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AFRICAN FIELD EPIDEMIOLOGY NETWORK

PRE-QUALIFICATION DOCUMENT

Subject of Procurement:

**PRE-QUALIFICATION FOR BUILDING CONTRACTORS FOR THE
CONSTRUCTION OF AFENET SECRETARIAT OFFICE BLOCK ON
PLOT 10 NAGURU CLOSE, NAKAWA DIVISION, KAMPALA,
UGANDA**

Procurement Reference Number: *AFENET/PQD/WRKS/01/2025*

Date of Issue: : *March 20, 2025*

PRE-QUALIFICATION DOCUMENT

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Section 1. Instructions to Applicants

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Section 1. Instructions to Applicants

A. General

1. Scope of Application

1.1 The Employer indicated in the Application Data Sheet (ADS), invites pre-qualification applications for the Works described in Section 6, Scope of Works. The subject and procurement reference number of the contract, or group of contracts, are provided in the ADS. Where this pre-qualification is for a group of contracts, the number and details of the contracts to be awarded are given in Section 6, Scope of Works. The Instructions to Applicants should be read in conjunction with the ADS.

1.2 Throughout this Pre-qualification Document:

- (a) the “Employer” means the procuring entity;
- (b) the “Contractor” means provider;
- (c) the “Applicant” means the bidder submitting an application; and
- (d) “Application” means a bid or submission to pre-qualify

2. Source of Funds

2.1 The Employer indicated in the ADS has secured funds towards the cost of the procurement named in the ADS. The Employer intends to use these funds for payments under the contract (s) resulting from the bidding for which this pre-qualification is conducted.

3. Corrupt Practices

3.1 It is the Employer’s policy to require that all its Employees and/or Agents, as well as Applicants, Bidders and Contractors, observe the highest standards of ethics during procurement and the execution of contracts. In pursuit of this policy, the Employer:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) “Corrupt practice” includes the offering, giving, or soliciting of anything of value to influence the action of an official, employee or agent of the Employer 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 the Employer and includes collusive practices among Bidders prior to or after bid submission designed to establish bid prices at artificial, non-competitive levels and to deprive the Employer 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 Contractor from engaging in any procurement that it may put forth proceeding for a stated period, if it any time determines that the Contractor has engaged in corrupt or fraudulent practices in competing for, or in executing, any contract.

3.2 In pursuit of the policy defined in ITB Sub-Clause 3.1, the Employer requires representatives of both the Employer and of Bidders and Contractors to adhere to the relevant codes of ethics conduct. The Code of Ethical Conduct for Bidders and Providers is available from the Employer and Bidders are required to indicate their acceptance of this code through the declarations in the Application Submission Sheet.

4. Eligible Applicants

4.1 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.

4.2 An applicant shall be a private, public or government owned legal entity, subject to ITA 4.8, 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 (JV). In the case of a JV, unless otherwise specified in the ADS:

4.3 An Applicant and all parties constituting the Applicant shall have the nationality of an eligible country, in accordance with Section 5, Eligible Countries. 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.

4.4 This criterion shall also apply to the determination of the nationality of proposed sub-contractors or providers for any part of the Contract including related services.

4.5 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of this pre-qualification. Where a firm, or a firm from the same economic or financial group, in addition to consulting, also has the capability to manufacture or provide supplies or to construct works, that firm, or a firm from the same economic or financial group, cannot normally be a provider of supplies or works, if it provided consulting services for the contract corresponding to this pre-qualification, unless it can be demonstrated that there is not a significant degree of common ownership, influence or control.

4.6 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 sub-contractor 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 Sub-contractor 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.

Part 1: Section 1 Instructions to Applicants

- 4.7 A firm that is under a declaration of suspension by the Employer in accordance with ITA 3, at the date of submission of the application or thereafter, shall be disqualified.
- 4.8 Government-owned entities in Uganda are not eligible.
- 4.9 Applicants shall provide such evidence of their continued eligibility satisfactory to the Employer, as the Employer shall reasonably request.

5. Eligible Supplies and Related Services

- 5.1 All supplies and related services to be provided under the Contract shall have as their country of origin an eligible country as defined in ITA 4.3.

B. Contents of the Pre-qualification Document
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6. Sections of Pre-qualification Document

- 6.1 The document for the pre-qualification of Applicants (hereinafter “pre-qualification document”) consists of parts 1 and 2 which comprise all the sections indicated below and should be read in conjunction with any Addenda issued in accordance with ITA 8.

PART 1 Pre-qualification Procedures

- Section 1 Instructions to Applicants (ITA)
- Section 2 Applicant Data Sheet (ADS)
- Section 3 Qualification Criteria
- Section 4 Application Forms
- Section 5 Eligible Countries

PART 2 Works Requirements

- Section 6 Scope of Works
- 6.2 The Pre-qualification Notice issued by the Employer is not part of the pre-qualification document.
- 6.3 The Employer accepts no responsibility for the completeness of the pre-qualification document and its addenda unless they were obtained directly from the Employer.
- 6.4 The Applicant is expected to examine all instructions, forms, and terms in the Pre-qualification Document and to furnish all information or documentation required by the Pre-qualification Document.
- 7. Clarification of Pre-qualification Document**
- 7.1 A prospective Applicant requiring any clarification of the Pre-qualification Document shall contact the Employer in writing at the Employer’s address indicated in the ADS. The Employer 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 ADS. The Employer shall forward copies of its response to all applicants who have acquired the pre-qualification document directly from the Employer including a description of the inquiry but without identifying its source. Should the Employer deem it necessary to amend the pre-qualification document because of a
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clarification, it shall do so following the procedure under ITA 8 and in accordance with the provisions of ITA 17.2.

8. Amendment of Pre-qualification Document

- 8.1 At any time prior to the deadline for submission of applications, the Employer may amend the Pre-qualification Document by issuing addenda.
- 8.2 Any addendum issued shall be part of the Pre-qualification Document and shall be communicated in writing to all who have obtained the pre-qualification document from the Employer.
- 8.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the Employer may, at its discretion, extend the deadline for the submission of applications.

C. Preparation of Applications

9. Cost of Applications

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

10. Language of Application

- 10.1 The application as well as all correspondence and documents relating to the pre-qualification exchanged by the Applicant and the Employer, shall be written in English, unless otherwise specified in the ADS. Supporting documents and printed literature that are part of the application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the ADS, in which case, for purposes of interpretation of the application, the translation shall govern.

11. Documents Comprising the Application

- 11.1 The application shall comprise the following:
- (a) Application Submission Sheet, in accordance with ITA 12;
 - (b) Documentary evidence establishing the Applicant's eligibility to pre-qualify, in accordance with ITA 13;
 - (c) Documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14; and
 - (d) Any other document required as specified in the ADS.

12. Application Submission Sheet

- 12.1 The Applicant shall prepare an Application Submission Sheet using the form furnished in Section 4, Application Forms. This Form must be completed without any alteration to its format.

13. Documents Establishing the Eligibility of the Applicant

Part 1: Section 1 Instructions to Applicants

13.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Sheet Forms 1.1 and 1.2, included in Section 4, Application Forms.

14. Document Establishing the Qualifications of the Applicant

14.1 To establish its eligibility in accordance with Section 3, Qualification Criteria, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section 4, Application Forms.

15. Signing of the Application and Number of Copies

15.1 The Applicant shall prepare one original of the documents comprising the application as described in ITA 11 and clearly mark it "ORIGINAL". The original of the application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant.

15.2 The Applicant shall submit copies of the signed original application, in the number specified in the ADS, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

D. Submission of Applications

16. Sealing and Identification of Applicants

16.1 The Applicant shall enclose the original and the copies of the application in a sealed envelope that shall:

- (a) bear the name and address of the Applicant;
- (b) be addressed to the Employer, in accordance with ITA 17.1; and
- (c) bear the procurement reference number of this pre-qualification process indicated in the ADS 1.1

16.2 The Employer will accept no responsibility for not processing any envelope that was delivered unsealed or not identified as required.

17. Deadline for Submission of Applications

17.1 Applications shall be received by the Employer at the address and no later than the deadline indicated in the ADS. A receipt will be given for all applications submitted.

17.2 The Employer may, at its discretion, extend the deadline for the submission of applications by amending the Pre-qualification Document in accordance with ITA 8, in which case all rights and obligations of the Employer and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

18. Late Applications

18.1 Any application received by the Employer after the deadline for submission of applications prescribed in ITA 17 will be returned unopened to the applicant.

19. Opening of Applications

19.1 The Employer shall prepare a record of the opening of applications that shall include, as a minimum, the name of the Applicant. A copy of the record shall be distributed to all Applicants.

E. Procedure for Evaluation of Applications

- 20.1 Information relating to the evaluation of applications, and recommendation for pre-qualification, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of pre-qualification is made to all Applicants.
- 20.2 From the deadline for submission of applications to the time of notification of the results of the pre-qualification in accordance with ITA 28, any Applicant that wishes to contact the Employer on any matter related to the pre-qualification process, may do so but only in writing.

21. Clarification of Applications

- 21.1 To assist in the evaluation of applications, the Employer may, at its discretion, ask any Applicant for a clarification of its application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing.
- 21.2 If any Applicant does not provide clarifications of the information requested by the date and time set in the Employer's request for clarification, its application may be rejected.

22. Responsiveness of Applications

- 22.1 The Employer may reject any application which is not responsive to the requirements of the pre-qualification document.
- 22.2 Failure of an Applicant to provide comprehensive and accurate information that is essential for the Employer's evaluation of the Applicant's qualifications, or to provide timely clarification or substantiation of the information supplies, may result in disqualification of the Applicant.

23. Margin of Preference

- 23 Unless otherwise specified in the ADS, a margin of preference shall not apply in the bidding process resulting from this pre-qualification.

24. Specialist Sub-contractor

- 24.1 Applicants planning to subcontract any of the key activities indicated in criterion 4.2(b) of Section 3, Qualification Criteria, shall specify the activity or parts of the works to be subcontracted in the Application Submission Sheet and clearly identify such activities and the proposed specialist subcontractors in Forms 1.2 and 4.2 (b) in Section 4. Such proposed specialist subcontractor (s) shall meet the appropriate qualification requirements specified in Section 3, Qualification Criteria.
- 24.2 At this time, the Employer does not intend to execute certain specific parts of the Works by subcontractors selected in advance by the Employer (Nominated Sub-contractors) unless otherwise stated in the ADS.

F. Evaluation of Applications and Pre-qualification of Applicants

25. Evaluation of Applications

- 25.1 The Employer shall use all the factors, methods and criteria defined in Section 3, Qualification Criteria to evaluate the qualifications of the Applicants and any specialist subcontractors. The use of other factors, methods or criteria shall not be permitted. The Employer reserves the right to waive minor

deviations in the qualification criteria if they do not materially affect the capacity of an Applicant to perform the contract.

25.2 Only the qualifications of specialist sub-contractors that have been identified in the application may be considered in the evaluation of an Applicant. However, the general experience and financial resources of sub-contractors may not be added to those of the Applicant for purposes of pre-qualification of the Applicant.

25.3 Unless otherwise indicated in the ADS, this pre-qualification shall be for a single contract.

25.4 In case of multiple contracts, the Employer shall pre-qualify each Applicant for the maximum number and types of contracts for which the Applicant meets the appropriate aggregate requirements of such contracts, as specified in Section 3, Qualification Criteria.

26. Employer's Right to Accept or Reject Applications

26.1 The Employer reserves the right to accept any application, and to annul the pre-qualification process and reject all applications at any time, without thereby incurring any liability to Applicants.

27. Pre-qualification of Applicants

27.1 Unless otherwise specified in the ADS, all Applicants whose applications have met or exceed the specified threshold criteria will, to the exclusion of all others, be pre-qualified by the Employer.

28. Conditional Pre-qualification

28.1 An Applicant may be "conditionally pre-qualified", where there are deficiencies in the application, which do not materially affect the ability of the Applicant to perform the proposed contract.

28.2 Such Applicants shall be notified of the deficiencies in their application and must correct the deficiencies to the satisfaction of the Employer before submitting their bids.

29. Notification of Pre-qualification

29.1 Once the Employer has completed the evaluation of the applications it shall notify all Applicants in writing of the names of those applicants who have been pre-qualified and conditionally pre-qualified.

30. Invitation to Bid

30.1 Where this pre-qualification is for a single contract, promptly after the notification of the results of the pre-qualification, the Employer shall invite bids from all the Applicants that have been pre-qualified.

30.2 Where this pre-qualification is for a group of contracts, after the notification of the results of the pre-qualification, the Employer shall maintain the list of pre-qualified Applicants and invite bids from among the pre-qualified Applicants when required.

30.3 The Employer reserves the right to amend the scope and value of any contract to bid because of this pre-qualification, in which event bids will be invited only from those applicants who meet the resulting amended pre-qualification requirements.

30.4 Bidders may be required to provide bid security acceptable to the Employer in the form and amount to be specified in the bidding document, and the successful bidder may be required to provide a performance security as specified in the bidding document.

31. Changes in Qualifications of Applicants

- 31.1 Any change in the structure or formation of an Applicant after being pre-qualified in accordance with ITA 27 and invited shall be subject to written approval of the Employer prior to the deadline for submission of bids. Such approval shall be denied if because of the change the Applicant no longer substantially meets the qualification criteria set forth in Section 3, Qualification Criteria, or if in the opinion of the Employer, a substantial reduction in competition may result. Any such changes shall be submitted to the Employer not later than 14 days after the date of the Invitation to Bid.
- 31.2 Applicants, and those subsequently pre-qualified or conditionally pre-qualified, shall inform the Employer of any material change in information that might affect their qualification status. Bidders shall be required to update key pre-qualification information at the time of bidding. Prior to award of contract, the best evaluated bidder will be required to confirm its continued qualified status in a post-qualification review process.

PART 1: Section 2. - Application Data Sheet

Part 1: Section 2. Application Data Sheet

Instructions to Applicants Reference	Data Relevant to the ITA
	A. General
ITA 1.1	The Employer is: THE AFRICAN FIELD EPIDEMIOLOGY NETWORK AFENET SECRETARIAT, LUGOGO HOUSE, GROUND FLOOR (WINGS B&C), P.O BOX 12874, KAMPALA, UGANDA.
ITA 1.1	The subject of procurement is: Construction of AFENET Secretariat Office Block on Plot 10 Naguru Close, Nakawa Division, Kampala, Uganda.
ITA 1.1	The Procurement Reference number is: AFENET/PQD/WRKS/01/2025
ITA 4.1	(a) All parties in a joint venture shall be jointly and severally liable (b) There shall be no limit on the number of partners in a joint venture
	B. Contents of Pre-qualification Document
ITA 7.1	For clarification purposes only, the Employer's address is: Attention: HEAD OF OPERATIONS AFRICAN FIELD EPIDEMIOLOGY NETWORK (AFENET) Lugogo House, Plot 42, Lugogo By-Pass P.O. Box 12874 Kampala Phone : +256-312-700650 e-mail: ctanui@afenet.net and copy skyambadde@afenet.net
ITA 7.1	The Employer will respond to any request for clarification provided that such request is received no later than 10 (ten) days prior to the deadline for submission of Applications.
	C. Preparation of Applications
ITA 10.1	The language of the application shall be English.
ITA 11.1 (d)	The Applicant shall submit with its application the following additional documents: 1) a copy of the Powers of Attorney giving authority to the person signing the Application 2) a letter of authority for the client to seek references from Applicant's Bankers and previous Clients.
ITA 15.2	In addition to the original, the number of copies to be submitted with the application is: 5 (Five)
	D. Submission and Opening of Applications
ITA 17.1	For application submission purposes only, the Employer's address is:

	Attention:	HEAD OF OPERATIONS AFRICAN FIELD EPIDEMIOLOGY NETWORK (AFENET) Lugogo House, Plot 42, Lugogo By-Pass P.O. Box 12874 Kampala Phone: +256-312-700650 e-mail: ctanui@afenet.net and copy skyambadde@afenet.net
		The deadline for application submission is: Date: Thursday April 03, 2025 Time: 2;30pm EAT
		The date and time for opening the submissions is Date: Thursday April 03, 2025 Time: 3;30pm EAT
		E. Evaluation of Applications
ITA 23.1		A margin of preference <i>shall not</i> apply in the bidding process resulting from this pre-qualification.
ITA 25.3		The pre-qualification shall be for a single contract.
ITA 27.1		All Applicants whose applications have met or exceeded the specified threshold criteria will be pre-qualified by the Employer.

PART 1: Section 3 – Qualification Criteria

1. Eligibility

Procurement Reference Number: AFENET/PQD/WRKS/01/2025

Qualification Criteria		Compliance	Requirements			Documentation Required
No.	Subject and Requirements	Single Entity	Joint Venture			
			All Parties Combined	Each Party	One Party	
1.1	General Eligibility Eligibility in accordance with ITA sub-clause 4.1	Must meet requirement	Existing or intended JV must meet requirement	Must meet requirement	N/A	Application Submission Sheet Forms 1.1 and 1.2 with attachments
1.2	Nationality Nationality in accordance with ITA Sub-Clause 4.3	Must meet requirement	Existing or intended JV must meet requirement	Must meet requirement	N/A	Forms 1.1 and 1.2 with attachments
1.3	Conflict of Interest No conflicts of interest in accordance with ITA Sub-Clause 4.5	Must meet requirement	Existing or intended JV must meet requirement	Must meet requirement	N/A	Application Submission Sheet
1.4	Suspension Not having been suspended by the Employer, as described in ITA Sub-Clause 4.7	Must meet requirement	Existing JV must Meet requirement	Must meet requirement	N/A	Application Submission Sheet

2. Historical Contract Non-Performance

Procurement Reference Number: AFENET/PQD/WRKS/01/2025

Qualification Criteria		Compliance Requirements			Documentation Required	
No.	Subject and Requirements	Single Entity	Joint Venture			
			All Parties Combined	Each Party	One Party	
2.1	History of Non-performing Contracts					
	Nonperformance of a contract did not occur within the last five (5) years prior to the deadline for application submission based on all information on fully settled dispute or litigation is one that has been resolved in accordance with the Dispute Resolution Mechanism under the respective contract, and where all appeal instances available to the applicant have been exhausted.	Must meet requirement by itself or as party to past or existing JV	N/A	Must meet requirement by itself or as party to past or existing JV	N/A	Form 2
2.2	Pending Litigation					
	All pending litigation shall in total not represent more than thirty percent (30%) of the Applicant's net worth and shall be treated as resolved against the Applicant	Must meet requirement by itself or as party to past or existing JV	N/A	Must meet requirement by itself or as party to past or existing JV	N/A	Form 2

3. Financial Situation

Procurement Reference Number: AFENET/PQD/WRKS/01/2025

Qualification Criteria		Compliance Requirements			Documentation Required	
No.	Subject and Requirements	Single Entity	Joint Venture			
			All Parties Combined	Each Party	One Party	
3.1	<p>Financial Performance Submission of audited balance sheets or if not required by the law of the applicant's country, other financial statements acceptable to the Employer, for the last five (5) years to demonstrate:</p> <p>(a) the current soundness of the applicant's financial position and its prospective long-term profitability; and</p> <p>(b) capacity to have a positive monthly cash flow amount of US\$ 350,000 or equivalent</p>	<p>Must meet requirement</p> <p>(a) Must meet requirement</p> <p>(b) Must meet requirement</p>	<p>N/A</p> <p>(a) N/A</p> <p>(b) Must meet requirement</p>	<p>Must meet requirement</p> <p>(a) Must meet requirement</p> <p>(b) N/A</p>	<p>N/A</p> <p>(a) N/A</p> <p>(b) N/A</p>	<p>Form 3.1 with attachments (audited books of accounts, tax clearance certificates, NSSF Clearance)</p>
3.2	<p>Average Annual Construction Turnover Minimum average annual construction turnover of US\$ 7,000,000, calculated as total certified payments received for contracts in progress or completed, within the last five (5) years.</p>	<p>Must meet requirement</p>	<p>Must meet requirement</p>	<p>Must meet one hundred percent (100% of the requirement)</p>	<p>Must meet one hundred percent (100 %) of the requirement</p>	<p>Form 3.2</p>

4. Experience

Procurement Reference Number: AFENET/PQD/WRKS/01/2025

Qualification Criteria		Compliance Requirements			Documentation Required	
No.	Subject and Requirements	Single Entity	Joint Venture			
			All Parties Combined	Each Party	One Party	
4.1	<p>General Construction Experience Experience under Construction contracts in the role of contractor, subcontractor, or management contractor for at least the last five [5] years prior to the applications submission deadline, and with activity in at least nine (9) months in each year.</p>	Must meet requirement	N/A	Must meet requirement	N/A	Forms 4.1
4.2 (a)	<p>Specific Construction Experience Participation as contractor, management contractor or subcontractor, in at least three [3] contracts within the last five (5) years, each with a value of at least US\$ 3,750,000 (United States Dollars Three Million, Seven Hundred and Fifty Thousand Only) that have been successfully and substantially completed and that are similar to the proposed works. The similarity shall be based on the physical size, complexity, methods / technology or other characteristics as described in Section 6, Scope of Works.</p>	Must meet requirement	Must meet requirement	N/A	Must meet requirement	Forms 4.2 (a)

Procurement Reference Number: AFENET/PQD/WRKS/01/2025

Qualification Criteria		Compliance Requirements			Documentation Required	
No.	Subject and Requirements	Single Entity	Joint Venture			
			All Parties Combined	Each Party	One Party	
4.2(b)	<p>Specific Construction Experience (cont'd) For the above or the other contracts executed during the period stipulated in 4.2(a) above, a minimum construction experience in the following key activities:</p> <ol style="list-style-type: none"> At least 2 building of not less than 6 levels (floors) designed and supervised by a project manager/architect that can be contacted for further details. At least 2 office buildings that belong to private developers or privately funded by non-governmental organisations. At least 1 building with fully integrated building services including but not limited to Air Conditioning, CCTV and other Building Management Services (BMS) 	Must meet requirement by itself or as party to past or existing JV	N/A	Must meet requirement by itself or as party to past or existing JV	N/A	Form 4.2b (provide contacts of developers, project managers and supervising consultants)

Qualification Criteria		Compliance Requirements			Documentation Required	
No.	Subject and Requirements	Single Entity	Joint Venture			
			All Parties Combined	Each Party	One Party	
4.2(c)	<p>Plant and Equipment Ownership or ability to hire the following plant and equipment</p> <ol style="list-style-type: none"> 1. At least 2 Ton Dumper - 2 No 2. At least 10 ton tipper – 2 No 3. Generator 10 kVA – 1 No 4. Concrete Mixer – min 700litre capacity (with self-loading hooper) – 2 No 5. Concrete Vibrator – 40mm dia – 4 No 6. Dumpy level – 1 No 7. Supervision Pick-Up – 1 No 8. Welding Machine 300 Amp – 2 No 9. Compressor 125/175 – 1 No 10. Metal fabrication Set - 1 Set 11. Carpentry & Joinery Set - 1 Set 12. Motorised material hoist(1ton) - 2 No. 13. Vibro-Roller (pedestrian or motorised) 2 ton – 1 No. 14. Electric/Diesel Block making machine (1,000 blocks per day) – 1 No. 15. Steel Scaffolding for suspended slabs – to cover a minimum of 1,500 sq. metres – 1 Set 16. Jumper Compactor – 1 No. 	Must meet requirement	N/A	Must meet requirement	N/A	Forms 4.1 Evidence of ownership or access to rent.

Qualification Criteria		Compliance Requirements			Documentation Required	
No.	Subject and Requirements	Single Entity	Joint Venture			
			All Parties Combined	Each Party	One Party	
4.2 (d)	<p>Key Personnel The Following key staff are required for the project;</p> <ol style="list-style-type: none"> 1. Site Manager/Agent (Reg. Engineer/Architect with 15 years' experience) 2. Site Engineer – 10 years' experience 3. General Foreman – 8 years' experience 4. Carpentry Foreman – 8 years' experience 5. M&E Foreman – 8 years' experience 6. Quantity Surveyor – 5 years' experience 7. Land Surveyor – 5 years' experience 8. Health and Safety Specialist – 5 years' experience 	Must meet requirement	N/A	Must meet requirement	N/A	Qualification Certificates, CVs and Registration and Practicing Certificates

PART 1: Section 4 - Application Forms

Section 4 Application Forms

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Instructions for Completing the Application Forms

The Applicant shall reproduce and complete the following forms in accordance with the instructions for each form given *[in italics in square brackets]*. The Applicant is responsible for the accurate reproduction of each form. All information should be completed.

Application Submission Sheet

Date: *[insert day, month, year]*

Procurement Reference No.: *[insert Procurement Reference number]*

To:

AFENET SECRETARIAT

.....
.....

We, the undersigned, apply to be pre-qualified for the Works referenced above and declare that:

- (a) We have examined and have no reservations to the pre-qualification document, including Addenda.: *[insert the number and issuing date of each Addenda];*
- (b) We, including any subcontractors or providers for any part of the contract or contracts resulting from this pre-qualification process, are eligible to participate in the subsequent procurement in accordance with ITA Clause 4.1;
- (c) We undertake to abide by the Code of Ethical Conduct for Bidders and Providers during the procurement process and the execution of any resulting contracts;
- (d) We, including any subcontractors or providers for any part of the contract or contracts resulting from this pre-qualification 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 each already identified subcontractor and provider of related services, if applicable];*
- (e) We, including any subcontractors or providers for any part of the contract or contracts resulting from this pre-qualification 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, specifications, and other documents for the Project;
- (f) We, our affiliates or subsidiaries, including any subcontractors for any part of the contract or contracts resulting from this pre-qualification process, have not been suspended by the Employer from participating in any procurement;
- (g) We are not a government owned entity, or if we are, we meet the requirements of ITA Sub-clause 4.9;
- (h) We, in accordance with ITA Sub-Clause 24.1, plan to subcontract the following key activities and/or parts of the Works:

[insert any of the key activities identified in Section 3, 4.2 (b) which the Applicant intends to subcontract]
- (i) We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the pre-qualification 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"]*.

Part 1: Section 4 Application Forms

Name of Recipient	Address	Purpose / Reason	Amount & Currency

- (j) We understand that you may cancel the pre-qualification process at any time and that you are neither bound to accept any application that you may receive nor invite the pre-qualified applicants to bid for the contract or contracts, which are the subject of this pre-qualification, without incurring any liability to the Applicants, in accordance with ITA Clause 26.

Signed: *[signature of person whose name and capacity are shown below]*

Name: *[insert complete name of person signing the application]*

In the capacity to sign the application for and on behalf of: *[insert complete name of Applicant. /Joint Venture]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Part 1: Section 4 Application Forms

Form 1.1 – Application Information Sheet

Date: *[insert day, month, year]*
Procurement Reference No.: *[insert procurement Reference number]*
Page *[insert page number]* of *[insert total number]* pages

Applicant's legal name: <i>[insert full legal name]</i>
In case of JV, legal name of each party: <i>[insert full legal name of each party in JV]</i>
Applicant's Actual or Intended country of constitution: <i>[indicate year of Constitution]</i>
Applicant's legal address in country of constitution: <i>[insert street number / town or city / country]</i>
Applicant's authorized representative information Name: <i>[insert full legal name]</i> Address: <i>[insert street / number / town / or city / country]</i> Telephone / Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
Attached are copies of original documents of: <input type="checkbox"/> Articles of Incorporation or Document of Constitution (e.g. Trading License and Certificate of Registration or equivalents) of the legal entity named above, in accordance with ITA 4.2 and 4.3 <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 4.2. <input type="checkbox"/> Incomes Tax Clearance Certificate and VAT registration or equivalents

Part 1: Section 4 Application Forms

[Each Applicant that is a JV party and each specialist subcontractor for a key activity must submit this information]

Form 1.2 – Applicant Information Sheet for each JV Party and Specialist Subcontractor

Date: *[insert day, month, year]*

Procurement Reference No.: *[insert Procurement Reference number]*

Page *[insert page number]* of *[insert total number]* pages

Applicant's legal name: <i>[insert full legal name]</i>
JV's party/Subcontractor's legal name: <i>[insert full legal name of JV party or Subcontractor]</i>
JV's party / Subcontractor's country of registration: <i>[indicate country of registration]</i>
JV's Party/Subcontractor's year of constitution: <i>[indicate year of constitution]</i>
JV's party/Subcontractor's legal address in country of constitution: <i>[insert street number / town or city/country]</i>
JV's party authorized representative information. Name: <i>[insert full legal name]</i> Address: <i>[insert street / number / town / or city / country]</i> Telephone / Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
Attached are copies of original documents of: <input type="checkbox"/> Articles of Incorporation or Document of Constitution (e.g. Trading License and Certificate of Registration or equivalents) of the legal entity named above, in accordance with ITA 4.2 and 4.3 <input type="checkbox"/> Incomes Tax Clearance Certificate and VAT registration or equivalents.

Part 1: Section 4 Application Forms

Form 2 – Historical Contract Non – Performance

Date: *[insert day, month, year]*

Procurement Reference No: *[insert Procurement Reference number]*

Page *[insert page number]* of *[insert total number]* pages

Applicant's Legal Name: <i>[insert full name]</i>			
JV Party Legal Name: <i>[insert full name]</i>			
Non-performing Contracts in accordance with Section 3, Qualification Criteria			
<input type="checkbox"/> Contract non-performance did not occur during the stipulated period, in accordance with Sub- Factor 2.1 of Section 3, Qualification Criteria			
Pending Litigation, in accordance with Section 3, Qualification Criteria			
<input type="checkbox"/> No pending litigation in accordance with Sub-factor 2.2 of Section 3, Qualification Criteria.			
<input type="checkbox"/> Pending litigation in accordance with Sub-factor 2.2 of Section 3, Qualification Criteria, as indicated below:			
Year	Outcome as Percent of Total Assets	Contract Identification	Total Contract Amount (current value in US\$ equivalent)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: <i>[indicate complete contract name / number and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street / city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i>	<i>[insert amount]</i>
		Contract Identification: Name of Employer: Address of Employer: Matter in dispute:	

[To be completed by the Applicant and if JV, by each party].

Part 1: Section 4 Application Forms

Form 3.1 – Financial Situation

Date: [insert day, month, year]

Procurement Reference No: [insert Procurement Reference number]

Page [insert page number] of [insert total number] pages

Applicant's Legal Name: [insert full name]					
JV Party Legal Name: [insert full name]					
Financial information in US\$ equivalent	Historic	information	for previous	[insert in figures]	words and years
	Year 1	Year 2	Year 3	Year 4	Year 5
Information from Balance Sheet		(US\$ equivalent in 000s)			
Total Assets (TA)					
Total Liabilities (TL)					
Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Information from Income Statement		(US\$ equivalent in 000s)			
Total Revenue					
Profits Before Taxes (PBT)					

Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following conditions:

- a) Must reflect the financial situation of the Applicant or party to a JV, and not sister or parent companies.
- b) Historic financial statements must be audited by a certified accountant.
- c) Historic financial statements must be complete, including all notes to the financial statements.
- d) Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

Part 1: Section 4 Application Forms

Form 3.2 – Average Annual Construction Turnover

Date: *[insert day, month, year]*
Procurement Reference No: *[insert Procurement Reference number]*
Page *[insert page number]* of *[insert total number]* pages.

Applicant's Legal Name: <i>[insert full name]</i>		
JV Party Legal Name: <i>[insert full name]</i>		
Annual turnover data (construction only)		
Year	Amount and Currency	US\$ equivalent
<i>[indicate year]</i>	<i>[insert amount and indicate currency]</i>	<i>[insert amount in US\$ equivalent]</i>
Average Annual Construction Turnover*		

* Average annual construction turnover calculated as total certified payments received for work in progress or completed, divided by the number of years specified in Section 3, Qualification Criteria, Sub-factor 3.2.

Part 1: Section 4 Application Forms

Form 4.1 – General Construction Experience

Date: [insert day, month, year]

Procurement Reference No: [insert Procurement Reference number]

Page [insert page number] of [insert total number] pages

[Identify contracts that demonstrate continuous construction work in accordance with Section 3, Qualification Criteria, Sub-contractor 4.1].

Applicant's Legal Name: [insert full name]			
JV Party Legal Name: [insert full name]			
Annual turnover data (construction only)			
Starting Month / Year*	Ending Month / Year	Contract Identification	Role of Applicant
[indicate month / year]	[indicate month / year]	Contact Name: [insert full name] Brief Description of the Works performed by the Applicant: [describe works performed briefly] Name of Employer: [indicate full name] Address: [indicate street/number/town or city/country address]	[indicate whether as Contractor, Subcontractor, or Contract Manager]
		Contract name: Brief Description of the Works performed by the Applicant: Name of Employer: Address:	
		Contract name: Brief Description of the Works performed by the Applicant: Name of Employer: Address:	
		Contract name: Brief Description of the Works performed by the Applicant: Name of Employer: Address:	
		Contract name: Brief Description of the Works performed by the Applicant: Name of Employer: Address:	

* List calendar year for years starting with the earliest year.

Part 1: Section 4 Application Forms

Form 4.2(a) – Specific Construction Experience

Date: [insert day, month, year]

Procurement Reference No: [insert Procurement Reference number]

Page [insert page number] of [insert total number] pages

Applicant's Legal Name: [insert full name]			
JV Party Legal Name: [insert full name]			
Similar Contract No.:	[insert number] of [total number of contracts] required]		
Contract Identification:	[insert contract name and number, if applicable]		
Award date:	[insert day, month, year, i.e. 15 June 2015]		
Completion date:	[insert day, month, year, i.e. 03 October 2017]		
Role in Contract:	[insert Contractor, Management Contractor or Subcontractor]		
Total Contract Amount:	[insert currency and total contract amount]	insert total contract amount in US\$ equivalent	
If party in a JV or subcontractor, specify participation of total contract amount	[insert a percentage amount]	[insert total contract amount in local currency]	[insert total contract amount in US\$ equivalent]
Employer's Name:	[insert full name of Employer]		
Address:	[indicate street / number / town or city / country]		
Telephone / fax number:	[insert tel / fax numbers, including country and area codes]		
E-mail:	[insert e-mail address, if applicable]		
Project Manager/Architect's Name:	[insert full name of Employer]		
Address:	[indicate street / number / town or city / country]		
Telephone / fax number:	[insert tel / fax numbers, including country and area codes]		
E-mail:	[insert e-mail address, if applicable]		
Description of the similarity in accordance with Sub-factor (4.2 (a) of Section 3:			
1. Physical size	[insert physical size of activities]		
2. Complexity	[insert description of complexity]		

Part 1: Section 4 Application Forms

3. Methods / Technology	<i>[insert specific aspects of the methods / technology involved in the contract]</i>
4. Other Characteristics	<i>[insert other characteristics as described in Section 6, Scope of Works]</i>

Form 4.2 (b) – Specific Construction Experience in Key Activities

Date: *[insert day, month, year]*
Procurement Reference No: *[insert Procurement Reference number]*
Page *[insert page number]* of *[insert total number]* pages

[All Subcontractors for key activities must complete the information in this form as per ITA 24.1 and Section 3, Qualification Criteria, Sub-factor 4.2 (b)].

Applicant's Legal Name: <i>[insert full name]</i>			
JV Party Legal Name: <i>[insert full name]</i>			
Contract Identification:	<i>[insert contract name and number, if applicable]</i>		
Award date:	<i>[insert day, month, year, i.e. 15 June 2015]</i>		
Completion date:	<i>[insert day, month, year, i.e. 03 October 2017]</i>		
Role in Contract:	<i>[insert Contractor, Management Contractor or Subcontractor]</i>		
Total Contract Amount:	<i>[insert currency and total contract amount]</i>	<i>insert total contract amount in US\$ equivalent</i>	
If party in a JV or subcontractor, specify participation of total contract amount	<i>[insert a percentage amount]</i>	<i>[insert total contract amount in local currency]</i>	<i>[insert total contract amount in US\$ equivalent]</i>
Employer's Name:	<i>[insert full name of Employer]</i>		
Address:	<i>[indicate street / number / town or city / country]</i>		
Telephone / fax number:	<i>[insert tel / fax numbers, including country and area codes]</i>		
E-mail:	<i>[insert e-mail address, if applicable]</i>		
Description of the similarity in accordance with Sub-factor (4.2 (a) of Section 3:			
1. <i>[list key activities given in Section 3, 4.2 (b)</i>	<i>[insert description of key activities indicated in left column]</i>		
2.			

Part 1: Section 4 Application Forms

3.	
4.	
5.	

PART 1: Section 5 – Eligible Countries

Section 5. Eligible Countries

All countries are eligible except countries 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.

PART 2: Section 6 – Scope of Works

Section 6 Statement of Requirements

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Part 2: Section 6 Scope of Works

Procurement Reference Number:

CONSTRUCTION OF AFENET SECRETARIAT OFFICE BLOCK ON PLOT 10 NAGURU CLOSE, NAKAWA DIVISION, KAMPALA, UGANDA.

1. Description of the Works

The Works comprise the Construction of AFENET Secretariat Office Block whose floor areas are as follows:

ITEM	DESCRIPTION	AREA (SM)
1	LOWER GROUND	667
2	GROUND FLOOR	705
3	FIRST FLOOR	605
4	SECOND FLOOR	605
5	THIRD FLOOR	615
6	FORTH FLOOR	605
	TOTAL AREA	3,803

The building is to be constructed in reinforced concrete columns, beams and suspended floors; plastered and painted concrete block-walls; iron sheets roof cover on steel trusses; double glazed aluminium windows; aluminium cladding, wood and steel doors; floors finished in wall to wall carpet, quarry tiles, granite, timber and ceramic tiles, ceilings in plastered/painted soffits, plasterboard and suspended ceiling; acoustic board to the walls and ceiling; electrical and plumbing installations including firefighting and air conditioning/mechanical ventilation installation. External Works will include soil and wastewater drainage, paved drives and car-park, underground water tank and general landscaping. The works are to be carried out in accordance with the drawings and specifications.

2. Construction Period

The employer estimates a construction period of 15 months. The works shall be supervised by the Employer's appointed Project Manager

3. Site and Other Data

The site of the proposed works is Plot 10 Naguru Close, Nakawa Division, Kampala, Uganda. The Employer is currently in the process to complete the statutory approvals for the works.