



# YOUTH ALIVE UGANDA

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## INVITATION OF PRE-QUALIFIED SUPPLIERS FOR GOODS AND SERVICES FY 2023-2025.

Youth Alive Uganda is the leader in innovative children, adolescents and youth integrated development programming since 1993. Youth Alive Uganda is a registered youth led and children/youth focused NGO that implements children and youth integrated development programs across the country in four thematic areas; Health, Livelihood, Education, Human rights and skills Development and Mentorship.

Youth Alive Uganda is currently operating in Lira, Gulu, Oyam, Omoro, Dokolo, Amolatar, Apac, Agago, Kitgum, Kole, Aleptong, Kwanja, Jinja, Mbale, Mbarara, Iganga, Mayuge, Kampala, Masindi, Kiryandongo, Mubende, Nakaseke, Luweero, Kalangala, Buvuma. Youth Alive Uganda hereby invites suitably qualified bidders to submit sealed applications to be pre-qualified for the provision of goods, works and services for the year 2023-2025 listed below.

### COMPREHENSIVE LIST OF YOUTH ALIVE UGANDA SUPPLIES AND SERVICES.

#### SUPPLIES

1. Supply, installation, repair of electrical equipment. (Bulbs, wiring etc).
2. Supply of IT equipment (computer hardware, consumables and accessories- Desktops, Laptops, UPS etc).
3. Procurement of office furniture and fittings.
4. Supply of general office stationery (toner, printing paper etc).
5. Supply of office supplies, kitchen supplies and toiletries.
6. Supply of assorted essential drugs, medical sundries and first aid kits.
7. Procurement of assorted food items for emergency support and cooking demonstration
8. Supply of VSLA kits equipment.
9. Supply of agricultural products for instance seeds.
10. Supply of general materials for making re-usable sanitary pads (RUMPS).
11. Supply of branded/ visibility items and engraving items (T-shirts, signages, banners, branded pens, posters, tear drops).
12. Supply of sports wears, jerseys and foot balls.
13. Supply of motor vehicles, tyres, tubes, batteries and spare parts.
14. Supply of bicycles, riding gears and helmets.

#### SERVICES

1. Hire of motor vehicles (saloon cars, station wagons, trucks etc).
2. Provision of hotel accommodation and conference services in Mbarara, Mbale, Kalangala, Buvuma, Mayuge, Jinja, Luweero, Mubende, Nakaseke, Kampala, Lira, Gulu, Oyam, Aleptong, Dokolo, Kwanja, Amolatar, Kole, Kitgum, Apac, Omoro, Agago, Kiryandongo, Iganga, Kampala (all our operating districts).
3. Maintenance, repair, servicing of electrical equipment, and fleet.
4. Provision of outside catering services.
5. Provision of services for maintenance and repair of office tools and equipment.
6. Provision of postage and courier services.

7. Provision of insurance of fleet and GPA services for staff.
8. Provision of internet and networking services, landlines, modems and MIFI and software.
9. Provision of security services.
10. Provision of printing and photocopying services.

#### TERMS AND CONDITIONS:

##### A. SELECTION CRITERIA

1. Interested companies are invited to submit their expression of interest which must include;
2. The company's profile with proven experience in the relevant field.
3. Company's Registration certificate, MOU, Trading License and VAT Certificate.
4. Company Contact details (Address, Telephone, Email and fax numbers).
5. Proof of past performance with contact performances.
6. Proof of Financial Capacity (Financial reports, Bank Statements, Audited books of Accounts).

##### B. SELECTION CRITERIA:

You are required to meet the following criteria;

1. Have the legal capacity to enter into a contract
2. Not be solvent, in receivership, bankrupt or being wound up or subject to legal proceedings.
3. Not have had your business activities suspended.
4. Have fulfilled your obligations to pay taxes and social security contributions.
5. Have the nationality of an eligible country,
6. Not be subject to suspension by the PPDA Authority.
7. Valid Trading License, certificate of registration, tax clearance certificate or equivalent, VAT registration.
8. Evidence of past performance in similar work,
9. List of current clients.

#### SUBMISSION

Pre-qualification documents must be picked and submitted to the Youth Alive Uganda procurement email ([procurement@youthaliveuganda.org](mailto:procurement@youthaliveuganda.org)) or Head Office on Old Kira Road, Kampala before 4:00pm (local time) on 8<sup>th</sup> March 2023. Kindly note that UGX 50,000 will be paid to Account Name: Youth Alive Uganda, Bank: Standard Chartered, A/C Number 0102845017401, Head Office Branch for the purchase of each bid for each service. Late bids shall be rejected.