

### SUPPLIER PREQUALIFICATION FOR THE YEAR 2023-2025

<b>Date of this advert:</b>	<b>31<sup>st</sup> October, 2023</b>
<b>Deadline for submission of bids:</b>	<b>14<sup>th</sup> November 2023, by 5:00 PM</b>

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to *save, protect, and transform* lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development work are accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance and peacebuilding.

CRS has been working in Uganda since 1965 and has a vibrant portfolio of projects, serving over a million vulnerable Ugandans and refugees each year through the [Country Program 2030 Strategy](#). CRS programs in Uganda currently support five strategic priority areas, including Health and Social Services Systems Strengthening, Resilient Food Systems, Emergency Preparedness and Management, Climate Change Adaptation and Mitigation, and Local Leadership. CRS Uganda implements its programs through partnerships with local organizations, including international and local NGOs, Ugandan government departments and ministries, the Catholic Church, and community-based organizations for maximum impact and sustainability. CRS Uganda employs around 150 staff and has its main office in Kampala, with sub-offices in Yumbe, Kyangwali and Kasese.

#### **1. Purpose:**

Catholic Relief Services (CRS) Uganda seeks to invite interested, registered and competent service providers to express interest in the prequalification and Framework Agreements services for the country programme.

#### **2. Objectives and Scope:**

Catholic Relief Services (CRS) intends to evaluate, prequalify, and set up framework agreements with reputable and competent service provider(s) with capacity to supply Goods and Services for the Country Programme for the next 2 years.

#### **3. Accessing Bid Documents:**

CRS invites eligible service providers to request for bids through [ug\\_procurementinquiries@crs.org](mailto:ug_procurementinquiries@crs.org) **ONLY starting Tuesday 31<sup>st</sup> Oct 2023**. Clearly state the Procurement category and reference # in the email subject.

S/N	PROCUREMENT CATEGORY	REFERENCE NUMBER #
<b>Moroto office</b>		
1.	Supply of office stationery	MO202310001
2.	Supply of office supplies such as cleaning and consumables	MO202310002
3.	Provision of conference, accommodation and outside catering services in the districts of Amudat, Napak, Moroto, Nakapiripirit, Abim, Kotido and Nabilatuk	MO202310003
4.	Provision of vehicle hire services	MO202310004

5.	Provision of construction works	MO202310005
<b>Tororo Office</b>		
1.	Supply of office stationery	TR202310001
2.	Supply of office supplies such as cleaning and consumables	TR202310002
3.	Provision of conference, accommodation and outside catering services in the districts of Tororo, Mbale, Butaleja, Manafwa, Bududa, Bulambuli, Kapchorwa and Kween	TR202310003
4.	Provision of vehicle hire services	TR202310004
<b>Kasese Office</b>		
1.	Supply of office stationery	KS202310002
2.	Supply of office supplies such as cleaning and consumables	KS202310003
3.	Provision of conference, accommodation and outside catering services in the districts of Kasese, Bundibugyo, Rubirizi, Ntoroko, Kagadi, Bunyangabo, Ibanda and Kakumiro	KS202310004
4.	Provision of vehicle hire services	KS202310005
<b>Kyangwali Office</b>		
1.	Supply of office stationery	KY202310002
2.	Supply of office supplies such as cleaning and consumables	KY202310003
3.	Supply of construction and hardware materials	KY202310004
4.	Supply of musical Instruments	KY202310005
5.	Provision of conference, accommodation and outside catering services in the districts of Kyangwali, Hoima, Kagadi, Kyegegwa, Kikuube and Masindi	KY202310006
6.	Provision of vehicle hire services	KY202310007
7.	Provision of construction works	KY202310008
8.	Provision of motorbike spares and repairs	KY202310009
<b>Yumbe office</b>		
1.	Supply of office stationery	YU202310002
2.	Supply of office supplies such as cleaning and consumables	YU202310003
3.	Supply of fabricated metallic works	YU202310004
4.	Supply of hardware and construction materials	YU202310005
5.	Provision of conference, accommodation, outside catering services in the districts of Yumbe, Arua, Moyo, Koboko, Adjumani, Nebbi and Maracha	YU202310006
6.	Provision of financial services	YU202310007
7.	Provision of motorcycle, vehicle and generator repairs	YU202310008
8.	Provision of vehicle hire services	YU202310009
9.	Provision of construction works	YU202310010
<b>Kampala Office</b>		
1.	Supply of office stationery	KL202310002
2.	Supply of office supplies such as cleaning and consumables	KL202310003

3.	Supply of vehicle tyres and accessories	KL202310004
4.	Supply of printer cartridges/ tonner	KL202310005
5.	Provision of fire extinguishers, smoke detectors and safety services	KL202310006
6.	Supply of construction and hardware materials	KL202310007
7.	Supply of office furniture and fittings.	KL202310008
8.	Provision of office fabrication services	KL202310009
9.	Supply of vehicles	KL202310010
10.	Supply of motorcycles	KL202310011
11.	Supply of bicycles	KL202310012
12.	Supply of agricultural tools and machinery	KL202310013
13.	Supply of fertilizers and agro inputs	KL202310014
14.	Supply of Information and communications technology (ICT) equipment such as computer, computer accessories, modems and dongles.	KL202310015
15.	Provision of air ticketing/travel services	KL202310016
16.	Provision of outside catering services	KL202310017
17.	Provision of customs clearing/shipment services	KL202310018
18.	Provision of courier services	KL202310019
19.	Provision of conference and hotel accommodation services in districts of Kampala, Jinja, Mukono, Wakiso, Iganga, Soroti, Kayunga, Luweero, Mityana, Masaka, Isingiro, Rakai, Mbarara, Kabale, Kisoro, Rukungiri, Kanungu, Bushenyi, Fort Portal/Kabarole, Kiryandongo, Gulu, Lira, Kitgum, Kamuli, Kamwenge, Kyenjojo and Entebbe.	KL202310020
20.	Provision of security services, for Yumbe, Kampala, Kyangwali, Kasese and Hoima	KL202310021
21.	Provision of vehicle hire services	KL202310022
22.	Provision of vehicle service, maintenance, and repair services	KL202310023
23.	Provision of motorcycle services, maintenance, and repair services	KL202310024
24.	Supply of fuel for generators, motorcycles, and vehicles	KL202310025
25.	Provision of office cleaning and sanitary bin services and fumigation services	KL202310026
26.	Provision of legal services	KL202310027
27.	Provision of radio advertising services and talk shows in Central, Eastern, Northern, Western, West Nile, Karamoja, Albertine and Rwenzori regions	KL202310028

28.	Provision of outside catering services	KL202310029
29.	Provision of garbage collection services in Kampala around the areas of Nsambya, Muyenga and Munyonyo	KL202310030
30.	Provision of LAN network installation	KL202310031
31.	Provision of computer and printer maintenance and repair	KL202310032
32.	Provision of events management services	KL202310033
33.	Provision of filming and photography services	KL202310034
34.	Provision of construction works	KL202310035
35.	Provision of architectural services	KL202310036
36.	Provision of designing and printing services	KL202310037
37.	Provision of filling and e-filing services	KL202310038
38.	Provision of office repair services	KL202310039
39.	Supply of generators, maintenance and repair services	KL202310040
40.	Provision of insurance brokerage services	KL202310041
41.	Provision of Provident fund services	KL202310042
42.	Supply of non-food items (NFI's )	KL202310043
43.	Provision of mobile money and online money transfer services	KL202310044
44.	Supply of electronics such as Global Positioning System (GPS) handsets, phones, tablets and accessories	KL202310045
45.	Supply, installation and maintenance of solar system services	KL202310046
46.	Provision of financial audit and advisory services	KL202310047
47.	Provision of in country Airline charter services	KL202310048
48.	Provision of newspaper advertisement services	KL202310049
49.	Provision of graphic illustration services	KL202310050
50.	Supply of assorted sportswear and accessories	KL202310051
51.	Provision of cash transfer services	KL202310052
52.	Supply of medical equipments and sundries	KL202310053
53.	Supply of tree seeds and seedlings in the districts of Bunyangabu, Kamwenge, Kyenjojo, Kyegegwa, Kitagwenda, Kassanda, Mubende, Ssembabule, Lyantonde, Kiboga, Buliisa, Hoima, Kagadi, Kakumiro, Kiryandongo, Masindi, Kyankwanzi, Nakasongola, Nabilatuk, Bukwo, Kween, Pallisa, Manafwa, Namisindwa, Tororo, Nakapiripirit, Bundibugyo, Kabarole, Kibaale, Kikuube and Ntoroko	KL202310054
54.	Provision of television advertising services in Central, Eastern, Northern, Western, West Nile, Rwenzori regions	KL202310055
55.	Consultancy services to support website development	KL202310056
56.	Provision of food laboratory services	KL202310057
57.	Provision of waste recycling services, including paper, plastic, chemicals and electronics	KL202310058
58.	Provision office landscaping and gardening	KL202310059

59.	Provision of consultancy services to support selected vanilla growing districts to develop vanilla quality control ordinances	KL202310060
60.	Provision of consultancy services to provide annual survey data analysis and report writing	KL202310061
61.	Provision of Consultancy services to carry out research studies in different fields like Health, Livelihood, Climate change adaptation.	KL202310062
62.	Provision of data analysis and visualization software services	KL202310063
63.	Provision of consultancy services to supply Quick Books software and train program participants.	KL202310064
64.	Provision of consultancy service for team building, Human resource training, capacity building.	KL202310065
65.	Provision of consultancy services for translation of documents from English to different languages such as Ateso, Luganda, Lusoga, Lugbara, Acholi, Langi, Lugishu, Kiswahili, Runyankore, Ruyakitara, Lufumbira, Juba Arabic	KL202310066
66.	Provision of consultancy services to support Board Governance Capacity Strengthening and Policy Finalization	KL202310067

**\*\*\*NOTE: Only bids from service providers who requested the bid document through Catholic Relief Services tender email: [ug\\_procurementinquiries@crs.org](mailto:ug_procurementinquiries@crs.org) will be considered.**

#### **4. Pre-bid meetings**

Pre-Bid meetings will be held online on the 2<sup>nd</sup> and 7<sup>th</sup> November 2023 starting at 2-4pm on both days.

##### **Option 1**

**Nov 2, 2023, 02:00PM – 04:00PM**

Topic: Option 1 - November 2nd - Prequalification of CRS Service Providers pre-bid meeting

Click the link below to join:

<https://bit.ly/3FyEQmP>

Webinar ID: 840 7225 4971

Passcode: 727951

##### **Option 2**

**Nov 7, 2023, 02:00PM – 04:00PM**

Topic: Option 2 - November 7th - Prequalification of CRS Service Providers pre-bid meeting

Click the link below to join:

<https://bit.ly/3FAwtay>

Webinar ID: 870 2206 5258

Passcode: 893217

**Note:** The Pre bid meetings are designed for interested service providers to ask questions regarding the shared tender documents.

#### 5. Clarification of Bid documents

Questions about the prequalification exercise must be submitted by email to [ug\\_procurementinquiries@crs.org](mailto:ug_procurementinquiries@crs.org) and CRS will respond in writing to all questions not later than three (3) days prior to the deadline of submission of bids. **Note that this email is NOT for submission of bids and bids submitted to this email will not be considered.**

#### 6. Submission Criteria

Interested service providers should submit their bids electronically by email to: [ug\\_procurement@crs.org](mailto:ug_procurement@crs.org) **ONLY** referencing the procurement category and reference number #. Deadline for submission of bids is **Tuesday November 14<sup>th</sup>, 2023, by 5:00 PM.**

Bids submitted after the deadline will not be considered.

**NOTE:** All service providers **MUST** fill the survey when submitting their documents, the survey can be accessed using the link <https://bit.ly/3MdSwar> or QR code below.



#### **CRS Code of Conduct & Ethics Policy:**

*In accordance with the CRS Code of Conduct and Ethics Policy, CRS requires full and open disclosure when dealing with procurement. As such, CRS employees must avoid any conflict of interest or the appearance of a conflict of interest. CRS employees must always provide full disclosure of their actions or relationships with prospective vendors, contractors, or consultants. CRS employees shall not solicit, request, accept, or agree to any gift from a service provider or prospective service provider. Please report any irregularities or requests for fees to our email: [alert@crs.org](mailto:alert@crs.org)*

**\*\*\*CRS reserves the right to change or cancel the requirement at any time during the solicitation process.**