

**CENTER FOR HEALTH, HUMAN RIGHTS AND
DEVELOPMENT**



**Vendor Pre-qualification
Questionnaire for Provision of
goods and services**

2019 - 2013



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Vendor Pre-qualification Questionnaire for Provision of goods and services.

1 Purpose

This Pre-qualification Questionnaire is designed to collect sufficient VENDOR information with regard to its capability and interest in providing goods and services.

The information provided in response to this Pre-qualification Questionnaire will be used to develop a list of vendors qualified to provide goods and services to CEHURD at acceptable standards.

2 Introduction

2.1 Definitions

The following expressions and derivatives thereof appearing in capitals in this Pre-qualification Questionnaire are defined as follows:

- ORGANIZATION means CEHURD.
- VENDOR means the entity (Joint Venture or Consortium) completing this Pre-qualification Questionnaire and represented by the Signatory to Appendix 1 - VENDOR Statement.

2.2 Organisation of the Pre-qualification Questionnaire

For each section there is a narrative explaining what VENDOR is to provide in their response.

Typically a preformatted table is provided for VENDOR's responses and, where necessary, additional information is requested as an attachment to specific appendices.

2.3 VENDOR Response to Questionnaire

If VENDOR intends to enter into a Joint Venture or subcontract a major part of the works, the relevant partner(s) or main subcontractors should complete a separate Pre-qualification Questionnaire. Such Pre-qualification Questionnaires should be returned with and in support of VENDOR's completed Pre-qualification Questionnaire.

All tables in the Pre-qualification Questionnaire must be fully completed in the forms and templates provided. Answers shall be provided in the same sequence and bear the same numbers as the questions set forth in the questionnaire thus allowing ORGANIZATION to make a consistent evaluation of all responses.

Failure to fully provide the requested information may cause ORGANIZATION to omit VENDOR from the List of Tenderers for **provision of goods and services**.

Brochures, Profiles, Curriculum Vitae and/or any other information which VENDOR considers relevant must be submitted separately as Annex to their response.

The person duly empowered to sign on behalf of VENDOR shall complete the **Appendix 1 Notice of disclosure**, state his position and sign the statement.



Vendor Pre-qualification Questionnaire for Provision of goods and services.

One original hard copy and/or one electronic copy of the duly completed Pre-qualification Questionnaire together with VENDOR documentation/attachments shall be sent to:

Center for Health Human Rights and Development
Plot 4008, Justice Road, Canaan Sites, Nakwero
Gayaza – Kalagi Road
P.O Box 16617, Wandegeya
Email: info@cehurd.org
Tel: 0414 532283
Attention: Procurement Committee

2.4 Schedule for Receipt of Completed Questionnaire

VENDOR should send the completed Pre-qualification questionnaire together with all supporting documents within the time frame specified by ORGANIZATION after receiving the Pre-qualification Questionnaire. Return Date shall be **Friday 30th November, 2018 at 4:00pm.**

3 VENDOR'S General Information and capacities

The General Information table shall be completed with all the necessary information.



Vendor Pre-qualification Questionnaire for Provision of goods and services.

APPENDIX 1: Notice of Disclosure

The information disclosed herein is collected by CEHURD considering our potential business relationship. CEHURD will use such information, and may share it with other Affiliates and their co-venturers (as well as their concerned Affiliates, and/or designated consultant or expert), in order to assess VENDOR's capability and interest to provide services.

CEHURD, as well as any Affiliate, receiving and processing this information is expected to do so for the purpose described here above and they will protect such data consistently with applicable policies and laws. In consideration thereof, any person has the right to access CEHURD.

By signing this document, the undersigned, being duly authorized to respond to this questionnaire:

- a) declares that it has, or has obtained from the relevant person, the proper authority and right to disclose such information; and
- b) consents to the processing of such information for the purpose described in this notice; and
- c) acknowledges that the processing of such information may be conducted by a third party on behalf of CEHURD or may occur in another country than the country of disclosure.
- d) represents that the information provided in this document is correct and complete as of the date of disclosure; and
- e) understands that CEHURD, its Affiliates and their co-venturers (as well as their concerned Affiliates) will be relying upon responses to this questionnaire and therefore will be sharing such information between and among each other in deciding whether or not to enter into a contractual arrangement and consents to such sharing (as well as with designated consultant or expert).
- f) Understands and accepts that receipt of the attached response places no obligation whatsoever upon CEHURD to include VENDOR in any Invitation To Tender for work.

Signature: _____ Date: _____

Your Name: _____

Company Name: _____

Position: _____



Vendor Pre-qualification Questionnaire for Provision of goods and services.

APPENDIX 2: VENDOR - General information

Name of directors:	
Telephone numbers:	
Fax number :	
E-mail:	
Country of registration	
Registration number	
Class of ORGANIZATION	A/S <input type="checkbox"/> LTD <input type="checkbox"/> Others (to be completed) <input type="checkbox"/>
Registered office / Address	
Date of registration in Uganda	
Web site address	

Contact for enquiries

Name	
Title	
Telephone number	
Fax number	
E-mail	



APPENDIX 3: Financial information

Main Bankers

Name	Address

Taxes

Description	Response
Taxpayer Identification Number (TIN) in Uganda:	
VAT number (if VAT registered):	
Withholding tax ORGANIZATION status (*): applicable rate	

Attachment to be provided:

- VAT registration certificate to be provided by VENDOR
- If withholding tax exempt, VENDOR shall provide copy of its exemption certificate.