



Inspired Packaging.
The Difference

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PRE-QUALIFICATION/SELECTION CRITERIA OF SUPPLIERS FOR GOODS, WORKS & SERVICES

CLOSING DATE: 31st -July-2024

Please indicate the Category applied for as follows:

CATEGORY

NO:.....

CATEGORY

NAME:.....

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TENDER NOTICE

PRE-QUALIFICATION OF SUPPLIERS 2024-2026

The SIM Packaging Solutions invites applications from competent firms for pre-qualification for supply of goods, works and services listed below for 2024-2026 financial years. Interested eligible suppliers are invited to apply for pre-qualification, indicating the category number and Category name of goods works or services they wish to be considered for as indicated below.

CATEGORIES

CATEGORY 1: ITEMS

CATEGORY NUMBER	CATEGORY NAME
SPS/SUPLS/PQ/24-26/01	General Office Stationery
SPS/SUPLS/PQ/24-26/02	Resin (Masterbatch, Raw material etc.)
SPS/SUPLS/PQ/24-26/03	Packaging (Boxes, Liners, outers etc.)
SPS/SUPLS/PQ/24-26/04	Consumables& groceries
SPS/SUPLS/PQ/24-26/05	Computer hardware/software, Consumables and Accessories (Desktops, Laptops, Projectors, Toner Cartridges, UPSs, Printers etc.)
SPS/SUPLS/PQ/24-26/06	Mechanical & electrical spares.
SPS/SUPLS/PQ/24-26/07	Office furniture and fittings
SPS/SUPLS/PQ/24-26/08	Supply and maintenance of Generators
SPS/SUPLS/PQ/24-26/09	Construction Items
SPS/SUPLS/PQ/24-26/010	Motor vehicle tyres, tubes, batteries, and spare parts
SPS/SUPLS/PQ/24-26/011	tailoring service, Graphics Designs & Branded items (Uniforms, T-shirts, badges, umbrellas, bags, branded pens etc.)
SPS/SUPLS/PQ/24-26/012	Fuel & lubricants
SPS/SUPLS/PQ/24-26/013	Air conditioners, accessories and refrigeration maintenance
SPS/SUPLS/PQ/24-26/014	Personal Protective wear & Equipment (head gears, riding shoes, gloves, elements, suits etc)

CATEGORY 2: SERVICES

CATEGORY NUMBER	CATEGORY NAME
SPS/SUPLS/PQ/24-26/016	Airline agents/Air Ticketing services
SPS/SUPLS/PQ/24-26/017	Hire of vehicles (saloon cars, station wagons, bus, trucks etc.)
SPS/SUPLS/PQ/24-26/018	Hospitality and conference facilities.
SPS/SUPLS/PQ/24-26/019	Cleaning and Fumigation services
SPS/SUPLS/PQ/24-26/020	Repair & Servicing of motor vehicles & motorcycles
SPS/SUPLS/PQ/24-26/021	Repairs & maintenance of computers and photocopiers
SPS/SUPLS/PQ/24-26/022	Printing, art and design i.e. Publications, Promotional materials etc.
SPS/SUPLS/PQ/24-26/023	Lifting crane & forklift hiring
SPS/SUPLS/PQ/24-26/024	Supply, Maintenance & repair of electrical equipment
SPS/SUPLS/PQ/24-26/025	Insurance services
SPS/SUPLS/PQ/24-26/026	Labor services
SPS/SUPLS/PQ/24-26/027	Medical services
SPS/SUPLS/PQ/24-26/028	Compressor & Compressor services
SPS/SUPLS/PQ/24-26/029	Security Services
SPS/SUPLS/PQ/24-26/030	Garbage collection and disposal
SPS/SUPLS/PQ/24-26/031	Courier, postage services, Clearing & Forwarding
SPS/SUPLS/PQ/24-26/032	Chiller service
SPS/SUPLS/PQ/24-26/033	Catering services
SPS/SUPLS/PQ/24-26/034	Internet services
SPS/SUPLS/PQ/24-26/035	Asset Valuation
SPS/SUPLS/PQ/24-26/036	Machining services
SPS/SUPLS/PQ/24-26/037	Plumbing Services
SPS/SUPLS/PQ/24-26/038	Audit services (environment, financial etc.)
SPS/SUPLS/PQ/24-26/039	Vehicle repair

CATEGORY 3: WORKS

CATEGORY NUMBER	CATEGORY NAME
SPS/SUPLS/PQ/24-26/040	Construction, Partitioning and joinery
SPS/SUPLS/PQ/24-26/041	Carpentry works

Submission Format

Pre-qualification documents shall be submitted via sim packaging email, info@simpackaging.com clearly indicating the preferred **Category No. and Category Name**.

Prequalification documents must be received/Submitted at the address specified above not later than **31st-July-2024**. Any Application received after the deadline will be rejected.

No Application shall be rejected at Application opening, except for late Applications.

GENERAL INSTRUCTIONS

- 1) You are requested to provide particulars as indicated in part II, III, IV, V, VI of this document as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form.
- 2) SPS attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant may be rendered ineligible for prequalification.
- 3) SPS reserves the right to visit and inspect the business premises of all the applicants to verify information provided.
- 4) All the information provided shall be treated as confidential.
- 5) This Prequalification Document is eligible for one category number which should be clearly written at the top of the form. Therefore, if an applicant wishes to apply for multiple categories, they must use separate prequalification documents for each of the categories.
- 6) SPS will communicate the outcome of the prequalification exercise to the applicants on the SPS notice board.

PRE-QUALIFICATION INSTRUCTIONS

Introduction

SPS would like to invite interested candidates who must qualify by meeting the set criteria as provided by the SPS to perform the contract of supply and delivery or provision of goods, services and works to SPS.

Pre-qualification Objective

The main objective is to supply and deliver assorted items and provide services and works under relevant tenders/quotations to SPS on as and when required during the stated period.

Invitation of Pre-qualification

Duly registered suppliers under the Laws of Uganda in respect of goods, services and works are invited to submit their Pre-Qualification documents to SPS so that they may be pre-qualified for submission of quotations whenever required. The prospective suppliers are required to supply mandatory information for prequalification.

Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services/works to Non-Governmental Organizations, Government/Corporations/ institutions of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the prequalification criteria.

Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers.

Consideration for Pre-Qualification

In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the following e-mail address: info@simplastics.co.ug

Request for Information

Potential suppliers shall be required to submit information speaking to their business such as business details, business registration licenses from URSB (for local suppliers), Financial status, bank statements, bank details, Tax registration certificates etc. that shall be used to accredit the business. After filling in the details in the spaces provided **attach hard copies for verification.**

Requests for Quotations

Requests for quotations will be made available only to those bidders whose qualifications are accepted by SPS after meeting the minimum requirements of the pre – qualification process.

PRE-QUALIFICATION DATA INSTRUCTIONS

Pre-qualification data forms

The attached questionnaire forms described as part 1, II, III, IV, V, VI, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for the specific tender.

Form Presentation Requirements

The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and indelible ink.

Qualification

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by SPS in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to each tender item/category as described by the client.

Prospective bidders will not be considered qualified unless in the judgment of SPS they possess capability, experience, qualified personnel available and suitability of equipment and financial capacity sufficient to satisfactorily execute the contract for goods/services.

Essential Criteria for Pre-qualification

Experience

- a. Prospective bidders shall have at least 3 years' experience in the supply of goods & services
- b. Prospective suppliers require experience and capability to organize supply and delivery of items, or services on short notice.

- c. SPS reserves the right to request for additional qualification information at the tender/quotation stage to suit particular procurement.

Financial Condition

- a. The Supplier is required to indicate the annual turnover for the company for the previous financial year.
- b. The supplier should indicate the value of business they can handle at any one given time
- c. Potential suppliers/contractors will be prequalified on the satisfactory information given.

Past Performance

- a. Past performance will be given due consideration in pre-qualifying bidders.
- b. Letters of reference from past customers should be included in part V.

Sworn Statement

- a. Application must include a sworn statement by the company’s Authorized representative of the tender, on part VI ensuring the accuracy of the information given.

Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the subsequent invitation to tender which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, SPS reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

Premises

The company or business must have a fixed Business Premise and must be registered in Uganda, with certificate of Registration, Incorporation/Memorandum and Articles of Association, tax registration certificate copies of which must be attached depending on the nature of business. For companies owned by individuals, TIN certificate must be attached as a mandatory requirement.

Statutory Obligations

The applicant must show proof that it has paid all its statutory obligations and have Valid Income Tax Certificate from the Uganda Revenue Authority.

PRE-QUALIFICATION EVALUATION CRITERIA

ELIGIBILITY/REGISTRATION REQUIREMENTS

No.	Requirements (Refer to Part No.1)	Pass/Fail
1.	Copy of Certificate of Registration/Incorporation	
2.	Copy of valid trading license.	
3.	Copy of Valid Tax Registration Certificate	
4.	Copy of Income Tax Clearance Certificate	
5.	Evidence of physical registered office where applicable– Attach utility bill e.g. Electricity/water bill etc. or tenancy agreements	
6	Power of Attorney indicating the Authorized Representative of the Company.	

TECHNICAL EVALUATION

No.	Requirements (Submit Evidence)	Refer to Part No.	Pass/Fail
1.	Company Details	II	
2.	Financial Position <ul style="list-style-type: none"> • Complete details requested in Part III 	III	
3.	Past Performance & Experience	V	
4.	Sworn Statement	VII	

Number of providers per category: It's the intention of the business to maintain a manageable number of providers per category. Therefore, the final shortlist per category will consider the capacity of the vendors in that category in terms of volume/turnover handled over the last 3 years.

PART I: PRE-QUALIFICATION REGISTRATION DOCUMENTATION

All firms must provide copies of the following: -

- a. Copies of Certificate of Incorporation/Partnership deed/business registration
- b. Valid Income Tax Certificate from Uganda Revenue Authority
- c. Copy of trading license
- d. Copy of the TIN/Tax Registration Certificate
- e. Evidence of physical registered office where applicable– Attach utility bill e.g. Electricity/water bill etc. or tenancy agreements
- f. Power of Attorney indicating the Authorized Representative of the Company.

PART II: COMPANY/BUSINESS DETAILS

Attach a company profile that address the following: -

- Name of Chief Executive Officer/Principal Officer/Contact person
 - Name
 - Position
 - Telephone Contacts
 - Email address
- Full details of the physical location
- The company Website
- The company official email address:
- The company official telephone contacts
- Code of Conduct Policy that addresses issues of Fraud, Respect at Work Place, Child Protection among others.
- Please list the goods or services you provide specific to category number, category name applied for.

BUSINESS DETAILS			
Type of Company	Company	Business	Partnership
Trading Period	How Long Has the Business (As Per Trading Name) Been Trading?		
Detail of directors/ owners	Names	Telephone Numbers	E-mail address

PART III: FINANCIAL POSITION.

- A. Indicate your company turnover for the previous financial year in Uganda Shillings (this should be similar to what was declared at URA). Please attach copies of audited books of accounts for (Companies) and bank statements for business for the indicated period.

ACCOUNT DETAILS		
Registration name		
Registration Number	Co. Registration Number	Tin number
Sales Department	Name and phone number	Email Address
Finance Department	Name and phone number	Email Address
BANK		
Bank Name		
Branch		
Account Name		
Swift code		

PART IV: PAST PERFORMANCE & EXPERIENCE

- a) Please provide at least three letters of recommendation from organizations where you company has supplied similar services in the last three years. The letter should state
- On the recommending organization's letterhead
 - The type of goods and services you supplied the recommending organization and the corresponding contract values
 - Comment on performance of your company
 - The number of years they have done business with your company
 - Attach documentary evidence of existence of contract e.g. Purchase order, contract etc.

TRADE REFERENCE		
Name		
Address		
Phone Number		
Period of trading with this supplier		
Nature of business		
Payment terms		

TRADE REFERENCE		
Name		
Address		
Phone Number		
Period of trading with this supplier		
Nature of business		
Payment terms		

PART V: BUSINESS PROBITY AND LITIGATION HISTORY

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential SPS supplier.

No.	Particulars	Response (yes/No) <i>(If yes, provide a brief duly signed statement explaining the circumstance)</i>
1.	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Uganda or the country in which it is established?	
2.	Is there any material pending or threatened litigation or other legal proceedings regardless of the value	
3.	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the US Government, police, IGG or similar authority in the country in which your organization is established?	
4.	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Ugandan law?	

PART VI: SWORN STATEMENT

I declare that to the best of my knowledge the answers submitted in this pre-qualification questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with SPS.

Having studied the pre-qualification information for the above provision of goods, works or services applied for I hereby state:

1. The information and answers furnished in this pre-qualification questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with SPS.
2. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or

quotation documents to follow.

3. We enclose all the required documents and information required for the pre-qualification evaluation.
4. We will not engage in corrupt practices with the Staff at SPS
5. We have not been blacklisted from participating in Public Procurement Proceedings by US Government or any Government Authority.

FORM COMPLETED BY:	
Date:	
Name:	
Designation:	
Signature:	
Seal/Stamp:	