



# **Republic of Uganda**

## **MUNI UNIVERSITY**

### **Shortlisting (Pre-Qualification) of Providers for Supplies, Services and Works for FY 2018/2019, 2019/2020 & 2020/2021**

**Date of Issue: Monday 25<sup>th</sup> June 2018**

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## **Preface**

Shortlisting is a pre-bid process that provides for a shortlist of providers from which providers are obtained to bid. Shortlisting is used where works, services or supplies are of a routine nature or bidding is for a group of similar contracts. Shortlisting shall be open to all providers and providers shall be invited using a short list notice.

A shortlisting notice shall be published in at least one publication of wide circulation to ensure effective competition.

The shortlisting 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

### **Appendices:**

- A: Application Submission Sheet
- B: Statement of Requirements
- C: Evaluation Criteria

## **PART I: GENERAL PART**

### **1.1 Scope of Application**

1.1.1 Muni University invites applications for the short list of providers for different categories of supplies, services & works as described in **Appendix B**.

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 short-listed.

as defined in the Public Procurement and Disposal of Public Assets Act and Regulations, 2003 of the Government of Uganda.

### **1.2 Source of Funds**

1.2.1 Muni University has an approved budget from Government funds towards the cost of the procurements described in **Appendix B**. The University intends to use these funds for payments under the contract(s) resulting from the bidding for which this short list is conducted.

### **1.3 Corrupt Practices**

1.3.1 It is the Government of Uganda’s policy to require that Procuring and Disposing Entities, as well as Applicants, Providers and Providers, observe the highest standards of ethics during procurement and the execution of contracts. In pursuit of this policy, the Government of Uganda represented by the Public Procurement and Disposal of Public Assets Authority (herein referred to as the Authority):

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) “corrupt practice” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
  - (ii) “fraudulent practice” includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of Muni University, and includes collusive practices among Providers prior to or after bid submission designed to establish bid prices at artificial, non competitive levels and to deprive the Procuring and Disposing Entity of the benefits of free and open competition;
- (b) will reject a recommendation for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract; and
- (c) will suspend a Provider from engaging in any public procurement proceeding for a stated period of time, if it at any time determines that the Provider has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government contract.

1.3.2 In pursuit of the policy, the Government of Uganda requires representatives of both Muni University and of Providers to adhere to the relevant codes of ethical conduct. The Code of Ethical Conduct for Providers is available from the Authority and Providers are

required to indicate their acceptance of this code through the declarations in the **Application Submission Sheet**.

## **PART II: INSTRUCTIONS TO PROVIDERS**

### **2.1 Introduction**

Muni University will evaluate and short list all eligible companies for the **provision of various works, services and supplies for Financial Years 2018/2019, 2019/2020 and 2020/2021**. Once a firm has been short listed, it will be invited, several times during the financial years, to submit a proposal for the provision of some or all of the works, services or supplies. Muni University reserves the right to add similar types of works, services or supplies to the list in *Appendix B*.

### **2.2 Objectives**

Muni University invites sealed Applications from reputable providers for the provision of various works, services and supplies for three (3) financial years 2018/2019, 2019/2020 and 2020/2021.

The list of items required during the above mentioned financial year is given in Appendix B.

### **2.3 Eligible Applicants and Countries**

2.3.1 An 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 taxes and social security contributions.

2.3.2 All countries are eligible except countries subject to the following provisions. A country shall not be eligible if:

- (a) as a matter of law or official regulation, the Government of Uganda prohibits commercial relations with that country, provided that the Government of Uganda is satisfied that such exclusion does not preclude effective competition for the provision of supplies or related services required; or

- (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government of Uganda prohibits any import of Supplies from that country or any payments to persons or entities in that country”.
- 2.3.3 An Applicant shall be a natural person, private entity, government-owned entity, subject to 2.3.9, or any combination of them with the formal intent to enter into an agreement or under an existing agreement in the form of a joint venture, consortium or association. In the case of a joint venture, consortium or association, unless otherwise specified in the **Application Submission Sheet**, all parties shall be jointly and severally liable.
- 2.3.4 An Applicant and all parties constituting the Applicant shall have the nationality of an eligible country. An Applicant shall be deemed to have the nationality of a country if the Applicant is a citizen, or is constituted, incorporated or registered and operates in conformity with the provisions of the laws of that country.
- 2.3.5 This criterion shall also apply to the determination of the nationality of proposed subcontractors or providers for any part of the Contract including related services.
- 2.3.6 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 short listing 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; or
  - (d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the application of another Applicant, or influence the decision of the Procuring and Disposing Entity regarding this short listing process; or
  - (e) participated as a consultant in the preparation of the design or technical specifications of the works, services or supplies that are the subject of this short listing.
- 2.3.7 A firm shall submit only one bid in the same bidding process, either individually as a Bidder or as a partner of a joint venture. No firm can be a subcontractor while submitting a bid individually or as a party of a joint venture in the same bidding process. A firm, if acting in the capacity of Subcontractor in any bid, may participate in more than one bid, but only in that capacity. A Bidder who submits, or participates in, more than one bid will cause all the proposals in which the Bidder has participated to be disqualified.
- 2.3.8 A firm that is under a declaration of suspension by the Authority (PPDA) at the date of submission of the application or thereafter, shall be disqualified.
- 2.3.9 Government-owned entities in Uganda shall be eligible only if they can establish that they are legally and financially autonomous, and operate under commercial law, and that they are not a dependent agency of the University.
- 2.3.10 Applicants shall provide such evidence of their continued eligibility satisfactory to the University, as the University shall reasonably request.

## **2.4 Cost of Applying**

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

Muni University is under no obligation to return any of the short listing application documents to the applicant, regardless of the outcome of the Short listing process.

## **2.5 Clarification of Short listing Documents**

A prospective Applicant requiring any clarification of the short listing documents may notify Muni University in writing or by cable (hereinafter, the term cable is deemed to include telephone, e-mail and facsimile) at the client's address indicated below. Muni University will respond in writing to any request for clarification on the short listing documents, which it receives no later than seven (7) days prior to the deadline for the submission of Applications. Written copies of Muni University's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective applicants that have received the short listing documents.

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

Attention: **Head Procurement and Disposal Unit**  
Street Address: **Arua – Muni – Ocoko Road**  
City: **Arua**  
P. O. Box: No: **725, Arua**  
Country: **Uganda**  
Telephone: **+256 - 476 - 436755**  
Electronic mail address: **pdu@muni.ac.ug**

## **2.6 Amendment of Short listing Document**

- 2.6.1 At any time prior to the deadline for submission of applications, the University may amend the Short listing Document by issuing addenda.
- 2.6.2 Any addendum issued shall be part of the Short listing Document and shall be communicated in writing to all who have obtained the Short listing document from the University.
- 2.6.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, Muni University 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 Muni University 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**

It is mandatory that all Applicants submitting documents in response to this Short listing document submit the following documents for the verification of their eligibility:

- a) The Original Receipt as proof of purchasing the document from Muni University.
- b) The Applicant shall provide as part of its application, the 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 (**Forms A1 – A7**). Failure to provide the required information shall result in disqualification.
- c) Description of companies activities in the field of supplies, works and services and attached organisation chart showing company structure including key personnel.
- d) Proof of similar work from at least five (5) organizations during the last three (3) years evidence of this shall be Reference Letters, Signed Contracts or Purchase orders.
- e) Proof of relevant qualifications and experience of the key professional staff (operational and managerial) in the field of supplies, works and services. Attached signed CV and copies of academic qualification to form **part of Annex A**.

### **3.3 Format and Signing of Applications**

3.3.1 The Applicant is requested to submit its Short listing Documents (including Annex A) in one envelope marked: **“Short listing Documents for the provision of works, services or supplies to Muni University for the Financial Years 2018/2019, 2019/2020 and 2020/2021.”** The envelope shall contain one (1) original and two (2) copies.

3.3.2 The original and the copies of the Application shall be typed or written in indelible ink, and shall be signed by the Applicant or a person or persons duly authorized to sign the Short listing documents. All pages of the Application, except for unmodified printed literature, shall be initialed by the person or persons signing the Application and each

page numbered.

- 3.3.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the Application.
- 3.3.4 All Pages of the proposal **MUST** be numbered sequentially starting with page number one (1) being the cover page.

## **PART IV: SUBMISSION OF APPLICATIONS**

### **4.1 Sealing and Labelling of Applications**

4.1.1 The Short listing Application shall be composed of one envelope marked “Short listing Document for the provision of works, services or supplies for Muni University”. It shall contain one (1) original (marked “Original”) and two (2) copies (marked “Copy”).

4.1.2 For application submission purposes only, the University’s address is:

Attention: **Head Procurement and Disposal Unit**

Street Address: **Arua – Muni - Ocoko**

City: **Arua**

P. O. Box: No: **725, Arua**

Country: **Uganda**

Telephone: **+256 - 476 - 436755**

The deadline for application submission is:

Date: **Friday 13<sup>th</sup> July 2018**

Time (local time): **2.00 p.m.**

4.1.3 The envelope shall also indicate the name and address of the Applicant to enable the Application to be returned unopened in case it is declared “late”.

4.1.4 If the envelope is not sealed and marked as required by Clause 4.1, Muni University will assume no responsibility for the Applications misplacement or premature opening.

### **4.2 Deadline for Submission of Applications**

Applications must be received by Muni University at the address specified under Clause 4.1.2 no later than **Friday 13<sup>th</sup> July 2018 at 2.00 pm.**

### **4.3 Late Applications/Responses**

Any Application received after the deadline for submission of Applications prescribed by Muni University will be rejected and returned unopened to the Applicant.

## **PART V: OPENING AND EVALUATION OF APPLICATIONS**

### **5.1 Opening of Applications by Muni University**

- 5.1.1 Muni University will read out Applicants' particulars in the presence of Applicants' representatives who choose to attend, on **Friday 13<sup>th</sup> July 2018 at 2.15 pm**. The Applicants' representatives who will be present shall sign a register as evidence for their attendance.
- 5.1.2 No Application shall be rejected at Application opening, except for late Applications, which shall be returned unopened to the Applicants.
- 5.1.3 The University will prepare minutes for the Application opening.

### **5.2 Evaluation of Applications:**

- (a) Muni University will carry out the evaluation of proposals on the basis of their responsiveness to:
- Legal Status
  - Tax Payment
  - Financial Position – Presentation of copies of Audited reports for the last two years.
  - Specific evaluation criteria for each category as given in Annex C.
- (b) Any application that fails to meet the requirements in 5.2 (a) will be considered unsuitable and shall be rejected at this stage. The University shall notify the Applicant of the rejection of their application.

### **5.3 Clarification of Applications**

- 5.3.1 During evaluation of the Applications, Muni University may, at its discretion, ask the Applicant for clarification of its Application. A request for clarification shall be signed and sent to a bidder by the chairperson of the evaluation committee and all requests for clarifications shall be copied to all bidders for information purposes only and noted in the evaluation report.
- 5.3.2 A bidder shall be instructed to reply to clarifications in writing within a specified time, addressing their responses to the head of the procurement and disposal unit.
- 5.3.3 The Head Procurement and Disposal Unit shall ensure that all replies are promptly forwarded to the chairperson of the evaluation committee.
- 5.3.4 Failure of a bidder to respond to a request for clarification may result in the rejection of its application.

## **5.4 Contacting the University**

- 5.4.1 No Applicant shall contact Muni University on any matter relating to its Application from the time of Application opening to Short listing of Applicants.
- 5.4.2 Any effort by the Applicant to influence the University in its decisions on the Application evaluation may result in the rejection of the Application.

## **5.5 Confidentiality**

- 5.5.1 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 Short listing is made to all Applicants.
- 5.5.2 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 the University on any matter related to the Short listing process, may do so but only in writing.

## **PART VI: SHORT LISTING**

### **6.1 Notification to the Short listed Applicants**

Muni University will notify all Applicants in writing by registered letter or by cable, that they have been short listed to provide works, services or supplies for the Financial Years 2018/2019, 2019/2020 and 2020/2021.

### **6.2 Inspection**

Muni University 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. The University reserves the right to verify all information submitted.

### **6.3 Currency**

All monetary/financial information furnished, must be stated in acceptable legal tender.

### **6.4 Changes in Qualifications of Applicants**

- 6.4.1 Applicants and those subsequently short listed or conditionally short listed, shall inform the University of any material change in information that might affect their qualification status. Providers shall be required to update key Short listing information at the time of bidding.
- 6.4.2 Prior to award of contract, the best-evaluated bidder will be required to confirm its continued qualified status in a post-qualification review process.

## ANNEX A: FORM A1: APPLICATION SUBMISSION SHEET

Date: *[insert day, month, year]*

To: *[insert full name of Procuring and Disposing Entity]*

We, the undersigned declare that:

- (a) We have examined and have no reservations to the short listing document, including Addenda No:....., *[insert the number and issuing date of each Addenda]*;
- (b) We hereby apply to be short listed for the following works, services or supplies:

Reference Number	Description of Works, Services or Supplies

- (c) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short listing process, are eligible to participate in public procurement;
- (d) We undertake to abide by the Code of Ethical Conduct for Providers and Providers 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 short listing process, have nationals from the following eligible countries *[insert the nationality of the Applicant, including that of all parties in case of a joint venture and the nationality of any subcontractors, if applicable]*;
- (f) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short listing 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 Supplies;
- (g) We, our affiliates or subsidiaries, including any subcontractors for any part of the contract or contracts resulting from this short listing process, have not been suspended by the Public Procurement and Disposal of Public Assets Authority in Uganda from participating in public procurement;
- (h) We are not a government owned entity, or if we are, we meet the requirements of 2.3.9.
- (i) We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the short listing process, the corresponding bidding process or execution of the Contract: *[insert complete name of each Recipient, their full address, the reason for*

which each commission or gratuity was paid and the amount and currency of each such commission or gratuity. If none has been paid or is to be paid, indicate “none”.]

Name of Recipient	Address	Purpose/Reason	Amount & currency

- (j) We understand that you may amend the scope and value of any contracts to be bid or cancel the short listing process at any time and that you are neither bound to accept any application that you may receive nor to invite the short listed applicants to bid for the contract or contracts, which are the subject of this short listing, without incurring any liability to the Applicants;
- (k) We understand that qualification information will be subject to verification through a post-qualification process prior to any award of contract;
- (l) 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]*

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

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*



## FORM A2: APPLICANT INFORMATION SHEET

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### STRUCTURE AND ORGANIZATION

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**It is mandatory that this form is completed in its entirety.** For those questions not applicable to the Applicant, please fill the blank with Not Applicable (NA).

Name of Company:

**1** *[insert full legal name]*

Physical address:

*[insert street/ number/ town or city/ country]*

Postal address:

Telephone number:

Telefax number:

Email:

---

**2** Description of the Company's activities:

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**3** Number of years of experience in provision /supply of the category applied for;

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- 4 In case of a Joint Venture, the following documentation shall be required for each member of the joint venture:
- a. a copy of the Bidder's Trading licence or equivalent;
  - b. a copy of the Bidder's Certificate of Registration or equivalent;
  - c. a copy of the Bidder's income tax clearance certificate or equivalent;
  - d. a copy of the Bidders VAT registration or equivalent;
  - e. Power of Attorney of the signatory(ies) of the bid authorising signature of the bid on behalf of the joint venture;
  - f. a certified copy of the Joint Venture Agreement, which is legally binding on all partners, showing that all partners shall be jointly and severally liable and one of the partners will be nominated as being in charge, authorised to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture.

The Applicant's authorised representative for information is:

Name: *[insert full legal name]*

Address: *[insert street/ number/ town or city/ country]*

Telephone/Fax numbers: *[insert telephone/fax numbers, including country and city codes]*

E-mail address: *[indicate e-mail address]*

- 
- 5 Describe your company's access to any companies that you may associate with in provision of supplies/services/works .....specifically to activities that your company does not undertake

- 
- 6 Provide a Brief on the Project that you intend to undertake in accordance with the statement of requirements; specification mention should be made of the estimated period of construction and period of operation of the infrastructure development?

- 
- 7 Please indicate here or attach an organization chart showing the company structure including key personnel, Secondly provide a chart showing the relationships with companies that you may associate with

- 
- 8 What is the primary activity of your company?

- 
- 9 Please indicate the additional works, services or supplies that the company can provide?
-

## FORM A3: FINANCIAL STATEMENT

ALL CURRENCIES STATED SHOULD BE IN UGANDA SHILLINGS.

1. Share capital

- Authorized share capital:

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

Year			
Turn over			

3. Approximate value of current work related to this type of works, services or supplies

4. Please attach **CERTIFIED** copies of the company's audited accounts (**Documents presented must have been prepared by a Certified Accountant**) for the previous **TWO** years (profit/loss, assets/liabilities) and any financial data, which you consider to be useful in the Short listing. Please list all the attachments below.

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

## FORM A4: RESOURCES: PERSONNEL

1. Number of firm:

- Management staff:
- Technical staff:
- Support staff:
- List the present key technical and management staff and their assigned tasks.

2. Please list the present key personnel and management staff. (**Attach evidence of qualifications and signed curriculum Vitae (CVs) of Technical Staff**). Use the format provided below.

Name	Qualification	Years of relevant experience	Position in the Company

3. Membership of professional body. State which one and attach proof:

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**FORM A4: Format of Curriculum Vitae for Proposed Professional Staff**

The Applicant is requested to submit the list of the proposed professional staff team by specialty and their signed CVs. The CVs should include the number of years working for the Applicant, using this Form *(To be filled in and signed by each of the key personnel)*.

Position: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm: \_\_\_\_\_ Nationality: \_\_\_\_\_

Key Qualifications:  
\_\_\_\_\_  
\_\_\_\_\_

Education: *(Professional Qualifications; State **Employment Record** (use additional sheets if necessary and attach)*

Period (From-To)	Company	Major Activities (relevant experience)
_____ -- _____	_____	_____
_____ -- _____	_____	_____
_____ -- _____	_____	_____
_____ -- _____	_____	_____

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications and my experience.

\_\_\_\_\_  
*[Signature of staff member]* Date: \_\_\_\_\_  
*Day/Month/Year*

**Authorized Representative of the Company**

I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describes the employee mentioned above.

\_\_\_\_\_  
*[Signature of Authorized Company Representative]* Date: \_\_\_\_\_  
*Day/Month/Year*

## **FORM A5: RESOURCES: PROVIDERS EQUIPMENT AND FACILITIES**

On the basis of the information provided in the Short listing documents, please indicate equipment and facilities considered by your firm to be necessary for undertaking the contract and whether this is already in the company's ownership or will be purchased.

The following facilities and infrastructure are available at the Applicants premises:

## FORM A6: EXPERIENCE: RELEVANT PROJECTS COMPLETED

Please fill in information about the relevant contracts completed over the past three (3) years.

Name Employer	Description of Contracts	Total Contract Price	Date of Completion

The applicant **MUST** attach evidence of performance of the above contracts either in the form of **REFERENCE LETTERS OR COMPLETION CERTIFICATES OR LOCAL PURCHASE ORDERS/CONTRACT AGREEMENTS FROM AT LEAST FIVE (5) CLIENTS/ORGANISATIONS.** This is applicable for both completed and current similar assignments.

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## EXPERIENCE: CURRENT RELEVANT CONTRACTS

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

Name Employer	Description of Contract	Contract Price	Value completed and Certified

### FORM A7: LEGAL STATUS

<b>1</b>	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.
<b>2</b>	Enclose a copy of the Certificate of Incorporation or its equivalent.
<b>3</b>	Enclose a copy of the Power of Attorney to the signatory of the Short listing document registered by the Registrar of Companies or written authorization to submit the application.
<b>4</b>	Enclose an Income Tax Clearance Certificate addressed to Muni University, for this particular purpose. Muni University shall only accept original income tax clearance certificates.
<b>5</b>	Please enclose a copy of a Trading License for the previous year <b><u>certified</u></b> by an issuing authority.
<b>6</b>	Please enclose a copy of your firm's insurance policy coverage (applicable to motor vehicle maintenance, repair of office equipment, etc.)
<b>7</b>	Please enclose a copy of your firm's ISO or other quality assurance certificate (applicable to supplies of office equipment, etc.)



## ANNEX B: STATEMENT OF REQUIREMENTS

List of Supplies, Works and Services to be provided include the following.

### CATEGORY A (SUPPLIES)

CODE	ITEM
Sup/1000	Supply of Building materials and Agricultural tools
Sup/2000	Supply of Cleaning Equipment and Sanitary materials
Sup/3000	Supply of Computers, Printers and related consumables and accessories
Sup/4000	Supply of Drugs and Medical Sundries
	Supply of Reagents and Chemicals
	Supply of Medical Equipment and apparatus
	Supply of Electrical Equipment and Electrical Consumables & Accessories
	Supply of Solar Equipment, spares and accessories
	Supply of Generators, Spares and Accessories
Sup/6000	Supply of Firefighting equipment and spares
Sup/7000	Supply of Groceries, Beverages and related items
Sup/8000	Supply of Kitchen Wares/Cutleries
	Supply of Motor vehicles and Spares
	Supply of Motor cycles and Spares
	Supply of Tyres, Tubes, Batteries and Rims
Sup/10000	Supply of Air Conditioners and Accessories
Sup/11000	Supply of Security gadgets and spares
Sup/12000	Supply of Office/Lecture Furniture, stools, Fittings, Furnishings e.g. Curtains, Wall Hangings, etc
Sup/13000	Supply of Assorted office stationery
Sup/14000	Supply of Printed Stationery (e.g. Labels, tags, Stickers, Seals, Ledger books, stock Examination Answer Booklets, Examination cards, Calendars, etc
Sup/15000	Supply of Office equipment and spares
Sup/17000	Supply of Petroleum products and Lubricants
Sup/20000	Supply of Uniforms, protective wear and Laundry ware
Sup/21000	Supply of Carpets
Sup/22000	Supply of Plumbing materials
Sup/23000	Supply of Library textbooks
Sup/24000	Supply of Sanitary bins
Sup/27000	Supply of Packaging Materials/bags for packaging Examination papers
Sup/28000	Supply of Spare Parts for Motorized Lawn Mower Machines
Sup/29000	Supply of General Goods (e.g. Sports and Recreational equipment/wares, Door locks, Padlocks, Bags, Threads, Gloves, Newspapers, etc)
	Supply of Promotional Materials (e.g. Umbrellas, Pin badges, Caps, Scarfs, Corporate neck ties, Key holders, Ordinary pens, Wristbands, Tote bags, Tea cups, etc)

**CATEGORY B (SERVICES)**

<b>CODE</b>	<b>ITEM</b>
Svcs/1000	Provision of Advertising and Media services
Svcs/2000	Provision of Air Ticketing, Tours & Travels
Svcs/3000	Provision of Auctioneers services
Svcs/4000	Provision of Catering services
Svcs/5000	Provision of Outdoor Cleaning Services
	Provision of Car Washing services
Svcs/6000	Provision of Clearing & Forwarding services
Svcs/7000	Provision of Computer repair & maintenance
Svcs/8000	Provision of Consultancy services e.g. Legal/ Architectural/ Engineering/ Surveying/ Landscape planning & Architectural/ Development of University policies/ Strategic plans etc
Svcs/9000	Provision of Courier Services
Svcs/10000	Provision of Engraving services
Svcs/11000	Provision of Events management services
Svcs/12000	Provision of Solid Waste Disposal services
Svcs/13000	Provision of Hotel, Conference facilities and Restaurants services
Svcs/14000	Provision of Insurance brokerage services
Svcs/15000	Provision of Maintenance & repair of Air Conditioning System
	Provision of Maintenance & repair of Generators and solar equipment
	Provision of Maintenance & repair of firefighting equipment
	Provision of Maintenance & repair of UPSs and Stabilizers
Svcs/16000	Provision of Maintenance & repair of furniture & fittings
	Provision of Maintenance & repair of shutter doors and gates
	Provision of Maintenance & repair of computers, printers & accessories
	Provision of Maintenance & repair of general machinery, tools & equipment
Svcs/18000	Provision of Motor vehicle hire services
Svcs/19000	Provision of Printing, art and design
Svcs/20000	Provision of Repair & Maintenance of motor vehicles & Cycles
Svcs/22000	Provision of Security and Guards Services
Svcs/23000	Provision of Fumigation services
Svcs/24000	Provision of telecommunication services, including Internet bundles and related services, airtime, office phones services, modems
Svcs/27000	Provision of Plumbing Services
Svcs/32000	Provision of Production of Documentaries

**CATEGORY C (WORKS)**

<b>CODE</b>	<b>ITEM</b>
WORKS /1000	Mechanical Works
WORKS /2000	Electrical and Electronic Works e.g. Fire Detection and Suppression, Fire Extinguishing Installations and Cabling
WORKS /3000	Civil Works, Building and Carpentry

## **ANNEX C: EVALUATION CRITERIA**

The evaluation criteria will be based on four main areas namely eligibility, experience, capacity, technical and quality requirements. The following are examples of what Muni University might use as evaluation criteria: The list is not exhaustive.

### **SUPPLIES:**

#### **Eligibility**

- General Eligibility
  1. A copy of Bidder's valid Trading License or equivalent
  2. A copy of the Certificate of Registration/Incorporation
  3. A copy of Bidder's current Income Tax Clearance or equivalent
  4. VAT Registration
  5. Registered Power of Attorney
  6. Evidence of purchase of Pre-qualification document.
- Nationality: A declaration in the Application Submission Sheet the nationality of the Bidder.
- Conflict of Interest: A declaration in the Application Submission Sheet that the Bidder has no conflict of interest.
- Suspension: A declaration in the Application Submission Sheet that the Bidder is not under suspension by the Public Procurement and Disposal of Public Assets Authority.
- Fill in all the information requested in Form A2 to A7 of the Pre-qualification documents.

#### **Historical Contract Performance**

- Manufacturing Experience (capabilities with respect to equipment and manufacturing facilities.
- Experience of the firm in similar contracts from at least 5 organizations
- Pending litigation

#### **Financial Capacity of the bidder to perform the proposed contract**

- Financial position of the firm (**FORM A3**) and attached Audited Accounts for the last two (2) years
- Current Commitments

#### **Experience**

- Experience in executing similar contracts
- Qualifications and experience of the personnel of the bidder

## **SERVICES:**

### **Eligibility**

- General Eligibility
  1. A copy of Bidder's valid Trading License or equivalent
  2. A copy of the Certificate of Registration/Incorporation
  3. A copy of Bidder's current Income Tax Clearance or equivalent
  4. Registered Power of Attorney
  5. Evidence of purchase of Pre-qualification document.
  
- Nationality: A declaration in the Application Submission Sheet the nationality of the Bidder.
- Conflict of Interest: A declaration in the Application Submission Sheet that the Bidder has no conflict of interest.
- Suspension: A declaration in the Application Submission Sheet that the Bidder is not under suspension by the Public Procurement and Disposal of Public Assets Authority.
- Fill in all the information requested in Form A2 to A7 of the Pre-qualification documents.
- Joint Venture

### **Experience**

- Experience of firm
- Qualifications and Competence
- Experience in subject
- Experience in region and language
- Methodology

### **Historical Contract Performance**

- History of non-performing contracts
- Pending litigation

### **Financial**

- Financial position of the firm (**FORM A3**) and attached Audited Accounts for the last two (2) years
- Current Commitments

## **WORKS:**

### **Eligibility**

- General Eligibility
  1. A copy of Bidder's valid Trading License or equivalent
  2. A copy of the Certificate of Registration/Incorporation
  3. A copy of Bidder's current Income Tax Clearance or equivalent
  4. Registered Power of Attorney
  5. Evidence of purchase of Pre-qualification document.
  
- Nationality: A declaration in the Application Submission Sheet the nationality of the Bidder.
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- Suspension: A declaration in the Application Submission Sheet that the Bidder is not under suspension by the Public Procurement and Disposal of Public Assets Authority.
- Fill in all the information requested in Form A2 to A7 of the Pre-qualification documents.
- Joint Venture

### **Historical Contract Performance**

- History of non-performing contracts
- Pending litigation

### **Financial Situation**

- Financial performance
- Average annual construction turnover

### **Experience**

- General Construction experience
- Specific Construction experience

### **Capacity**

- Financial position
- Current Commitments