



## CALL FOR PREQUALIFICATION OF SERVICE PROVIDERS

FIDA Uganda is in the process of pre-qualifying competent firms/companies and individuals who will be called upon from time to time, to quote/tender for the supply/provision of Goods, Works and Services during the financial years 2023-2025.

FIDA invites applications from interested & qualified, eligible providers for provision of works, services and supplies detailed below:

**Note:** Service Providers in Lamwo, Arua, Gulu, Kyotera, Luweero, Iganga, Lwengo, Lira, Kabale, Kotido, Moroto, Napak, Kamuli, Mbale, Kabongo and Kapchworwa are highly encouraged to apply. For more information on the nature of suppliers, Services and works visit <https://fidauganda.org>

CODE	ITEM
<b>SUPPLIERS</b>	
Sup/00001	Photocopiers, scanners, Computers, UPSs, Printers, projectors, Toner cartridges and other IT related equipment
Sup/00001	Electrical equipment and accessories
Sup/00005	Motor vehicles tyres, batteries, Spare parts and tubes
Sup/00006	Air Conditioners and Accessories: Supply and installation
Sup/00007	Computer software: Supply and installation
Sup/00009	Office Furniture and Fittings/ accessories e.g., Tables, Chairs, Curtains, office blinds
Sup/00011	Branding and production of promotional items e.g., pens, file folders, dummy books, banners, notebooks, vinyl stickers, bags, t-shirts etc.
Sup/00012	Office Stationery
Sup/00013	Corporate wear & Personal Protective Gears e.g T-shirts, Caps, Hoodies, Gloves, gumboots, safety glasses, cleaning warning signs, overalls etc.
<b>SERVICES</b>	
Svcs/00000	Insurance services
Svcs/00001	Air Ticketing, Tours & travel
Svcs/00003	Catering and Function hire services (chairs, Tents, Decoration, audio mobile discos
Svcs/00005	Events management, Rapporteur and Public Relations
Svcs/00006	Photography and Video coverage
Svcs/00010	Advertising and Media
Svcs/00003	Hotel services
Svcs/0001	Consultancy services e.g Audit; Researches, Information & communication technology; Corporate governance; and Translation services.
Svcs/00017	Moderators, panelists, trainers or facilitators, court bailiffs, and paralegals.

**Note: Prequalification is open to all eligible bidders.**

**Terms and conditions:** Applicants should attach the following requirements/ documents as one single well bound document; Company's legal status and registration documents, Tin number, Location and address, contact person, contact number, email, Category applied for, copies of contracts /LP0s/ CVs of previous performance in a similar category. **Only two copies of the document, one original and a copy should be submitted not exceeding 25 pages.** The submission sheet should be addressed to the Chief Executive Officer-FIDA Uganda. The applicant/firm will pay a non-refundable fee of Ugx.100,000 for each supply, service or work applied for. The method of payment will be by depositing in ABSA Bank Kampala Road on FIDA UGANDA A/C. No. 0341131790 - Account Name: FIDA U-ADMIN. Original copy of cash deposit slip will be scanned and attached. Apply for each category (supply, service or work) differently. No liability will be accepted for late submission. Bids will strictly be received physically at FIDA Uganda Secretariat and Upcountry service providers can submit their bids at our field regional offices at Lamwo, Arua, Gulu, Kyotera, Luweero, Iganga, Lwengo, Lira, Kabaale, Kotido, Moroto, Napaka, Kamuli, Mbale, Kabongo and Kapchworwa. Interested service providers should submit their applications at the above address at or before **12:00 noon on 15<sup>th</sup> April 2023.**

The planned procurement schedule (subject to changes) is as follows:

Sn	Activity	Date
a.	Publish bid notice	15th March 2023
b.	Bid closing date	15th April 2023
c.	Evaluation process (End)	28th April 2023
d.	Display and communication of prequalified & shortlisted bidders.	5th May 2023
e.	Issue of prequalified letters	After expiry of the pre-qualified bidder notice