



SOROTI CATHOLIC DIOCESE INTEGRATED DEVELOPMENT ORGANIZATION-

SOCADIDO

**SHORT LISTING (PRE-QUALIFICATION) OF PROVIDERS FOR
GOODS/SUPPLIES AND SERVICES**

NOVEMBER 2018

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Preface

Short listing is a pre-tender process that provides for a shortlist of providers from which providers are obtained to bid. Short listing is used where services or supplies are of a routine nature or bidding is for a group of similar contracts. Short listing shall be open to all providers and providers shall be invited using a short list notice.

A short list notice shall be published in at least one publication of wide circulation to ensure effective competition.

The short listing document is divided into:

Part I: General Part

Part II: Instructions to Bidders

Part III: Preparation of Applications

Part IV: Submission of Applications

Part V: Opening and Evaluation of Applications

Part VI: Short listing

Appendices:

A: Application Submission Sheet

B: Statement of Requirements

C: Evaluation Criteria

PART I: GENERAL PART

1.1 Scope of Application

1.1.1 SOCADIDO invites applications for the short list of Goods/Supplies and services described in

Appendix B

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.

PART II: INSTRUCTIONS TO PROVIDERS

2.1 Introduction

SOCADIDO will evaluate and short list all eligible firms for the provision of various Goods/supplies and services for the Financial Years *2019 and 2020*. Once a firm has been short listed, it will be invited several times during the financial year to submit a proposal for the provision of some or all of the goods/supplies and services.

2.2 Objectives

SOCADIDO invites sealed Applications from reputable providers for goods/supplies or services for the provision of various goods/supplies or services for 2 Financial Years 2019 and 2020.

2.3 Eligible Applicants

2.3.1 An Applicant, and all parties constituting the Applicant, shall meet the following criteria to be eligible to participate in public procurement:

- (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) The applicant is not being wound up
- (c) The applicant's business activities have not been suspended;
- (d) The applicant is not the subject of legal proceedings for any of the circumstances in (b); and
- (e) The applicant has fulfilled his or her obligations to pay taxes.

2.3.2 An Applicant shall be a natural person, private entity or any combination of them with the formal intent to enter into an agreement or under an existing agreement in the form of a joint venture, consortium or association. In the case of a joint venture, consortium or association, unless otherwise specified in the **Application Submission Sheet**, all parties shall be jointly and severally liable.

2.3.3 An Applicant and all parties constituting the Applicant shall have the nationality of an eligible country. An Applicant shall be deemed to have the nationality of a country if the Applicant is a citizen, or is constituted, incorporated or registered and operates in conformity with the provisions of the laws of that country.

2.3.4 This criterion shall also apply to the determination of the nationality of proposed subcontractors or providers for any part of the Contract including related services.

2.3.5 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, if they:

- (a) Have controlling shareholders in common; or
- (b) Receive or have received any direct or indirect subsidy from any of them; or
- (c) Have the same legal representative for purposes of this application; or
- (d) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the application of another Applicant, or influence the decision of SOCADIDO regarding this short listing process; or
- (e) Participated as a consultant in the preparation of the design or technical specifications of the goods/supplies or services that are the subject of this short listing.

2.3.6 A firm shall submit only one bid in the same bidding process, either individually as a Bidder or as a partner of a joint venture. No firm can be a subcontractor while submitting a bid individually or as a party of a joint venture in the same bidding process. A firm, if acting in the capacity of Subcontractor in any bid, may participate in more than one bid, but only in that capacity. A Bidder who submits, or participates in, more than one bid will cause all the proposals in which the Bidder has participated to be disqualified.

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

2.3.8 Applicants shall provide such evidence of their continued eligibility satisfactory to SOCADIDO, as SOCADIDO shall reasonably request.

2.4 Cost of Applying

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

2.5 Clarification of short listing Documents

A prospective Applicant requiring any clarification of the short listing documents may notify SOCADIDO in writing or by cable (hereinafter, the term cable is deemed to include telephone, e-mail and facsimile) at the client's address indicated below. SOCADIDO will respond in writing to any request for clarification on the short listing documents, which it receives no later than seven (7) days prior to the deadline for the submission of Applications. Written copies of the *SOCADIDO's* response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective applicants that have received the short listing documents.

For clarification purposes only, the SOCADIDO's address is:

Soroti Catholic Diocese Integrated Development Organization-SOCADIDO

Attention: **Diocesan Development Coordinator**

Postal Code/P. O. Box No: **641**

Telephone: **0392666293**

Electronic mail address: **socadido@yahoo.co.uk**

PART III: PREPARATION OF APPLICATIONS

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 SOCADIDO 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.

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 (**Forms A1 – A7**). Failure to provide the required information shall result in disqualification.

3.3 Format and Signing of Applications

3.3.1 The Applicant is requested to submit its Short listing Documents (included in Annex A) in one envelope marked: **“prequalification for provision of (Nature of business).”** The envelope shall contain one (1) original and two (2) copies.

3.3.2 The original and the copies of 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 shall be initialed by the person or persons signing the Application and each page numbered.

3.3.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the Application.

3.3.4 All Pages of the proposal **MUST** be numbered sequentially starting with page number one (1) being the cover page.

PART IV: SUBMISSION OF APPLICATIONS

4.1 Sealing and Labeling of Applications

4.1.1 The Short listing Application shall be composed of one envelope marked “**prequalification for provision of (Nature of business).**” It shall contain one (1) original (marked “Original”) and two (2) copies (marked “Copy”).

4.1.2 For application submission purposes only, the Procuring and Disposing Entity’s address is:

SOROTI CATHOLIC DOICесе INTEGRATED DEVELOPMENT ORGANIZATION-SOCADIDO

Attention: **Diocesan Development Coordinator**

Town/City: **Soroti**

Postal Code: **641**

Country: **Uganda**

The deadline for application submission is:

Date: **6th December 2018**

Time: **05.00 pm**

4.1.3 If the envelope is not sealed and marked as required by Clause 4.1, **SOCADIDO** will assume no responsibility for the Applications misplacement or premature opening.

4.2 Deadline for Submission of Applications

Applications must be received by **SOCADIDO** at the address specified under Clause

4.1.2 No later than ***6th December 2018, 05.00pm***

4.3 Late Applications

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

PART V: OPENING AND EVALUATION OF APPLICATIONS

5.1 Opening of Applications by SOCADIDO

5.1.1 SOCADIDO will read out Applicants' particulars in the presence of Applicants' representatives who choose to attend, on the *7th December 2018*. The Applicants' representatives who are present shall sign a register as evidence for their attendance.

5.1.2 No Application shall be rejected at Application opening, except for late Applications, which shall be returned unopened to the Applicants.

5.1.3 SOCADIDO will prepare minutes for the Application opening.

5.2 Evaluation of Applications:

(a) *SOCADIDO* will carry out the evaluation of proposals on the basis of their responsiveness to:

- i. Legal Status
- ii. Tax Payment
- iii. Financial Position – Presentation of copies of Audited reports for the last two years.
- iv. Specific evaluation criteria for each category as given in *Appendix C*.

(b) Any application that fails to meet the requirements in 5.2 (a) will be considered unsuitable and shall be rejected at this stage. SOCADIDO shall notify the Applicant of the rejection of their application.

5.3 Clarification of Applications

5.3.1 During evaluation of the Applications, SOCADIDO 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 evaluation committee and all requests for clarifications shall be copied to all bidders for information purposes only and noted in the evaluation report.

5.3.2 A bidder shall be instructed to reply to clarifications in writing within a specified time, addressing their responses to the Diocesan Development Coordinator.

5.3.3 The head of the procurement and disposal unit shall ensure that all replies are promptly forwarded to the chairperson of 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 Procuring and Disposing Entity

5.4.1 No Applicant shall contact SOCADIDO on any matter relating to its Application from the time of Application opening to short listing of Applicants.

5.4.2 Any effort by the Applicant to influence SOCADIDO in its decisions on the Application evaluation may result in the rejection of the Application.

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 SOCADIDO on any matter related to the short listing process, may do so but only in writing.

PART VI: SHORT LISTING

6.1 Notification to the Short listed Applicants

SOCADIDO will notify all Applicants in writing by registered letter or by cable, that they have been short listed to provide goods/supplies or services for the Financial Years 2019 and 2020.

6.2 Inspection

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

6.3 Changes in Qualifications of Applicants

6.3.1 Applicants and those subsequently short listed or conditionally short listed, shall inform SOCADIDO of any material change in information that might affect their qualification status. Providers shall be required to update key short listing information at the time of bidding.

6.3.2 Prior to award of contract, the best evaluated bidder will be required to confirm its continued qualified status in a post-qualification review process.

ANNEX A: FORM A1: APPLICATION SUBMISSION SHEET

Date: *[insert day, month, year]*

To: *[insert full name of Procuring and Disposing Entity]*

We, the undersigned declare that:

- (a) We have examined and have no reservations to the short listing document
- (b) We hereby apply to be short listed for the following goods/supplies or services:

S/n	Description of Goods/Supplies or services

- (c) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short listing process, are eligible to participate in public procurement;
- (d) We undertake to abide by the Code of Ethical Conduct for Providers and Providers during the procurement process and the execution of any resulting contract;
- (e) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short listing process do not have any conflict of interest, and are not associated, nor have been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design or technical specifications of the Supplies;
- (f) We, our affiliates or subsidiaries, including any subcontractors for any part of the contract or contracts resulting from this short listing process, have not been suspended by the Public Procurement and Disposal of Public Assets Authority in Uganda from participating in public procurement;
- (g) We understand that you may amend the scope and value of any contracts to be bid or cancel the short listing process at any time and that you are neither bound to accept any application that you may receive nor to invite the short listed applicants to bid for the contract or contracts, which are the subject of this short listing, without incurring any liability to the Applicants;

(h) We understand that qualification information will be subject to verification through a post-qualification process prior to any award of contract;

(l) We hereby authorize you and your authorized representatives, to conduct any enquiries or investigations to verify the statements, documents and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Application Submission Sheet will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by you to verify statements and information provided in this application.

Signed: *[signature of person whose name and capacity are shown below]*

Name: *[insert complete name of person signing the application]*

In the capacity of *[insert legal capacity of person signing the application]*

Duly authorized to sign the application for and on behalf of:

[Insert complete name of Applicant/Joint Venture]

Dated on _____ day of _____, _____ *[insert date of signing]*

FORM A2: APPLICANT INFORMATION SHEET STRUCTURE AND ORGANIZATION

1. Name of Company:

(Insert full legal name)

Physical Address:

Telephone Number:

Email:

2. Description of the Company's Activities

3. Number of Years of Experience in the provision of the goods/supplies or services under reference

4. In case of a Joint Venture, the following documentation shall be required for each member of the joint venture:

- a) A copy of the Bidder's Trading license or equivalent;
- b) A copy of the Bidder's Certificate of Registration or equivalent;
- c) A copy of the Bidder's income tax clearance certificate or equivalent;
- d) A copy of the Bidders VAT registration or equivalent;
- e) Power of Attorney of the signatory (ies) of the bid authorizing signature of the bid on behalf of the joint venture;
- f) A certified copy of the Joint Venture Agreement, which is legally binding on all partners, showing that all partners shall be jointly and severally liable and one of the partners will be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture.

The Applicant's authorized representative for information is:

Name: *[insert full legal name]*

Address: *[insert street/ number/ town or city/ country]*

Telephone/Fax numbers: *[insert telephone/fax numbers, including country and city codes]*

E-mail address: *[indicate e-mail address]*

5. Please indicate here or attach an organization chart showing the company structure including key personnel

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

FORM A3: FINANCIAL STATEMENT

1. Annual value of business under taken in the last two years

Year		
Turn Over		

2. Approximate value of current work related to this type of goods/supplies or services.
3. Please attach copies of bank statements for the past three months (January, June & November 2018).
4. Name and address of Bankers from which references can be obtained and authority to seek references

FORM A4: RESOURCES: PERSONNEL

- 1. Number of staff
 - Management staff
 - Technical Staff
 - Support staff

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

Name	Qualification	Years of relevant experience

FORM A5: RESOURCES: PROVIDERS EQUIPMENT AND FACILITIES

On the basis of the information provided in the short listing documents, please indicate equipment and facilities considered by your firm to be necessary for undertaking the contract and whether this is already in the company's ownership or will be purchased.

The following facilities and infrastructure are available at the Applicants workshop:

FORM A6: EXPERIENCE: RELEVANT TO PROJECTS COMPLETED

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

Employer	Description of contracts	Total Contract Price	Date of completion

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.

EXPERIENCE: CURRENT RELEVANT CONTRACTS

Please fill in information about the current relevant contracts being executed.

Employer	Description of contracts	Total Contract Price	Value completed and certified

FORM A7: LEGAL STATUS

1.	Enclose a copy of the Memorandum and Articles of Association or its equivalent. A separate list of Directors/Partners/Proprietors should be attached. A joint venture agreement should be attached where applicable
2.	Enclose a copy of the Certificate of Incorporation or its equivalent
3.	Enclose a copy of the Power of Attorney to the signatory of the short listing document registered by the Registrar of Companies or written authorization to submit the application
4.	Enclose an Income Tax Clearance Certificate. Enclose an Annual Tax Clearance certificate for the previous year. Attach a copy of VAT Registration Certificate
5.	Please enclose a copy of a Trading License for the previous year certified by an issuing authority.
6.	Please enclose a copy of your firm's ISO or other quality assurance certificate, if any.

ANNEX B: STATEMENT OF REQUIREMENTS.

A. GOODS/SUPPLIES:

B. SERVICES

1.	Office Supplies	1.	Catering services
2.	Branded supplies (Shirts, T-shirts)	2.	Security services
3.	IT Equipment (photocopiers, Computers and accessories, printers and software)	3.	Maintenance and servicing of motorcycles
4.	Tyres and Tubes for Motor Vehicles /Cycles	4.	Maintenance and servicing of motor Vehicles
5.	Protective Wear (ridding shoes, ridding gear, helmets)	5.	Maintenance and servicing of IT equipment
6.	Fuel and Lubricants	6.	Engraving and embroidery services
7.	Agricultural Inputs	7.	Hire of Vehicles
8.	Fixtures and Construction materials	8.	Printing and Designing services
		9.	Provision of hotel accommodation and conference facilities.
		10.	Provision of internet services.
		11.	Consultancy Services(Baseline Surveys, Project Evaluations and Documentaries)

ANNEX C: EVALUATION CRITERIA

The evaluation criteria is usually based on four main areas namely eligibility, experience, and capacity, technical and quality requirements. The following are examples of what SOCADIDO might use as evaluation criteria: The list is not exhaustive:

GOODS/SUPPLIES:

Eligibility

- General Eligibility
- Nationality
- Conflict of Interest
- Suspension
- Origin of Supplies

Historical Contract Performance

- Experience of similar size of contracts
- Completion time
- Disputes

Capacity

- Production
- Financial position
- Current Commitments

Experience

- Experience of firm
- Qualifications and Competence
- Experience in subject

SERVICES:

Eligibility

- General Eligibility
- Nationality
- Conflict of Interest
- Suspension
- Joint Venture

Experience

- Experience of firm
- Qualifications and Competence
- Experience in subject
- Experience in region and language
- Methodology

Historical Contract Performance

- History of non-performing contracts
- Pending litigation

Financial

- Performance Security
- Advance payment security