

Date.....

ANNEX A: FORM A1: APPLICATION SUBMISSION SHEET

TO: HABITAT FOR HUMANITY UGANDA

We, the undersigned declare that:

- (a) We have examined and have no reservations to the shortlisting document.
- (b) We hereby apply to be shortlisted for the following works, services or supplies:

Category	Description of Works, Services, Supplies or Consultancy

- (c) We, including any subcontractors or providers for any part of the contract or contracts resulting from this shortlisting process, are eligible to participate in this application;
- (d) We undertake to abide by the terms and conditions during the procurement process and the execution of any resulting contract.
- (e) We, 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 Works, Goods or Supplies;

(f) We, our affiliates or subsidiaries, including any subcontractors for any part of the contract or contracts resulting from this shortlisting process, have not been suspended by Habitat for Humanity Uganda from participating in procurement;

(g) We understand that you may amend the scope and value of any contracts to bid or cancel the shortlisting process at any time and that you are neither bound to accept any application that you may receive nor to invite the shortlisted applicants to bid for the contract or contracts, which are the subject of this short listing, without incurring any liability to the Applicants;

(h) We understand that qualification information will be subject to verification through a post-qualification process prior to any award of contract;

(i) We 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:

Name:

In the capacity of:

Duly authorized to sign the application for and on behalf of:

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(Company stamp)

Dated on _____ day of _____, _____

FORM A2: APPLICANT INFORMATION SHEET

STRUCTURE AND ORGANIZATION

1. Name of Company:
[Full legal name]

2. Physical address:
[Street/ number/ town or city/ country]

Postal address:

Telephone number(s):

Email:

3. Description of the company's activities:

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4. Number of years of experience in the provision of the works, services or supplies under reference:

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5. The Applicant's authorized representative for information is:

Name:

Address:

Telephone:.....

E-mail address:

6. What are the specific types of equipment/vehicles that the company is certified to work on?
(E.g., Motor vehicle, equipment maintenance, etc.) (Applies to Construction works)

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FORM A3: FINANCIAL STATEMENT

1. Share capital

- Authorized share capital:

2. Annual value of business under taken in the last two years

Year	2023	2024
Turn over		

3. Please attach copies of the company's audited accounts for the previous two years (profit/loss, assets/liabilities) and any financial data, which you consider to be useful in the shortlisting. Please list all the attachments below.

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4. Name and address of Bankers from which references can be obtained and authority to seek reference.

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FORM A4: RESOURCES: PERSONNEL

1. Number of staff

- Management staff:.....
- Technical staff:.....
- Support staff:.....

2. Please list the present key personnel and management staff.

Name	Qualification	Years of Experience

FORM A6: EXPERIENCE: RELEVANT PROJECTS COMPLETED

Please fill in information about the relevant contracts completed over the past three years.

Name of the Employer	Description of Contracts	Total Contract price (Ugx)	Date of Completion

The applicant MUST attach evidence of performance of the above contracts either in the form of reference letters from the clients. This is applicable for both completed and current similar assignments.

EXPERIENCE: CURRENT RELEVANT CONTRACTS

Please fill in information about the current relevant contracts being executed.

Name of the Employer	Description of the contract	Contract price	Value completed and certified

FORM A7: LEGAL STATUS	
1	Enclose 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	Enclose a copy of the Certificate of Incorporation or its equivalent
3	Enclose a copy of the Power of Attorney
4	Enclose an Income Tax Clearance Certificate addressed to the Procurement Committee for Habitat for Humanity Uganda, for this particular purpose. Habitat for Humanity shall only accept ORIGINAL INCOME TAX CLEARANCE CERTIFICATES . <ul style="list-style-type: none"> • Enclose an Annual Tax Clearance certificate for the previous year. • Attach a copy of VAT Registration Certificate for Ugandans
5	Please enclose a Copy of Trading License
6	Please enclose copies of recent Bank statements
7	Copies of Audit Report for the past two (2) years.