



Agricultural Business Initiative (aBi)

**PRE-QUALIFICATION OF SUPPLIERS FOR
GOODS, SERVICES & WORK FOR THE
PERIOD FY2025–2028.**

CLOSING DATE: MAY 29, 2025, AT 5PM

CATEGORY NO.....

CATEGORY NAME.....

SUBMITTED BY

DATE SUBMITTED.....

TENDER NOTICE

PRE-QUALIFICATION OF SUPPLIERS 2025-2028

aBi invites applications from competent firms for pre-qualification for supply of goods, works and services listed below for 2025 - 2028 financial years. Interested, eligible suppliers are invited to apply for pre-qualification, indicating the category reference number and Category name of goods, works or services they wish to be considered for as indicated below.

CATEGORIES

CATEGORY 01:	REFERENCE No
Financial Services Sector Consultancy services	
Finance Services Sector Studies	aBi/FSD/2025/01
Agribusiness Financing Products Development	aBi/FSD/2025/02
Green Financing Products Development	aBi/FSD/2025/03
Finance Services Sector Capacity Building in; Governance, Financial Management, Credit Management, Business Case Analysis, Financial analysis, Business Development, Risk Management, Green Financing, Social and Environmental Performance Management, sustainability.	aBi/FSD/2025/04
Investment/Financial Analysis & Financial modelling	aBi/FSD/2025/05
Pipeline Development for Lines of Credit	aBi/FSD/2025/06
Monitoring and Results Measurement	aBi/FSD/2025/07
ESG and Sustainability reporting	aBi/FSD/2025/08
Carbon foot printing and offsetting	aBi/FSD/2025/09
CATEGORY 02:	REFERENCE No
Human Resources & Admin	
Cleaning Services	aBi/CSD1/2025/01
Assorted office furniture and fittings	aBi/CSD1/2025/02
Catering Services	aBi/CSD1/2025/03
Supply of Office Consumables	aBi/CSD1/2025/04
Hotel Services for Conference/ Workshop and Accommodation	aBi/CSD1/2025/05
Motor Vehicle Hire	aBi/CSD1/2025/06
Asset Valuation, Engraving	aBi/CSD1/2025/07
Green Disposal of Assets Services	aBi/CSD1/2025/08
Recruitments Services and Training	aBi/CSD1/2025/09
Provision of insurance services (Medical, Group Personal Life, Group Personal Accident,	aBi/CSD1/2025/10

Vehicle Comprehensive & All risk Asset insurance)	
Provision of staff provident fund services	aBi/CSD1/2025/11
Consultancy services to provide Employee Assistance programs (EAP)	aBi/CSD1/2025/12
Provision of team building services	aBi/CSD1/2025/13
Provision of innovation and assessments services.	aBi/CSD1/2025/14
Provision of staff Trainings & capacity building services)	aBi/CSD1/2025/15
CATEGORY 03:	REFERENCE No
Other Corporate Consultancy services	
Legal consultancy Services and Data Privacy and Protection -Training	aBi/CSD2/2025/01
Legal Training in Compliance Management and Money laundering	aBi/CSD2/2025/02
Annual Audit Services Consultancy	aBi/CSD2/2025/03
Annual Tax Compliance Services Consultancy	aBi/CSD2/2025/04
CATEGORY 04:	REFERENCE No
Value Chain Development Consultancy Services	
Institutional Strengthening and Grant Management	aBi/VCD/2025/01
Consultancies in social inclusion (Gender, Youth & Refugees)	aBi/VCD/2025/02
Technical Assistance in Environmental Social & Governance (ESG)	aBi/VCD/2025/03
Technical Assistance in climate-smart agricultural extension services	aBi/VCD/2025/04
Business Development Services, Business strategy development and analysis	aBi/VCD/2025/05
Services for climate awareness and information	aBi/VCD/2025/06
Data service providers – (farmer data collection/geo-mapping, storage and utilization.	aBi/VCD/2025/07
Certification providers (Q mark, ISO etc)	aBi/VCD/2025/08
Procurement services for IPs (centralised sourcing agencies)	aBi/VCD/2025/09
Agricultural digitization services providers (farm management & advisory; weather, climate & early warning; market access & e-commerce; digital financial services & insurtech; inputs supply chain & traceability; data aggregation & analysis; agri-ed tech.	aBi/VCD/2025/10
Consultancy in remote sensing, GIS & drone services	aBi/VCD/2025/11
Agricultural Insurance service providers	aBi/VCD/2025/12
Innovation lab services	aBi/VCD/2025/13
CATEGORY 05:	REFERENCE No
ICT Supplies and Services	
Service, Maintenance and Repair of IT equipment	aBi/ICT/2025/01
Supply of ICT Hardware	aBi/ICT/2025/02
ICT Consultancy Services – (Data management and Cloud services, Infrastructure & Network Services, Cybersecurity, Training, Capacity Building)	aBi/ICT/2025/03

Supply and Installation of Computer Software and Licenses	aBi/ICT/2025/04
CATEGORY 06:	REFERENCE No
Monitoring, Evaluation, and Results Measurement, Research and Development Consultancy services	
Consultancy studies (Baseline, evaluations, impact assessment & discrete studies)–	aBi/RMRD/2025/01
Consultancy Services in training staff on Monitoring, Results & Measurement depending on need e.g DCED, on outcome mapping and harvesting & Learning and Knowledge Management.	aBi/RMRD/2025/02
Consultancy services Donor Committee for Enterprise Development (DCED) Audit	aBi/RMRD/2025/03
Consultancy services to design a management information system	aBi/RMRD/2025/04
Consultancy Services in Meta-Analysis and Meta Evaluation	aBi/RMRD/2025/05
Consultancy Services in the development of learning and Knowledge Management	aBi/RMRD/2025/06
Consultancy services in staff training	aBi/RMRD/2025/07
Consultancy Data Quality Assessments /Audit	aBi/RMRD/2025/09
Consultancy services to develop/review the MRM tools for example the manual, indicator Reference Sheets Handbook, results frameworks and MIS.	aBi/RMRD/2025/10
CATEGORY 07:	REFERENCE No
Communications and related Consultancy services	
Designing, Editing and Typesetting Documents	aBi/COM/2025/01
Report Writing and editorial Services (annual, semi-annual among others)	aBi/COM/2025/02
Videography and Photography assorted equipment	aBi/COM/2025/03
Strategy Development / Consultancies – (Communication strategy)	aBi/COM/2025/04
Event Management Services	aBi/COM/2025/05
Branding and Advertisement	aBi/COM/2025/06
Communications, Marketing & Public Relations (including Capacity Building & Training, Rapporteurship, and Events Management)	aBi/COM/2025/07
Designing, Production and Printing of Branded Promotional Items	aBi/COM/2025/08
Multimedia production houses	aBi/COM/2025/09
Website management and associated support	aBi/COM/2025/10
Documentation of case studies.	aBi/COM/2025/11
Public Relations Firm	aBi/COM/2025/12
Digital Communications	aBi/COM/2025/13



The Submission Criteria

A softcopy of bid proposals clearly highlighting the “**category or Reference No**” in the email subject, was required to be submitted via aBi email address, procurement@abi.co.ug no later than May 29, 2025, before 5pm EAT. Each submission was expected not to exceed 10MB, scanned as one document or separate emails clearly labelled.

Any Application received after the deadline will be rejected. There shall be no public bid opening ceremony. All bids will be opened internally at aBi offices. No Application shall be rejected at Application opening, except for late submissions.

GENERAL INSTRUCTIONS

- 1) aBi attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant may be rendered ineligible for prequalification.
- 2) aBi reserves the right to visit and inspect the business premises of all the applicants to verify the information provided.
- 3) All the information provided shall be treated as confidential.
- 4) aBi will only communicate the outcome of the prequalification exercise to all applicants upon completion of the exercise.

PRE-QUALIFICATION INSTRUCTIONS

Introduction

aBi would like to invite interested candidates who must qualify by meeting the set criteria as provided by the aBi to perform the contract of supply and delivery or provision of goods, services and works to aBi.

Pre-qualification Objective

The main objective is to supply and deliver assorted items and provide services and works under relevant tenders/quotations to aBi on as and when required during the stated period.

Invitation of Pre-qualification

Duly registered suppliers under the Laws of Uganda in respect of goods, services and works are invited to submit their Pre-Qualification documents to aBi so that they may be pre-qualified for submission of quotations whenever required. The prospective service providers and suppliers are required to supply mandatory information for pre-qualification.



Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services/works to institutions, Non-Governmental Organizations, Government/Corporations of similar size. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the prequalification criteria.

Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers.

Consideration for Pre-Qualification

In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the following e-mail address: procurement@abi.co.ug

Additional Information

aBi reserves the right to request submission of additional information from prospective bidders.

PRE-QUALIFICATION DATA INSTRUCTIONS

Qualification

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by aBi in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to each tender item/category as described by the client.

Prospective bidders will not be considered qualified unless in the judgment of aBi they possess capability, experience, qualified personnel available and suitability of equipment and financial capacity sufficient to satisfactorily execute the contract for goods/services.

Essential Criteria for Pre-qualification

Experience

- a. Prospective bidders shall have at least 05 years' experience in the provision of these services and supply of goods.
- b. Prospective supplier requires experience and capability to organize supply and delivery of items, or services on short notice.
- c. aBi reserves the right to request for additional qualification information at the tender/quotation stage to suit particular procurement.



Financial Condition

- a. The Supplier is required to indicate the annual turnover for the company for the period 2024, 2023 & 2022.
- b. The supplier should indicate the value of business they can handle at any one given time
- c. Potential suppliers/contractors will be prequalified on the satisfactory information given.

Past Performance

- a. Past performance will be given due consideration in pre-qualifying bidders.
- b. 03 Letters of reference from past customers should be included.

Sworn Statement

- a. Application must include a sworn statement by the company's Authorized representative of the tenderer, ensuring the accuracy of the information given.

Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the subsequent invitation to tender which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, aBi reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

Premises

The company must have a fixed Business Premise and must be registered in Uganda, with certificate of Registration, Incorporation/Memorandum and Articles of Association, tax registration certificate copies of which must be attached. For companies owned by individuals, a copy of National ID and TIN certificate must be attached as a mandatory requirement.

Statutory Obligations

The applicant must show proof that it has paid all its statutory obligations and have Valid Income Tax Certificate from the Uganda Revenue Authority.

PRE-QUALIFICATION EVALUATION CRITERIA

ELIGIBILITY/REGISTRATION & TECHNICAL EVALUATION REQUIREMENTS

S.No	Requirements (Refer to Part No.1)	Tick if attached
1.	Company profile with a minimum of 5 years' experience in a similar assignment.	
2.	Copy of Certificate of Registration/Incorporation	
3.	Copy of valid trading license	
4.	Copy of Tax Registration Certificate	

5.	Copy of Valid Income Tax Clearance Certificate	
7.	Audited financial statements for past three years (FY2022-2024), this is to ascertain the company's cash flow and its financial position.	
8.	Past Performance & Experience (Two reference letters within 2023 to date for similar assignments from reputable firms).	
9.	Sworn Statement signed by the authorized representative.	

PRE-QUALIFICATION REGISTRATION DOCUMENTATION

All firms must provide copies of the following: -

1. COMPANY DETAILS

Attach a company profile that addresses the following: -

- Name of Contact person
- Position
- Telephone Contacts
- Email address
- Full details of the business physical location
- Additional information.**
- **Code of Conduct Policy that addresses issues of Fraud, Respect at Workplace, Child Protection, safeguarding, among others.**
- **ESG policy and any ISO Certificates.**
- **Manufacturer's Authorization form/letter/certificates of dealership in the country/region.**

2. BUSINESS PROBITY AND LITIGATION HISTORY

Please confirm whether any of the following criteria applies to your organization: Note that failure to disclose information relevant to this section may result in your exclusion as a potential aBi supplier.

No.	Particulars	Response (Yes/No) <i>(If yes, provide a briefly signed statement explaining the circumstance)</i>
1	Is the organization bankrupt or being wound up, having its affairs administered by the court, or have entered into an arrangement with creditors, suspended business activities or any analogous situation arising from similar proceedings in Uganda or the country	

	in which it is established?	
2	Is there any material pending or threatened litigation or other legal proceedings regardless of the value	
3	Has any partner, director or shareholder been the subject of corruption or fraud investigations by the police, IGG or similar authority in the country in which your organization is established?	
4	Has the organization not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Ugandan law?	

3. SWORN STATEMENT

I declare that to the best of my knowledge the answers submitted in these pre-qualification questionnaires (and any supporting documentation) are correct. I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with aBi.

Having studied the pre-qualification information for the above provision of goods, works or services applied for I hereby state:

1. The information and answers furnished in this pre-qualification questionnaire form (and any supporting documentation) are correct to the best of our knowledge and I understand that any misrepresentation will render my organization ineligible to participate in any future business activities with aBi.
2. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
3. We enclose all the required documents and information required for the pre-qualification evaluation.
4. We will not engage in corrupt practices with the Staff at aBi
5. We have not been blacklisted from participating in Public Procurement Proceedings by any Government Authority.

Name:

Title: Date:.....

The sworn statement MUST be signed by the Company's Authorized Representative.