



PRE-QUALIFICATION CALL FOR BIDS FOR FYI 2023/ 2024

Food Rights Alliance is a coalition of over 60 members (organizations and individuals) constituted in 1999 and registered as a company limited by guarantee in 2009. The Alliance is driven by a vision of a world free from Hunger and Malnutrition and pursuing a mission of promoting the realization of the right to food in Uganda through strengthening sustainable farming systems and improving food and nutrition Justice. Through her membership FRA implements activities across the country and beyond.

Food Rights Alliance is hereby calling for applications from suitable companies and individuals to participate in a Supplier vetting process for the year 2023 and 2024.

PROCUREMENT REFERENCE NUMBER	CATEGORY 1 (GOODS)
FRA /2023-2024/001	Supply of General Office Stationery
FRA/2023-2024/002	Supply of Branded promotional materials like T-shirts, Shirts, Caps etc.
FRA/2023-2024/003	Supply of Computers, Printers, Photocopiers, Scanners, Faxes, telephone headsets, cameras, servers, computer Software and hardware, security cameras and other related accessories.

FRA/2023-2024/004	Supply of Office Furniture
FRA/2023-2024/005	Supply of fuel and Lubricants
FRA/2023-2024/006	Supply of drinking water.
FRA/2023-2024/007	Supply of motor cycle and vehicle spare parts
PROCUREMENT REFERENCE NUMBER	CATEGORY 2 (SERVICES)
FRA/2023-2024/008	Supply of Printing and Publishing Services
FRA/2023-2024/009	Maintenance and repair of computer hardware/ Software and Electronics equipment (including photocopiers, scanner, Extension Power Cables, Projector, Generator etc.)

FRA/2023-2024/010	Provision of all Risk Assets Insurance
FRA/2023-2024/011	Provision of Motor vehicle Comprehensive Insurance
FRA/2023-2024/012	Provision of Health Insurance
FRA/2023-2024/013	Provision of Air Ticketing, Touring and Travel services
FRA/2023-2024/014	Provision of Catering Services Central Region, (Kampala, Mubende Nakasongola, Kalangala) Eastern Region (Soroti, Ngora, Amuria, Katakwi, Kumi and Mbale) Karamoja Region (Moroto,Napak,Kotido, Kaabong and Amudat) Northern Region (Gulu, Lira, Adjumani, Omoro,Kitgum,Noya and Arua), and Western Uganda (Forportral, Kyegegwa and Kamwenge.
FRA/2023-2024/015	Provision of hotel services: Conference services, accommodation services in Central Region, (Kampala, Mubende Nakasongola, Kalangala) Eastern Region (Soroti, Ngora, Amuria, Katakwi, Kumi and Mbale) Karamoja Region (Moroto,Napak,Kotido, Kaabong and Amudat) Northern Region (Gulu, Lira, Adjumani, Omoro,Kitgum,Noya and Arua), and Western Uganda (Forportral, Kyegegwa and Kamwenge.

FRA/2023-2024/016	Audio and Visual Documentary Services, in Central Region (Kampala, Mubende, Nakasongola, Kalangala), Eastern Region (Soroti, Ngora, Amuria, Katakwi, Kumi and Mbale) Karamoja Region (Moroto, Napak, Kotido, Kaabong and Amudat) Northern Region (Gulu, Lira, Adjumani, Omoro, Kitgum, Noya and Arua), and Western Uganda (Forportral, Kyegegwa and Kamwenge..
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FRA/2023-2023/017	Media Services (Television Broadcasting and Radio Broadcasting) in the Central Region (Kampala, Mubende, Nakasongola, Kalangala among others), Eastern Region (Soroti, Katakwi, Kumi, Amuria, Ngora, Kotido and Mbale) Karamoja Region (Moroto, Napak, Kotido, Kaabong and Amudat) Northern Region (Gulu, Lira, Ajumani, Omoro, Kitigum, Noya and Arua), and Western Region (Fortportral, Kyegegwa and Kamwenge)
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FRA/2023-2024/018	Provision of furniture repair, furnishing, fixtures and fittings.
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FRA/2023-2024/019	Provision of asset tagging/coding and engraving services.
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FRA/2023-2024/020	Provision of courier services.
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FRA/2023-2024/021	Provision of Motor Cycle and Vehicle Maintenance services
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FRA/2023-2024/022	Provision of Motor Cycle and Vehicle Hire services
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FRA/2023-2024/023	Provision of Motor Cycle and Vehicle tracking services
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FRA/2023-2024/024	Provision of cleaning, garbage collection, and fumigation services
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FRA/2023-2024/025	Provision of website designing, maintenance, hosting, and online software packaging services (Zoom, Quick Books, Email configuration).
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PROCUREMENT REFERENCE NUMBER	CATEGORY 3 (CONSULTANCIES)
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FRA/2023-2024/026	Consultancy services in conducting; surveys, conducting evaluations, baseline studies, editorial services, Website Designing strategy review, translations in Luganda, Luo, Acholi, Runyakitara, Swahili, Ateso and other native languages, policy analysis, development of organization policies; Human Resource, Finance and Administration, fundraising and resource mobilization, rappoteuring, and other professional consultancies.
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Pre-qualification Requirements for Business Entities

Competing Business Entities must attach the following:

1. A well filled in Pre-qualification Form **A**
2. A price list of the goods or services.
3. Company profile.
4. A copy of valid trading license.
5. A copy of VAT registration certificate.
6. Tax identification Number (TIN).
7. Certificate of Corporation and Registration.

Pre-qualification Requirements for Individual Proprietors

Competing Individual Proprietors must attach the following

1. A well filled in Pre-qualification Form **B**
2. Personal profiles.
3. Copies of previous works.
4. Curriculum vitae/resume.
5. Recommendations from at least three of their recent clients.
6. Copy of Official Identification (Passport / National ID).

Statement of Safeguarding

According to Food Rights Alliance organizational value of accountability, it is our policy to safeguard all individuals involved in Food Rights Alliance work against risks of exploitation and abuse. Food Rights Alliance will not tolerate exploitative or abusive behaviors by anyone associated with the implementation of Food Rights Alliance work.

Note that;

- ☐ Interested bidders should download and fill either **FORM 'A'** for registered entities or **FORM 'B'** for Individual proprietors.

- ☐ All interested bidders should hand deliver their filled application forms and the respective pre-qualification requirements to **FOOD RIGHTS ALLIANCE, Plot 82 Muteesa 1 Road**

- ☐ All Bids should be sealed and addressed to: **Procurement Committee, FOOD RIGHTS ALLIANCE, Plot 82 Muteesa 1 Road P.O. Box 5796 Kampala**. For more information please contact us on ☐☐ **Tel: 0706-535722 or 0788-104782**.

- ☐ The deadline for receiving the bids is on **6th January 2023 before 5:00PM** and bidders are required to pay a non-refundable fee of **Shs 50,000/=** at the time of submission which will be receipted.

- ☐ The confirmed pre-qualified service providers shall be contracted for a period of two years: **2023 and 2024**, from the date of confirmation.

ERA Pre-qualification Advert
