

SUPPLIER PRE-QUALIFICATION BID GUIDELINES

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Part A. – Invitation to Application.

Invitation for Pre-qualification for Goods, Services and works to Habitat for Humanity Uganda.

1. Habitat for Humanity Uganda (HFHU) will be pre-qualifying service providers for the provision of various categories of Goods, Services and Works.
2. Pre-qualification is open to all eligible suppliers'/service providers with proven experience and capacity to offer the required services. Interested eligible suppliers are invited to apply for Pre-qualification, indicating the category of Goods, Services and Works they wish to supply.
3. Existing suppliers who wish to be retained **MUST** apply and submit up-to-date information as requested in this pre-qualification document.
4. Pre-qualification submissions of interest will be evaluated in accordance with Habitat for Humanity Uganda Procurement Policies and procedures.
5. The pre-qualification document can also be downloaded from our website <https://www.habitat.ug/jobs/vendor-and-supplier-prequalification-invitation-2025/>
6. Applicants are required to **HAND DELIVER** their well numbered, spiral-bound applications to the Habitat for Humanity Uganda National Office at Plot 1026, Lukadde road Kyaliwajjala-Namugongo, Wakiso District or at any of the Field Offices in Mayuge or Kumi. Existing suppliers who wish to be retained **MUST** apply and submit up-to-date information as required in the pre-qualification document.

7. Prequalification documents clearly marked as stated in Clause 6 above and should be addressed to: **The Procurement Committee, Habitat for Humanity Uganda**, Plot 1026, Lukadde road Kyaliwajjala-Namugongo, Wakiso District.
8. Note: Late submissions shall not be considered
9. Applications must be submitted within two weeks from the date of publication of the notice after payment of a non-refundable application fee of UGX 100,000 (One hundred thousand shillings). Payments should be made to:

Bank: HOUSING FINANCE BANK

Branch: KOLOLO

Account No : 1110015741548

Account Name : HABITAT FOR HUMANITY UGANDA

Account Currency: UGANDA SHILLING

Part B- Application Procedure

Section 1. Instructions to Applicants.

GENERAL

1. Scope of Application

1.1. Habitat for Humanity Uganda invites applications for supplier pre-qualification.

1.2 Throughout this document:

- (a) Habitat for Humanity Uganda means the procuring entity;
- (b) The Applicant” means the supplier.

2. Source of Funds

Habitat for Humanity Uganda has approved a budget from its internally generated funds towards the cost of pre-qualification in the desired statement of requirements.

3. Eligible Applicants and Countries

The Applicant, and all parties constituting the Applicant, shall meet the following criteria to be eligible to participate in public procurement:

- (a) The applicant has the legal capacity to enter into a contract;
- (b) The applicant is not:
 - (i) Insolvent;
 - (ii) In receivership;

- (iii) Bankrupt; or
- (iv) Being wound up
- (c) The applicant's business activities have not been suspended;
- (d) The applicant is not the subject of legal proceedings for any of the circumstances in (b); and
- (e) The applicant has fulfilled his or her obligations to pay all statutory taxes and social security contributions.

The Applicant may be a natural person, private or public entity, or any combination of them with the formal intent to enter into an agreement.

The applicants shall not have a conflict of interest. All Applicants found to be in conflict of interest shall be disqualified. Applicants shall be considered to have a conflict of interest with one or more parties in this shortlisting process, if they:

- (a) Have controlling shareholders in common; or
- (b) Receive or have received any direct or indirect subsidy from any of them; or
- (c) Have the same legal representative for purposes of this application;

The Applicants shall provide such evidence for their continued eligibility satisfactory to Habitat for Humanity Uganda, as shall reasonably request.

4. Cost of Applying

The Applicant shall bear all costs associated with the preparation and submission of its Application, and Habitat for Humanity Uganda will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the application process.

5. Clarification of the Application.

The prospective Applicant requiring any clarification of the application may notify Habitat for Humanity Uganda in writing at the address provided below. Habitat for Humanity Uganda will respond in writing to any request for clarification of the Applicant, which it receives no later than four (4) days prior to the deadline indicated above for the submission of Applications.

For clarification purposes only, Habitat for Humanity Uganda address is,

Attention:

Procurement Committee,

Habitat for Humanity Uganda,

Plot 1026, Lukadde road Kyaliwajjala-Namugongo, Wakiso District.

Email to: procomm@hfuganda.org / noffice@hfuganda.org

6. Amendment of Shortlisting Document

At any time prior to the deadline indicated above for submission of applications, the Procuring and Disposing Entity (Habitat for Humanity Uganda) may amend the application document by issuing an addenda.

Any addendum issued shall be part of the application document and shall be communicated in writing to all who have obtained the shortlisting document from Habitat for Humanity Uganda.

To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, Habitat for Humanity Uganda may, at its discretion, extend the deadline for the submission of applications and this deadline shall be communicated appropriately.

PART C: Preparation Of Applications

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 Habitat for Humanity Uganda, shall be written in English.

2. Documents Establishing Applicant's Eligibility and Qualifications

The Applicant shall provide as part of its Application, all the necessary documentary evidence of the Applicant's legal status, financial, technical and production capacity to provide the goods, services and works if a contract is awarded in the format provided in the Application Submission Sheet (Forms A1 – A7). Failure to provide **ANY** of the required information shall result in automatic disqualification.

3. Submission of Application

- a) Applicants are requested to submit **ALL** their spiral-bound Application Documents (included in Annex A) in one envelope marked: "Application for Pre-qualification of suppliers 2024/26" which should be addressed to: **The Procurement Committee, Habitat for Humanity Uganda, Plot 1026, Lukadde road Kyaliwajjala-Namugongo, Wakiso District-Uganda** and HAND DELIVERED to any one of the following locations:
 - i) Kampala: Habitat for Humanity National Office, Plot **1026, Lukadde road Kyaliwajjala-Namugongo, Wakiso District.**
 - ii) Kumi: Habitat for Humanity Uganda Kumi Office, Plot 7 Malera Road, Kumi Municipality
 - iii) Mayuge: Habitat for Humanity Uganda Mayuge Office, Plot 844 Budebera Road, Kyebando ward, Mayuge Municipality

- b) For all Applicants, at the time of delivery of their Application Documents, the delivery person(s) shall duly sign an Application Documents delivery register indicating the legal name of the person delivering the Application Documents, the legal name of the entity/supplier, the date and time of delivery and a signature as evidence of delivery.

4. Deadline for Submission of Applications

Applications must be received by Habitat for Humanity Uganda before close of business (**1:00 pm E.A.T**) **two weeks after the date of publication** at the address specified under Clause 3 above

5. Late Applications

Any Application received after the deadline for submission of Applications indicated in Clause 4 above will be rejected and returned unopened to the Applicant.

PART D: Opening and Evaluation Of Applications

1. Opening of Applications by Habitat for Humanity Uganda.

The Procurement Committee of Habitat for Humanity Uganda will open and shortlist the providers according to Habitat for Humanity Uganda Procurement Policies and Guidelines.

2. Evaluation of Applications:

(a) Habitat for Humanity Uganda will carry out the evaluation of proposals on the basis of there responsiveness to:

- Legal Status.
- Tax and social security payments.
- Performance track record (for Applicants/Suppliers wishing to be retained)
- Financial Position – Presentation of copies of Audited reports for the last two years.
- Specific evaluation criteria for each category as indicated in **Appendix C**.

(b) Any application that fails to meet the requirements above will be considered unsuitable and shall be rejected at this stage. The Procurement Committee of Habitat for Humanity Uganda shall notify the Applicant of the rejection of their application.

3. Clarification of Applications

During evaluation of the Applications, Habitat for Humanity Uganda may, at its discretion, ask the Applicant for clarification on any part of their Application Documents.

The Applicant shall be instructed to reply to these requests for clarifications in writing within a specified time, addressing their responses to the Chairperson Procurement Committee of Habitat for Humanity Uganda.

Failure of an Applicant to respond to any requests for clarification shall result in the rejection of the concerned Applicant's bid.

4. Contacting

No Applicant shall contact Habitat for Humanity Uganda on any matter relating to its Application from the time of Application opening to short listing of Applicants.

5. Confidentiality

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 the said process until the notification of short listing is made to all Applicants.

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 the Procurement Committee of Habitat for Humanity Uganda on any matter related to the short-listing process, may do so but only in writing.

PART E: Short Listing

1. Notification to the Shortlisted Applicants

Habitat for Humanity Uganda will notify all Applicants in writing that they have been shortlisted to provide works, services or supplies for the Financial Years 2024/26

2. Inspection

Habitat for Humanity Uganda 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 premises, physical structure and quality of service equipment is unsatisfactory, then the Application will be rejected. Habitat for Humanity Uganda reserves the right to verify any and all information submitted.

3. Currency

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

4. Changes in Qualifications of Applicants

Applicants and those subsequently shortlisted or conditionally shortlisted, shall inform Habitat for Humanity Uganda of any material change in information that might affect their qualification status. Providers shall be required to update key shortlisting information at the time of bidding.

Prior to award of contract, the best evaluated bidder will be required to confirm its continued qualified status in a post-qualification review process.