



UGANDA GOLF CLUB

**TENDER DOCUMENT
FOR
PREQUALIFICATION
FINANCIAL YEAR 2024-2025**

**CLOSING DATE:
MONDAY 30TH SEPTEMBER, 2024 AT 11.00 AM**

SEPTEMBER, 2024

APPENDIX A:

FORM A1: APPLICATION SUBMISSION SHEET

Date;

To:

We, the undersigned, declare that:

(a) We have examined and have no reservations to the shortlisting document, including Addenda No:

(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 shortlisting process, are eligible to participate in public procurement; **Refer to the list of supplies or services schedules.**

(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 shortlisting process, have nationals from the following eligible countries;

(f) We, including any subcontractors or providers for any part of the contract or contracts resulting from this shortlisting 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 specification of the supplies;

(g) We, our affiliates or subsidiaries, including any subcontractors for any part of the contract or contracts resulting from this shortlisting 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 shortlisting 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	Reason	Amount & Currency

(j) We understand that you may amend the scope and value of any contracts to be bid or cancel the shortlisting 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 shortlisting, 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 the contract;

(l) We hereby authorize you and your authorized representatives, to conduct any inquiries 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 authorization to any individual or authorized representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by you to verify statements and information provided in this application.

Signed:

In the capacity of

Duly authorized to sign the bid for and on behalf of:

Dated on.....day of.....

FORM A2: APPLICANT INFORMATION SHEET

STRUCTURE AND ORGANIZATION

1. Name of Company:

a) Physical address:

b) Postal address:

c) Telephone number:

d) Telefax number:

e) 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 copy of the Bidder's trading license;

b) A copy of the Bidder's Certificate of Registration;

c) A copy of the Bidder's income tax clearance certificate;

d) Power of Attorney of the signatory (ies) of the bid authorizing signature of the bid 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, authorized to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture.

The Applicant's authorized representative for information is:

a) Name:

b) Address:

c) Telephone/Fax numbers:

d) 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/tractors that the company is certified to work on? (E.g. tractors and, 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 years

a) Year		
b) Turn over		

3. Approximate value of current work related to this type of works, services or supplies
4. 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 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:

I. Management staff:

II. Technical staff:

III. Support staff:

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

Name	Qualification	Year of relevant experience

FORM A5: RESOURCES: PROVIDERS' EQUIPMENTS 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 (where applicable):

FORM A6: EXPERIENCE: RELEVANT PROJECTS COMPLETED

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

Name of 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. 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 of Employer	Description of Contracts	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 a copy of the Power of Attorney to the signatory of the short-listing document registered by the Registrar of Companies or written authorization to submit the application.

4. Enclose an Income Tax Clearance Certificate addressed to the [Procurement unit], for this particular purpose. The [Procuring and Disposing Entity] shall only accept original income tax clearance certificates.

I. Enclose an Annual Tax Clearance Certificate for the previous year

II. Attach a copy of VAT Registration Certificate for Ugandans

5. Please enclose a copy of the current valid Trading License.

6. Please enclose a copy of your firm's insurance policy coverage (applicable to motor vehicle maintenance, repair of office equipment, etc.,)

APPENDIX B: STATEMENT OF REQUIREMENTS

List and codes of works, services, and goods to be provided include but are not restricted to the following:

Category of items

CATEGORY "A" SUPPLIES/GOODS	
CODE	ITEM DESCRIPTION
UGC/SUPL/0001	Supply of I.T Equipment and Accessories,
UGC/SUPL/0002	Supply of Office Stationery (request for list of requirements)
UGC/SUPL/0003	Supply of Air Conditioners, and Accessories
UGC/SUPL/0004	Supply of Appliances, Electrical Equipment and Fittings
UGC/SUPL/0005	Supply of Tractor Spare Parts (New Holland, and Massey Ferguson brands specifications), Mowers, Rollers, and Stringers, Cutters
UGC/SUPL/0006	Supply of Tractor Tyres, Batteries, Oil, and Fuel filters
UGC/SUPL/0007	Supply and Maintenance of Solar Accessories, Water Heaters, Generator Maintenance and Accessories
UGC/SUPL/0008	Supply and Installation of Plumbing Materials
UGC/SUPL/0009	Supply of Power Backups, Solar and Inverters
UGC/SUPL/0010	Supply, and Maintenance of CCTV system
UGC/SUPL/0011	Supply and Delivery of Staff Uniforms, and Protective gears (PPEs)
UGC/SUPL/0012	Landscape & garden tools, water and irrigation Equipment
UGC/SUPL/0013	Supply of Alcoholic and non-Alcoholic beverages
UGC/SUPL/0014	Supply of Kitchen, Restaurant and Bar Equipment and accessories.
UGC/SUPL/0015	Supply of Toiletries and consumables.
UGC/SUPL/0016	Supply of Laundry Equipment and accessories.
UGC/SUPL/0017	Supply of a Golf Management System
UGC/SUPL/0018	Supply of Specialized Golf Course and Range Equipment and accessories.
CATEGORY "B" SERVICES	
CODE	ITEM DESCRIPTION
UGC/SERV/0001	Provision of General Cleaning, and Janitorial Services
UGC/SERV/0002	Provision of Insurance Services (GPA, Equipment, Machinery and Facilities)
UGC/SERV/0003	Provision of Branding, Art, Graphic Design and Engraving Services
UGC/SERV/0004	Provision of routine Maintenance and Servicing of Tractors, Mowers and Stringers, and Course Equipment
UGC/SERV/0005	Provision of Events Management Services, Public Relations and tournaments sponsorships retainers
UGC/SERV/0006	Servicing and repair of I.T equipment (Laptops, Desktops, Scanners, Printers & Photocopiers)

UGC/SERV/0007	Servicing of firefighting equipment
UGC/SERV/0008	Servicing and repair of air conditioners
UGC/SERV/0009	Repair and maintenance of power backups: solar and inverters
UGC/SERV/0010	Repair of office furniture and fittings
UGC/SERV/0011	Provision of Architectural Services
UGC/SERV/0012	Electrical repairs and installations
UGC/SERV/0013	Plumbing repairs and installations
UGC/SERV/0014	Provision of IT support services (please request for TORs through email)
UGC/SERV/0015	Provision of security services
UGC/SERV/0016	Provision of internet services (please request for TORs through email)
UGC/SERV/0017	Provision of civil works
UGC/SERV/0018	Supply of Internet and Data Packages (all networks) Services
UGC/SERV/0019	Provision of legal services under retainer agreement (please request for TORs through email)
UGC/SERV/0020	Provision of Medical, Health and Safety services
UGC/SERV/0021	Provision of Human Resource and Finance Consultancy Services.
UGC/SERV/0022	Provision of Club Master plan Development services.
UGC/SERV/0023	Provision of Catering Services.
UGC/SERV/0024	Provision of Caddy Services.
CATEGORY "C" WORKS	
CODE	ITEM DESCRIPTION
UGC/WRK/0001	Construction, and Repairs of New Greens
UGC/WRK/0002	Civil Works
UGC/WRK/0003	Electrical and Electronics Repairs and works
UGC/WRK/0004	Renovation Works, Repairs and Premises Maintenance
UGC/WRK/0005	Mechanical works
UGC/WRK/0006	Course Design Works

APPENDIX C: EVALUATION CRITERIA

Terms and Conditions:

1. Pre-qualification submissions of interest will be evaluated in accordance with the Uganda Golf Club (UGC) procurement guidelines
2. The pre-qualification bidding document in English can be obtained by way of download from the UGC website; <https://ugandagolfclub.com> starting on **Monday 16th September, 2024** by interested bidders on submission of a written application to the address below at 8 (C) and upon deposit of a non-refundable fee of 50,000/= (Fifty Thousand shillings only) at **Absa Bank, Plot 2 Hannington Road Branch. Account Name: Uganda Golf Club, Account Number: 5800155861** No liability will be accepted for loss or late submission.
3. Bidders are required to indicate the specific items they are bidding for on the bidding document, and submitted single zipped folder to the email address indicated below at 8 (C).
4. Bidders should clearly indicate official emails of the company/firm, names of directors plus their contact details.
5. Bids must be submitted in a single zipped folder with the email subject clearly stating the code, and item as shown below;

UGC PRE-QUALIFICATION FOR PROVISION OF SUPPLIES, SERVICES, AND WORKS:

CATEGORY.....

**To: The Manager,
Uganda Golf Club,
Plot 30-32 Yusuf Lule Road
P. O. Box 624, Kampala, Uganda**

6. **Eligibility Criteria:**
 - Certificate of Incorporation
 - Memorandum and articles of association
 - Powers of attorney
 - Current Trading License
 - Income Tax Clearance Certificate
 - Physical address of the organization
 - Audited financial reports (2023 & 2024) by certified auditors
 - Evidence of previous and ongoing contracts
 - Three (3) reference letters from previous clients
 - VAT Registration
 - Must not be in insolvent, receivership, and bankrupt, winding up or subject to legal proceedings.
7. Bids must be submitted no later than **Monday, 30th September, 2024 at 10:00am.**
8. Bid opening will on **Friday, 4th October 2024 at 11:00am** at the UGC boardroom, the presence of the bidders or their representatives who may choose to attend.
 - (a) Late submissions of bids will be rejected.

- (b) All existing suppliers are expected to re-apply if still interested in providing the listed services.
- (c) Submit your bid documents to; administartor@ugandagolfclub.com