



CEHURD
social justice in health

PRE-QUALIFICATION OF SUPPLIERS OF GOODS / SUPPLIES AND NON- CONSULTANCY SERVICES

2021 - 2024

www.cehurd.org

CONTENTS

1.0	INTRODUCTION	3
1.1	Scope of Application	4
1.2	Corrupt Practices	5
2.1	Introduction	6
2.2	Eligible Suppliers	6
2.3.	Clarification of Pre-qualification Documents (PQD)	7
3.1	Language of Application	7
3.2	Documents Establishing Applicant's Eligibility and Qualifications	7
3.3	Format and Signing of Applications	7
4.1	Labelling of Applications	8
5.1.	Evaluation of Applications:	8
5.2.	Clarification of Applications	9
5.3	Contacting CEHURD	9
5.4	Confidentiality	9
6.1	Notification to the Pre-qualified Applicants	10
6.2	Inspection	10
6.3	Changes in Qualifications of Applicants	10

Call For Applications for Prequalification of Suppliers & Framework Contracts for Goods And Non-consultancy Services for the Year 2021-2024

1.0. INTRODUCTION

The Center for Health, Human Rights and Development (CEHURD) is an indigenous, non-profit, research and advocacy organization pioneering the justiciability of the right to health in the East African Region. Started in 2007 and formally registered in 2009, CEHURD was founded to contribute towards ensuring that public health laws are used as principle tools for the promotion and protection of public health of the vulnerable populations in Uganda and in the East African region. CEHURD realizes this through four strategic objectives: promoting sustainable access to justice in health and human rights; positioning health and human rights as a strategy for sustainable development; Enhancing institutional and programmatic growth through knowledge management; Building community capacities on health and human rights and Strengthening CEHURD's institutional capacity, financial independence and operational efficiency to deliver on its mandate. These are achieved through (4) strategic programmes and institutional development priorities: Strategic Litigation (SL); Campaigns, Partnerships and Networks (CPN); Knowledge Management (KM); Community Empowerment Program (CEP) and; Institutional Development (ID). CEHURD concentrates its efforts on health and human rights of vulnerable populations such as women, children, orphans, sexual minorities, HIV/AIDS, persons with disabilities, refugee populations, and critical issues affecting the health systems in the region such as issues surrounding health, trade, medical ethics and social welfare.

INVITATION TO PREQUALIFY

CEHURD invites applications from eligible firms for prequalification to provide goods and non-consultancy services under the categories in the **Appendix II** for the period 2021/ 2024.

Completed application forms and requirements in (4) below clearly marked “Prequalification Information for the provision of goods and services to CEHURD 2021 – 2024” indicating clearly the preferred Category No.....and Category Description.....should be emailed to: procurement@cehurd.org and copy info@cehurd.org addressed to:

The Procurement Team
Center for Health, Human Rights and Development (CEHURD)
Not later than Tuesday 27th July 2021

Pre-qualification is open to all suppliers and service providers who are eligible as per section 2.3 in this document. It should be noted that pre-qualification does not pre-ordain a contract. The process however requires that the invitation for pre-qualification is extended to only those with the necessary adequate capabilities and resources.

Suppliers who wish to be considered for CEHURD procurement contracts are expected to submit pre-qualification information as per the formats provided.

This document is divided into:

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: Application Submission Sheet

II: Statement of Requirements

III. Evaluation criteria

PART I: INTRODUCTION

1.1 Scope of Application

1.1.1 CEHURD invites applications for the pre-qualification of suppliers of goods and services described in **Appendix II**.

1.1.2 Throughout this document:

- (a) “Applicant” is used interchangeably with “Offeror” or “Bidder” and refers to any prospective supplier/vendor interested in supplying goods, services, to CEHURD through an offer; and
- (b) “Application” is used interchangeably with “Offer” and both mean a bid or submission to be short-listed.
- (c) “Pre-qualification list” is used interchangeably with “Shortlist”. Both refer to the list of applicants who have met the criteria for pre-qualification.

1.2 Corrupt Practices

1.2.1 It is CEHURD's policy that CEHURD staff and the suppliers observe the highest standards of ethics during procurement and the execution of contracts. In pursuit of this policy:

(a) CEHURD 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; and
- (ii) "Fraud" means 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. 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 CEHURD, 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) CEHURD 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.

1.2.2 In pursuit of the above, CEHURD 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 **Appendix I: Application Submission Sheet**.

2.1 Introduction

CEHURD will evaluate and short list from all eligible applicants (suppliers) for the provision of various goods/supplies or services. 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.

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

2.2 Eligible Suppliers

2.2.1 An Applicant, and all parties constituting the Applicant, shall meet the following criteria to be eligible to participate in the prequalification exercise:

- (a) The applicant has the legal capacity to enter into a contract and is authorized to conduct business in Uganda.
- (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)
- (e) The applicant has fulfilled his or her obligations to pay taxes and social security contributions

2.2.2. Applicants must avoid conflicts of interest which may arise from any of the scenarios listed below. 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 in any of the following cases:

- (a) Any director/member or staff member of the applicant being an employee of CEHURD or a family member or close relative of an employee of CEHURD.
- (b) Any Applicant (director/member/staff member) having an interest in another applicant participating in the procurement.
- (c) Any applicants having a relationship with each other, directly or through common third parties, that puts them in a position to access information capable of colluding and influencing the outcome of the procurement process; or
- (d) 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.

2.3. Clarification of Pre-qualification Documents (PQD)

A prospective applicant requiring any clarification of the pre-qualification documents may notify CEHURD in writing on email at the address indicated below. CEHURD will respond by email 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 CEHURD'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 PQD. For clarification purposes only, CEHURD's address is: procurement@cehurd.org and copy info@cehurd.org.

PART III: PREPARATION OF APPLICATIONS

3.1 Language of Application

The Application as well as all correspondences and documents relating to the Application exchanged by the Applicant and CEHURD shall be written in English and this language shall be the one that governs the contractual relations between CEHURD and the Supplier. In the event of inconsistency between any terms of this PQD and any translation thereof into another language, the English language meaning shall control.

3.2 Documents Establishing Applicant's Eligibility and Qualifications

The Applicant shall provide as part of its Application, the documentary evidence of eligibility, financial situation, capacity, experience, historical contract performance, compliance with national or international quality standards to provide the goods/services if a contract is awarded in the format provided in the Application Submission Sheet. Failure to provide the required information shall result in disqualification. (Refer to Appendix III for list of documents required)

3.3 Format and Signing of Applications

3.3.1 The Applicant is requested to submit Pre-Qualification Documents (PQD) in one email marked: **"Prequalification Information for the provision of goods and services to CEHURD 2021 - 2024"**.

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 PQDs. All pages of the Application, except for un-amended printed literature, shall be initialed by the person or persons signing the Application and each page numbered.

PART IV: SUBMISSION OF APPLICATIONS

4.1 Labelling of Applications

The applicant shall submit the fully completed pre-qualification form including the requirements by email to the address below, clearly indicating “Prequalification Information for the provision of goods and services to CEHURD”. It is the responsibility of the Applicant to ensure that the offers are submitted by the submission date and time.

Applications and accompanying requirements must be submitted by email only, to the address below:

Procurement@cehurd.org and info@cehurd.org

Deadline for application submission: Tuesday 27th July, 2021

Late applications will not be considered for evaluation.

CEHURD will assume no responsibility for undelivered or misdirected applications.

PART V: EVALUATION OF APPLICATIONS

5.1. 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/incorporation certificates, powers of attorney for authorized representative) requirements as specified in this section, nationality of the applicant, conflict of interest and suspensions, and joint venture requirements.
- (ii) Financial Situation – To evaluate the suppliers’/providers’ financial strength and credit worthiness, the evaluation criteria will seek to assess the applicants’ financial performance including average annual turnover and 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.

Any application that fails to meet the requirements in 5.2 above will be considered unsuitable and shall be rejected at this stage. CEHURD is not obliged to notify the Applicant of the rejection of their application.

5.2. Clarification of Applications

During evaluation of the Applications, CEHURD may, at its discretion, ask the Applicant for clarification on its Application. A request for clarification shall be sent to a bidder in writing by email and all requests for clarifications shall be copied to all bidders for information purposes only and noted in the evaluation report.

An Applicant shall be instructed to reply to clarifications in writing within a specified time, addressing their responses to the Address, as indicated in 4.1.

Failure of an applicant to respond to a request for clarification may result in the rejection of its bid.

5.3 Contacting CEHURD

No Applicants shall contact CEHURD on any matter relating to its Application from the time of Application opening until the final list is communicated to all applicants.

Any effort by the Applicant to influence CEHURD in its decisions on the Application evaluation will result in the rejection of the Application.

5.4 Confidentiality

Information relating to the evaluation of applications, and recommendation for pre-qualification shall not be disclosed to the Applicant or any other persons not officially concerned with such process until the notification of pre-qualification is made to all Applicants.

From the deadline for submission of applications to the time of notification of the results of the pre-qualification, any applicant wishing to contact CEHURD on any matter related to the pre-qualification process may do so but only in writing to the designated email address in 4.1 above.

PART VI: PRE-QUALIFICATION LIST

6.1 Notification to the Pre-qualified Applicants

CEHURD will notify all Applicants in writing, whether or not they have been prequalified to provide goods and services.

6.2 Inspection

CEHURD 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. CEHURD reserves the right to verify all information submitted.

6.3 Changes in Qualifications of Applicants

Applicants and those subsequently pre-qualified or conditionally pre-qualified, shall inform CEHURD 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.

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

APPENDIX I: APPLICATION SUBMISSION SHEET

Date: [insert day, month, year]

To:

I, the undersigned declare that:

- (a) I have examined and have no reservations to the short-listing document.
- (b) We hereby apply to be short listed for the following goods, and services:
- (c) I, including any subcontractors or providers for any part of the contract or contracts resulting from this pre-qualification process, are eligible to participate in the procurement;
- (d) I undertake to abide by the Code of Ethical Conduct for Providers during the procurement process and the execution of any resulting contract;
- (e) I, including any subcontractors or providers for any part of the contract or contracts resulting from this shortlisting 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) I 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, without incurring any liability to the offerors;
- (g) I understand that qualification information will be subject to verification through a post-qualification process prior to any award of contract;
- (h) I hereby authorize you and your authorized 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 authorization to any individual or authorized 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.

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]

APPENDIX II: STATEMENT OF REQUIREMENTS

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

No.	CATEGORY	CATEGORY DESCRIPTION
A.	SUPPLIES	
1	CEHURD/SUP/1/001	General Office Stationery
2	CEHURD/SUP/1/002	Computers, Printers, Photocopiers, LCD Projectors and Related Consumables & Accessories; IT hardware and Software (Servers, Switches, Racks), Security systems (CCTV, Access control, automatic alarms, panic buttons and Locking systems)
3	CEHURD/SUP/1/003	Office furniture, fittings and other equipment
4	CEHURD/SUP/1/004	Internet Services
5	CEHURD/SUP/1/005	Supply of Drinking Water and Dispensers
6	CEHURD/SUP/1/006	Catering services for staff
7	CEHURD/SUP/1/007	Fire Fighting Equipment and Maintenance
8	CEHURD/SUP/1/008	Motorcycles, motorcycle parts and accessories
9	CEHURD/SUP/1/009	Motor Vehicle Repair, Maintenance, Spare parts and Consumables
B	SERVICES	
10	CEHURD/SVCS/1/001	Printing and Publications; Branding & Promotional items (notebooks, t-shirts, caps, pens, umbrellas, corporate wear)
11	CEHURD/SVCS/1/002	Electrical wiring, Cabling and networking service
12	CEHURD/SVCS/1/003	Hotel Services (Conference Services, Meals, Accommodation, & Recreation)
13	CEHURD/SVCS/1/004	Office repairs and maintenance
14	CEHURD/SVCS/1/005	Repairs and Maintenance of Computers, Printers, Photocopiers & UPS
15	CEHURD/SVCS/1/006	Audit Services
16	CEHURD/SVCS/1/007	Legal Services
17	CEHURD/SVCS/1/008	Insurance Services (Health, Group Life, Property, Workman's Compensation/GPA)
18	CEHURD/SVCS/1/009	Transport Hire and Taxi Services
19	CEHURD/SVCS/1/010	Video Production and Photography
20	CEHURD/SVCS/1/011	Vehicle and Motorcycle Tracking Services
21	CEHURD/SVCS/1/012	Physical Security and Management System (Supply, Installation and Maintenance)
22	CEHURD/SVCS/1/013	Car cleaning services
23	CEHURD/SVCS/1/014	Media Services (Print and Broadcast)

APPENDIX III: EVALUATION CRITERIA

1. Audited Financial Accounts for the last two years 2018 & 2019 or 2019 & 2020.
2. A copy of a Trading License for 2021 issued by an authorized authority.
3. A copy of the Memorandum and Articles of Association
4. A copy of the certificate of incorporation or registration
5. Company Form 7 showing the Company Directors.
6. Evidence of relevant experience for the last two years in the area/category applied for (please attach copies of contracts or Local Purchase Orders).
7. Company Address/Contact details; including Road, Plot Number, Building, Floor, Office Telephone Number, Fax Number and Mobile Telephone Numbers, and Email Address.