

## PRE-QUALIFICATION OF SUPPLIERS

**FHI 360** is a nonprofit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. FHI 360 Uganda invites interested and eligible entities to submit their sealed applications for purposes of pre-qualification for the following category numbers and corresponding description of goods and services.

Bid Number	Goods & Service Description
<b>1.0</b>	<b>IT Services</b>
1.1	Supply & maintenance of telecommunication equipment: <ul style="list-style-type: none"> <li>• CISCO Routers and Switches,</li> <li>• Internet Protocol Telephony (Cisco IP Phones)</li> </ul>
1.2	Provision of internet services
1.3	Supply and maintenance of IT equipment and consumables: <ul style="list-style-type: none"> <li>• Dell, HP And Lenovo hardware (desktops, laptops and servers) and other related computer consumables i.e. (external HDD, flash disks and anti-virus)</li> <li>• Local Area Networks and consumables</li> <li>• Supply of computer software</li> </ul>
<b>2.0</b>	<b>Printing and Related Services</b>
2.1	Supply and maintenance of HP and Kyocera printers /photocopiers and other hardware consumables.
2.2	Provision of services in bulk photocopying, lamination, binding & printing services
2.3	Printing and supply of promotional/branded materials, banners, signs & signboards, t- shirts, caps
<b>3.0</b>	<b>Office Supplies and Maintenance</b>
3.1	Supply of general office stationery
3.2	Supply of general sundry supplies e.g. tea, coffee, detergents and toiletries etc.
3.3	Provision of professional office cleaning services
3.4	Supply and maintenance of office furniture & fittings
3.5	Supply and maintenance of electrical, electronic equipment & appliances
3.6	Provision of packing, storage, removal services - International & local
3.7	Provision of sanitary bins and toiletries
3.8	Provision of garbage collection services
<b>4.0</b>	<b>Vehicle Maintenance and Transportation Services</b>
4.1	Motor vehicle, repairs, service and maintenance
4.2	Provision of taxi hire services for town running
4.3	Provision of Motor vehicle hire service to upcountry routes
4.4	Supply of motor vehicle tyres, tubes and batteries
<b>5.0</b>	<b>Security Services</b>
5.1	Supply of Security & alarm services

Bid Number	Goods & Service Description
<b>6.0</b>	<b>Legal Services</b>
6.1	Provision of Legal services
<b>7.0</b>	<b>Courier Services</b>
7.1	Provision of local & international courier services
<b>8.0</b>	<b>Hotel and Catering Services</b>
8.1	Provision of hotel and conference facilities in Kampala, Entebbe, Jinja, Mbale, Moroto, Mbarara, Masaka, Lira, Gulu, Arua
8.2	Provision of catering services for meetings
<b>9.0</b>	<b>Insurance</b>
9.1	Provision of insurance services – Group Life Insurance, Group Personal Accident,
9.2	Provision of Insurance services - Medical insurance for staff and dependents
9.3	Provision of insurance services- motor vehicle comprehensive insurance

Please send an expression of interest by email to [uganda.procurement@fhi360.org](mailto:uganda.procurement@fhi360.org) by October 06<sup>th</sup> 2020 and receive pre-qualification documents.

Applications for pre-qualification will be deposited in the Tender Box marked **"Pre-qualification of Suppliers - 2020"** at the FHI360 office entrance not later than October 20<sup>th</sup>, 2020 at **5.00 p.m.**

Completed applications in plain sealed envelopes clearly indicating **"PRE-QUALIFICATION OF SUPPLIERS - 2020"**; the **BID NUMBER AND DESCRIPTION OF GOODS AND SERVICES** as shown above should be addressed to;

**The Pre-qualification Committee**  
**FHI360 Uganda**  
**P. O. Box 5768**

**Plot 15, Kitante Close**

Existing suppliers who wish to be considered for the FHI360 Uganda List of Suppliers are also required to submit their application for pre-qualification.

**NOTE:** This is an application for pre-qualification and not for supply of goods and services. Only **pre-qualified suppliers** will be requested to provide competitive quotations for the **supply** of goods/services as and when needed.

FHI 360 reserves the right to accept or reject any application for pre-qualification from potential suppliers.

**PLEASE NOTE THAT THERE ARE TWO DEADLINES FOR THIS PREQUALIFICATION PROCESS:**

- October 06<sup>th</sup>, 2020** – Expression of interest by email to [uganda.procurement@fhi360.org](mailto:uganda.procurement@fhi360.org)
- October 20<sup>th</sup>, 2020** – Submission of bid documents to FHI 360 office