



Republic of Uganda

National Environment Management Authority

**SHORT LISTING (PRE-QUALIFICATION) OF
PROVIDERS FOR PROVISION OF SUPPLIES,
SERVICES AND WORKS FOR THE FINANCIAL
YEAR: FY 26-27,27-28 and 28-29.**

February 26, 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 PART

1.1. Scope of Application

National Environment Management Authority invites applications for the short list of supplies, services and works described in **Appendix B**.

Throughout this document:

- (a) the “Applicant” means the bidder submitting an application; and
- (b) “Application” means a bid or submission to be short-listed.

as defined in the Public Procurement and Disposal of Public Assets Act and Regulations, 2003 of the Government of Uganda.

1.2. Source of Funds

National Environment Management Authority has an approved budget from Government funds towards the cost of the procurements described in **Appendix B**. National Environment Management Authority 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

It is the Government of Uganda’s policy to require that Procuring and Disposing Entities, as well as Applicants and Providers, observe the highest standards of ethics during procurement and the execution of contracts. In pursuit of this policy, the Government of Uganda represented by the Public Procurement and Disposal of Public Assets Authority (herein referred to as the Authority):

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - (ii) “fraudulent practice” includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of National Environment Management Authority, and includes collusive practices among Providers prior to or after bid submission designed to establish bid prices at artificial, non-competitive levels and to deprive the National Environment Management Authority of the benefits of free and open competition;
- (b) will reject a recommendation for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract; and
- (c) will suspend a Provider from engaging in any public procurement proceeding for a stated period of time, if it at any time determines that the Provider has engaged in corrupt or fraudulent practices in competing for, or in executing, a Government contract.

In pursuit of the policy, the Government of Uganda requires representatives of both National Environment Management Authority and of Providers to adhere to the relevant codes of ethical conduct. The Code of Ethical Conduct for Providers is available from the Authority and Providers are required to indicate their acceptance of this code through the declarations in the **Application Submission Sheet**.

PART II: INSTRUCTIONS TO PROVIDERS

2.1 Introduction

National Environment Management Authority (NEMA) will evaluate and short list all eligible companies for the provision of various supplies, services and works for the Financial Years 2026-27, 2027-28 and 2028-29. Once a firm has been short listed, it will be invited, from time to time during the financial year, to submit bid or quotation for the provision of some or all of the supplies, services or works. National Environment Management Authority (NEMA) reserves the right to add similar types of supplies, services or works to the list in *Appendix B*.

2.2. Objectives

National Environment Management Authority (NEMA) invites sealed Applications from reputable firms/ providers for the provision of various supplies, services and works for the Financial Years 2026-27, 2027-28 and 2028-29.

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 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) 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.

2.3.2 All countries are eligible except countries subject to the following provisions.
A country shall not be eligible if:

- (a) as a matter of law or official regulation, the Government of Uganda prohibits commercial relations with that country, provided that the Government of Uganda is satisfied that such exclusion does not preclude effective competition for the provision of supplies or related services required; or
- (b) 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 An Applicant shall be a natural person, private entity, government-owned entity, subject to 2.3.9, 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.
- 2.3.4 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.
- 2.3.5 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.
- 2.3.6 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 National Environment Management Authority regarding this short-listing process; or
 - (e) participated as a consultant in the preparation of the design or technical specifications of the works, services or supplies that are the subject of this short listing.
- 2.3.7 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.
- 2.3.8 A firm that is under a declaration of suspension by the Authority at the date of submission of the application or thereafter, shall be disqualified.
- 2.3.9 Government-owned entities in Uganda shall be eligible only if they can establish that they are legally and financially autonomous, and operate under commercial law, and that they are not a dependent agency of National Environment Management Authority.
- 2.3.10 Applicants shall provide such evidence of their continued eligibility satisfactory to National Environment Management Authority, as the City Authority shall reasonably request.

2.4. Cost of Applying

The Applicant shall bear all costs associated with the preparation and submission of their Application and National Environment Management Authority 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 National Environment Management Authority 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. National Environment Management Authority will respond in writing to any request for clarification on the short-listing documents, which it receives **no later than five (5) working days** prior to the deadline for the submission of Applications. Written copies of the National Environment Management Authority'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, National Environment Management Authority's address is:

Attention: **Head, Procurement and Disposal Unit**

Street Address: **Plot 17/19/21, Jinja Road**

Floor/Room number: **Room 208, NEMA House**

Town/City: **Kampala**

Postal Code/P. O Box No: **22255**

Country: **Uganda**

Telephone: **+ 256 414-251064/5/8**

Facsimile number: **N/A**

2.6 Amendment of Short-listing Document

- 2.6.1 At any time prior to the deadline for submission of applications, National Environment Management Authority may amend the short-listing Document by issuing addenda.
- 2.6.2 Any addendum issued shall be part of the short-listing Document and shall be communicated in writing to all who have obtained the short-listing document from the National Environment Management Authority.
- 2.6.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, National Environment Management Authority **may, at its discretion**, extend the deadline for the submission of applications.

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 National Environment Management Authority 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 supplies, services or works if a contract is awarded. The format shall be 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: **“Short listing Documents for the provision of various supplies, services and works to National Environment Management Authority for the Financial Years 2026-27, 2027-28 and 2028-29.”** 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, except for unmodified printed literature, 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 pre-qualification application MUST be numbered sequentially starting with page number one (1) being the cover page.**

Please note:

The maximum number of items the Applicant/ provider can apply for is three (03) only for each category (Supplies, Services and Works)

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 works, services or supplies”. It shall contain one (1) original (marked “Original”) and two (2) copies (marked “Copy”).

4.1.2 For application submission purposes only, National Environment Management Authority’s address is:

Attention: **Head, Procurement and Disposal Unit**

Street Address: **Plot 17/19/21, Jinja Road**

Floor/Room number: **Room 208, NEMA House**

Town/City: **Kampala**

Postal Code/P. O Box No: **22255,**

Telephone: **+ 256 414-251064/5/8**

Country: **Uganda**

The deadline for application submission is:

Date: **March 18, 2026**

Time: **10:00 am**

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, National Environment Management Authority will assume no responsibility for the Applications misplacement or premature opening.

4.2 Deadline for Submission of Applications

Applications **must** be received by National Environment Management Authority at the address specified under Clause 4.1.2 no later than **March 18, 2026 at 10:00 am**.

4.3 Late Applications

Any Application received after the deadline for submission of Applications prescribed by National Environment Management Authority will be rejected and returned unopened to the Applicant.

PART V: OPENING AND EVALUATION OF APPLICATIONS

5.1 Opening of Applications by National Environment Management Authority

5.1.1 National Environment Management Authority will read out Applicants’ particulars in the presence of Applicants’ representatives who choose to attend, on the **March 18, 2026 at 10:20 am**. The venue for opening bids shall be at **NEMA Main Board Room, NEMA**

house, Plot 17/19/21, Jinja Road, 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 National Environment Management Authority will prepare minutes for the Application opening.

5.2 Evaluation of Applications:

(a) National Environment Management Authority will carry out the evaluation of proposals on the basis of their responsiveness to:

- Legal Status
- Tax Payment
- Financial Position – Presentation of audited books of accounts for the last two years (where applicable).
- 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. National Environment Management Authority shall notify the Applicant of the rejection of their application.

5.3 Clarification of Applications

5.3.1 During evaluation of the Applications, National Environment Management Authority **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 Head of the Procurement and Disposal Unit.

5.3.3 The Head, 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 National Environment Management Authority 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 National Environment Management Authority 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 National Environment Management Authority 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

National Environment Management Authority will notify all Applicants in writing by registered letter or by cable, that they have been pre-qualified/ short listed to provide various supplies, services and works for the Financial Years **2026-27, 2027-28 and 2028-29**.

6.2 Inspection

National Environment Management Authority 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. National Environment Management Authority reserves the right to verify all information submitted.

6.3 Currency

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

6.4 Changes in Qualifications of Applicants

- 6.4.1 Applicants and those subsequently short listed or conditionally short listed, shall inform National Environment Management Authority 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.
- 6.4.2 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, including Addenda No:....., *[insert the number and issuing date of each Addenda]*;
- (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, 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, 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, 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;
- (h) We are not a government owned entity, or if we are, we meet the requirements of 2.3.9.
- (i) We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the short-listing process, the corresponding bidding process or execution of the Contract: *[insert complete name of each Recipient, their full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity. If none has been paid or is to be paid, indicate "none".]*

Name of Recipient	Address	Purpose/Reason	Amount & currency

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

STRUCTURE AND ORGANIZATION

1 Name of Company:
[insert full legal name]

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

Postal address:

Telephone number:

Telefax number:

Email:

2 Description of the Company's activities:

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

-
- 4 In case of a Joint Venture, the following documentation shall be required for each member of the joint venture:
- a. a certified copy of the Bidder's Trading license for 2026 or equivalent;
 - b. a copy of the Bidder's Certificate of Registration or equivalent;
 - c. a copy of the Bidder's Transaction Tax Clearance Certificate issued by URA from July 01, 2025 to June 30, 2026 or January 01, 2025 to December 31, 2025 for firms whose Financial Year end in December addressed to NEMA (TIN-100212642)
 - d. Power of Attorney of the signatory (ies) of the application authorising signature of the Applicant on behalf of the joint venture;
 - e. 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, authorised to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture.

The Applicant's authorised 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 Describe your company's access from other sources (name the sources/companies) to works, services or supplies it does not carry out or does not have in stock, and the delivery schedule in these cases

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

-
- 7 Please indicate here or attach an organization chart showing the company structure including key personnel

-
- 8 What are the specific types of equipment/vehicles that the company is certified to work on? (E.g., Motor vehicle, equipment maintenance, e.t.c.)

-
- 9 Please indicate the additional works, services or supplies that the company can provide e.g., mobile repair, vehicle breakdown, pickup service etc
-

FORM A3: FINANCIAL STATEMENT

1. Share capital

- Authorized share capital:

2. Annual value of business under taken in the last two (02) years

Year		
Turn over		

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

4. Please attach copies of the company's audited accounts (certified) 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: 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 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 either in the form of **reference letters from the clients or completion certificates**. 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.

Name Employer	Description of Contract	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 the Power of Attorney to the signatory of the pre-qualification/ short listing document dully signed and registered with the Registrar of documents and commissioner of Oaths, or written authorization to submit the application.
4	Enclose a Transaction Tax Clearance Certificate for 2025 or 2026 addressed to National Environment Management Authority, for this particular purpose. National Environment Management Authority shall only accept original transaction tax clearance certificates. ➤ E-TIN Registration Certificate ➤ Enclose an Annual Transaction Tax Clearance certificate for the previous year 2024
5	Please enclose a certified copy of a Trading License for the year 2026 by an issuing authority.
6	Please enclose a copy of your firm’s insurance policy coverage (applicable to motor vehicle maintenance, repair of office equipment, etc.)
7	Please enclose a copy of your firm’s ISO or other quality assurance certificate, if any.

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 organisations 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

- (1) 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.
- (2) 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

- (1) Bidders and providers shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.
- (2) Bidders and providers shall not ask a public official 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 organisations 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;

- (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

ANNEX B: STATEMENT OF REQUIREMENTS

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

SUPPLIES:

CODE: A	ITEMS UNDER SUPPLIES
SPLS/01	Building materials and agricultural tools
SPLS/02	Cleaning equipment and materials
SPLS/03	ICT equipment (computers, printers, scanners, UPS, photocopiers and other IT related equipment), consumables and accessories
SPLS/04	Laboratory equipment, reagents and chemicals
SPLS/05	Electrical equipment, generators, solar and accessories
SPLS/06	Security gadgets, firefighting equipment and spare parts
SPLS/07	Motor vehicles, motor cycles, tyres, tubes, batteries and Spare parts
SPLS/08	Air Conditioning equipment and spare parts
SPLS/09	Office Furniture and Fittings
SPLS/10	General office stationery and training materials
SPLS/11	Petroleum products and Lubricants
SPLS/12	Computer software, satellite imagery/base maps software
SPLS/13	Uniforms, curtains, window blinds, protective wear, carpets and promotional items
SPLS/14	Kitchen equipment and consumables
SPLS/15	Sanitary bins
SPLS/16	Survey and mapping equipment
SPLS/17	Drugs, laboratory equipment, reagents, chemicals and medical sundries
SPLS/18	Firefighting equipment and spares
SPLS/19	Food stuffs and Wood Fuel
SPLS/20	Supply and maintenance of Generators and Solar equipment
SPLS/21	Printers, Printer consumables and accessories
SPLS/22	Security gadgets
SPLS/23	Office equipment and tools
SPLS/24	Pipes and fittings
SPLS/25	Plumbing materials
SPLS/26	Standard reference textbooks
SPLS/27	Glazing items (laminated and non-laminated)
SPLS/28	Sanitary bins
SPLS/29	Sealing wax
SPLS/30	FAQ polythene bags
SPLS/31	Packaging bags

SERVICES:

CODE: B	ITEMS UNDER SERVICES
SRVCS/01	Advertising and Media services
SRVCS/02	Air Ticketing, Tours & travel and Transportation (car hire) services
SRVCS/03	Auctioneers
SRVCS/04	Cleaning, Fumigation and Garbage collection & Disposal
SRVCS/05	Repair & maintenance of ICT Equipment(s)
SRVCS/06	Consultancy services
	Svcs: Legal
	Svcs: Accounting, auditing & bookkeeping
	Svcs: Taxation
	Svcs: Architectural
	Svcs: Engineering
	Svcs: Surveying
	Svcs: Urban planning & landscape architectural
	Svcs: Medical, Para-medical & Dental
	Svcs: Veterinary
	Svcs: Agricultural
	Svcs: Business
	Svcs: Recruitment
SRVCS/07	Postage and Courier Services
SRVCS/08	Events management and Public Relations
SRVCS/09	Insurance and Brokerage Services
SRVCS/10	Maintenance & repair of electrical equipment, generators and lift
SRVCS/11	Servicing and Maintenance of Air conditioner
SRVCS/12	Printing, graphic art and design, binding & photocopying services
SRVCS/13	Repair & Maintenance of Motor vehicles & Cycles
SRVCS/14	Catering and Hotel Services
SRVCS/15	Documentary and filming services
SRVCS/16	Engraving, signage and embossing services
	Catering
	Maintenance & repair of furniture & fittings
	Maintenance & repair of office tools & equipment
	Motor vehicle hire services
	Property Management Services
	Training
	Transportation (short and long haulage)

WORKS:

CODE: C	ITEMS UNDER WORKS
WRKS/01	Mechanical works
WRKS/02	Electrical works
WRKS/03	Road works
WRKS/04	Routine maintenance of Roads
WRKS/05	Water works
	Works/1: Dam construction
	Works/2: Well construction
	Works/3: Borehole construction
	Works/4: Protection of springs
WRKS/06	Building & Carpentry
WRKS/07	Civil works

Please note;

The maximum number of items the Applicant/ provider can apply for is three (03) only for each category (Supplies, Services and Works)

EVALUATION CRITERIA

The evaluation criteria shall be based on the following four main areas as elaborated below; **eligibility, historical contract performance, capacity and experience for all the three categories Supplies, Services and Works.**

1.0. Eligibility

- 1) A copy of the Memorandum and Articles of Association or its equivalent,
- 2) A list of Directors/Partners/Proprietors on Company Form 7 or Return of Allotment of shares showing particulars of Directors form 20.
- 3) A copy Certificate of Incorporation or its equivalent,
- 4) Power of Attorney to the signatory of pre-qualification/ shortlisting application dully signed and registered with the Registrar of documents and commissioner of Oaths,
- 5) Transaction Tax Clearance Certificate issued by URA from July 01, 2025 to June 30, 2026or January 01, 2025 to December 31, 2025 for firms whose Financial Year end in December addressed to National Environment Management Authority (NEMA) to NEMA (TIN-100212642).
- 6) A copy of TIN Registration Certificate issued by URA,
- 7) A **certified** copy of current Trading License for 2026 or its equivalent,
- 8) A copy of certificate of registration issued by PPDA for the year 2025 for bidders currently registered with the Authority.
- 9) Financial audited books of accounts by a certified accounting firm recognized by ICPA (U) for the last two (02) financial years 2023 & 2024 for firms whose books of accounting period end in December, and FY 2023/24 and FY 2024/25for firms whose accounting period ends in June.
- 10) A valid copy of IT Certificate issued by NITA-U or a letter from NITA-U confirming that the company/ provider is partially registered. This will be required from firms/ providers applying for ICT Equipment (s) and IT related accessories and consumables
- 11) A copy of insurance policy coverage, quality assurance certificate (where applicable).
- 12) Signed of Code of Ethical Conduct for Providers.
- 13) Declaration of eligibility of nationals.
- 14) Declaration of Conflict of Interest.
- 15) Copies of the National Identity Cards or Passports of the majority shareholders/ Directors.

2.0. Historical Contract Performance

- 1) Experience of having successfully handled at least five (5) contracts with a minimum of **UGX 10,000,000** (Uganda Shillings: Ten million only) per contract in the last three (3) years;
- 2) Applicants should submit at least **five (5)** copies of signed contracts and completion certificates as evidence.
- 3) Track record: Applicants should submit at least **three (3)** recommendation letters addressed to NEMA from their clients on satisfactory performance of the listed contracts above.
- 4) Disputes: Applicants should demonstrate a good track record of dispute resolution or arbitration resulting from contracts completed or under execution.

3.0 Capacity

- 1) Place of operation; Applicants should provide evidence including pictures of their fixed places of operation and addresses.
- 2) Equipment & Facilities; Applicants should provide evidence of the necessary equipment and facilities, as well as their ownership status.
- 3) Personnel; Applicants should provide evidence of the necessary resource personnel for undertaking the contracts.
- 4) Turn over; Applicants should have a minimum average annual turnover of not less than UGX 50M (Uganda shillings: five million) for the last two (02) consecutive years.
- 5) Applicants should attach **certified** audited books of accounts for the last two years prepared by registered audit firm as evidence.
- 6) Liquidity: Applicants should have liquid assets of not less UGX 3M (Uganda shillings three million. Applicants should attach bank statements for the last six months as evidence.
- 7) Current Commitments; Applicants should provide evidence of current commitments. LPO's or Contract Agreements should be attached as evidence.

4.0 Experience

- 1) Experience of firm; Applicants should provide evidence that they have been in active business for a minimum of (the past) three (3) years.
- 2) Qualifications and Competence; Applicants should have technical staff with the necessary qualifications and experience to install and maintain (in the case of equipment). Applicants should provide their CV's as evidence.
- 3) Specific experience in subject; Applicants should provide evidence of having handled similar subjects in the last three (3) years. Applicants should attach completion certificates as evidence.
- 4) Experience for Consultancy services; Applicants should provide list five (5) reputable Companies or Government Parastatals that they have offered consultancy services to in the last two (2) years. Applicants should provide their CV's as evidence and a list of qualified personnel.

NOTE: For ease of evaluation,

Kindly organize your submissions in the following order;

Form A1: Application Submission Sheet

Form A2: Applicant Information Sheet

Form A3: Financial Statement and the accompanying requirements

Form A4: Resources: Personnel and the accompanying requirements

Form A5: Resources: Providers Equipment and Facilities

Form A6: Experience: Relevant Projects Completed and the accompanying requirements

Form A7: Legal Status and the accompanying requirements

In summary of the above, the applicants shall be evaluation on;

SUPPLIES:

Eligibility

- General Eligibility
- Nationality
- Conflict of Interest
- Suspension
- Government owned entity
- Origin of Supplies

Historical Contract Performance

- Manufacturing Experience
- Experience of similar size of contracts
- Packaging, distribution and transportation experience
- 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

WORKS:

Eligibility

- General Eligibility
- Nationality
- Conflict of Interest
- Suspension
- Government owned entity

Historical Contract Performance

- History of non-performing contracts
- Pending litigation

Financial Situation

- Financial performance
- Average annual construction turnover

Experience

- General Construction experience
- Specific Construction experience

Capacity

- Production
- Financial position
- Current Commitments