



GLOBAL CLINICAL SERVICES | GLOBAL HEALTHCARE SERVICES | GLOBAL INITIATIVE AWARD



“Improving the Quality of Life ...”

**PRE-QUALIFICATION OF PROVIDERS FOR VARIOUS REQUIREMENTS FOR
THE FINANCIAL YEARS 2020/2021**



9001:2015
14001:2015
45001:2018
CERTIFIED

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Preface

Prequalification is a pre-tender process that provides for a shortlist of providers from which providers are obtained to bid. This is a prequalification application solicitation document for potential providers for two financial years.

The prequalification document is divided into:

- Part I: General Part
- Part II: Instructions to Bidders
- Part III: Preparation of Applications
- Part IV: Submission of Applications
- Part V: Opening and Evaluation of Applications
- Part VI: Short listing



PART I: GENERAL PART

1.1 Scope of Application

1.1.1 AGHPF invites applications for the prequalification of providers for the requirements described in **the tender notice**

1.1.2 throughout this document:

- (a) The “Applicant” means the bidder submitting an application; and
- (b) “Application” means a bid or submission to be pre-qualified.



PART II: INSTRUCTIONS TO PROVIDERS

2.1 Introduction

AGHPF will evaluate and prequalify all eligible companies for the provision of various requirements for two financial years. Once a firm has been prequalified, it will stand a chance of being invited, several times during the two financial years, to submit a bid(s) for the provision of some or all of the requirements. Bidders are advised that at the discretion of AGHPF, framework contracts may result from this process for some items. AGHPF reserves the right to add similar types of requirements to the list in this document.

2.2 Objectives

AGHPF invites online Applications from reputable providers of requirements for the provision of various requirements for two financial years. The list of items required during the above mentioned financial years is given later in proceeding sections of this document.

2.3 Cost of Applying

The Applicant shall bear all costs associated with the preparation and submission of the Application and AGHPF will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the short listing process.

2.4 Clarification of Prequalification Documents

A prospective Applicant requiring any clarification of the documents may notify AGHPF by cable (hereinafter, the term cable is deemed to include telephone & e-mail) AGHPF will make efforts to respond prior to the deadline for the submission of Applications.

For clarification purposes only, the Entity's address is:

| | |
|------------------------|------------------------------------|
| Attention: | Procurement Unit |
| Street Address: | Plot 12 Makindu Lane Kololo |
| Town/City: | Kampala |
| Postal Code | P.O. Box 75048, Kampala. |
| Country: | Uganda |
| Telephone: | 0707 555 904 |

2.5 Amendment of Prequalification Document

- 2.5.1 At any time prior to the deadline for submission of applications, AGHPF may amend the Prequalification Document by issuing an addendum.
- 2.5.2 Any addendum issued shall be part of the Prequalification document and shall be communicated electronically to all who have obtained the prequalification document from AGHPF.



- 2.5.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, AGHPF may, at its discretion, extend the deadline for the submission of applications.



PART III: PREPARATION OF APPLICATIONS

3.1 Language of Application

The Application prepared by the Applicant, as well as all correspondence and documents relating to the Application exchanged by the Applicant and AGHPF, 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.

3.2 Documents Establishing Applicant's Eligibility and Qualifications

The Applicant shall provide as part of its Application, documentary evidence of the Applicant's legal status, financial, technical and production capability to provide the services if a contract is awarded in the format provided in the Application Submission Sheet. Failure to provide the required information may result in disqualification.



PART IV: SUBMISSION OF APPLICATIONS

4.1. The Applicant is requested to submit their Prequalification documents via **email subject: Category of service for which they are applying**. Where an applicant wishes to be prequalified in more than one category, they shall submit separate applications as above.

4.2 Deadline for Submission of Applications

Applications must be received by **AGHPF** via rqtender@aglobalhf.org not later than **January 18th 2021**

4.3 Late Applications

Any Application received after the deadline for submission of Applications prescribed by AGHPF will be rejected.



PART V: OPENING AND EVALUATION OF APPLICATIONS

5.1 Opening of Applications by AGHPF.

5.1.1 AGHPF shall open the applications internally.

5.2 Evaluation of Applications:

- (a) **AGHPF** will carry out the evaluation of proposals/bids on the basis of their responsiveness to:
- Legal Status
 - Tax Payment
 - Memorandum and articles of Association or equivalent
 - Specific evaluation criteria for each category as given
- (b) Any application that fails to meet the requirements above will be considered unsuitable and shall be rejected at this stage. AGHPF shall notify the Applicant of the rejection or acceptance of their application.

5.3 Clarification of Applications

5.3.1 During evaluation of the Applications, **AGHPF** may, at its discretion, ask the Applicant for clarification of its Application. A request for clarification shall be sent to a bidder by the evaluation committee and all requests for clarifications shall be noted in the evaluation report.

5.3.2 A bidder shall be instructed to reply to clarifications within a specified time, addressing their responses to the Procurement Officer

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

5.4 Confidentiality

5.4.1 Information relating to the evaluation of applications, and recommendation for short listing, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of prequalification is made to all Applicants.

5.4.2 From the deadline for submission of applications to the time of notification of the results of the short listing, any Applicant that wishes to contact AGHPF on any matter related to the prequalification process, may do so but only by e-mail.



PART VI: SHORT LISTING

6.1 Notification to the Pre Qualified Applicants

AGHPF will notify all Applicants in writing or by e-mail, that they have been prequalified to provide particular requirements for the Financial Years 2020/2021

6.2 Inspection

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

6.3 Currency

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



(Please fill the forms below and submit as PDF)

FORM 1: APPLICATION SUBMISSION SHEET

Date:

To: **AGHPF**

We, the undersigned declare that:

- (a) We have examined and have no reservations to the prequalification document
- (b) We hereby apply to be prequalified for the following category(s):

| Category(s) |
|-------------|
| |
| |
| |

- (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 procurement;
- (d) We, including any subcontractors or providers for any part of the contract or contracts resulting from this prequalification process do not have any conflict of interest, and are not associated, nor have been associated in the past, directly or indirectly, with any one that has prepared the solicitation document;
- (e) We understand that you may amend the scope or cancel the prequalification process at any time and that you are neither bound to accept any application that you may receive nor to invite the pre qualified applicants to bid for the contract or contracts, which are the subject of this short listing, without incurring any liability to the Applicants;
- (f) We understand that qualification information will be subject to verification through a post-qualification process prior to any award of contract;
- (g) 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.

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]*



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

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



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FORM 11: 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*:

Telefax number:

Email*:

* Must be stated

2 Description of the Company's activities:

3 Number of years of experience in the provision of the requirement under reference



| | LEGAL/TAX STATUS |
|----------|--|
| 1 | A copy of the Memorandum and Articles of Association or its equivalent. A separate list of Directors/Partners/Proprietors should be attached. A joint venture agreement should be attached where applicable. |
| | |
| 2 | A copy of the Certificate of Incorporation or its equivalent. |
| 3 | <ul style="list-style-type: none"> ● Annual Tax Clearance certificate for the previous year. ● Attach a copy of VAT Registration Certificate for Ugandans |
| | |
| 4 | Copy of a Trading License for the current year by an issuing authority. |
| | |
| 5 | Copy of your firm's ISO or other quality assurance certificate, if any. |



ANNEX A: EVALUATION CRITERIA

The evaluation criteria shall be based on four main areas namely

Eligibility

- I. Provider/Physical address
- II. Memo & Articles of Association
- III. List of Directors
- IV. Cert. of Incorporation / Registration
- V. Valid Income Tax Clearance
- VI. Valid VAT Registration Certificate
- VII. Valid Trading License
- VIII. Power of Attorney
- IX. Audited Accounts for any two of the last four years
- X. Accessibility (phone, fax, e-mail)
- XI. Names of contact person
- XII. Banker's details

Experience

- I. Firms should provide evidence of experience of at least 2 years in the area(s) that they apply for

Capacity

- I. Firms should exhibit both financial as well as human resource capacity
- II. Firms should submit two references of organizations where they have provided requirements similar to what they are applying for. Direct contact of the contact person should be provided for this.

Technical and quality requirements

- I. Where a firm applies for an area that requires special quality requirements, relevant documents should be submitted and will be considered for evaluation purposes
- II. Firms should submit any certificates relevant for the provision of requirements applied for.

