

“A place of their own”

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PRE- QUALIFICATION OF SUPPLIERS FOR VARIOUS GOODS AND SERVICES FOR FINANCIAL YEARS

2021/2022 - 2022/2023

CLOSING DATE: 9th September 2021

Naguru Teenage Information and Health Centre invites applications for prequalification /registration of suppliers/service providers from interested eligible bidders for the supply of one or a combination of the under listed goods and services for 2021/2022 and 2022/2023 financial year.

REF. NO.	CATEGORY	DESCRIPTION
1	NTIHC/SPLS/000	SUPPLIES, SERVICING AND MAINTENANCE
NTIHC/SPLS/001	STATIONERY	General assorted office stationery
NTIHC/SPLS/002	OFFICE CONSUMABLES	Office consumables e.g beverages, Toiletries, Cleaning Materials, bottled water in 20 litre containers and dispensers
NTIHC/SPLS/003	CLEANING SERVICES	Office Cleaning and compound maintenance services including fumigation and pest control
NTIHC/SPLS/004	SAFETY PROTECTIVE GEARS	Safety/protective gears i.e gumboots, heavy duty gloves, overalls, helmets, goggles etc
NTIHC/SPLS/004	ELECTRICAL APPLIANCES	Electrical materials, equipment and appliances (TVs, Fridges, DVDs, stabilizers etc)
NTIHC/SPLS/005	FURNITURE FIXTURES AND FITTINGS	Office furniture, furnishings and fittings, notice boards, Filing Cabinets, curtain blinds, Wall hangings, office tables, chairs etc
NTIHC/SPLS/006	BUILDING AND MAINTAINCES	Maintenance of buildings, partitioning and repairs

	NTIHC/SPLS/007	PLUMBING	Plumbing services
	NTIHC/SPLS/008	AIR CONDITIONERS AND REFRIDGERATORS	Servicing and maintenance
	NTIHC/SPLS/009	WELDING AND FABRICATION	Welding and Fabrication services
2	NTIHC/ICT/000	ICT SUPPLIES	
	NTIHC/ICT/001	COMPUTERS AND ACCESSORIES	Computers, Laptops, Servers
	NTIHC/ICT/002	SOFTWARE	Software, antivirus, QuickBooks licensing and packages
	NTIHC/ICT/003	ICT SUPPLIES	ICT Supplies – Modems, Back up services and other IT solutions, (ICT equipment and accessories, i.e. UPS/surge protectors & peripherals, software, switchers, network cables, routers, scanners) Network cables, hubs and Racks
	NTIHC/ICT/004	EQUIPMENT	Projector, Cameras, photo copier, printers, servers,
	NTIHC/ICT/005	CARTRIDGES & TONNER	Photo Copier and Printer cartridges, tonner and other ICT supplies
	NTIHC/ICT/006	WEB SITE & EMAIL HOSTING	Email and Website design, hosting, maintenance and cloud back up.
	NTIHC/ICT/007	SERVICING, REPAIR AND MENTENANCE	Servicing, Repair and maintenance of ICT Equipment
	NTIHC/ICT/008	ICT SUPPORT SERVICES	ICT support services
	NTIHC/ICT/009	INTERNET SERVICES	Provision of internet - WIFI services
	NTIHC/ICT/010	TELCOM & INTERCOM SERVICES	Provision of Telecom and intercom services
3	NTIHC/PRNT/000	PRINTING	
	NTIHC/PRNT/001	PRINTING AND BRANDING	Printing reports, books of accounts, calendars, Brochures and other communication aides, Printing, Branding, engraving and signage: stamps, Tshirts, Identify cards, and other branded promotional/publicity and IEC materials, wrist bands, printing & publishing services including Art work, and secretarial services.
	NTIHC/PRNT/002	ENGRAVING AND	Engraving and embroidery services

		EMBROIDERY	
	NTIHC/PRNT/002	ELECTRONIC PRINTING AND BRANDING	Electronic designing and branding services.
	NTIHC/PRNT/003	PRINTING AND PUBLICATION	Media Print and electronic publication
	NTIHC/BDCST/000	BROADCASTING SERVICES	
4	NTIHC/BDCST/001	TELEVISION BROADCAST	Television Broadcasting services, that is Television air time (for talk-shows, adverts, jingles and other broadcasting services); in English and in local languages; within and outside central region.
	NTIHC/BDCST/001	RADIO BROADCAST	Radio Broadcasting services, that is Radio air time (for talk- shows, adverts, jingles and other broadcasting services); in English and in local languages; within and outside central region.
5	NTIHC/HTL/000	HOTEL SERVICES AND CATERING	
	NTIHC/HTL/001	HOTEL SERVICES	Hotel and conference facilities, Venues for meetings and training workshops in Kampala, Central region, Eastern and Western districts of Uganda as appropriate.
	NTIHC/HTL/002	MEALS	Meals for staff delivered at our office premises on daily basis
6	NTIHC/SEC/000	SECURITY SERVICES	
	NTIHC/SEC/001	SECURITY SERVICES	Security services
	NTIHC/SEC/002	SECURITY GARDGETD	Alarm system, CCTV Camera, Detectors
	NTIHC/SEC/003	FIRE FIGHTING EQUIPMENT	Fire Extinguishers, fire detectors
7	NTIHC/PROFS/000	OTHER PROFESSIONAL SERVICES	
	NTIHC/CSLTCY/001	CONSULTANCY SERVICES	Evaluations, Baseline, Institutional development, training, team building, policy review, Resource mobilization consultancy, ASRH mentoring and coaching program, Basic Research and documentation of good practice and case studies.
	NTIHC/ADT/002	AUDIT	Internal and External Audit services

	NTIHC/LGL/003	LEGAL	Legal retainers
	NTIHC/FIN/004	FINANCIAL SERVICES	Banking and Mobile money platforms
8	NTIHC/MV/000	MOTORVEHICLE AND OTHER AUTOMOTIVES	
	NTIHC/MV/001	MOTORVEHICLE	Supply of Motor Vehicle and Spare parts
	NTIHC/MV/002	REPAIRS, SERVICING AND MAINTENANCE	Garage services for Motor vehicle, Generator, motorcycles and other automotive equipment
	NTIHC/MV/003	FUEL AND LUBRICANTS	Supply of fuel, lubricants and servicing
	NTIHC/MV/004	MOTORCYCLES	Supply of Motor cycles and spare parts
	NTIHC/MV/005	MOTOR VEHICLES AND OTHER AUTOMOTIVE ACCESSESORIES	Tyres, tubes, batteries and other accessories
9	NTIHC/INS/000	INSURANCE	
	NTIHC/INS/001	MOTORVEHICLE	Comprehensive property insurance for Motor vehicles
	NTIHC/INS/002	PROPERTY INSURANCE	Comprehensive Property insurance
	NTIHC/INS/003	GPA	Group Personnel Accident Insurance for staff
	NTIHC/INS/004	MEDICAL	Comprehensive Medical Cover for staff
10	NTIHC/TSPT/000	TRANSPORT AND TRAVEL SERVICES	
	NTIHC/TSPT/001	TRAVEL AGENTS	Air ticketing, tour and travel agency
	NTIHC/TSPT/002	CAR HIRE SERVICES	Car hire and transportation services, Car hire services for town running and upcountry trips
11	NTIHC/MED-LAB/000	MEDICAL AND LABORATORY SUPPLIES	
	NTIHC/MED-LAB/001	MEDICAL AND LABORATORY SUPPLIES	Medical supplies, drugs, laboratory supplies(Supply of pharmaceutical products, surgical, medical instruments & materials, medical equipment & spares, medical sundries & supplies)
	NTIHC/MED-LAB/002	MEDICAL AND LABORATORY EQUIPMENT	Medical and Laboratory Equipment (Supply of chemical & laboratory reagents & consumables, laboratory equipment)
12	NTIHC/PRPTY/000	PROPERTY AGENTS	

NTIHC/PRPTY/001	Land and Building	Property agents for Land and building for purchase and hire
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Interested bidders should obtain Pre – qualification / Registration of suppliers’ documents from Naguru Teenage Information and Health Centre, Kiswa Health Centre III, spring road, Bugolobi P.O BOX 27572 during working hours (8:00am to 5:00pm) Monday to Friday, upon payment of a non – refundable fee of Uganda shillings one hundred thousand shillings only (**Ugx 100,000**) per category in form of cash and obtain a receipt from our accountant.

The evaluation criteria will be on pass/fail basis, the minimum requirements are summarized below and bidders are advised to comply with the indicated number of pages and conditions per requirement. Noncompliance will form basis for elimination.

- i. A copy of the Certificate of incorporation or equivalent (**One Page**)
- ii. A copy of the applicant’s Valid Trading license or equivalent (**One Page**)
- iii. Income Tax clearance certificate addressed to The Executive Director, Naguru Teenage Information and Health Center, email tenders@ntihc.or.ug TIN: 1000021966 (**One Page**)
- iv. VAT registration Certificate where applicable (**One Page**)
- v. Certified Audited Accounts for the last two years (**One page Summary – certified not later than January 2021**)
- vi. Verifiable recommendation letters from current three clients where the company is providing similar services in Uganda, preferably Local and International NGOs (**Three Pages**)
- vii. Evidence of proven experience in the respective supplies, services or works bided for (**One Page**)
- viii. Photocopies of LPOs or contracts should be attached (**Three pages**).
- ix. Attach Certificates of authorization from the manufacturer for IT equipment
- x. Attach IATA Certificate = International Air Transport Association Certificate for airline agents (**One Page**)
- xi. Attach UIPE Certificate = Uganda Institute of Professional Engineers for construction works (**One Page**)
- xii. Attach ICPAU certificate = Institute of certified Public Accountants Uganda - certificate for audit firms (**One Page**)
- xiii. Valid National Drug Authority certification for all medical supplies, DRUGS, medical equipment, Laboratory and Equipment. (**One Page**)

Properly sealed bids quoting the category number should be addressed to:

THE EXECUTIVE DIRECTOR
NAGURU TEENAGE INFORMATION AND HEALTH CENTRE
P.O BOX 27572, KAMPALA
 Email: tenders@ntihc.or.ug

Bids must be delivered before 5:00pm **9th September 2021**, late bids will not be accepted. The documents will be opened two working days after the deadline (14th September 2021) in the presence of bidders or their representatives who wish to be present. Display and communication of best evaluated bidders will be concluded within 20 working days, from the date of opening bids.

Inquiries should be directed to