MENENGAGE GENDER EQUALITY NETWORK UGANDA

BID CALL DOCUMENT

SECTION 1: GUIDE TO BIDDERS

**A: Eligibility**

A bidder may be a private or public entity incorporated in Uganda with a valid trading licence, evidence to show settlement of national tax obligations, a credible track record and operates in conformity with the provisions of the laws of Uganda.

B: Selection Criterion

This organization has a committee that evaluates and awards tenders to successful suppliers based on information provided and any other relevant information that this organization may come across from any other credible source. The following is the minimum criterion that will be followed in selecting and awarding tenders:

1. Least Price
2. Best quality
3. Reliability and credibility of the supplier
4. Past experience of the supplier

Attach a list of rates you charge for the different services/products. These rates must be tax inclusive.

Please note that we are not necessarily bound to take the bidder with the least price.

C: Disqualification of a Bidder

A bidder will be disqualified on the following grounds:

1. Submission of a non-responsive bid document
2. Non submission of the following documents
   1. Valid Trading License
   2. Certified copy of Certificate of incorporation
   3. VAT registration certificate
   4. Income tax clearance certificate
   5. Certified List of directors (Certified form 7)
3. Promotion of corruptive tendencies e.g. Influence peddling
4. Lack of copies of the company bank statements for the last three months.

D: Clarification of Bidding Document

A Bidder requiring any clarification of the Bidding Document is free to contact Menengage Gender Equality Network Uganda by phone, email or physical contact provided that contact is within normal working hours and in the time period specified for the Bid Document submission.

E: Preparation of Bids

The Bidder shall bear all costs associated with the preparation and submission of its Bid, and Menengage Gender Equality Network Uganda shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## Language of Application

1. The Application prepared by the Applicant, as well as all correspondence and documents relating to the Application exchanged by the Applicant and the Organization shall be written in English. Supporting documents and printed literature provided by the Applicant may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Application, the translation shall govern.

F: SUBMISSION OF APPLICATIONS

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## Sealing and Labeling of Applications

1. The applicants shall apply by email to menengageuganda@gmail.com. or by Physical delivery to Menengage offices.
2. For application submission purposes only, Menengage Gender Equality Network Uganda address is:

**Attention: The Chairperson – Procurement Committee**

**Organization: MENENGAGE GENDER EQUALITY NETWORK UGANDA**

**Physical Address: Plot 45 Bukoto Street Kamwokya Nakawa Division.**

**Town/City: Kampala**

**Country: Uganda**

**Email address:** menengageuganda@gmail.com

1. The deadline for application submission is:
2. Date: Sunday 31st July 2021
3. Time (Local time) 5:00pm

## Late Applications

1. Any Applications received after the deadline for submission of Applications prescribed by MENENGAGE GENDER EQUALITY NETWORK UGANDA will be rejected and returned unopened to the Applicant

## Currency

1. All monetary/financial information furnished must be quoted in Uganda shillings.

## Corruption practices

1. Menengage Gender Equality Network Uganda Anti-corruption policy requires that, the Organization as well as Applicants, Suppliers and Service Providers; observe the highest standards of ethics during procurement and the execution of contracts. In pursuit of this policy, Menengage Gender Equality Network Uganda: Defines, for the purposes of this provision, the terms set forth below as follows:
2. “Corrupt practice” includes the offering, giving, receiving, or soliciting of anything of by a vendor and /or staff in the procurement process or contract execution; and “fraudulent practice” includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the organization, and includes collusive practices among providers prior to or after bid submission designed to establish bid prices at artificial, noncompetitive levels and to deprive the organization of the benefits of free and open competition;
3. Will reject a recommendation for award if it determines that the bidder recommended for award has engaged in corruption or fraudulent practices in competing for the contract; and
4. In pursuit of the above, the Menengage Gender Equality Network Uganda requires representatives of both the organization and suppliers to adhere to the relevant codes of ethical conduct. The Applicants are required to indicate their acceptance to this code through their declaration in the **Application Submission Sheet** attached

## SECTION 2: COMPANY PROFILE

All applicants are requested to answer all questions in this section as clearly as possible. You should attach supporting documents were necessary. Menengage Gender Equality Network Uganda at some stage may inspect your show room, offices or workshop to verify your submissions.

1. Name of the Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Postal Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Physical Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Does your company have other hotels branches outside besides this? Yes/No? \_\_\_\_\_\_\_\_\_\_
5. If yes, State how many they are, the towns they are located in and their addresses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Provide a price list of services and their respective prices.

Please attach price list.

1. Give details of the names and addresses of the Directors of your firm

1………………………………………………………………………………………………

2………………………………………………………………………………………………

3………………………………………………………………………………………………

4………………………………………………………………………………………………

5………………………………………………………………………………………………

(Attach certified copies of Form 7 of your firm which shows the details of the Company Directors)

1. Name and address of your Bankers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Attach copies of bank statements in the names of your firm for the last three months for at least one of your bank accounts if you have more than one)

1. Your estimated working capital (Ushs.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Attach an up to date Registration and Tax Clearance Certificates
3. Attach list of firms to which you have provided similar services in the past six months (attach at least two letters of references of these firms.)