



## **Invitation for prequalification of service providers for 3 years (2025, 2026 and 2027)**

### **A. About Uganda Child Rights NGO Network**

Uganda Child Rights Ngo Network is a coalition of over 150 child-focused organizations including community-based, national and international organizations working for the welfare and the rights of children in Uganda. This coalition creates a platform where organizations can raise issues of children collectively. The organizations come under the umbrella of the network because they all do work related to children in one way or another.

Established in 1997, UCRNN's overarching mandate has been to coordinate various child-focused NGOs/CBOs at various levels for better information sharing, undertaking joint initiatives, and promoting a collective voice on child rights issues. To date, the network enjoys a membership of over 200 organizations working in various parts of the country.

The network's core undertaking is monitoring and reporting on the commitments made by the governments of Uganda in the various legal frameworks and instruments. The network has since its inception submitted four reports to the UN Committee of Experts on the Rights of the Child (UNCRC) and its two Optional Protocols; one report to the African Committee of Experts, one CSO report to the UN Human Rights Council for Uganda's Universal Periodic Review. In addition, the network has supported the development of an alternative report on the Convention on the Rights of Persons with Disabilities other country monitoring reports including the Global Monitoring reports as detailed below:

### **B. Scope and description of the required Services:**

1. The Uganda Child Rights NGO Network (UCRNN) intends to prequalify competent service providers/ firms who will be invited from time to time to bid for provision of Supplies, Services and Works for the financial years: 2025, 2026 & 2027.

2. UCRNN invites suitably qualified bidders to submit short-listing and prequalification

Submissions using the online portal indicated in the Prequalification document for various

Categories of Supplies and Services as detailed below;

## **LOT 1: SUPPLIES**

### **CODE ITEM**

SUPLS/UCRNN/1 Cleaning equipment and materials

SUPLS/UCRNN/2 Electrical fittings and accessories

SUPLS/UCRNN/3 Firefighting equipment and spares

SUPLS/UCRNN/4 Kitchen Equipment

SUPLS/UCRNN/5 Air Conditioners and Refrigeration

SUPLS/UCRNN/6 Office equipment and tools

SUPLS/UCRNN/7 Security gadgets

SUPLS/UCRNN/8 Motor vehicles, Tyres, tubes, batteries and Spare parts

SUPLS/UCRNN/09 First Aid kits

SUPLS/UCRNN/10 Office furniture, furnishings and fittings

SUPLS/UCRNN/11 Assorted office stationery

SUPLS/UCRNN/12 Staff Welfare Supplies

SUPLS/UCRNN/13 Uniforms, Corporate Wear/Jerseys,

SUPLS/UCRNN/14 Branding materials; i.e. Promotional items, Billboards, Office Signage etc

SUPLS/UCRNN/15 Business Cards, ID lanyards & Plastic IDs

## **LOT 2: SERVICES**

### **CODE ITEM**

SRVCS/UCRNN/1 External Audit, Assurance and Tax Advisory services

SRVCS/UCRNN/2 Legal Services

SRVCS/UCRNN/3 Board Effect/ Board Evaluation

SRVCS/UCRNN/4 Engraving (Asset labeling)

SRVCS/UCRNN/5 Maintenance & repair of electrical equipment

SRVCS/UCRNN/6 Maintenance & repair of furniture & fittings

SRVCS/UCRNN/7 Maintenance & repair of office tools & equipment

SRVCS/UCRNN/8 Repair and servicing of Air Conditioning

SRVCS/UCRNN/9 Repair & Maintenance of motor vehicles

SRVCS/UCRNN/10 Motor Vehicle hires services

SRVCS/UCRNN/11 Motor Vehicle monitoring systems

SRVCS/UCRNN/12 Property and asset valuation services

SRVCS/UCRNN/13 Waste Management

SRVCS/UCRNN/14 Health and Safety

SRVCS/UCRNN/15 Translation & interpretation services

SRVCS/UCRNN/16 Technical Setup for Events and Public Address System

SRVCS/UCRNN/17 Events Management

SRVCS/UCRNN/18 Hire of tents, chairs and tables

SRVCS/UCRNN/19 Photography and videography

SRVCS/UCRNN/20 Printing and Graphic design

SRVCS/UCRNN/21 Graphic design and Publications layout

SRVCS/UCRNN/22 3D Animation and Multimedia

SRVCS/UCRNN/23 Counselling

SRVCS/UCRNN/24 Staff fitness

SRVCS/UCRNN/25 General Insurance Services

SRVCS/UCRNN/26 Hotel Accommodation and Conference Facilities

Eligibility Criteria;

- a. A company profile.
- b. All interested companies must be legally registered with URS and provide Certificate of Registration and Memorandum & Articles of Association.
- c. Tax clearance from URA
- d. Presentation of a VAT certificate.
- e. Recent Bank Statement at least 6 months and Audited books of accounts for at least 2 years
- f. Valid trading license.
- g. At least three recommendations letters
- h. Should not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings.
- i. Not have had your business activities suspended by the Regulatory Authority in Uganda and are not in the sanction list under United Nations Security Council.

Interested bidders must send an application letter to:

[admin@ucrnn.net](mailto:admin@ucrnn.net) copy [O.charles@ucrnn.net](mailto:O.charles@ucrnn.net)

**NOTE: BIDDERS SHALL COMBINE ONE OR MORE LOTS INTO ONE BID.**

3. The Prequalification Bids shall be submitted using the online portal which can be accessed Through the UCRNN Website using the link: <https://www.ucrnn.net/bids & tenders>

This opportunity is loaded on the website as on 14<sup>th</sup> October 2024 as indicated in the planned procurement schedule below.

The address:

**Uganda Child Rights NGO Network**

**Plot 70 Circular Drive Ministers' Village Ntinda**

**P. O. Box 10293 - Kampala.**

Email: [admin@ucrnn.net](mailto:admin@ucrnn.net) copy [O.charles@ucrnn.net](mailto:O.charles@ucrnn.net)

4. The planned procurement schedule (subject to changes) is as follows:

<b>Activity</b>	<b>Date</b>
a. Publish bid notice	14 <sup>th</sup> October 2024
b. Bid closing date and time	30 <sup>th</sup> October 2024 at 12:00am
c. Bid opening date	Not Applicable
d. Evaluation process	Between 01 <sup>st</sup> November 2024 to 14 <sup>th</sup> November 2024
e. Display and communication of shortlisted/prequalified service providers	25 <sup>th</sup> November 2024

**EXECUTIVE DIRECTOR**