

**PREQUALIFICATION OF PROVIDERS OR SUPPLIERS FOR THE PROVISION OF  
GOODS OR SUPPLIES, SERVICES AND WORKS**

**Procurement Reference Number: IDRC/PROC/PREQ/062025**

**FOR**

**INFECTIOUS DISEASES RESEARCH COLLABORATION (IDRC)**

**2026 – 2028**

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## **Section I. Instructions to Applicants**

### **A. General**

#### **I. Scope of Application**

- I.1 IDRC invites applications for the supplier pre-qualification. The name and procurement reference number and number of categories in this Application Document are provided in the invitation letter.
- I.2 The successful Applicants will be expected to commence from 1<sup>st</sup> January 2026 to 31<sup>st</sup> December 2028
- I.3 Throughout this application document:
  - (a) “IDRC” means the procuring entity; and
  - (b) the “Applicant” means the supplieras defined in the IDRC Procurement Policy and Procedure Manual.
- I.4 Source of Funds

IDRC has an approved budget from its Grants and Donations towards the cost of the procurements described in Statement of Requirements. IDRC intends to use these funds for payments under the contract(s) resulting from the bidding for which this short list is conducted.

#### **2. Eligible Applicants**

- 2.1 The Applicant, and all parties constituting the Applicant, shall meet the following criteria to be eligible to participate:
  - (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’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 and social security contributions. The Applicant shall provide evidence of having fulfilled their obligations to pay taxes. Such evidence shall be a copy of the valid Income Tax Clearance Certificate
- 2.2 The Applicant may be a private or public entity, or any combination of them with a formal intent to enter into an agreement.
- 2.3 The Applicant, and all parties constituting the Applicant including sub-contractors, shall not have a conflict of interest. All Applicants found to have a conflict of interest shall be disqualified. An Applicant may be considered to have a conflict of interest with one or more parties in this application 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;
- 2.4 Applicants shall provide such evidence of their continued eligibility satisfactory to IDRC, as IDRC shall reasonably request.
- 2.5 To establish their eligibility in accordance with IDRC's Procurement Policy and Procedures Manual, the Applicants shall complete the eligibility declarations in the Application Submission Sheet, included in **Section 2**, Application Forms and submit the documents required in **Section 3**, Evaluation Methodology and Criteria.
- 2.6 The Applicant whose circumstances in relation to eligibility change during a procurement process or during the execution of a contract, shall immediately notify IDRC.
- 2.7 The bidder shall provide evidence to prove that they have ever handled or are currently handling business / services of a similar nature and magnitude for at least (3) three reputable organizations in the last three years. Such evidence shall be a copy of the contract and contact details (names and telephone numbers) for each of the organizations. (Annexure A bidder form 4)
- 2.8 It is mandatory that bidders shall provide relevant legal evidence to verify that they have been legally active and continuously engaged in the related services in Uganda for at least 24 months.
- 2.9 The bidders must complete and sign the declaration of interest form as set out in Section 5.

### **3. Qualification of the Applicant**

- 3.1 To establish its qualifications to perform the Contract, the Applicant shall complete and submit:
- (a) the Qualification Form provided in **Section 4**, Application Forms; and
  - (b) the information and documents stated in **Section 3**, Evaluation Methodology and Criteria.
- 3.2 The qualifications of the best evaluated Applicant will be assessed as part of a post-qualification in accordance with section 3.
- 3.3 In the event that pre-qualification of potential Applicants has been undertaken, only applications from pre-qualified Applicants will be considered for award of Contracts for period 2026 to 2028.

### **4. Two application documents per Category and validity**

- 4.1 Each Applicant shall submit only two (one Original and one copy) documents for the relevant categories provided and applicable to the Applicant.

It is mandatory that the bids remain valid for a period of 120 calendar days after the date of opening. IDRC may request bidders to extend the validity of the bid.

### **5. Cost of Application**

- 5.1 The Applicant shall bear all costs associated with the preparation and submission of his Application and IDRC shall not be responsible or liable for those costs, regardless of the conduct or outcome of the application process.

## **B. Application Document**

### **6. Content of Application Document**

- 6.1 The Application Document consists of Parts 1 and 2 which includes all the Sections indicated below.

#### **Part 1 – Invitation to Applicants**

Invitation Notice

Statement of requirements

#### **Part 2 – Bidding Procedures**

Section 1 – Instructions to Applicants

Section 2 – Application submission control sheet

Section 3 – Evaluation Methodology and Criteria

Section 4 – Application Forms

Section 5 – Terms & conditions

- 6.2 Applicants who did not obtain the Application Document directly from IDRC will be rejected during evaluation. Where an Application Document is obtained from IDRC on an Applicant's behalf, the Applicant's name must be registered with IDRC at the time of sale and issue
- 6.3 The Applicant is expected to examine all instructions and forms in the Application Document. Failure to furnish all information or documentation required by the Application Document, may result in the rejection of the application.

### **7. Clarification of Application Document**

- 7.1 A prospective Applicant requiring any clarification of the Application Document shall contact IDRC in writing at IDRC's address indicated in the invitation letter. IDRC will respond in writing to any request for clarification, provided that such request is received no later than the number of days prior to the deadline for submission of applications indicated in the pre-qualification document. IDRC shall forward copies of its response to all Applicants who have acquired the Application Document directly from it. Should IDRC deem it necessary to amend the Application Document as a result of a clarification, it shall do so following the procedure under IDRC's Procurement Policy & Procedures Manual

- 7.2 For clarification purposes only, IDRC's address is:

**Attention:** Procurement Manager

Infectious Diseases Research Collaboration (IDRC)

Plot 2c Nakasero Hill Road

P.O. Box 7475 Kampala, Uganda

Tel: 0312 281479

Email: [procurement@idrc-uganda.org](mailto:procurement@idrc-uganda.org) or [skugonza@idrc-uganda.org](mailto:skugonza@idrc-uganda.org)

### **8. Amendment of Application Document**

- 8.1 At any time prior to the deadline for submission of applications, IDRC may amend the Application Document by issuing addenda.

- 8.2 Any addendum issued shall be part of the Application Document and shall be communicated in writing to all who have obtained the Application Document directly from IDRC.
- 8.3 To give prospective Applicants reasonable time in which to take an addendum into account in preparing their applications, IDRC may, at its discretion, extend the deadline for the submission of applications.

### **C. Preparation of Applications**

#### **9. Language of Application**

- 9.1 The medium of communication shall be in writing unless otherwise specified in the application document.
- 9.2 The application, as well as all correspondence and documents relating to the application exchanged by the Applicant and IDRC, shall be written in English.

### **D. Submission and Opening of Applications**

#### **10. Sealing and Marking of Applications**

- 10.1 The Applicant shall enclose the original and each copy of the application, in separate sealed envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” These envelopes containing the original and the copies shall then be enclosed in one single plain envelope securely sealed in such a manner that opening and resealing cannot be achieved undetected.
- 10.2 The inner and outer envelopes shall:
- (a) bear the name and address of the Applicant;
  - (b) be addressed to IDRC in accordance with invitation letter;
  - (c) bear the Procurement Reference number as well as Category or Lot number of this application process; and
  - (d) bear a warning not to open before the time and date for application opening, in accordance with invitation letter
- 10.3 If all envelopes are not sealed and marked as required, IDRC will assume no responsibility for the misplacement or premature opening of the application.

#### **11. Deadline for Submission of Applications**

- 11.1 Application must be received by IDRC at the address and no later than **Friday 01<sup>st</sup> August 2025 at 2:00pm.**

#### **12. Late Application**

- 12.1 IDRC shall not consider any application that arrives after the deadline for submission of applications. Any application received by IDRC after the deadline for submission of applications shall be declared late, rejected, and returned unopened to the Applicant.

### **13. Opening of Applications**

13.1 IDRC will read out Applicants' particulars in the presence of Applicants' representatives who choose to attend, on **Friday 01<sup>st</sup> August 2025 at 2:30pm**. The Applicants' representatives who are present shall sign a register as evidence for their attendance.

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

13.3 IDRC will prepare minutes for the Application opening.

### **E. Evaluation of Applications:**

### **14. Criteria**

IDRC will carry out the evaluation of proposals on the basis of the evaluation criteria in Section 2.

Any application that fails to meet the requirements above will be considered unsuitable and shall be rejected at this stage. IDRC shall notify the Applicants of the rejection of their applications.

The evaluation criteria shall include among others Legal eligibility, capacity and past experience.

Applications that do not meet all the mandatory requirements stated in this request for the proposal shall be disqualified.

IDRC reserves the right to request any applicant for any clarification during the evaluation

IDRC reserves the right to waive minor deviations in bids provided such action is in its best interest. Minor deviations are those that have no adverse effect upon IDRCs' interest and would not affect the bid process by giving a bidder an advantage or benefit not enjoyed by other bidders.

If no valid bid satisfies the evaluation, IDRC reserves the right to negotiate with the bidders starting with the most responsive to the mandatory requirement.

### **Submittal Requirements:**

Responses to this Pre-qualification must include the following information:

- A cover letter/statement of interest indicating the vendor's interest in offering these services and highlighting its qualifications to perform this project;
- A description of vendor's experience in requested service areas
- A minimum of two (2) references relating to the services being requested with full name, title, address, phone and email addresses or fax numbers

**NOTE: Payment will only be made through a Company Account and you are advised to open one if your organisation doesn't yet have an account.**

### **Inspection of Applicant's Premises prior to Selection**

IDRC shall inspect the bidder's premises to verify any information provided in this bid document as well as assess the suitability of the bidder's facilities.

IDRC 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. IDRC reserves the right to verify all information submitted.

### **Verification of Information Provided**

IDRC shall verify any information provided in the bid document in any way that it deems fit.

### **Disclaimer**

IDRC shall not pay for information solicited or contracted for prior to entering into a contract with a successful bidder.

IDRC reserves the right to contract another bidder to supply any portion of the services proposed by reasons of this document.

## **15 Clarification of Applications**

- 15.1 During evaluation of the Applications, IDRC may, at its discretion, ask the Applicant for clarification of its Application. A request for clarification shall be signed and sent to an applicant by the chairperson of the evaluation committee and all requests for clarifications shall be copied to all applicants for information purposes only and noted in the evaluation report.
- 15.2 An applicant shall be instructed to reply to clarifications in writing within a specified time, addressing their responses to the Procurement Manager.
- 15.3 The Procurement Manager shall ensure that all replies are promptly forwarded to the chairperson of the Evaluation Committee.
- 15.4 Failure of an applicant to respond to a request for clarification may result in the rejection of its bid.

## **16 Contacting IDRC**

- 16.1 No Applicant shall contact IDRC on any matter relating to its Application from the time of Application opening to short listing of Applicants.
- 16.2 Any effort by the Applicant to influence IDRC in its decisions on the Application evaluation may result in the rejection of the Application.

## **17 Confidentiality**

- 17.1 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.
- 17.2 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 IDRC any matter related to the short-listing process, may do so but only in writing.



## F. SHORT LISTING

### 18 Notification to the Short-Listed Applicants

IDRC will notify all Applicants in writing by registered letter or by cable, that they have been short listed to provide works, services or supplies for the Financial Years 2026 -2028

#### 18.1 Inspection

IDRC 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. IDRC reserves the right to verify all information submitted.

#### 18.2 Currency

All monetary/financial information furnished, must be quoted in **Uganda Shillings only**.

#### 18.3 Changes in Qualifications of Applicants

18.3.1 Applicants and those subsequently short listed or conditionally short listed, shall inform IDRC 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.

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

## Section 2. Application submission control sheet

2.1 IDRC requires that the minimum evaluation criterion below is met by the applying entity or applicant. Failure to submit a complete information pack will lead to disqualification of the bid.

- i. The applicant's details: Name and Address.
- ii. Powers of attorney, names of directors and main employees (qualifications and experience of personnel) brief history and current market share in terms of the services being offered.
- iii. Relevant **certified** licenses, registration certificates, statutory tax certificates. (current year trading license, certified certificate of incorporation, certified copies of memorandum of association or its equivalent, income tax clearance from URA, VAT registration certificate, certified Company form 7 or its equivalent, )
- iv. Membership certificates
- v. Details of products and/or services the applicant is seeking to provide
- vi. Applicant quality management policy or any quality certification held e.g. ISO Certification
- vii. Whether applicant is broker, agent, stockist or manufacturer of product
- viii. Drug companies must have NDA certifications
- ix. Evidence of similar contracts undertaken by applicant over the last 2 years
- x. Environment safety policies (if relevant)
- xi. Audited financial accounts or Bank statements for the last three years- (where applicable)

- xii. Track record and capacity to provide sustainable supplies
- xiii. Past experience as regards to quality
- xiv. References and Testimonials
- xv. Declarations of Conflicts of Interest as given in **Section 5**
- xvi. Specific evaluation criteria for each category as given in **Section 4**

I, \_\_\_\_\_ of \_\_\_\_\_ confirm that I have submitted all the bidding requirements stipulated above, and that the information I have provided is accurate and complete, to the best of my knowledge.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Company seal / stamp:

### Section 3. Application Forms

#### FORM A1: APPLICATION SUBMISSION SHEET

Date: [insert day, month, year]

To: **Infectious Diseases Research Collaboration.**

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:

Category	Description of Works, Services or Supplies

- (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 this application;
- (d) We undertake to abide by the Terms & Condition in section 5 during the procurement process and the execution of any resulting contract;
- (e) 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 IDRC from participating in procurement;
- (f) We understand that you may amend the scope and value of any contracts to be bided 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;
- (g) We understand that qualification information will be subject to verification through a post-qualification process prior to any award of contract;
- (h) 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:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
In the capacity of:

\_\_\_\_\_  
Duly authorized to sign the application for and on behalf

\_\_\_\_\_  
*[insert Company Stamp]*

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** Brief description of experience in the provision of the works, services or supplies under reference

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**4** The Applicant's authorised representative for information is:

Name: \_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Telephone/Fax numbers:

\_\_\_\_\_

\_\_\_\_\_

E-mail address:

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

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**6** Please indicate the additional works, after sale services or supplies that the company can provide e.g. user training, equipment repair & maintenance, delivery services etc

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**7** Please provide at least 3 client references within the last 3 years

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**8** For machine & equipment suppliers, what are the specific types or brands of machines/equipment/vehicles that the company is certified to work on? (E.g. Motor vehicle, equipment maintenance, etc.)

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### FORM A3: FINANCIAL STATEMENT

I Annual value of business under taken in the last three years

Year	2022	2023	2024
Turn over			

2 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 short listing. Please list all the attachments below.

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3 Name and address of Bankers from which references can be obtained and Bank to seek references

Name:

Address:

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- Please attach a letter authorizing IDRC to get access to your financial information from your bankers.
- It's Mandatory to have an account with bank if you're interested in having a business partnership with IDRC. If you have one already, kindly provide account details and if you don't have one, you're required to open up an account with the bank at any of bank branches.
- Please give details of your bankers and number of years you have operated the accounts. Kindly provide a letter from your bank to that effect.

## FORM A4: RESOURCES: PERSONNEL

### Number of staff

- Management staff: \_\_\_\_\_
  - Technical staff: \_\_\_\_\_
  - Support staff: \_\_\_\_\_
- TOTAL** \_\_\_\_\_

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

Name	Position held	Qualification	Years of relevant experience



**FORM A5: RESOURCES: PROVIDERS OF EQUIPMENT AND FACILITIES**  
**(Category I where applicable)**

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

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

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**FORM A6: EXPERIENCE: RELEVANT PROJECTS OR CONTRACTS  
COMPLETED**

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

<b>Client Name</b>	<b>Description of Contracts</b>	<b>Total Contract Price</b>	<b>Duration and date of Completion</b>

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

## **Section 5. Terms and Conditions of Process**

1. Participation in the pre- qualification exercise does not constitute a contractual relationship between IDRC and the applicant.
2. IDRC is not bound to consider any proposal submitted, or to accept or notify any applicant of the success or otherwise of any application or proposal and except as is provided for in this pre – qualification document, inquiries, follow ups, pitching, canvassing should be avoided. Any applicant found to engage in any of the aforementioned may be disqualified.
3. Notification of pre-qualification as provided for in clause 18 of Part 2 of this prequalification document does not constitute a contract between IDRC and any applicant.
4. For avoidance of doubt, to be pre- qualified under this document merely means that the applicant shall be one of the eligible suppliers of goods/services to IDRC upon the terms and conditions that shall be agreed upon between IDRC and any one of the pre- qualified applicants on a case by case basis, or as may otherwise be determined by IDRC.
5. IDRC is therefore not bound to place any orders, or to accept any offers made by a pre-qualified applicant during the period 2026-2028 relating to the pre- qualification of service providers.
6. With or without notice, IDRC reserves the right to remove any pre-qualified applicant from the list of its goods/services providers should such an applicant be determined/found by IDRC to be insolvent/bankrupt or commit any act of bankruptcy or insolvency, or to have provided inaccurate or false information, engaged in acts of corruption or bribery, be involved in any criminal or any other act or conduct of either public or private nature, or any matter or dealings which would cause disrepute or put the operation of IDRC and or any of its officers into public scrutiny.
7. The terms and conditions of any contract or purchase order executed by IDRC with any service provider or supplier shall be in accordance and in conformity with IDRC's general procurement policy as amended from time to time. In the event of any conflict between the terms and conditions or any matter provided for in this document, IDRC's procurement policy shall prevail.
8. No suit or any other legal proceedings shall be taken or commenced against IDRC until notice of such suit or proceedings has been given to IDRC for the attention of the Managing Director and until after expiry of 30 days from the date upon which such notice was delivered to IDRC.
9. All goods supplied pursuant to any contract or order executed with IDRC shall carry a warranty period in the same way as issued by manufacturer and it shall be the duty of the supplier to secure such a warrant for IDRC. In the event of default or in the absence of a

warranty or the failure to grant a warranty, the supplier of the goods shall be obliged upon notice from IDRC to replace the goods which should have been covered by the warranty.

10. Where applicable, providers of services may be required to provide performance bonds or professional indemnities to IDRC.

11. IDRC shall be entitled and is obliged to withhold any part of the monies payable to any provider of goods or services and pay the same against tax liabilities or any other legal liability and issue to the goods/service provider proof of such payment.

12. Anti –Bribery

The applicants shall comply with all applicable laws, statutes, regulations, policies and procedures relating to and governing anti-bribery and anti-corruption including but not limited to the Anti-Corruption Act 2009, and IDRC’s related policies and procedures. The applicant shall not engage in any activity, practice or conduct which would constitute an offence under the Act or policies. The applicant shall not, and shall ensure that their employees, agents and sub-contractors shall not offer, solicit or accept an inducement/advantage in connection with this prequalification exercise. Breach of this clause shall be deemed a material breach of the bidding terms and conditions entitling IDRC to disqualify the applicant immediately.

13. Declaration of a Conflict of Interest

- a) Every applicant is required at the point of returning to IDRC the application to be pre-qualified to include a statement (“the declaration of conflict of interest”) indicating if the applicant is in any way related to an employee or member of IDRC;
- b) The relationship mentioned in 12 (a) above shall include but is not limited to:-
  - i) Shareholding, partnerships, joint ventures or any other business arrangements;
  - ii) Any blood, marital, family or any other social ties.
  - iii) The declaration shall include the name of the particular IDRC member of staff, the position such a person holds as well as the site of posting.
- c) Failure to comply with this clause shall lead to automatic disqualification or termination of any contract that may be awarded pursuant to this pre-qualification process.

**Section 6. Declaration of Interest**

All suppliers are required to declare any interest that they or their employees may have in IDRC, or that any IDRC employee may have in the supplier. To that effect the following must be duly stated by the authorized signatory:

Are you or any person associated with your proposal, employees of IDRC?

Yes

No

If so, state particulars

.....  
.....  
.....

Have you, or any person associated with your proposal, any relationship (family, friend) with any person employed in IDRC who may be involved with the evaluation and adjudication of this Request for Proposal No. ....

Yes

No

If so, state particulars

.....  
.....

Are you, or any person associated with your proposal, aware of any relationship (family, friend) between the supplier and any person employed in IDRC who may be involved with the evaluation and adjudication of proposals submitted in response to this RFP No. ....?

Yes

No

If so, state particulars

.....  
.....

Name of Applicant .....

Signature of Declarant.....

Position of Declarant.....

Date.....

Ref No.....