



FACILITATION FOR INNOVATIONS AND SUSTAINABLE PRODUCTIVITY (FINASP)

PRE-QUALIFICATION DOCUMENT

**Procurement Ref:
FINASP/SPLS/SRVCS/WRKS/001/2026**

DATE OF ISSUE: FRIDAY, 3RD JULY 2026.



Plot 16, Erute Road, Senior Quarters, next to Churchill Nursery and Primary School,
about 100 meters from Lira Hotel, Lira City
Email: finaspug@gmail.com
Tel: +256-392991871 / +256-393104131
Web: www.finaspug.org

PRE-QUALIFICATION NOTICE

INVITATION FOR PRE-QUALIFICATION FOR THE PROVISION OF DIFFERENT CATEGORIES OF SUPPLIES SERVICES AND WORKS.

Procurement Reference No: FINASP/SPLS/ SRVCS/WRKS/001/2026

1. In accordance with statutory Instrument No. 105 of the Public Procurement and Disposal of Public Assets (Contracts) Regulations 2023, FINASP is in the process of developing/updating a shortlist of providers from which bidders will be invited to bid.
2. FINASP now invites suitably qualified bidders to submit sealed pre-qualification submissions for the provision of the services /supplies/works detailed below:
3. Pre-qualification submissions will be evaluated in accordance with the Public Procurement and Disposal of Public Assets Act, 2003 of the Government of Uganda. Pre-qualification is open to all eligible bidders.
4. Interested eligible bidders may obtain further information or inquiries can be sought from the following contacts: [Tel:+256-760130460](tel:+256-760130460), Email: finaspug@gmail.com.
5. The pre-qualification documents in **English** can be obtained from www.finaspug.org.
6. Pre-qualification submissions must be delivered to the address below at or before **24th July, 2026 at 5:00 am (local time)**. Late Submissions shall be rejected.

**The Chairperson,
Procurement and Disposal Unit, FINASP**

7. The companies, firms and individuals already prequalified by the FINASP are advised to also apply to allow/enable the organization verify their current status on compliance (updating).
8. Interested bidders are invited to accompany their bids with the following documents
 - a) A profile.
 - b) Certificate of registration,
 - c) Memorandum & Articles of Association where applicable.



- d) Tax clearance Certificate where applicable.
 - e) Recent Bank Statement and Audited books of accounts where applicable
 - f) Valid trading license.
 - g) Evidence of handling previous assignments.
8. FINASP reserves the right to accept or reject any application or all applications.

NOTE!!!

FINASP has zero tolerance to sexual exploitation and abuse (SEA), safe guarding, bribery / fraud and any form of malpractice. Should you have any concerns related to any form of malpractice during this bidding process: - write to: **report@finaspug.org** or reach out to the safe guarding officer on: **+256-763-144296**. Kindly note that all safeguarding, SEA, bribery / fraud concerns at FINASP are treated with utmost confidentiality and seriously investigated to logical conclusions.

We wish you good luck as you aspire to do business with us at FINASP and contribute to a sustainably vibrant, innovative and self-reliant community.

All Bid documents should be clearly labelled, **Bid for ***** (Category ***)**
Procurement Ref: FINASP/SPLS/SRVCS/WRKS/001/2026.

GENERAL PROVISIONS

The Public Procurement and Disposal of Public Assets (Contracts) Regulations, 2023

PART I: GENERAL PART

Nature of Contracts advertised

Different types of contracts will be awarded on a case-by-case basis depending on the nature of assignment whether supplies, works or services; the available contracts at FINASP aligned to PPDA that can be awarded includes:

(i) Lump sum contract, (ii) Time-based contract, (iii) Admeasurement contract, (iv) Framework contract, (v) Percentage based contract, (vi) Cost reimbursable contract, (vii) Target price contract, (viii) Retainer contract, and (ix) Success fee contract.

PART II: INSTRUCTIONS TO PROVIDERS

2.1 Introduction

FINASP will evaluate and short list all eligible companies for the **provision/supply of different categories of supplies services and works for 2026-2031 Financial years**. Once a company, firm or individual has been short listed, they will be invited, several times during the financial years, to quote for provision /supply of some of the categories works/services. FINASP reserves the right to add similar types of services to those stated in ***Annex B***.

2.2 Objectives

FINASP invites sealed Applications from reputable providers for the **provision/supply of the categories in Annex 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:
 - Insolvent;
 - in receivership; bankrupt; or
 - Being wound up
 - the applicant's business activities have not been suspended;
 - the applicant is not the subject of legal proceedings for any of the circumstances in (b); and



- 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
- e) In a position to have access to information about or influence on the application of this short-listing process; or
- f) 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 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 Procuring and Disposing Entity.

2.3.10 Applicants shall provide such evidence of their continued eligibility satisfactory to the Procuring and Disposing Entity, as the Procuring and Disposing Entity shall reasonably request.

2.4 Cost of Applying

The Applicant shall bear all costs associated with the preparation and submission of its Application, and FINASP will in no case be responsible or liable for those costs, regardless of the conduct or 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 FINASP 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. FINASP 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 FINASP 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 Procuring and Disposing Entity's address is:
FINASP Head Office, Plot 16, Erute Road, Senior Quarters, next to Churchill Nursery and Primary School, about 100 meters from Lira Hotel, Lira City

Attention: Chairperson Procurement Committee

Procurement and Disposal Unit

P.O. Box: **429 Lira**

Country: Uganda

Telephone: +256-393104131

Electronic mail address: **finaspug@gmail.com**



2.6 Amendment of Short-listing Document

2.6.1 At any time prior to the deadline for submission of applications, the Procuring and Disposing Entity may amend the Shortlisting Document by issuing addenda.

2.6.2 Any addendum issued shall be part of the Shortlisting Document and shall be communicated in writing to all who have obtained the short-listing document from the Procuring and Disposing Entity.

2.6.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the Procuring and Disposing Entity may, at its discretion, extend the deadline for the submission of applications.

PART III: PREPARATION OF APPLICATIONS / BIDS

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 FINASP, 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, 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.

3.3 Format and Signing of Applications

3.3.1 The Applicant is requested to submit its Short-listing Documents in one envelope marked: **"Short listing Documents for the provision of the category required."** The envelope shall contain **one (1) original and one (01) copy**.

3.3.2 The original and the copy 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 unamended 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. For ease of reference to the pages with key information/documents, the applicant should include a Table of Contents in the application immediately after 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”**. It shall contain one (1) original (marked “Original”) and one (01) copy (marked “Copy”).

4.1.2 For application submission purposes only, the Procuring and Disposing Entity’s address is:

FINASP Head Office, Plot 16, Erute Road, Senior Quarters, next to Churchill Nursery and Primary School, about 100 meters from Lira Hotel, Lira City

Attention: Chairperson Procurement Committee

Procurement and Disposal Unit

P.O. Box: **429 Lira**

Country: Uganda

The deadline for application submission is: **24th July, 2026 at 5:00pm** local time.

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, FINASP will assume no responsibility for the Applications misplacement or premature opening.

4.2 Deadline for Submission of Applications

Applications must be received by FINASP at the address specified under Clause 4.1.2 not later than **24th July, 2026 at 5:00pm**.

4.3 Late Applications

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

PART V: OPENING AND EVALUATION OF APPLICATIONS

5.1 Opening of Applications by FINASP

5.1.1 FINASP will read out Applicants' particulars during opening anticipated to be on the **27th July 2026 at 10:30am**. 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 FINASP will prepare Minutes for the Application opening.

5.2 Evaluation of Applications:

FINASP will carry out the evaluation of proposals on the basis of their responsiveness to:

- a) Legal Status
- b) Tax Payment
- c) Financial Position – Presentation of copies of Audited reports where applicable.
- d) Specific evaluation criteria for each category.

Any application that fails to meet the requirements in 5.2 (a) will be considered unsuitable and shall be rejected at this stage. The Procuring and Disposing Entity shall notify the Applicant of the rejection of their application.

5.3 Clarification of Applications

5.3.1 During evaluation of the Applications, FINASP 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 or the Executive Director.

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 of the 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 bid.

5.4 Contacting the Procuring and Disposing Entity

5.4.1 No Applicant shall contact FINASP 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 FINASP 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 Procuring and Disposing Entity 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

FINASP will notify all Applicants in writing by registered letter or by cable that they have been short listed to bid for the category applied for.

6.2 Inspection

FINASP 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 Procuring and Disposing Entity reserves the right to verify all information submitted.

6.3 Currency

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

6.4 Changes in Qualifications of Applicants

6.4.1 Applicants and those subsequently short-listed or conditionally short listed, shall inform the Procuring and Disposing Entity 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

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:

We have examined and have no reservations to the short-listing document, including Addenda No: *[insert the number and issuing date of each Addenda]*;

a) We hereby apply to be short listed for the following works, services or supplies:

Reference Number	Description of Works, Services or Supplies

- b) 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;
- c) 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;
- d) 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]*;
- e) 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;
- f) 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;

- g) We are not a government owned entity, or if we are, we meet the requirements of 2.3.9.
- h) 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;
- i) We understand that qualification information will be subject to verification through a post qualification process prior to any award of contract;
- j) 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: [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 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]*

(And endorse with the Company stamp).

FORM A2: APPLICANT INFORMATION SHEET

STRUCTURE AND ORGANIZATION

1. Name of Company / Business:

[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 / Business activities:

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

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 license 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 authorizing 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, authorized to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture.

The Applicant's authorized 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 / business access to any company's / business that you may associate with in provision of supplies/services/worksspecifically 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 / business structure including key personnel, secondly provide a chart showing the relationships with companies / business that you may associate with

8. What is the primary activity of your company / business?

9. Please indicate the additional works, services or supplies that the company / business 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	2023	2024	2025
Turn over			

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

4. Please attach 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 shortlisting. 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 staff
 - Management staff:
 - Technical staff:
 - Support staff:

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

Name	Qualification	Years of relevant experience

FORM A5: RESOURCES: PROVIDERS EQUIPMENT AND FACILITIES

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

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

FORM A6:(a) EXPERIENCE: RELEVANT PROJECTS COMPLETED

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

Name Employer	Description of Contracts	Total Contract Price (USHS)	Date of Completion

The applicant **MUST** attach evidence of performance of the above contracts either in the **FORM OF COMPLETION/DELIVERY CERTIFICATES OR REFERENCE/RECOMMENDATION LETTERS FROM THE CLIENTS ON THE PROJECTS COMPLETED UP TO A MINIMUM OF THREE PROJECTS.**

(b) EXPERIENCE: CURRENT RELEVANT CONTRACTS

Please fill in information about the current relevant contracts being executed; supported by evidence in form of signed contracts or purchase orders.

Name Employer / Contractor	Description of 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 to the signatory of the short listing document registered by the Registrar of Companies or endorsed by the Commissioner of Oaths.
4	Enclose an Income Tax Clearance Certificate addressed to FINASP, for this particular purpose. FINASP shall only accept original income tax clearance certificates or certified photocopies. • Attach a copy of VAT Registration Certificate (where applicable).
5	Please enclose a copy of a Trading License for the current year <u>certified</u> by an issuing authority.
6	Please enclose a copy of your firm's insurance policy coverage if any.
7	Please enclose a copy of your firm's ISO or other quality assurance certificate, if any.

ANNEX B: STATEMENT OF REQUIREMENTS

1.0 INTRODUCTION

In accordance with regulation 126, of the Public and Disposal of Public Assets Regulations 2003, statutory instrument No 70, FINASP is required to develop a shortlist of providers from which bidders are obtained to bid. FINASP invites competent Firms to apply for pre-Qualification for the following Categories of Works, Goods, Services and Supplies;

CATEGORY A1: SUPPLY OF FOODS & NUTRITION INCLUDING HOTEL AND CATERING SERVICES
A1-001: Supply of Meals and Refreshments
A1-002: Supply of Produce (Beans, rice, posho etc)
A1-003: Provision of outside catering during trainings and meetings
A1-004: Supply of office consumables and nutrition supplements (Eggs, mukene, vegetables etc)
A1-005: Provision of Accommodation, Hotel & conference facilities
A1-006: General supply of foods & nutrition products including hotel and catering services
Category A2: Office Supplies, Secretarial Services and ICT
A2-001: Supply of ink, tonner, stamps, stationary, printing services
A2-002: Supply of Newspapers, Courier Services
A2-003: Internet service provision, Phones, Sim cards, Routers,
A2-004: Equipment, Software & Repairs
A2-005: Furniture, Repair & Fittings
A2-006: Insurance Services (Both third party and medical)
A2-007: Website, Advertising and media
A2-008: Engraving and device tracking
A2-009: Videography & Photography
A2-010: Plumbing works (Supply and maintenance)
A2-011: Provision of Sanitation and fumigation services
Category A3: Supply of Agricultural Inputs, Technologies, Tools and Equipment's
A3-001: Supply of seeds
A3-002: Supply of Livestock (Goats, sheep, pigs, poultry etc)
A3-003: Supply of fish fingerlings
A3-004: Supply of bee tools and equipment's (Apiary Equipment's)
A3-005: Supply of general Agricultural tools and equipment's (Hand hoes, rakes, pangas, forked hoes, ox-ploughs, walking tractors, tractors etc.)
A3-006: Supply of saving kits (VSLA / SWAP Kits) and accessories

Category A4: Supply of T-shirts, Caps, Jackets, Office Garments & other Visibility Materials.
A4-001: Supply of T-shirts, Caps, Jackets and Office Garments
A4-002: Supply of pull up banners, teardrops, flyers etc
A4-003: Supply branded books, cups, pens etc
A4-004: Provision of general branding services
Category A5: Electronic Equipment's & Accessories
A5:001- Supply of electrical equipment's and accessories
A5:002- Maintenance & repairs of electrical appliances
A5:003- Supply of irrigation, solar powered equipment's and general electrical appliances
A5:004- Supply of computers, printers, tablets, laptops, projectors, screens and their accessories
Category B1: Consultancy services
B1-001: Sustainable Livelihoods (Agriculture, environment, natural resource mgt, skilling, entrepreneurship etc.)
B1-002: Microfinance, Microcredit & Village Saving Schemes
B1-003: Baseline Studies, Program Evaluations, Research & Program Surveys
B1-004: Trainings & Capacity Building
B1-005: Systems, policies, processes, sustainability planning, and general consultancy services (Organisational Development and capacity enhancement).
Category B2: Fuel and Lubricants
B2-001: Supply of Fuel
B2-002: Supply of Lubricants
B2-003: Motor vehicle service
Category C1: Audit and Assurance Services
C1-001: External Audit Services
C2-002: Financial management and compliance support services
Category C2: Transport Services
C2-001: Motor vehicles and Motorcycles Hire Services
C2-002: Motor vehicle / Insurance insurance (Comprehensive and third party)
C2-003: Motorcycle Repairs
C2-004: Motor Vehicle Repairs
Category C3: Medical / Health Services
C3-001: Staff health screening and treatment
C3-002: Staff medical insurance cover
C3-003: Staff general medical / health services
CATEGORY D (WORKS)
D1-001: Provision for construction services

D1-002: Provision of engineering consultancy services
D1-003: Provision of carpentry works
D1-004: Provision of general renovation and repair
D1-005: Provision of electrical works
D1-006: Provision of mechanical works
D1-007: Provision of plumbing works
D1-008: Provision of painting works

ANNEX C: EVALUATION CRITERIA

The evaluation criteria shall be based, but not limited to the following areas namely eligibility, experience, capacity, technical and quality requirements.

Eligibility

- General Eligibility (Legal & Tax certification documents)
- Nationality
- Conflict of Interest
- Suspension
- Administrative Compliance
- Experience of firm
- Professional Qualifications and Competence
- Experience in similar provision /supply of the category applied for.
- Experience in region and language
- Methodology proposed if applicable

Historical Contract Performance

- History of non-performing contracts
- Pending litigation

Financial

- Financial capacity of the firm / business