



Transforming Lives Through Agribusiness

PREQUALIFICATION OF VENDORS/SUPPLIERS OF GOODS AND SERVICES FOR 2 YEARS 2020 /2021 & 2021/2022

Kilimo Trust is an independent regional agricultural development organization working on agriculture development across the EAC Region. It implements projects across all EAC partner states. The core business of KT is to support the transformation of food and nutrition security in the EAC Region away from high risk subsistence farming into lower risk-based systems.

Kilimo Trust intends to prequalify competent and registered firms for the provision of various goods, supplies and services for the two Financial years 2020/2021 & 2021/2022.

Interested vendors/suppliers may obtain further information regarding this pre-qualification exercise during working hours from the Kilimo Trust office addresses provided below. No bidding document will be issued to the bidders.

1. Supplies /Goods

CODE	ITEMS
KT/SS/ 001	Assorted Office Stationery items, to be supplied under framework contract arranged
KT/SS/002	Computer/Office Equipment and Consumables e.g. computers and laptops, UPS units, printers, projectors, photocopiers, Tablets, GPS machines, Power banks and accessories
KT/SS/003	Assorted Office Furniture e.g. desks, chairs, tables, filing cabinets, bookshelves

2. Services

CODE	ITEMS
KT/SV/004	Printing of Manuals, Reports, Registers, brochures, calendars, communication aides, promotional items, leaflets-shirts, Banners, IDs etc
KT/SV/005	Printer Rental Services/ Leasing of the Multifunctional Printer
KT/SV/006	Hotel and Facilities; for accommodation, conference facilities and related services in Kampala, Jinja, Mbale, Gulu, Hoima, Masindi, Kabale, Mityana, Fort Portal & Soroti (Western, Northern, Eastern & Central Uganda)
KT/SV/007	Car Hire Services: for town service, City and Upcountry trips, airport transfers e. g. saloon cars, vans wagons and pickups, Prado V8, Land Cruiser
KT/SV/008	Air ticketing and Travel Agency
KT/SV/009	Insurance Brokerage Services
KT/SV/010	Security/guarding services for office premises and property (both day & night)
KT/SV/011	Compound maintenance and Fumigation
KT/SV/012	Filming, Photography and video coverage services.
KT/SV/013	Supplying meals to staff during working hours
KT/SV/014	Vehicle Repair and Maintenance Services
KT/SV/015	Office Plumbing works
KT/SV/016	Electrical repairs & Maintenance
KT/SV/017	Carpentry Services
KT/SV/018	Office refurbishment (Office Reconstruction)
KT/SV/019	Office Cleaning
KT/SV/020	Repairs and maintenance of Air conditioners
KT/SV/021	Mobile Money services (Airtel & MTN)

KT/SV/022	Motor Vehicle Fuel
KT/SV/023	IT support, network management and web hosting
KT/SV/024	Telephone repairs and maintenance
KT/SV/025	Internet service provision
KT/SV/026	Provision and management of pastel accounting software
KT/SV/027	Maintenance and servicing of Fire extinguisher
KT/SV/028	Generator maintenance and repair
KT/SV/029	Designing of Publications (Reports, Flyers, Leaflets, banners, IDs, business cards etc)
KT/SV/030	Garbage collection
KT/SV/031	Legal Services
KT/SV/032	Audit & assurance
KT/SV/033	Office furniture
KT/SV/034	Projector hire & Servicing
KT/SV/035	Postage & courier services
KT/SV/036	Staff Medical insurance
KT/SV/037	Microsoft product support systems
KT/SV/038	Computer and accessories repairs

Prequalification is open to all legally registered companies in Uganda

The minimum requirement for pre-qualification will be based on the following.

- Must have at least two years' experience in the Specified Business
- Copies of 2 previous contracts/orders from at least two NGOs
- Tax Clearance Certificate
- Certificate of Incorporation.

All Vendor Documents are required to be submitted online via email: recruitment@kilimotrust.org not later than **27th May 2020 at 4pm**.

The Prospective vendor / firm MUST clearly indicate in the subject the CODE or CODES and the ITEM or ITEMS they are applying for in the Email Subject.

Please note that any form of canvassing will lead to automatic disqualification