



**WWF** *for a living planet*

## INVITATION FOR PRE-QUALIFICATION OF SUPPLIERS /PROVIDERS OF GOODS AND SERVICES FOR THE PERIOD 1ST JULY 2016 TO 30TH JUNE 2018

- a) World Wide Fund for Nature, Uganda Country Office implements a number of national programmes promoting environment conservation in Uganda. WWF Uganda is in the process of prequalifying service providers for the period of **1st July 2016 to 30th June 2018** and thus invites suitably qualified firms to make submissions for the following Goods and Services:

Tender Reference	Item
UCO/01/FY17-FY18	General Office stationery and supplies
UCO/02/FY17-FY18	Supply of printed stationery materials
UCO/03/FY17-FY18	Supply, maintenance, servicing and repairs of ICT equipment and accessories
UCO/04/FY17-FY18	Courier services
UCO/05/FY17-FY18	Provision of Health Insurance and Vehicle Insurance services
UCO/06/FY17-FY18	Taxi hire services
UCO/07/FY17-FY18	Video photography
UCO/08/FY17-FY18	Repair and maintenance of Motor Vehicles and Motorcycles –Kampala,Kasese
UCO/09/FY17-FY18	Printing services- brochures, Magazines, newsletters and etc
UCO/10/FY17-FY18	Designing services- brochures, Magazines, newsletters and etc
UCO/11/FY17-FY18	Printing services-T-shirts , Caps and Banners (Pull ups, Press, PVC)
UCO/12/FY17-FY18	Supply, maintenance and repair of Office Equipment
UCO/13/FY17-FY18	Provision of Hotel Accommodation, conference and meeting facilities and packages
UCO/14/FY17-FY18	Provision of travel agency services and Air ticketing
UCO/15/FY17-FY18	General Cleaning & sanitary facilities
UCO/16/FY17-FY18	Supply, maintenance, servicing and repairs of Electrical systems and electronics

UCO/17/FY17-FY18	Supply of Groceries
UCO/18/FY17-FY18	Supply solar systems and improved cooking stoves
UCO/19/FY17-FY18	Advertising, Media and publicity
UCO/20/FY17-FY18	Engraving, Embossing and labeling
UCO/21/FY17-FY18	Events Management and related services, e.g. P.A systems, Décor, plastic chairs, tables, tents, etc
UCO/22/FY17-FY18	Audit services
UCO/23/FY17-FY18	Security systems and services
UCO/24/FY17-FY18	Servicing of Generator, air- conditioners and refrigerators
UCO/25/FY17-FY18	Upcountry Garages – Kasese and Bushenyi
UCO/26/FY17-FY18	Upcountry Hotels-Kasese, F/Portal,Bushenyi, Kalangala, Arua, Masindi, Kisoro
UCO/27/FY17-FY18	Supply of Tree seedlings in Kasese and Bushenyi
UCO/28/FY17-FY18	Supply of tyres, tubes, flaps and repairs
UCO/29/FY17-FY18	Asset valuation, engraving and labeling
UCO/30/FY17-FY18	Internet and related services
UCO/31/FY17-FY18	Photography
UCO/32/FY17-FY18	Recruitment services

### Terms and Conditions

- Bidding Instructions are contained in the bidding documents and bidding is open to all eligible firms/ individuals who may bid for any number of items, but separately
- The Prequalification document in English may be purchased by interested bidders upon submission of a written application and payment of a non –refundable fee of UG .Shs. 80,000 (Shs Eighty Thousand Only).

Payment should be deposited on the bank account detailed below:

**Account No : 0341424453**

**Account Name : World Wide Fund for Nature**

**Bank : Barclays Bank Uganda, Hannington Road, Branch**

- Bidders must attach certified copies of the following documents  
(i) Certificate of registration or incorporation (ii) Valid income tax clearance certificate, (iii) Valid trading license, VAT registration if applicable, (V) Company profile with relevant information particularly Location of the head office, Names, Names passport size photos, postal /telephone/e-mail address of directors, evidence of similar works or services rendered before; qualifications and experience of key personnel, equipments owned or leased ; a copy of receipt as proof of payment, and any other relevant information
- Bidders shall prepare one original bid and sealed in an envelope together with a copy of the receipt for bid document and clearly marked “Bid for ..... ” and addressed to:

### The Head of Procurement and Disposal Unit

**WWF Uganda Country Office,  
Plot 2, Sturrock Road, Kololo,  
P.O. Box 8758, Kampala**

- The deadline for receiving bids at **WWF Uganda Country Office is 5:00pm on 05th May,2016**

The planned procurement activity schedule (subject to changes) is as follows:

Publish bid notice	21st April, 2016
Bid closing	05th May, 2016

**NOTE:** Only successful applicants will be contacted