

PREQUALIFICATION OF GOODS, SERVICE AND WORKS PROVIDERS

FOR

CASE HOSPITAL

2020

**Case Hospital
Plot 69/71, Buganda Road
P.O.BOX 4547, Kampala.
Attention: Procurement Unit**

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SECTION 1

PURPOSE AND SCOPE OF THIS PRE-QUALIFICATION

1.1 INTRODUCTION

CASE HOSPITAL ("the Hospital") invites pre-qualification documents for Goods, Services and Works.

1.2 ELIGIBILITY OF COMPANIES

- i. It is mandatory that companies submitting pre-qualification documents in response to this pre-qualification invitation shall submit documents that establish that these companies are properly registered as a corporation.
- ii. The companies shall provide evidence of having fulfilled their obligations to pay taxes. Such evidence shall be a copy of the latest Income Tax Clearance Certificate.
- iii. The companies shall provide evidence to prove that they have ever handled or are currently handling business/services/works 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.
- iv. It is mandatory that companies shall provide relevant legal evidence to verify that they have been legally active and continuously engaged in the related services/works within or outside Uganda for at least 24 months.
- v. The companies must complete and sign the declaration of interest form.
- vi. The companies must certify that the pre-qualification document is duly authorized.
- vii. The companies shall provide at least three (3) copies of recommendation letters from their top clients, preferably financial institutions.
- viii. Is the organization a public limited company? If not, the companies shall indicate the nature of their company.
- ix. If the company is a subsidiary of another company, the companies shall indicate the name and registered office of the holding or parent company.
- x. The companies shall give names and responsibilities of the directors of their company.

1.3 STATEMENT OF PURPOSE

The purpose of this document is to source for competent service providers who shall provide the following different Goods, services and works to Case Hospital

SECTION 2

FORMAT OF PRE-QUALIFICATION DOCUMENT RESPONSE AND OTHER INFORMATION FOR COMPANIES

The overall summary information regarding the provision of services and works to Case Hospital is as follows;

The submitted pre-qualification document will be evaluated as per the **certified copies of the following documents;**

- i. Articles and Memorandum of Association
- ii. Certified Certificate of Incorporation;
- iii. Certified Certificate of Registration for Business and Sole Proprietorship
- iv. Company **form 7** indicating list of Directors Certified by the Registrar of Companies
- v. Deed of Partnership;
- vi. Current trading Licence for the year 2019 - certified by an issuing authority.
- vii. Certified URA Certificate of Registration
- viii. Audited accounts for the years 2016, 2017, 2018 (these must be from registered auditors with the Institute of Chartered Public Accountants of Uganda (ICPAU) or the equivalent.
- ix. Certified Tax Clearance Certificate for the current Financial Year.

2.1 PRE-QUALIFICATION DOCUMENT SUBMISSION

Pre-qualification documents from companies should be placed in a common sealed envelope marked "**Pre-qualification for Services**" or "**Pre-qualification of Works**" followed by **the reference number** of the Good, service/works for which they are submitting pre-qualification documents.

All costs pertaining to the preparation of a pre-qualification document and negotiations of a contract shall be borne by the firms submitting pre-qualification documents.

Submissions must be received in a **sealed envelope** by hand not later than **Friday 11th October 2019** to the address below;

Procurement Manager

**CASE HOSPITAL,
7th Floor, Procurement Office
Plot 69/71, Buganda Road
P.O.BOX 4547, Kampala.**

Please note that prequalification documents received by facsimile or electronic mail as well as late pre-qualification documents will be rejected.

2.2 PRE-QUALIFICATION DOCUMENT OPENING

Opening of pre-qualification documents responding to this prequalification invitation shall be carried out at **Plot 69/71, Buganda Road P.O.BOX 4547, Kampala.**

2.3 CONSIDERATION OF PRE-QUALIFICATION DOCUMENTS

- i. The Hospital reserves the right to accept or to reject any pre-qualification document, and to annul the pre-qualification process and reject all pre-qualification documents at any time prior to the awarding of the pre-approved status, without thereby incurring any liability to any company or any obligation to inform the company of the grounds for its action.
- ii. The Hospital's decision/s regarding the acceptance or non-acceptance of a pre-qualification document shall be final and the Hospital is not obliged to furnish any reason for such decision

2.4 COST OF PRE-QUALIFICATION

The company shall bear all costs associated with the preparation and submission of its pre-qualification document, and the Hospital will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the pre-qualification process.

2.5 CLARIFICATION OF PRE-QUALIFICATION DOCUMENT

All correspondence related to the pre-qualification shall be made in English. Any clarification sought by the company in respect of the pre-qualification shall be addressed at least **10 working days** before the deadline for submission of pre-qualification documents, in writing to the Procurement Unit

The queries and replies thereto shall then be circulated to any other prospective companies (without divulging the name of the company raising the queries) in the form of an addendum, which shall be acknowledged by the prospective Companies.

Enquiries for clarifications should be sent by e-mail to; issebyala@casemedcare.org, pnsbuga@casemedcare.org

2.6 AMENDMENT OF PRE-QUALIFICATION DOCUMENT

At any time prior to the deadline for submission of pre-qualification documents, the Hospital, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Company, may modify the pre-qualification documents by amendment.

All prospective Companies that have received the pre-qualification documents will be notified of the amendment in writing, and it will be binding on them. It is therefore important that Companies give the correct details in the format required at the time of collecting/receiving the pre-qualification document.

To allow prospective Companies reasonable time to take any amendments into account in preparing their pre-qualification documents, the Hospital may at its sole discretion extend the deadline for the submission of pre-qualification documents based on the nature of the amendments.

2.7 DEADLINE FOR SUBMISSION OF PRE-QUALIFICATION DOCUMENTS

Pre-qualification documents should be addressed to The Procurement Manager and submitted on or before **Friday 11th October 2019**.

Pre-qualification documents received after the above-specified date and time will be rejected and shall not be considered.

2.8 RESPONSIVENESS OF PRE-QUALIFICATION DOCUMENTS

The responsiveness of the pre-qualification documents to the requirements of this Pre-qualification invitation will be determined by the below;

		INVITATION FOR PRE-QUALIFICATION
		SUPPLIES,WORKS AND SERVICES FOR THE 2020,2021,2022 FINANCIAL YEARS
A	CATEGORY NUMBER	GOODS & COMMODITIES
	Case 001/2020-2022	Supply of hospital drugs
	Case 002/2020-2022	Supply of hospital consumables (lab reagents, kits etc)
	Case 003/2020-2022	Supply of Personal Protective Equipment
	Case 004/2020-2022	Supply of branded promotional items,uniforms and corporate wear
	Case 005/2020-2022	Supply of bed linen, curtains & carpets
	Case 006/2020-2022	Supply,installation,repair and maintainance of physical security systems (CCTV,access control,intruder alarms etc)
	Case 007/2020-2022	Supply,installation and maintainance of generators
	Case 008/2020-2022	Supply,installation and maintainance of electrical equipment and appliances/backup systems, switches, sockets etc.
	Case 009/2020-2022	Supply of hardware,building and fitting materials
	Case 010/2020-2022	Supply, installation and maintenance of air conditioning systems
	Case 011/2020-2022	Supply of stamps and security printing services
	Case012/2020-2022	Supply of electronic and non electronic asset tags
	Case 013/2020-2022	Supply and maintainance of IT computer equipment and hardware, phones tabs, computers , Software, Personal Computers, internet services, support and maintenance services
	Case 014/2020-2022	Supply and installation of branded office furniture,furnishings and fittings
	Case 015/2020-2022	Supply of assorted general office stationery including (brown paper bags, lab envelopes etc.)
	Case 016/2020-2022	Supply of assorted printed stationery
	Case 017/2020-2022	Supply of detergents, bleaches & cleaning materials
	Case 018/2020-2022	Supply of Kitchen equipment (including but not limited to cookery, cutlery, flasks, trays, juice dispenser and microwave ovens
	Case 019/2020-2022	Supply of food supplies (groceries like tea leaves, coffee, sugar as well as fresh foods, vegetables, meat, fish and cooking materials
B	CATEGORY NUMBER	SUPPLIES, WORKS AND SERVICES
	Case 020/2020-2022	Provision of professional cleaning,waste management,pest control and other sanitary related services
	Case 021/2020-2022	Provision of handyman/minor works i.e plumbing, painting and carpentry, civil, construction of prefabricated buildings
	Case 022/2020-2022	Provision of civil/building construction/office fit out services (category of works-below UGX50 million)
	Case 023/2020-2022	Provision of civil/building construction/office fit out services (category of works-UGX50 million to UGX100 million)
	Case 024/2020-2022	Provision of civil/building construction/office fit out services (category of works-UGX100 million to UGX500 million)
	Case 025/2020-2022	Provision of civil/building construction/office fit out services (category of works-UGX500million to UGX1 billion)
	Case 026/2020-2022	Provision of civil/building construction/office fit out services (category of works-above UGX 1billion)
	Case 027/2020-2022	Provision of motor vehicle repair and maintainance services
	Case 028/2020-2022	Provision of distribution of fuel services

Case 029/2020-2022	Provision of records management and records destruction services
Case 030/2020-2022	Provision of physical branding/signage services
Case 031/2020-2022	Provision of event management services
Case 032/2020-2022	Provision of architectural consultancy services
Case 033/2020-2022	Provision of learning, leadership and talent management services
Case 034/2020-2022	Provision of fuel, vehicle and asset tracking services
Case 035/2020-2022	Provision of electrical and mechanical consultancy services
Case 036/2020-2022	Provision of transport (taxi services)
Case 037/2020-2022	Provision of human resource recruitment and background check services
Case 038/2020-2022	Provision of printer leasing services
Case 039/2020-2022	Provision of general insurance and brokerage services
Case 040/2020-2022	Provision of armed guarding and intrusion detection alarm system services
Case 041/2020-2022	Provision of service of calibration of equipment e. g weighing scales etc
Case 042/2020-2022	Provision of clearing and forwarding services
Case 043/2020-2022	Provision of Car Washing Services

A pre-qualification document determined not responsive will be rejected by the Hospital and may not subsequently be made responsive by the Company by correction of the non-conforming item(s).

2.9 CURRENCY FOR PRICING OF PRE-QUALIFICATION INFORMATION

All information in the pre-qualification documents in response to this pre-qualification invitation should be expressed in Uganda Shillings only. Expressions in other currencies shall not be permitted.

2.10 CORRECTION OF ERRORS.

Pre-qualification documents determined to be substantially responsive will be free of errors. Errors will therefore not be corrected by the Hospital.

SECTION 3

TERMS OF REFERENCE

3.1 COST OF PREPARING PRE-QUALIFICATION DOCUMENTS

- i. The company shall bear all costs associated with the preparation, submission of and any other costs incurred in the pre-qualification document process. The Hospital will in no case be liable for the costs regardless of the conduct or outcome of the pre-qualification process.
- ii. Case Hospital Uganda is under no obligation to return any of the pre-qualification documents to Companies, regardless of the outcome of the pre-qualification process.
- iii. Case Hospital Uganda is under no obligation to discuss or divulge the contents and /or detail of pre-qualification documents submitted in response to this pre-qualification exercise.

3.2 CORRESPONDENCE

For the purposes of execution of this pre-qualification exercise, correspondence between Case Hospital and prospective companies shall be conducted as described below.

Correspondence conducted otherwise shall not be regarded as official correspondence and may be ignored.

- i. All correspondence, including any enquiries concerning this pre-qualification document from prospective companies, to the Hospital shall be addressed to: -

**Procurement Manager,
CASE HOSPITAL,
Plot 69/71, Buganda Road
P.O.BOX 4547, Kampala.**

- ii. Such correspondence shall be in writing, on the official letterhead of the prospective company and signed by the company representative identified on the Company Information Form.
- iii. Submission of correspondence shall be by hand delivery or registered mail. Correspondence by fax shall be regarded as advance information only and must be followed by originals submitted by courier.
- iv. All correspondence shall be duly acknowledged by the Procurement Manager.

SECTION 4

4.1 COMPANY INFORMATION

Companies form (1)

1.	Name of firm / company	
2.	Head office address (physical, postal and telephone)	
3.	Registration number	Year of registration/incorporation
4.	VAT registration number	TIN
5.	Contact person	
	Designation	
	Telephone contact	
	E-mail address	
6	Names/List of directors (ATTACH FORM 7) attach a separate list of Directors	

4.2 FINANCIAL SOUNDNESS

- Please submit Audited Accounts for the years 2016, 2017 and 2018 (These must be from registered auditors with the Institute of Chartered Public Accounts of Uganda or equivalent).

The information should specifically indicate the following;

- Profit and loss accounts
- Statement of changes in equity

- Statement of comprehensive income
- Statement of financial position.

4.3 SPECIFIC EXPERIENCE

- Demonstrate capacity to handle similar assignments by listing relevant assignments handled in the last three years (Specifying Firm/ client, contact person and information relating to volumes of documents handled and value of the contract. (please detail the methodology indicating number of staff recommended)
- Provide contacts and details of the clients for whom you provide similar services to which the pre-qualification invitation relates.
- Copy of the company profile.**

Use a separate sheet if required.

Name of Client with Full Address and details of contact person	Location	Period of Engagement	Scope of work (Contract details)	Contract Amount	Reference person and contact details

4.5 QUALITY ASSURANCE

- Please provide details of any quality accreditations for which you have applied. If no accreditation held, please provide a description of your quality system.
- Please provide details of any quality assurance accreditations that your company holds e.g. ISO 9000 Certification and a copy of your quality manual.

4.6 DECLARATION:

- The Company submitting this pre-qualification document does have the necessary financial and logistical arrangements in place to perform in accordance with their pre-qualification documents.
- The information supplied in this document is correct and complete to the best of my knowledge and accurately reflects the capability of;

Company Name:

Signature

Date

Name

This pre-qualification document is signed in my capacity as:

DECLARATION OF INTEREST

All suppliers are required to declare any interest that;

- They or their employees may have in CASE HOSPITAL.
- Any CASE HOSPITAL employee may have in the supplier.

To that effect the following must be duly stated by the authorised signatory:

Are you or any person associated with your pre-qualification document, employees of CASE HOSPITAL?

Yes No

If so, state particulars

.....
.....

Have you, or any person associated with your pre-qualification document, any relationship (family, friend) with any person employed in CASE HOSPITAL who may be involved with the evaluation and adjudication of pre-qualification documents submitted in response to this pre-qualification invitation?

Yes No

If so, state particulars

.....
.....

Are you, or any person associated with your pre-qualification document, aware of any relationship (family, friend) between the supplier and any person employed in CASE HOSPITAL who may be involved with the evaluation and adjudication of pre-qualification documents submitted in response to this pre-qualification invitation?

Yes No

If so, state particulars

.....
.....

Name of company

Signature of Declarant.....

Position of Declarant.....

Date.....

Pre-qualification document No.....

RESOLUTION OF THE BOARD OF DIRECTORS

(Company Name) "The Company" _____ (Registration Number)

PASSED AT THE MEETING OF THE COMPANY HELD AT

_____ on _____
(Place) (Date)

RESOLVED THAT;

1. The Company submit a pre-qualification document to CASE HOSPITAL in response to the **Pre-qualification No. case/proc/preq/2020-2022** issued by the Hospital, in which Pre-qualification invitation, CASE HOSPITAL invited suppliers to submit pre-qualification documents for stated in such Pre-qualification invitation and which Pre-qualification invitation was circulated and read in this meeting:

2. _____ (Name of Signatory) and
_____ (Name of Signatory) are hereby

Authorised to sign all such documents and to do all such things as are necessary to give effect to Resolution 1 above.

(Name of Director)

(Name of Director)

(Name of Director)

(Name of Director)

(Name of Director)

(Name of Director)

APPENDIX A

EVALUATION OF PRE-QUALIFICATION DOCUMENTS

CASE HOSPITAL plans to evaluate pre-qualification documents based on the following criteria;

i.	Articles and Memorandum of Association
ii.	Certified Certificate of Incorporation;
iii.	Certified Certificate of Registration for Business and Sole Proprietorship
iv.	Company form 7 indicating list of Directors Certified by the Registrar of Companies
v.	Deed of Partnership;
vi.	Current trading Licence for the year 2019 - certified by an issuing authority.
vii.	Certified URA Certificate of Registration
viii.	TIN Number
ix.	Certified Board Resolution by the Registrar of Companies
x.	Audited accounts for the years 2016, 2017 and 2018 (these must be from registered auditors with the Institute of Chartered Public Accountants of Uganda (ICPAU) or the equivalent.
xi.	Evidence of adequate professional and relevant experienced personnel where applicable – attach certificates where applicable
xii.	Certified Tax Clearance Certificate for the current Financial Year.
xiii.	Proof that the companies/proposed teams are on a list of the relevant professional body where applicable
xiv.	Reference letters from at least three current clients of the same magnitude as Case Hospital
xv.	A minimum of three years' existence on the market
xvi.	Verifiable business premises
xvii.	Verifiable working tools where applicable