



Terms of Reference (ToRs) for Prequalification Process Management: Bid Opening, Evaluation and Report Preparation –

Ref: AAIU/SUPLS/SRVCS/WORKS/2025/2026/018

1.0 Introduction

ActionAid International Uganda (AAIU) is a Ugandan national development organization affiliated with ActionAid International, a global federation operating in 47 countries across Africa, Asia, Europe, and the Americas. AAIU has been working in Uganda since 1982, focusing on supporting minority groups such as women, children, and people living in extreme poverty. Its vision is to create a just, equitable, and sustainable world where every person enjoys the right to a life of dignity, freedom from poverty, and all forms of oppression.

AAIU is currently implementing its 6th Strategy Paper in various regions, central(Kampala), Northern, Eastern and west Nile with the following strategic outcome areas:

1. People-led Climate Justice and Resilience to Shocks and Humanitarian Emergencies
2. People-centered Governance and Accountable Public Services
3. Women and Young People’s Access to Decent Opportunities and Productive Resources

In line with its strategic goals, AAIU seeks to prequalify and engage suppliers to provide Supplies/ Services and works to AAIU for the FY 2025/2026. To ensure the process is transparent and efficient, AAIU intends to source a consultant to manage the prequalification process, including bid opening, evaluation, and report preparation.

2.0 Purpose of the Assignment

The purpose of this assignment is to hire a consultant to manage the prequalification process for suppliers to provide Supplies/ Services and works to AAIU for the FY 2025/2026. This includes managing the bid opening, evaluation, and providing reports at each stage, culminating in a final report at the conclusion of the process.

3.0 Specific Objectives

The Consultant will be required to:

1. Manage the bid opening process, ensuring transparency and compliance with AAIU procurement regulations.
2. Conduct a thorough evaluation of the bids based on both technical and financial criteria as outlined in the bidding documents.
3. Provide detailed reports after each stage (bid opening, evaluation) and compile a comprehensive final report summarizing the entire process and (recommendations (if any)).



4.0 Expected Deliverables

The Consultant is expected to deliver the following:

1. **Bid Opening Report:** A report documenting the bid opening process, listing all bidders, their submissions, and compliance with preliminary requirements.
2. **Evaluation Report:** A detailed report on the evaluation process, including technical and financial assessments of each bid, scoring criteria, and recommendations for further consideration.
3. **Final Report:** A comprehensive report consolidating the findings from the bid opening and evaluation, providing clear recommendations for the selected bidders.

5.0 Scope of Work and Timeline

The scope of work will include:

1. **Bid Opening:** Coordinate the bid opening process in accordance with AAIU's procurement policies and procedures.
2. **Bid Evaluation:** Evaluate bids based on technical qualifications, financial proposals, and compliance with eligibility requirements.
3. **Reporting:** Provide reports at each stage and a final report detailing the entire prequalification process.

The assignment will be carried out in Kampala at AAIU head office and expected to be completed within a period of **2 weeks**.

6.0 Methodology

The Consultant will apply a **two-stage evaluation process**, including:

1. Preliminary screening for compliance with mandatory requirements.
2. Detailed technical and financial evaluation of eligible bids.

7.0 Legal Status

The Consultant must possess all necessary legal and registration documents, including relevant certifications (if any) from the appropriate regulatory bodies.

8.0 Qualifications and Experience

The Consultant must have the following:

- Proven experience in conducting bid evaluations, contractor prequalification processes, and report writing.
- Experience in managing prequalification projects, particularly in the NGO sector or public sector.
- Knowledge of Uganda's procurement laws and regulations.
- At least **three recommendations** for similar assignments conducted in the past.



9.0 Reporting

The Consultant will report to the **Procurement Officer**, providing updates at each stage of the process and finalizing the assignment with a comprehensive report.

10.0 Submission of Proposals

Interested firm/ individuals are required to submit proposals via **Procurement.Uganda@actionaid.org** no later than **3rd January 2025 at 13:00 Hrs.** Proposals must include technical and financial proposals and evidence of the Consultant's qualifications and experience as outlined in this ToR.

ActionAid International Uganda may, at their own discretion, extend the deadline for the submission of Proposals by amending the solicitation documents, in which case all rights and obligations of ACTIONAID INTERNATIONAL UGANDA and Offerors previously subject to the deadline will thereafter be subject to the deadline as extended.

For more inquires, please contact Procurement.Uganda@actionaid.org

11.0 Child protection, sexual harassment, exploitation, abuse, and safeguarding standards

The Service Provider SHALL adhere to child protection, sexual harassment, fraud, and safeguarding standards regarding the protection of children, women, young people and adults from abuse, exploitation, and neglect.

ActionAid International Uganda maintains a corruption free environment, for all complaints relating to fraud and Corruption involving ActionAid international Uganda staff in the administration of this contract, report to these email addresses; whistleblower.uganda@actionaid.org , safeguarding.uganda@actionaid.org

12.0 Evaluation Criteria

The proposals will be evaluated based on the following:

1. **Compliance with submission requirements** (legal and registration documents, certifications, etc.)
2. **Technical proposal quality** (methodology, work plan, personnel qualifications)
3. **Financial proposal feasibility** (cost, payment terms, and validity period)

A METHODOLOGY USED

The evaluation methodology to be used for the evaluation of bids received shall be the Technical Compliance Selection (TCS) methodology.



Summary of Methodology

The evaluation shall be conducted in Four sequential stages –

- (a) A preliminary examination to determine the eligibility of bidders and the administrative compliance of bids received.
- (b) A detailed evaluation to determine the technical responsiveness of the eligible and compliant bids.
- (c) A financial comparison to compare costs of the eligible, compliant, responsive bids received and determine the best-evaluated bid; and
- (d) Post qualification to confirm whether the best-evaluated bidder has the capacity and resources to effectively execute the procurement.

Failure of a bid at any stage of the evaluation shall prevent further consideration at the next stage of evaluation. Substantial responsiveness shall be considered a pass at the detailed evaluation stage.

B PRELIMINARY EXAMINATION CRITERIA

Eligibility Criteria

The documentation required to provide evidence of eligibility shall be: -

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1. A copy of the Memorandum and Articles of Association
2. a copy of the Bidder's Certificate of Registration or equivalent.
3. Copy of the Tax Clearance Certificate for the year 2024 addressed to ActionAid International Uganda (**1000042267**),
4. Signing of the ethical code of conduct for bidders
5. All pages MUST be serially numbered and initialled
6. a copy of the Bidder's Valid Trading licence or equivalent and a Certified Copy of the Trading License for the previous year

TECHNICAL EVALUATION CRITERIA. (TO BE EVALUATED OUT OF (70)

PERSONNEL (30)

Clearly state details of the proposed personnel and their Academic Qualification (*as detailed in the solicitation above*)

- Include academic qualifications.
- Include certifications.
- CV of the Lead personnel

PREVIOUS WORKS (30)



- Candidate must provide evidence of both ongoing contracts **or** executed contracts in line with the desired services.
- Recommendations at least three (3) (*as described in the solicitation document above*)

Financial Evaluation (to be assessed out of (40))

Sn	Description of services	Uom	Unit Cost
1	Prequalification Process Management: Bid Opening, Evaluation, Site Visits, and Final Report Preparation.	Svs	

Provider's offer including

- Payment terms
- Quotation Validity
- Completion Period

Period of validity of Proposals

- Proposals shall remain valid for ninety (90) working days after the date of Proposal submission set by ACTIONAID INTERNATIONAL UGANDA, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected on the grounds that it is not responsive.
- In exceptional circumstances, ACTIONAID INTERNATIONAL UGANDA may solicit the Offeror's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. An Offeror granting a request will not be required nor permitted to modify the Proposal

FORMAT AND SIGNING OF PROPOSALS

ActionAid will not be responsible in any way for any costs incurred in the preparation or submission of the documents. Submission of a proposal does not give any guarantee of award of this project.

AAIU will evaluate bids and award the assignment based on technical and financial feasibility. AAIU reserve the right to accept or reject any proposal received without giving reasons and is not bound to accept the lowest, the highest or any other applicant.



Annex I:

INVITATION FOR PRE-QUALIFICATION OF PROVIDERS FOR FY: 2025/2026 [REF: AAIU/SUPLS/SRVCS/WORKS/2025/2026]

ActionAid International Uganda invites interested and suitably qualified bidders to submit sealed bids for Prequalification for the following categories in the different regions;(Central - Kampala head office), (Northern -Nebbi office) and (Eastern -Kumi office) as specified below and on our website at www.actionaid.org/uganda
<https://uganda.actionaid.org/jobs/2024/invitation-pre-qualification-providers-non-consultancy-services-consultancies-and-works>

SUPPLIES:

CODE / LOT No.	ITEM
SUPL/1000	Computers and computer accessories & consumables - Kampala only
AAIU/FWK/ SUPL- 2000/2025/2026	Toners and cartridges. (To be subjected to a framework) – Kampala only
SUPL/3000	Medical supplies & related medical sundries. first aid use only-Kampala only
SUPL /4000	Assorted Electrical accessories; TVs, Fridges, phones, etc– Kampala only
SUPL /5000	Supply and maintenance of Firefighting equipment - All locations
SUPL/6000	Supply of protective safety wear etc - All locations
SUPL/7000	Supply and maintenance of Generators, UPS, Solar equipment etc - Kampala
SUPL/8000	Office consumables and sundries– All locations
SUPL/9000	Supply and maintenance of Air Conditioners and Accessories – Kampala only
SUPL/10000	Office Furniture and Fittings) – Kampala only
SUPL/11000	Supply and maintenance intercom and PABX solutions – Kampala only
AAIU/FWK/ SUPL- 12000/2025/2026	Assorted office stationery (Subjected to a framework contract). All locations
SUPL/13000	Supply of designed promotional materials and merchandise. Kampala only
SUPL /14000	Supply and installation of software, licenses, networks, servers Kampala only
SUPL /15000	Gift vouchers and souvenirs – Kampala only
SUPL /16000	Supply of motor vehicle and motorcycle tyres & fittings, batteries. All locations
SUPL/ 17000	Supply, installation and maintenance of solar equipment. Kampala only
SUPL/18000	Supply of Fuel and lubricant (Applies to Northern and Eastern region only)
SUPL/19000	Supply of farm & agricultural inputs, tools, seeds, livestock, etc. All locations



CATEGORY A: SERVICES: NON-CONSULTANCY SERVICES:

CODE	ITEM
SVCS/1000	Design, art and print services). All locations
SVCS/2000	Photography, videography and film production services. Kampala only
SVCS/3000	Air Ticketing, Tours & travel. Kampala only
SVCS/4000	Clearing & forwarding. Kampala only
SVCS/5000	Computer repair & maintenance (printers/copiers & CCTV Cameras etc. Kampala only
SVCS/6000	Courier Services (local and global /international courier). Kampala only
SVCS/7000	Engraving services and tagging of assets. All locations
SVCS/8000	Events management and entertainment (Tents, chairs, PAS,Deco etc.) All locations
SVCS/9000	Motor vehicle and asset tracking services and related equipment. Kampala only
SVCS/10000	Repair & Maintenance of motor vehicles & motorcycles (In major Cities). All locations
SVCS/16000	SMS services, Telemarketing, aggregation services & Internet services. Kampala only
SVCS/17000	Car washing services. (Framework contract). All locations
AAIU/FWK/SVCS /18000/2025/2026	Provision of vehicle hire services, (framework contract). All locations
AAIU/FWK/SVCS-19000/2025/2026	Provision cleaning & fumigation (framework contract). All locations
SVCS/20000	Provision of Valuation and disposal services (assets etc.). Kampala only
AAIU/FWK/SVCS -21000/2025/2026	Broadcasting & Advertising -Radio and TV (framework contract) All locations
AAIU/FWK/SVCS -22000/2025/2026	Provision of hotel services (Framework contract) All locations
AAIU/FWK/SVCS -23000/2025/2026	Security services (guard duties)- (Framework contract). All locations
AAIU/FWK/SVCS -24000/2025/2026	Publication of advertisements in newspapers (Framework contract) Kampala
AAIU/FWK/SVCS -25000/2025/2026	Outside Catering services (To be subjected to a framework contract). All locations

CATEGORY B: CONSULTANCY SERVICES:

CODE	ITEM
SVCS/38000	Legal services.

SVCS/39000	Architectural design, supervision & quantity surveying, Valuation and Surveying Companies (Property valuation). All locations
SVCS/40000	Various HR Consultancies Apply based on the priority area expertise.
SVCS/41000	Programmes/Projects Consultancies Apply based on the priority area expertise)

CATEGORY C: WORKS

CODE	ITEM
Works/1000	Mechanical works including plumbing (Pipes/ fittings), and drainage. All locations
Works/2000	Electrical works and maintenance:Wiring, Generators & Solar installation) All locations
Works/3000	Provision of Civil works including major construction. All locations
Works/4000	Minor repairs and maintenance of buildings. (Below UGX 30M) All locations
Works/5000	Carpentry, wood joinery and masonry. All locations
Works/6000	Fabrication and installation of signage. Kampala only

MANAGEMENT

CODE OF ETHICAL CONDUCT- IN BUSINESS FOR BIDDERS AND PROVIDERS

(Under Section 93 of the Public Procurement and Disposal of Public Assets Act, 2003)

1. Ethical Principles

Bidders and providers shall at all times

- a) maintain integrity and independence in their professional judgement and conduct;
- b) comply with both the letter and the spirit of-
 - i. the laws of Uganda; and
 - ii. any contract awarded.
- c) avoid associations with businesses and organizations which are in conflict with this code.

2. Standards

Bidders and providers shall-

- a) strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
- b) comply with the professional standards of their industry or of any professional body of which they are members

3. Conflict of Interest

Bidders and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with any procuring and disposing. entity Bidders and



providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped

4. Confidentiality and Accuracy of Information

- i. Information given by bidders and providers: in the course of procurement processes or the-performance of contracts shall be true, fair and not designed to mislead
- ii. Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain

5. Gifts and Hospitality

Bidders and providers` shall not offer gifts or hospitality directly or indirectly, to staff of a procuring and disposing entity that might be viewed by others as having an influence on a government procurement decision.

6. Inducements

- i. Bidders and providers shall not offer or give anything of value to influence the action of a Procurement Unit official in the procurement process or in contract execution.
- ii. Bidders and providers shall not ask a Procurement Unit to do anything which is inconsistent With the Act, Regulations. Guidelines or the Code of Ethical Conduct in Business

7. Fraudulent Practices

Bidders and providers shall not-

- a) collude with other businesses and organizations with the intention of depriving a procuring and disposing entity of the benefits of free and open competition;
- b) enter into business arrangements that might prevent the' effective operation- of fair competition;
- c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;



- d) misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring, and: Disposing Entity; or utter false documents;
- e) unlawfully obtain. information relating to, a procurement process in order to influence the process or execution of-a contract to the detriment of the PDE; and
- f) withholding information from the PDE during contract execution to the detriment of the PDE.

I agree to comply with the above code of ethical-conduct in business

AUTHORISED SIGNATORY

NAME OF BIDDER/PROVIDER

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