

PRE-QUALIFICATION DOCUMENT 2020/2023

**Procurement Reference Number:
UBL/2020-2023PRE-QUAL/001**

CONTENTS

INTRODUCTION.....	3
INVITATION TO PRE-QUALIFY.....	3
IMPORTANT NOTES TO THE SUPPLIER.....	4
MANDATORY REQUIREMENTS.....	4
PRE-QUALIFICATION QUESTIONNAIRE.....	7
PART A – GENERAL INFORMATION.....	7
PART B – FINANCIAL INFORMATION.....	8
PART C – TRADE REFERENCES.....	9
PART D – ELIGIBILITY.....	10
PART E – EXPERIENCE.....	11
PART F –CERTIFICATION.....	13

A. INTRODUCTION

Uganda Baati Limited is a member of the Safal Group of companies. The Safal Group is the largest steel roofing company in Africa. The group has metal coating lines in Kenya, Tanzania, Uganda & South Africa, including colour coating lines in Kenya & South Africa. Safal is the first organization in Africa to have set up the Aluminium-Zinc coating technology.

Founded in 1964 – Uganda Baati was the first company in the East African region to set up an ultra-modern Continuous Galvanizing line. With branches in Tororo and Arua, Showrooms in Mbarara and Gulu, Uganda Baati is the country's leading manufacturer and supplier of roofing sheets and has the widest range of roofing products in galvanized, aluminium-zinc coated and pre-painted material. Uganda Baati is a specialist in providing customized roofing solutions.

B. INVITATION TO PRE-QUALIFY

Uganda Baati Limited invites applications for prequalification from competent suppliers in the under listed categories for the period of 2020–2023. Completed prequalification documents should be sealed in plain envelopes, marked with the Category Number and Description and addressed to:

Supply chain Manager

**Uganda Baati Limited, Plot 14/28, Mulwana Road, P.O Box
3554,**

Kampala, Uganda

The completed tenders should be delivered and deposited in the tender box at the reception area at our offices at the above mentioned address.

Uganda Baati Limited reserves the right to accept or reject applications made pursuant to the prequalification at its own discretion without assigning any reason thereof.

C. IMPORTANT NOTES TO THE SUPPLIER

- a) The questionnaire is to be fully and comprehensively completed in all respects
- b) All documents must be submitted in English Language
- c) If insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets.
- d) Please note that by responding to this questionnaire you accept that all answers provided are legally binding and should the need arise, may be used as evidence in a court of law. Further, Uganda Baati Limited reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
- e) Applicants to kindly note that this does not amount to any contractual obligation on the part of Uganda Baati Limited, and that it's not obliged to invite tenders/quotations from any or all who express interest by responding to this prequalification process.
- f) Applicants will meet all cost associated with preparation and submission of their applications

- g) Any information given and later found to be incorrect shall lead to disqualification of the Applicant
- h) Canvassing will lead to automatic disqualification of the Applicant.
- i) Late submission will not be acceptable. Any application/s received after the date of closure will be considered as late and disqualified.

D. MANDATORY REQUIREMENTS

You shall be required to attach the following mandatory documents where applicable;

1. Certificate of Incorporation/Partnership deed/Business registration for sole proprietorship.
2. Trading Certificate where applicable
3. Certificate of registration with relevant regulatory authorities or regulator's license where applicable
4. VAT registration certificate
5. Tin number
6. Tax Compliance Certificate
7. A copy of stamped bank statement for the last one year

8. List of Directors
9. List of shareholders
10. Organogram
11. Details of establishment (office location)
12. Details of capacity (number of staff, equipment and other relevant resources)
13. List of branches in Uganda and the region, if any
14. List of any affiliated entities operating in the East African Region, if any

The documents must be provided in the order in which they appear in the above list

The following additional information is required;

1. Details of credit management facilities in place
2. Details of relevant experience in similar services
3. References from other organizations that have received services from the supplier in the past
4. Audited financial reports

**PRE- QUALIFICATION
QUESTIONNAIRE**

PART A- GENERAL INFORMATION

1	Name of Organization	
2	Postal Address	P. O Box..... Code.....
3	Physical location of Business Premises	
4	Contacts	Tel Fax No Email Website.....
5	Nature of Organization (e.g. Sole proprietorship, Public Limited Company, Partnership)	Town..... Street.....

		Building Name Floor
6	Name of the Proprietor, Director or Partner - Proprietor	1.....
	- Partnership	1..... 2..... 3..... 4.....
7	- Public Limited Company Business operations	1..... 2..... 3..... 4..... Year established..... Duration of business operations.....

8	Company Registration No. (Attach copy)	Number.....
9	VAT Registration No. (Attach copy)	Number.....Attached copy <div style="text-align: right;"> Yes No </div>
10	State credit period (Minimum proposed is 30 days)	
11	Contact person.....	Job title.....
12	Registration with regulatory relevant bodies	Registration body..... Category of registration.....

PART B – FINANCIAL INFORMATION

Banker	Name of the Bank..... Branch.....
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PART C – TRADE REFERENCES

Provide contact details for three referees for previous/current work that is similar or the same to the one now applied for. Note that the referees may be contacted without further reference to you. (Attach documentary evidence of existence of the contract)

1	How many references are you indicating? (Tick one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		1	2	3	4
A	Have you previously been contacted by Uganda Baati Ltd.? (Tick one)	<input type="checkbox"/>	<input type="checkbox"/>		
		YES	NO		
		Describe the contract and nature of works			
		When And for how long.....			
B	Others				
	1 Organization name			
	Contact Name and Position			
	Office & Mobile Tel No.			
	Email address			
	Service provided			

	<p>Others Organization name</p> <p>Contact Name and Position 2</p> <p>Office & Mobile Tel No.</p> <p>Email address</p> <p>Service provided</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
	<p>Others Organization name</p> <p>Contact Name and Position 3</p> <p>Office & Mobile Tel No.</p> <p>Email address</p> <p>Service provided</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

PART D – ELIGIBILITY

Do any of the following apply to your Organization, or to (any of) the Director(s)/Partners/Proprietor(s)

Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?

<p>Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related Reasons?</p>	<p>Yes/No</p>	<p>If Yes give details</p>
<p>Has been convicted of a criminal offence related to business or professional conduct</p>	<p>Yes/No</p>	<p>If Yes give details</p>

Have you had any contracts terminated for poor performance in the last five years, or any contracts where damages have been claimed by the contracting Authority/client?	Yes/No	If yes give details
Have you fulfilled your obligations to pay taxes and social security contributions for the last three years?	Yes/No	If yes give details

PART E – EXPERIENCE

A)How many years has your firm been engaged in the business?

.....

b)Describe nature of work performed by your firm

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.....
.....

c)How many years of experience have you had in the type of work described in (b) above?

.....

d) State the labor force engaged at any one time by your firm

Maximum.....Minimum

PART F – CERTIFICATION

I/We do hereby state: -

1. That the information given is correct in all respects
2. We acknowledge that pre-qualification is not a contractual agreement between us and Uganda Baati Ltd. but rather a right to submit tenders.

Full Name:

Designation/

position:

Signature:

Date:

Company Stamp