



**DEFENDDEFENDERS**

East and Horn of Africa Human Rights Defenders Project



**AFRICANDEFENDERS**

Pan-African Human Rights Defenders Network

**SHORT LISTING (PRE-  
QUALIFICATION) OF PROVIDERS FOR  
WORKS, SERVICES AND SUPPLIES**

**January 2024 - 2026**

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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 works, 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**

### **1.1 Scope of Application**

- 1.1.1 DefendDefenders invites applications for the short list of services and supplies described in **Appendix B**.
- 1.1.2 Throughout this document:
  - (a) The “Applicant” means the bidder applying; and
  - (b) “Application” means a bid or submission to be short-listed.

### **1.2 Source of Funds**

- 1.2.1 DefendDefenders has an approved budget from **its donors** towards the cost of the procurements described in **Appendix B**. DefendDefenders intends to use these funds for payments under the contract(s) resulting from the bidding for which this short list is conducted.

### **1.3 Corrupt Practices**

- 1.3.1 It is DefendDefenders policy to require staff as well as Applicants, and Providers, observe the highest standards of ethics during procurement and the execution of contracts.

## **PART II: INSTRUCTIONS TO PROVIDERS**

### **2.1 Introduction**

DefendDefenders will evaluate and short list all eligible companies for the provision of various services or supplies for the Financial Years 2024/2025/2026. 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 the services or supplies. DefendDefenders reserves the right to add similar types of works, services or supplies to the list in **Appendix B**.

### **2.2 Objectives**

DefendDefenders invites sealed Applications from reputable providers for services or supplies for the provision of various works, services or supplies for Financial Year [2024/2025/2026.]  
The list of items required during the above-mentioned financial year is given in **Appendix B**.

### **2.3 Eligible Applicants and Countries**

- 2.3.1 An Applicant, and all parties constituting the Applicant, shall meet the following criteria to be eligible to participate in procurement process:
  - (a) The applicant has the legal capacity to enter a contract.
  - (b) The applicant is not: insolvent, bankrupt, or being wound up

- (c) The applicant's business activities have not been suspended, is not subject of legal Proceedings and has fulfilled his or her obligations to pay taxes and social security fund.

2.3.2 All countries are eligible, unless as a matter of law or official regulation, the Government of Uganda prohibits commercial relations with that country or by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government of Uganda prohibits any import of Supplies from that country or any payments to persons or entities in that country.

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

#### **2.4 Cost of Applying**

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

A prospective Applicant requiring any clarification of the short-listing documents may notify DefendDefenders in writing or by email at the client's address indicated below. DefendDefenders will respond in writing or by email to any request for clarification on the short-listing documents, which it receives no later than two (2) days prior to the deadline for the submission of Applications that have received the short-listing documents.

For clarification purposes only, the DefendDefenders address is:

Attention: Nakato Zainab (Administrative Associate)

Street Address: Lotis Towers Plot 16 Mackinnon Road

Postal code/ P.O. BOX 70356 Nakasero, Kampala Uganda

Office Number: (256) 200 760 700

Website: [www.defenddefenders.org](http://www.defenddefenders.org)

Electronic Mail Address: [services@defenddefenders.org](mailto:services@defenddefenders.org)

### **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 DefendDefenders 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 capability to provide the services if a contract is awarded in the format provided in the Application Submission Sheet (**Forms A1 – A5**) 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: **“Short listing Documents for the provision of services or supplies to DefendDefenders for the Financial Years 2024/2025/2026.** The envelope shall contain one (1) original and one (1) copy.

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. The person or persons signing the Application shall initial all pages of the Application, except for unmodified printed literature, 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 Labelling of Applications**

4.1.1 The Short-Listing Application shall be composed of one envelope marked “Short listing Document for the provision of services or supplies”. It shall contain one (1) original (marked “Original”) and one (1) copy (marked “Copy”).

4.1.2 For application submission purposes only, the DefendDefenders address is:

Attention: **Nakato Zainab (Administrative Associate)**

**Street Address: Lotis Towers Plot 16 Mackinnon Road**

**Postal code/ P.O. BOX 70356 Nakasero, Kampala Uganda**

**Office Number: (256) 200 760 700**

Website: [www.defenddefenders.org](http://www.defenddefenders.org)

Electronic Mail Address: [services@defenddefenders.org](mailto:services@defenddefenders.org)

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

#### 4.2 **Deadline for Submission of Applications**

Applications must be received by *DefendDefenders* at the address specified under Clause 4.1.2 no later than **19<sup>th</sup> January 2023 at 5:30PM**. Any Application received after the deadline will be rejected and returned unopened to the Applicant.

## **PART V: EVALUATION OF APPLICATIONS**

### **5.1 Evaluation of Applications:**

(a) DefendDefenders will carry out the evaluation of **Bids** based on their responsiveness to:

- Legal Status
- Tax Payment
- Financial Position – Presentation of copies of Audited reports for the last **two years**.
- **Previous Experience in Similar activities**
- Specific evaluation criteria for each category will be on a pass or Fail Basis.

The Following specific documents shall be required.

- a) *Certificate of Registration.*
- b) *Memorandum and Articles of Association.*
- c) *Powers of attorney.*
- d) *Tax registration Certificate.*
- e) *Tax Clearance certificate.*
- f) *Current Trading Licenses.*
- g) Current Audited financial Statements for the last two years.
- h) Tax exemption certificate if any.
- i) Indication of exemption from withholding tax.
- j) Recommendation Letters for experience in Similar work.
- k) Valid trading license.
- l) Contacts and Physical addresses of important people.
- m) Address and location of your Offices.
- n) Tin Number.
- o) Bank Information
- p) NIN and Any other Identification of Directors.

- q) Professional Certifications if any.
- r) CVs for the Directors of the organizations and any other important staff.

(b) Any application that fails to meet the requirements in 5.1 (a) will be considered unsuitable and shall be rejected at this stage. DefendDefenders shall notify the Applicant of the rejection of their application.

## **5.2 Confidentiality**

5.2.1 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.

5.2.2 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 DefendDefenders on any matter related to the short-listing process, may do so but only in writing or by email.

## **PART VI: SHORT LISTING**

### **6.1 Notification to the Short-Listed Applicants**

*DefendDefenders* will notify all Applicants in writing by registered letter or by cable OR email, that they have been short-listed to provide services or supplies for the Financial Years 2024/ 2025/2026.

### **6.2 Inspection**

*DefendDefenders* 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. *DefendDefenders* reserves the right to verify all information submitted.

### **6.3 Currency**

All monetary/financial information furnished, must be quoted in Uganda Shillings and USD.



**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 works, services, or supplies:

Reference Number	Description of Works, Services or Supplies

- (c) We, 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, have nationals from the following eligible countries *[insert the nationality of the Applicant, including that of all parties in case of a joint venture and the nationality of any subcontractors, if applicable]*.
- (f) 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.
- (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.
- (i) We hereby authorise you and your authorised 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 authorisation to any individual or authorised representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by yourselves 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 authorised 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

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### STRUCTURE AND ORGANIZATION

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**1** Name of Company:  
*[insert full legal name]*

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

Postal address:

Telephone number:

Telefax number:

Email:

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**2** Description of the Company's activities:

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**3** Number of years of experience in the provision of the works, services or supplies under reference.

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

## FORM A3: FINANCIAL STATEMENT

1. Share capital.

- Authorized share capital:

2. Annual value of business undertaken in the last *two years*

Year		
Turnover.		

3. Approximate value of current work related to this type of works, services or supplies

4. Please attach copies of the company’s audited accounts for the previous **two years** (profit/loss, assets/liabilities) and any financial data, which you consider to be useful in the shortlisting. Please list all the attachments below.

5. Name and address of Bankers from which references can be obtained and authority to seek references.

## FORM A4: EXPERIENCE: RELEVANT PROJECTS COMPLETED

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

Name Employer	Description of Contracts	Total Contract Price	Date of Completion

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

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## EXPERIENCE: CURRENT RELEVANT CONTRACTS

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

Name Employer	Description of Contract	Contract Price	Value completed and certified.

### FORM A5: LEGAL STATUS

<b>1</b>	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.
<b>2</b>	Enclose a copy of the Certificate of Incorporation or its equivalent.
<b>3</b>	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.
<b>4</b>	<ul style="list-style-type: none"> <li>• Enclose an Annual Tax Clearance certificate for the previous year.</li> <li>• Attach a copy of VAT Registration Certificate for Ugandans</li> </ul>
<b>5</b>	Please enclose a copy of a Trading License for the previous year <b>certified</b> by an issuing authority.

## ANNEX B: STATEMENT OF REQUIREMENTS

List and codes of works, services, or supplies to be provided include but are not restricted to the following:

### SUPPLIES:

CODE	ITEM
Sup/100	Computers, Computer consumables and accessories
Sup/200	Electrical equipment and accessories
Sup/300	Photocopiers, Printer consumables and accessories
Sup/400	Air Conditioners and Accessories
Sup/500	Office Furniture and Fittings
Sup/600	Assorted office stationery
Sup/700	Office equipment tools (Printers, Photocopiers and Computers)
Sup/800	Fuel
Sup/900	IT Network Systems

### SERVICES:

CODE	ITEM
Svcs/100	Advertising and Media
Svcs/200	Air Ticketing, Tours & travel
Svcs/300	Branding Services
Svcs/400	Engraving services
Svcs/500	Hotel accommodation& Conference facility services
Svcs/600	Insurance, Medical, travel, GPA, Asset, Motor vehicles
Svcs/700	Maintenance & repair of furniture & fittings
Svcs/800	Motor vehicles hire services
Svcs/900	Repair & Maintenance of motor vehicles
Svcs/1000	Secretarial, printing, art and design, binding & photocopying services
Svcs/1100	IT hardware repairs
Svcs/1200	Trainers in Digital Security, Strategy Development, Resource mobilization, Workplan Development
Svcs/1300	Decoration (Events) and Photo Framing and Photographers
Svcs/1400	Music and Sound Systems (Live Streaming)
Svcs/1500	Catering Services
Svcs/1600	Cuarrier services
Svcs/1700	Telephone Communication services
Svcs/1800	Cleaning Services
Svcs / 1900	Art and Interior Designing Services
Svcs/2000	Consultancy and Project Evaluation
Svcs/2001	Translation and Interpretation Services
Svcs/2002	Event Planner services

Svcs/2003	Security services (Guiding)
Svcs/2004	Security equipment (CCTV, Alarm, Biometric control, and Access Control Services).
Svcs/2005	Website designing (Content Creations and Animation services)