked "Copy"). It is the responsibility of the Applicant to ensure that the offers are submitted by the submission date and time.

4.1.2 For application submission purposes only, UHMG's address is:

Attention : The Director Finance and Administration
Organization : Uganda Health Marketing Group (UHMG)
Street Address : Plot 35 John Babiiha Road (Acacia Avenue) Kololo
Town/City : Kampala
Postal Code : P. O. Box No: 4553
Country : Uganda

4.1.3 The deadline for application submission is:

Date : **Thursday 5th March, 2009**
Time (local time) : **4.00pm Local Time**

4.1.4 The envelope shall also indicate the name and address of the Applicant to enable the return of an Application unopened in case it is declared "a late submission".

4.1.5 If the envelope is not sealed and marked as required by Clause 4.1, UHMG will assume no responsibility for the Application misplacement or premature opening.

4.2 Deadline for Submission of Applications

Applications must be received by UHMG at the address specified under Clause 4.1.3 no later than **Thursday 5th March, 2009** at **4.00pm Local Time**.

4.3 Receipt of Applications

The person delivering the Applications MUST complete the "Bid Receipt Form" at the UHMG Reception. This Form will be retained by UHMG. It is, therefore, imperative that Bids are submitted during UHMG's working hours, i.e. between 8:00am and 5:00pm, and no later than 4:00pm on the last date stated above.

4.4 Late Applications

Any Application received after the deadline for submission of Applications prescribed by the UHMG will be rejected and returned unopened to the Applicant.

4.5 Opening of Applications

Applications will be opened in the presence of Applicants' representatives (ONE REPRESENTATIVE PER APPLICANT) who choose to attend at the UHMG Office at the address specified under Clause 4.1.2 on **Friday 6th March, 2009** at **2.00pm Local Time**.

PART V: OPENING AND EVALUATION OF APPLICATIONS

5.1 Opening of Applications by UHMG

5.1.1 UHMG will read out Applicant's particulars in the presence of representatives who choose to attend, on the specified date and time. The Applicants' representatives who are present shall sign a register as evidence for their attendance.

5.1.2 No Application shall be rejected at Application opening, except for:

- late Applications,
- unsealed Applications, or
- unmarked/unlabelled Applications

which shall be returned unopened to the Applicant.

5.2 Evaluation of Applications:

The key parameters to be used in assessing the prequalification information submitted include:

- (i) **Eligibility of the Applicant** – In respect to the general eligibility (copies of memoranda and articles of association, registration certificates, VAT registration, and powers of attorney for authorized representative) requirements as specified in **Appendix III**, nationality of the applicant, conflict of interest and suspensions, and joint venture requirements.
- (ii) **Financial Situation** – To evaluate the supplier's/provider's financial strength and credit worthiness. The evaluation criteria will seek to assess the applicants' financial performance including average annual turnover (not less than Ushs 50 million per annum), access to lines of credit from financial institutions.
- (iii) **Capacity** – To provide after-sales-service for goods or services provided or the production capacity vs. current commitments to demonstrate the supplier/service provider's technical and financial capacity to meet delivery timelines.
- (iv) **Experience** – In the sector (general experience) and in similar Assignments/Contracts (specific experience). To evaluate the supplier's/provider's experience in the delivery of assignments or contracts in the category of goods and services applied for, the qualifications and competence of staff, experience in the region/country. The minimum requirements are five contracts/assignments in the past twenty four (24) calendar months.
- (v) **Historical Contract Performance** – The applicant will be required to furnish information related to the history of non-performing contracts and pending litigation.

- (vi) **Compliance with National or International Quality Standards** – To evaluate the applicant's compliance with the required standards for the products offered i.e. pharmaceuticals etc), or evidence of national and international acceptance of its services.

Any application that fails to meet the requirements in 5.2 will be considered unsuitable and shall be rejected at this stage. UHMG shall notify the Applicant of the rejection of their application in writing.

5.3 Clarification of Applications

- 5.3.1 During evaluation of the Applications, UHMG may, at its discretion, ask the Applicant for clarification of its Application. A request for clarification shall be signed and sent to a bidder by the chairperson of the evaluation committee and all requests for clarifications shall be copied to all bidders for information purposes only and noted in the evaluation report.
- 5.3.2 An Applicant shall be instructed to reply to clarifications in writing within a specified time, addressing their responses to the head of the procurement and disposal unit.
- 5.3.3 UHMG shall ensure that all replies are promptly forwarded to the chairperson of the evaluation committee.
- 5.3.4 Failure of an applicant to respond to a request for clarification within the specified time may result in the rejection of its bid.

5.4 Contacting UHMG

- 5.4.1 No Applicants shall contact UHMG on any matter relating to its Application from the time of Application opening until the final list is displayed on the UHMG notice board.
- 5.4.2 Any effort by the Applicant to influence UHMG in its decisions on the Application evaluation may result in the rejection of the Application.

5.5 Confidentiality

- 5.5.1 Information relating to the evaluation of applications, and recommendation for Prequalification shall not be disclosed to Applicant or any other persons not officially concerned with such process until the notification of prequalification is made to all Applicants.
- 5.5.2 From the deadline for submission of applications to the time of notification of the results of the prequalification, any applicant wishing to contact UHMG on any matter related to the prequalification process, may do so but only in writing to the contact person at the address here-in.

PART VI: PREQUALIFICATION LIST

6.1 Notification to the Prequalified Applicants

UHMG will notify all Applicants in writing by registered letter or by cable, that they have been prequalified to provide goods and services for the financial years 2008 - 2010.

6.2 Inspection

UHMG reserves the right to conduct a physical inspection of the premises of the applicants at its own cost and discretion. If, after the inspection, it is deemed that the physical structure and quality of service set up or where appropriate the equipment is unsatisfactory, then the Application will be rejected. UHMG reserves the right to verify all information submitted.

6.3 Currency

All monetary/financial information furnished must be quoted/stated in Uganda Shillings.

6.4 Changes in Qualifications of Applicants

6.4.1 Applicants and those subsequently prequalified or conditionally prequalified, shall inform UHMG of any material change in information that might affect their qualification status. Providers shall be required to update key short-listing information at the time of bidding.

6.4.2 Prior to award of contract, the best evaluated bidder(s) may be required to confirm its/their continued qualified status in a post-qualification review process.

APPENDIX I: FORMS

FORM A: APPLICATION SUBMISSION SHEET

Date: *[insert day, month, year]*

To: Uganda Health Marketing Group Limited (UHMG)

We, the undersigned declare that:

- (a) We have examined and have no reservations to the short listing document, including Appendix No... *[insert the number and issuing date of each Appendix]*.
- (b) We hereby apply to be short-listed for the following goods/supplies, civil works or services:

Reference Number	Description of Goods/Supplies, Civil Works or Services

- (c) We, including any subcontractors or providers for any part of the contract or contracts resulting from this prequalification process, are eligible to participate in the procurement.
- (d) We undertake to abide by the Code of Ethical Conduct for Suppliers and Providers during the procurement process and the execution of any resulting contract.
- (e) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short-listing process do not have any conflict of interest, and are not associated, nor have been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design or technical specifications of the Supplies.
- (f) We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the prequalification process, the corresponding bidding process or execution of the Contract: *[insert complete name of each Recipient, their full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity. If none has been paid or is to be paid, indicate "none".]*

Name of Recipient	Address	Purpose/Reason	Amount & Currency

- (g) We understand that you may amend the scope and value of any contracts to be bid or cancel the short-listing process at any time, and that you are neither bound to accept any application that you may receive nor to invite the short-listed applicants to bid for the contract or contracts, which are the subject of this short-listing process, without incurring any liability to the Offerors.
- (h) We understand that qualification information will be subject to verification through a post-qualification process prior to any award of contract.
- (i) We hereby authorise you and your authorised representatives, to conduct any enquiries or investigations to verify the statements, documents and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Application Submission Sheet will also serve as authorisation to any individual or authorised representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application.
- (j) We understand that responding to this pre-qualification request does not pre-ordain a contract with UHMG.

Signed: *[signature of person whose name and capacity are shown below]*

Name: *[insert complete name of person signing the application]*

In the capacity of *[insert legal capacity of person signing the application]*

Duly authorized to sign the application for and on behalf of: *[insert complete name of Applicant]*

Dated on _____ day of _____, _____ *[insert date of signing]*

FORM B: APPLICANT INFORMATION SHEET

STRUCTURE AND ORGANIZATION

1 Name of Company:
[insert full legal name]

Physical address:
[insert street/ number/ town or city/ country]

Postal address:

Telephone number:

Fax number:

Email:

2 Description of the Company's goods/supplies/services:

3 Resources:

4 Qualifications :

5 Experience: Number of years of experience in the provision of the goods or services under reference.

6 Describe your company's financial capacity and any access from other sources to goods/services it does not carry out/provide, and the delivery schedule in these cases.

7 What is the time schedule of providing and completing the goods or services being applied for?

8 Please indicate here or attach an organization chart showing the company structure including key personnel.

9 What are the specific types of goods/services that the company is certified to work on?

FORM C: FINANCIAL STATEMENT

1. Share capital - Authorized share capital:

2. Annual value of business under taken in the last two years:

Year		
Turn over		

Approximate value of current work related to this type of goods or services:

Please attach copies of the company's audited accounts for the previous two years (profit/loss, assets/liabilities) and any financial data, which you consider to be useful in the shortlisting. Please list all the attachments below.

Name and address of Bankers from which references can be obtained and authority to seek references.

FORM D: RESOURCES: PERSONNEL

1. Number, qualifications and competences of staff

- Management Staff
- Technical Staff
- Support Staff

2. Please list the present key personnel and management staff:

Name	Qualifications	Years of relevant experience

FORM E: RESOURCES: PROVIDERS EQUIPMENT AND FACILITIES

On the basis of the information provided in the short-listing documents, please indicate equipment and facilities considered by your firm to be necessary for undertaking the contract, and whether this is already in the company's ownership or will be purchased.

The following facilities and infrastructure are available at the Offeror's workshop:

[insert information here]

**FORM F: EXPERIENCE - RELEVANT PROJECTS COMPLETED and
CURRENT RELEVANT CONTRACTS**

The Applicant **MUST** attach evidence of performance of the contracts below in the form of reference letters from the clients. This is applicable for both completed and current similar assignments.

CURRENT RELEVANT/ONGOING AND COMPLETED PROJECTS

Please fill in information about the relevant contracts completed over the past three years.

Name of Employer	Description of Contracts	Total Contract Price	Status/Date of Completion

FORM G: LEGAL STATUS

1	Enclose a copy of the Memorandum and Articles of Association or its equivalent. A separate list of Directors/Partners/Proprietors should be attached.
2	Enclose a copy of the Certificate of Incorporation or its equivalent.
3	Enclose a copy of the Power of Attorney to the signatory of the PQD registered by the Registrar of Companies or written authorization to submit the application.
4	Enclose an Income Tax Clearance Certificate addressed to UHMG, for this particular purpose. UHMG shall only accept original income tax clearance certificates. <ul style="list-style-type: none">• Attach a copy of VAT Registration Certificate for Ugandans
5	Please enclose a copy of a Trading License for the previous year.

APPENDIX II: STATEMENT OF REQUIREMENTS

List and codes of goods/supplies or services to be provided include but are not restricted to the following:

GOODS/SUPPLIES

CODE	ITEM
UHMG/SUP/100	Cleaning Equipment and Materials
UHMG/ SUP/200	Computers, Computer consumables and accessories
UHMG/ SUP/300	Electrical equipment and accessories
UHMG/ SUP/400	Printers, Printer consumables and accessories
UHMG/ SUP/500	Motor vehicles, Motor cycles, tyres, tubes, batteries and spare parts
UHMG/ SUP/600	Office Furniture and Fittings
UHMG/ SUP/700	Assorted Office stationery
UHMG/ SUP/800	Office equipment and tools
UHMG/ SUP/900	Petroleum products and Lubricants
UHMG/ SUP/1000	Supply and installation of Computer software
UHMG/ SUP/1100	Packaging Bags
UHMG/ SUP/1200	Drugs, pharmaceutical products & personal care items
UHMG/ SUP/1300	Bicycles

SERVICES

CODE	ITEM
UHMG/SER/100	Advertising and Media
UHMG/SER/200	Air Ticketing, Tours & Travel
UHMG/SER/300	Cleaning services
UHMG/SER/400	Clearing & Forwarding
UHMG/SER/500	Computer repair & maintenance
UHMG/SER/600	Consultancy services
	UHMG/SER/601 : Legal
	UHMG/SER/602 : Accounting, Auditing & Bookkeeping
	UHMG/SER/603 : Business
UHMG/SER/700	Courier services
UHMG/SER/800	Garbage collection services
UHMG/SER/900	Hotel & conference facilities
UHMG/SER/1000	Insurance brokerage
UHMG/SER/1100	Maintenance & repair of electrical equipment
UHMG/SER/1200	Maintenance & repair of furniture & fittings
UHMG/SER/1300	Maintenance & repair of office tools & equipment
UHMG/SER/1400	Motor vehicle maintenance services
UHMG/SER/1500	Printing, art and design
UHMG/SER/1600	Repair & maintenance of motor vehicles & cycles
UHMG/SER/1700	Secretarial, printing, binding & photocopying services
UHMG/SER/1800	Security services
UHMG/SER/1900	Training
UHMG/SER/2000	Transportation (short and long haulage)
UHMG/SER/2100	Construction works

APPENDIX III: EVALUATION CRITERIA

The following are examples of what UHMG might use as evaluation criteria: The list is not exhaustive: **SUPPLIES/SERVICES/WORKS**

Classification	Category	Criteria
Eligibility		
General Eligibility	All	Copies of Certificates of Inc. Trading Licenses, TIN & VAT registration
Nationality	All	Uganda & Foreign Firms
Conflict of Interest	All	Refer to clause on conflict of Interest
Origin of Supplies	Goods	Open
Financial Situation		
Financial Performance		Revenue, asset base and profitability
Average annual turnover (not less than Ushs 50 million per annum),	All	Ushs 50 Million per annum
Access to lines of credit from financial institutions	Goods/ Works	Bank Letter certifying access to Credit
Capacity		
After-sales-service/maintenance for goods or services to be provided	Goods/ Equipment	Evidence of After-Sales and Maintenance facilities
Current Commitments	Works/ Goods	Current commitments being undertaken and contract amounts
Experience		
Experience in the sector (general experience)	All	Minimum of three years experience
Similar Assignments/Contracts (specific experience)	All	At least three assignments undertaken of similar nature
Qualifications and Competence of staff	Services	Minimum of a diploma
Experience in the region/country	Services	The minimum requirements are five contracts/assignments in the past twenty four (24) calendar months
Historical Contract Performance		
History of past non-performing contracts	All	None allowed
Pending litigation	All	None
Compliance with National or International Quality Standards		
National Standards	Goods	UNBS standard compliance
International Standards	Goods/ Equipment	ISO certification requirements for manufacturing
	Pharmaceuticals	British or American or International pharmacopoeia standards for pharmaceuticals