

KITARA CIVIL SOCIETY NETWORKS ORGANISATION (KCSON)



REGISTRATION (SHORT LISTING) OF PROVIDERS FOR SUPPLIES AND SERVICES FOR THE YEAR 2023.

MARCH 2023

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Preface

KCSON is required by the procurement policy to establish, maintain and update a list of service providers of works, services and supplies for every financial year, and renew it periodically through an open invitation. Registration shall be open to all and intending providers invited using a short list notice.

The Registration document comprises of the following parts:

- Part I: General Part
- Part II: Instructions to Bidders
- Part III: Submission of Applications
- Part V: Opening and Evaluation of Applications
- Part VI: Short listing

PART I: GENERAL PART

1.1.1 1.1 Scope of Application

1.1.1 KCSON invites applications from interested providers for registration for provision of works, services and supplies.

1.1.2 Throughout this document:

- (a) the “Applicant” means the bidder submitting an application; and
- (b) “Application” means a bid or submission to be short-listed.

1.1.2 1.2 Source of Funds

1.2.1 KCSON approved budget(s) contributed to by its funders and members.

1.1.3 1.3 Corrupt Practices

1.3.1 KCSON Secretariat is against any form of corruption by Law and her procurement process is corrupt free and Service providers are highly advised not to indulge in any form and if caught may result into suspension of the bidder

PART II: INSTRUCTIONS TO PROVIDERS

1.1.4 2.1 Introduction

KCSON will evaluate and short list all eligible firms and individuals for the provision of various services or supplies for the Financial Year **2023**. Once a firm/individual has been short listed and registered, it will be invited, several times during the financial year, to submit quotations/ proforma invoice for the provision of some or all of the services or supplies. KCSON reserves the right to add similar types of services or supplies.

1.1.5 2.2 Objectives

KCSON invites Applications from reputable providers for services or supplies for the provision of various works, services or supplies for Financial Year **2023**

1.1.6 2.3 Eligible Applicants

2.3.1 An Applicant, and all parties constituting the Applicant, shall meet the following criteria to be eligible for registration to participate in the process.

- (a) the applicant has the legal capacity to enter into a contract;
- (b) the applicant is not:
 - (i) insolvent;
 - (ii) in receivership;
 - (iii) bankrupt; or
 - (iv) being wound up
- (c) the applicant is not the subject of legal proceedings for any of the circumstances in (b); and
- (d) the applicant has fulfilled his or her obligations to pay taxes and social security contributions.

2.3.2 Applicants shall not have a conflict of interest. All Applicants found to be in conflict of interest shall be disqualified. Applicants shall be considered to have a conflict of interest with one or more parties in this short-listing process,

2.3.3 A firm that is under a declaration of suspension by the Authority at the date of submission of the application or thereafter, shall be disqualified.

1.1.7 2.4 Cost of Applying

The Applicant shall bear all costs associated with the preparation and submission of its Application and **KCSON** will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the process ad submission at free of cost.

1.1.8 2.5 Clarification of Registration/Short listing Documents

A prospective Applicant requiring any clarification of the short-listing documents may notify **KCSON** in writing or by cable (hereinafter, the term cable is deemed to include telephone or e-mail) at the client's address indicated below. The **KCSON** will respond to any request for clarification on the short-listing documents, as long as submission of applications is still open.

For clarification purposes only, the address is:

Attention: **Procurement Unit**

Physical Address: **Kagadi**

Floor/Room number: **KCSON HEAD OFFICE**

Town/District: **Kagadi**

Postal Code **P. O. Box No: 80, Kagadi**

Country: **Uganda**

Telephone: **+256773326267/ 0393 240166**

Electronic mail address info@kconug.org / ssaturday@kconug.org

1.1.9 PART III: PREPARATION OF APPLICATIONS

1.1.10 3.1 Language of Application

The Application prepared by the Applicant, as well as all correspondence and documents relating to the Application exchanged by the Applicant and **KCSON**, shall be written in English. Supporting documents and printed literature provided by the Applicant may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Application, the translation shall govern.

1.1.11 3.2 Documents Establishing Applicant's Eligibility and Qualifications

The Applicant shall provide as part of its Application, the documentary evidence of the Applicant's legal status, financial, technical and production capability to provide the services if a contract is awarded in the format provided in the Application Submission Sheet. Failure to provide the required information shall result in disqualification.

3.3.2 The Application shall be typed or written in indelible ink, and shall be signed by the Applicant or a person or persons duly authorized to sign the short-listing documents. All pages of the Application, except for an amended printed literature, shall be initialed by the person or persons signing the Application and each page numbered.

PART III: SUBMISSION OF APPLICATIONS

1.1.12 4.1 Labelling of Applications

4.1.1 The Short listing Application shall be composed of one envelope or email submission marked "Short listing Document for the provision of services or supplies". It shall contain one copy

4.1.2 For application submission purposes only, KCSON procurement address is:

Attention:

Entity: **KCSON**

Physical Location: **Kagadi & Hoima Offices**

Email ; info@kcsnug.org / ssaturday@kcsnug.org

4.1.3 The envelope or email shall also indicate the name and address of the Applicant to enable the Application to be returned unopened in case it is declared "late".

4.1.4 Email submissions are allowed and will follow the same deadline and submission requirements

1.1.13 4.2 Deadline for Submission of Applications

Applications must be received by **Kitara Civil Society Organisations' Network (KCSON)** at the address specified under Clause 4.1.2 no later than **18th March 2023** before **12:00 Pm**

1.1.14 4.3 Late Applications

Any Application received after the deadline for submission of Applications prescribed by **KCSON** will be rejected and returned unopened to the Applicant.

5.2 Evaluation of Applications:

- (a) **KCSON** will carry out the evaluation of proposals on the basis of their responsiveness to:
- Names, address and physical location of business
 - Names and address of owners/directors of the firm
 - Company profile with particulars of staff, equipment, experience etc.
 - Trading license
 - Certificate of registration or incorporation where applicable
 - Valid Tax Identification Number (TIN)
 - Possession of bank account
 - Any other relevant information
- (b) Any application that fails to meet the requirements in 5.2 (a) will be considered unsuitable and shall be rejected at this stage. The **KCSON** Finance committee shall notify the Applicant of the rejection of their application.

5.3 Clarification of Applications

- 5.3.1 During evaluation of the Applications, the **KCSON secretariats** may, at its discretion, ask the Applicant for clarification of its Application. A request for clarification shall be signed and sent to a bidder by the chairperson of the finance committee
- 5.3.2 A bidder shall be instructed to reply to clarifications in writing within a specified time, addressing their responses to the Executive Director **KCSON**.
- 5.3.3 **KCSON** Secretariat shall ensure that all replies are promptly forwarded to the evaluation committee
- 5.3.4 Failure of a bidder to respond to a request for clarification may result in the rejection of its bid.

5.4 Contacting the KCSON Secretariat.

- 5.4.1 Any effort by the Applicant to influence the **KCSON** in its decisions on the Application evaluation may result in the rejection of the Application.

1.1.15 5.5 Confidentiality

- 5.5.1 Information relating to the evaluation of applications, and recommendation for short listing, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of short listing is made to all Applicants.
- 5.5.2 From the deadline for submission of applications to the time of notification of the results of the short listing, any Applicant that wishes to contact **KCSON** Management on any matter related to the short-listing process, may do so but only in writing.

PART IV: SHORT LISTING AND REGISTRATION

1.1.16 6.1 Notification to the Short-listed Applicants

That **KCSON** will notify all successful Applicants in writing by registered letter or by cable, that they have been short listed and registered to provide works, services or supplies for the Financial Year 2023.

1.1.17 6.2 Inspection

That **KCSON** reserves the right to conduct a physical inspection of the premises of the Applicant at its own cost and discretion, during the evaluation process. If, after the inspection, it is deemed that the physical structure and quality of service equipment is unsatisfactory, then the Application will be rejected. **KCSON** Management reserves the right to verify all information submitted.

1.1.18 6.3 Currency

1.2

All monetary/financial information furnished, must be quoted in *Uganda shillings*

FORM A1: RESOURCES: PERSONNEL

1. Number of staff
 - Management staff:
 - Technical staff:
 - Support staff:
2. Please list the present key personnel and management staff.

Name	Qualification	Position	Years of relevant experience

U may add additional space or paper

FORM A2: APPLICANT INFORMATION SHEET

STRUCTURE AND ORGANIZATION

- 1 Name of Applicant:.....
 Physical address:.....
 Postal address:.....
 Telephone number:.....
 Email:.....
 Service /Goods applied for:.....(Pick from list provided in call)

2 Description of the Applicant's activities:

3 Number of years of experience in the provision of services or supplies under reference

5 Describe your company's access from other sources (name the sources/companies) to services or supplies it does not carry out or does not have in stock, and the delivery schedule in these cases

6 What is the time schedule of providing and completing the services or supplies being applied for?

7 What are the specific types of equipment/vehicles that the company is certified to work on? (E.g. Motor vehicle, equipment maintenance, e.t.c.)

8 Please indicate the additional services or supplies that the company can provide e.g. mobile repair, vehicle breakdown, pickup service etc

FORM A3: RESOURCES: PERSONNEL

2. Number of staff
- Management staff:
 - Technical staff:
 - Support staff:

2. Please list the present key personnel and management staff.

Name	Qualification	Position	Years of relevant experience

U may add additional space or paper

FORM A4: EXPERIENCE: RELEVANT PROJECTS COMPLETED

Please fill in information about the relevant contracts completed over the past two years.

Name Employer	Description of Contracts	Total Price	Contract	Date of Completion

U may add additional space or paper

The applicant **MUST** attach evidence of performance of the above contracts either in the form of reference letters from the clients. This is applicable for both completed and current similar assignments.

Attachments

- i. Copy of Incorporation where applicable
- ii. Evidence of experience
- iii. TIN Certificate
- iv. Bank account reference
- v. Any other relevant information

In case of email submission the document should not exceed the size of 2 GB