

Request for Pre-Qualification RFP #
2024-014.
For
Pre-Qualification of Vendors/Suppliers



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Request for Pre-Qualification number: **RFP #2024-014.**

For: Pre-Qualification of Vendors/Suppliers

1. Request for prequalification of vendors/ suppliers' schedule.

Activity	Date and time
Request for prequalification (RFP) released	7 th March 2024
Confirmation of interest in submitting a prequalification	13 th March, 2024
Deadline for fact-finding questions and responses.	14 th March 2024
Deadline for submission of quotation/details/prequalification in response to the RFP	22 nd March 2024
Outcome communication	6 th May 2024

Note: PATH may change the dates at its discretion. Changes will be communicated to those who confirmed their intent to submit a prequalification.

2. PATH statement of business

PATH is a global nonprofit dedicated to achieving health equity. With more than 40 years of experience forging multisector partnerships, and with expertise in science, economics, technology, advocacy, and dozens of other specialties, PATH develops and scales up innovative solutions to the world's most pressing health challenges. Learn more at www.path.org.

3. Prequalification requirements

- 3.1 The prequalification authority shall be PATH or any one of its affiliates either directly or on behalf of operations countries or programs.
- 3.2 The commercial prequalification terms and conditions will be negotiated with the successful supplier for specific opportunities during the prequalification period.
- 3.3 By submitting a prequalification, the supplier confirms that they will abide by the RFP terms and PATH policies, especially our Code of Ethics (<https://www.path.org/about/code-ethics/>), and general good practices regarding inclusivity, diversity, fair trading, health and safety, records management, anti-fraud and corruption, and environmental policy, among others.

- 3.4 The duration of the pre-qualification is 2 years before a refresh, with a performance review to be conducted after 9 or 12 months.
- 3.5 Pre-qualification of vendors/suppliers will only include them in PATH's vendor database, pre-qualification does not guarantee an award. Based on the requirement and nature of the work, PATH will request quotation from the pre-qualified vendors/suppliers.
- 3.6 Failure to submit a quote 2 subsequent time without written explanation will result in automatic discontinuation from the prequalified list by PATH.

4. Prequalification terms and conditions

Note: Most of these will apply to specific opportunities for which a prequalified vendor/supplier will be invited to submit specific quotation or proposal.

- 4.1 **Notice of nonbinding solicitation:** PATH reserves the right to reject any and or all bids received in response to this prequalification announcement and is in no way bound to accept any prequalification.
- 4.2 **Confidentiality:** Suppliers shall treat all information provided by PATH as part of this solicitation as confidential. If any information is inappropriately released, PATH may seek appropriate remedies as allowed under applicable law.
- 4.3 **Conflict of interest disclosure:** Suppliers bidding on PATH business (also referenced herein as “bidders”) must disclose, to the procurement contact listed in the RFP, any actual or potential conflicts of interest. Conflicts of interest could be present if there is a personal relationship with a PATH staff member that constitutes a significant financial interest, a board membership, other employment, or ownership or rights in intellectual property that may conflict with the supplier's obligations to PATH. Suppliers and PATH are protected when actual or perceived conflicts of interest are disclosed. When necessary, PATH will create a management plan that provides mitigation of potential risks presented by the disclosed conflict of interest.
- 4.4 **Acceptance:** Bidder's submission of a prequalification means the bidder accepts all terms and conditions set forth in the RFP. PATH's acceptance of a prequalification does not mean acceptance of its terms and conditions. PATH reserves the option to negotiate on the final terms and conditions. We additionally reserve the right to negotiate the substance of the RFP list as well as the option of accepting partial components of a prequalification if appropriate.
- 4.5 **Right to final negotiations:** PATH reserves the option to negotiate on the final costs and final scope of work and reserves the option to limit or include third parties in such negotiations at PATH's sole and full discretion.
- 4.6 **Third-party limitations:** PATH does not represent, warrant, or act as an agent for any third party because of this solicitation. This solicitation does not authorize any third party to bind or commit PATH in any way without our express written consent.

- 4.7 **Limitation of liability:** The terms and conditions set forth in this RFP do not exclude or limit the liability of PATH or the supplier in relation to fraud or in other circumstances giving rise to liability under any applicable law.
- 4.8 **Tender costs and liability:** Bidders are responsible for obtaining all information necessary for preparation of their prequalification and for all costs and expenses incurred in preparation of the prequalification. Subject to the "Limitation of liability" section in this RFP (section 4.8), the bidder accepts by their participation in response to this RFP, including without limitation the submission of the prequalification, that it will not be entitled to claim from PATH any costs, expenses, or liabilities that it may incur in tendering a response to this RFP, irrespective of whether their prequalification is successful.
- 4.9 **PATH's variation or termination rights:** PATH reserves the right to vary or terminate this RFP process with written notice to all suppliers from which it has received prequalification. It is intended that this solicitation process will take place in accordance with the provisions of this RFP, but PATH reserves the right to terminate, amend, or vary (to include, without limitation, in relation to any time scales or deadlines) the solicitation process by notice to all suppliers from which it has received prequalification. Subject to section 4.8, "Limitation of liability," PATH will have no liability for any losses, costs, or expenses caused by its termination, amendment, or variation to this RFP.
- 4.10 **Joint venture or consortium or subcontractors:** Any lead supplier that submits a prequalification in response to this RFP takes responsibility and accountability for enforcing the RFP requirements set forth herein among the members of the joint venture or consortium, and each of their advisers, subcontractors, and staff.
- 4.11 **Payment and invoicing:** PATH will pay correctly addressed and undisputed invoices within 30 days. Suppliers shall ensure comparable payment provisions apply to payments to their downstream parties. Advance payment is not preferred. If an advance payment is envisaged and is other than industry or country known practice, such must be made clear in the financial prequalification to PATH.

5. Instructions for responding.

- 5.1 **PATH contacts:** All communications regarding this solicitation shall be directed to the contacts below. Contacting third parties involved in the project, the review panel, or any other party may be considered a conflict of interest and could result in disqualification of the prequalification. All documents required as part of the prequalification must be submitted to the contacts listed by the deadline for submission:

Addressed to: Procurement Officer at ugandaprocurement@path.org

INSTRUCTIONS FOR SUBMITTING THE PREQUALIFICATION:

FORMAT OF THE PREQUALIFICATION:

The Bidder should submit the prequalification in English. The response for the prequalification should be set out as mentioned below: -

Prequalification Submission

The prequalification submission consists of the Company's profile in detail (example- nature of work, work experience, client list etc.). Please refer the Annex B.

The subject line of all emails regarding the prequalification should read: RFP #2024-014 (ITEM CODE) Your Company Name.

- **The Item Code is mentioned in Annex A, which has the list of Category of goods and services.**

- 5.2 **Confirmation of interest:** Please send a statement acknowledging receipt of this prequalification invitation and your intent to respond or not respond no later than the date noted in the schedule in section 1. Send the confirmation to the contacts listed above.
- 5.3 **Prequalification submission content:** Bidders are advised to provide only what is required as captured in Annex B: The prequalification must be clear, concise, unambiguous, and directly address the requirements stated.
- 5.4 **Selection of prequalification list:** PATH reserves the right to select a prequalified list from the submission received.

6. Specifications/Scope

Scope of work/terms of reference/specifications:

Objective

PATH Uganda intends to establish a database of prequalified suppliers for various goods, works and services for the year 2024-2026. Interested eligible suppliers are invited to apply for pre-qualification, indicating the category of goods, works or services they wish to supply.

The category of goods and services are mentioned in Annex A

7. Fact-finding questions

- 7.1 Fact-finding questions should be sent to the contacts listed in Section 5.1 by the date in the RFP schedule (section 1). Fact-finding questions received after this deadline cannot be accommodated.
- 7.2 It is advisable that any fact-finding questions refer to a specific section of the RFP; and to the extent possible, be aggregated rather than sent individually.
- 7.3 In line with transparency principles, all fact-finding questions and all of PATH's responses to these questions will be shared with all those who confirmed their intent to bid. Questions will be anonymized and answered if PATH reasonably determines that such fact-finding questions do not disadvantage any potential supplier and are not commercially in confidence. If such are commercially in confidence, they shall be handled in line with PATH's policy on information and data.
- 7.4 PATH may request from a bidder additional information at any time ahead of award, and the bidder will be expected to provide the requested information within the time frame given. Failure by a bidder to provide supplementary information to PATH in a timely manner may lead to the prequalification being rejected in full or disqualification from the procurement process.

8. Qualifications, evaluation criteria, and selection

8.1 **Vendor/Supplier qualifications:** In relation to the scope, please provide information on your overall qualifications, including:

- Profile of relevant corporate qualifications.
- Profile of relevant experience and examples of related work.
- Number of years in business.
- Annual revenue. (it would be recommended to confirm but not a mandatory requirement)
- If your company has more than one location, please indicate these qualifications for the site that is responding.
- Any other qualifications required by specific procurement.
- Minimum of 3 references of delivered goods, services, or works for the category submitted for in the last 36 months.
- Indication whether they are a small business or minority, or women owned enterprise in line with Laws of Uganda provisions.
- Indicate your payment terms.
- Delivery time after a Purchase Order is issued.
- Indicate your Warranty and Return Policy.

Annex A. ITEM CODE (CATEGORY – GOODS/SERVICES)

Item Code	Description
PATHUG/Pre-Q/001/2024-2026	To provide office stationery for Uganda Country Office (A list to be provided after confirmation of interest in the prequalification).
PATHUG/Pre-Q/002/2024-2026	To provide office consumables and pantry items for Uganda Country Office (A list to be provided after confirmation of interest in the prequalification).
PATHUG/Pre-Q/003/2024-2026	To provide cleaning & pest control services to PATH Country Office.
PATHUG/Pre-Q/004/2024-2026	To provide fire safety equipment and training for staff.
PATHUG/Pre-Q/005/2024-2026	To provide water-20 litre jar ISO Certified (Nivana, Rwenzori, etc)
PATHUG/Pre-Q/006/2024-2026	To provide and maintain photocopier machines, printers, and other IT-related items
PATHUG/Pre-Q/007/2024-2026	Provision of Computer (laptop) repair services
PATHUG/Pre-Q/008/2024-2026	To provide supply and maintain air conditioners.
PATHUG/Pre-Q/009/2024-2026	To provide all types of electric appliances
PATHUG/Pre-Q/010/2024-2026	To supply furniture and office furniture.
PATHUG/Pre-Q/011/2024-2026	To provide and maintain all types of inverters, inverter batteries, UPS and UPS batteries.
PATHUG/Pre-Q/012/2024-2026	To provide branding services including printing, designing, souvenirs, and other meeting-related items.
PATHUG/Pre-Q/013/2024-2026	To provide Hotel accommodation and Conference facilities (Different parts of the country).
PATHUG/Pre-Q/014/2024-2026	To provide architectural and interior designing services.
PATHUG/Pre-Q/015/2024-2026	To provide consultancy services (Audit, Tax, legal services, Team Building, capacity building, training, etc)
PATHUG/Pre-Q/016/2024-2026	To provide office maintenance services (carpenter, plumber, mason and electrician)
PATHUG/Pre-Q/017/2024-2026	To provide vehicle hire services; (For field & town run) Field trips to be quoted for. Gulu, Karamoja, Mbarara, Kasese, Mbale, Mubende, Fort portal, Hoima (A list of requirements to be provided after confirmation of interest in the prequalification).
PATHUG/Pre-Q/018/2024-2026	To provide outside catering services to PATH. (A list of requirements to be provided after confirmation of interest in the prequalification).
PATHUG/Pre-Q/019/2024-2026	To provide translation services
PATHUG/Pre-Q/020/2024-2026	To provide courier services, import-export, clearing, and forwarding services.
PATHUG/Pre-Q/021/2024-2026	To provide photography, videography, editing, media production, and digital communication services.

PATHUG/Pre-Q/022/2024-2026	To provide insurance policy services (medical, life, motor vehicle, etc.)
PATHUG/Pre-Q/023/2024-2026	To provide medical supplies/Pharmaceuticals & Medical Equipments for Uganda Country Program
PATHUG/Pre-Q/024/2024-2026	To provide internet services for Uganda Country Program
PATHUG/Pre-Q/025/2024-2026	To provide fuel to Uganda Country Program
PATHUG/Pre-Q/026/2024-2026	Provision of Events management Services
PATHUG/Pre-Q/027/2024-2026	Provision of Decoration services
PATHUG/Pre-Q/028/2024-2026	Provision of Tents and chairs for hire.
PATHUG/Pre-Q/029/2024-2026	Provision of Fabrication services and supplies
PATHUG/Pre-Q/030/2024-2026	Provision of PA system & LED screens
PATHUG/Pre-Q/031/2024-2026	Vehicle repairs and service
PATHUG/Pre-Q/032/2024-2026	Supply of vehicle tyres

Annex B. (Company's Details)

Attach all these documents in your response.

No.	Documents/ Details	Status		Remarks
		Yes	No	
1	Company's Name & Company Profile			
2	Company's Article of Association & Memorandum of Understanding/ Form 1 from URSB. (Indicating the Directors) Please attach the relevant document			
3	Valid Trading License			
4	Contact person's name			
5	E-mail Address			
6	Registered Address			
7	Contact no.			

8	Company's incorporation Certificate (Please attach)			
9	VAT Registration/Tax Registration/a Tax clearance certificate is of an added advantage (Please attach)			
10	Indicate Item Code (Category – Goods/Services) – as per Annex A			