# **EXPRESSION OF INTEREST (EOI)**

WFS-EOI-24-0001

# "REQUEST FOR EXPRESSIONS OF INTEREST FOR VENDORS/FIRMS FOR THE SUPPLY OF GOODS, WORKS, NON-CONSULTANCY SERVICES FOR THE FINANCIAL YEARS 2024-2025"

"Issued by DAI Global, LLC for the Uganda Feed the Future Water and Food Systems for Resilient Communities

Activity



### 1. Synopsis of the EOI

DAI, implementer of the USAID funded Uganda Feed the Future Water and Food Systems for Resilient Communities Activity (WFSRCA), invites qualified vendors/firms to submit expressions of interest for prequalification to supply goods, works and non consultancy services to its project and offices in Moroto, Soroti and Kaabong Uganda.

1. EOI No.	WFS-E0I-24-0001
2. Issue Date	March 28, 2024
3. Title 4. Issuing Office & Email/Physical Address for Submission of Ouotes	Expression of interest for prequalification Only via email: WFSRCA_Procurement@dai.com DAI Global, LLC // Uganda Feed the Future Water and Food Systems for Resilient Communities Activity
5. Location of Performance	Moroto, Soroti and Kaabong districts in Uganda
6. Currency of Payment	Payment will be made in Ugandan Shillings (UGX). Payments are made by electronic transfer.
7. Deadline for Receipt of Questions	Offerors may submit questions and requests for clarifications by email no later than April 5, 2024 at 16:00 local time (GMT +3). Please only submit questions to: WFSRCA_Procurement@dai.com  Attention: Please note that the email address to receive the
	bids/quotations mentioned in section 7 is different from the email address specified in section 8 here. Quotations submitted to the wrong address may not be accepted.
8. Deadline for Receipt of Bids	All submissions regarding this EOI should be made via email only: WFSRCA_Submissions@dai.com and submitted no later than April 15, 2024, at 16:00 local time (GMT+3). Please note that this email address is different from the one assigned for sending questions related to his contracting process.
	Each Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this EOI. All questions regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Offerors.
9. Point of Contact	Only via email: WFSRCA_Procurement@dai.com
10. Anticipated Award Type	The Project anticipates to prequalify all firms/companies/vendors who meet the criteria set in the EOI document. Any bid that does not meet the criteria shall not be considered for prequalification.
11. Basis for prequalification	All firms/vendors/companies that meet all the criteria will be included on the prequalified list.

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 20 for more details.

### 2. Request for Expression of Interest - Goods and non-consultancy services General Instructions to Bidders wishing to respond to this EOI should submit bids in accordance Offerors with the instructions below: Interested parties may submit their bids by email to the address mentioned above, WFSRCA\_Submissions@dai.com no later than April 15, 2024 at 16:00 local time (GMT+3). Late offers will be rejected except under extraordinary circumstances at DAI's discretion. All bids MUST include: • All bids must only be made through the aforementioned email and must indicate the EOI number and the title (EOI for prequalification) in the subject line of the email. • Cover letter on company letter head or stamped, listing: point/sof-contact, address, full company name, proof that company has a Unique Entity ID (SAM) number or has applied for it as instructed in the later pages of this document. Bidders must include a price list of all goods or services they offer state that the vendor fully understands that their bid must be valid for a period of atleast 6 months. Bidders shall sign and date their price list Bidders shall complete the EOI document embedded in this form. 12.Questions Each Bidder is responsible for reading very carefully and Regarding the EOI understanding fully the terms and conditions of this EOI. All questions received will be accumulated and the answers will be given to all interested bidders and will be sent on April 5, 2024 at 16:00 local time (GMT+3). All communications regarding this solicitation are to be made solely through the email indicated above, WFSRCA\_Procurement@dai.com, and must be sent by email no later than the date specific above. Questions will not be answered by phone. Any information received verbally by employees of DAI, WFSRCA, or any other related entity will not be considered official information regarding the contracting process. **Technical Specifications** DAI seeks vendors to apply for prequalification for provision of goods and requirements for and services listed in Attachment A: . Please submit all relevant **Technical Acceptability** documentation. In addition to meeting the Technical Specifications listed in Attachment A, offerors are required to meet or exceed the significant non-cost factors listed below:

three years.

Offeror must have supplied similar goods to other customers in the last

timelines, as demonstrated through reference letters from prior clients.

Offeror must have documented ability to meet required delivery

13.Prohibited	Offerors MUST NOT provide any goods and/or services that utilize	
Technology	telecommunications and video surveillance products from the	
	following companies:	
	Huawai Tashnalagias Campany	
	Huawei Technologies Company,  ZTE Corporation,	
	Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or	
	Dahua Technology Company, or any subsidiary or affiliate thereof, in	
	compliance with FAR 52.204-25.	
14. Determination of	DAI will not enter into any type of agreement with an Offeror prior to	
Responsibility	ensuring the Offeror's responsibility. When assessing an Offeror's	
Responsibility	responsibility, the following factors are taken into consideration:	
	responsibility, the following factors are taken into consideration.	
	Provide copies of the required business licenses to operate in	
	the host country.	
	2. Copy of certificate of incorporation/registration	
	3. Copy of current and valid Tax Compliance certificate with	
	relevant authorities.	
	4. Valid trading license	
	5. Current price list	
	6. Contact person details (email, phone number)	
	Evidence of an Unique Entity ID (SAM) (explained below and instructions	
	contained in the Annex E): Instructions for Obtaining an Unique Entity	
	ID (SAM) Number).	
	The source, origin and nationality of the services are not from a	
	Prohibited Country (explained below).	
	Ability to comply with required or proposed delivery or performance	
	schedules.	
	Have a satisfactory past performance record as demonstrated by	
	completed past performance information for three current or prior	
	clients (Attachment C).	
	Be qualified and eligible to perform work under applicable laws and	
	regulations.	
15. Geographic Code	Under the authorized geographic code for its contract DAI may only	
	procure goods and services from the following countries.	
	Geographic Code 937: Goods and services from the United States, the	
	cooperating country, and "Developing Countries" other than "Advanced	
	Developing Countries:, excluding prohibited countries. A list of the	
	"Developing Countries" as well as "Advanced Developing Countries" can	
	be found at: https://www.usaid.gov/about-us/agency-policy/series-	
	300/references-chapter/310maa and	
	https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-	
	world-bank-country-and-lending-groups, respectively. (An "advanced	
	developing country" means any country categorized by the World Bank	

	as an upper middle income country according to its gross national income per capita. Goods and services with an advanced developing country source or nationality are only eligible under 937 when the procurement is for a USAID program in that advanced developing country, i.e., it is the "cooperating" or "recipient" country).  • DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.  • By submitting a proposal in response to this EOI, Offerors confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.
16. Unique Entity ID (SAM)	All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain an Unique Entity ID (SAM) prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.
	For those required to obtain an Unique Entity ID (SAM), you may request <b>Attachment F: Instructions for Obtaining an Unique Entity ID (SAM).</b> For those not required to obtain an Unique Entity ID (SAM), you may request <b>Attachment G: Self-Certification for Exemption from Unique Entity ID (SAM) Requirement</b>
17. Compliance with Terms and Conditions	Offerors shall be aware of the general terms and conditions for an award resulting from this EOI. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in <b>Attachment D</b> .
18. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities	DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. <b>DAI does not tolerate the following acts of corruption:</b>
Responsibilities	Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision.

- Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision.
- Any fraud, such as mis-stating or withholding information to benefit the offeror or subcontractor.
- Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award.

These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business.

Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:

- Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328
- Hotline website www.DAI.ethicspoint.com, or
- Email to Ethics@DAI.com
- USAID's Office of the Inspector General Hotline at hotline@usaid.gov.

By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.

### Attachment A 1: Prequalification categories

Please refer technical specification for the detailed description and specification.

# REQUEST TO SUBMIT EXPRESSIONS OF INTEREST FOR VENDORS AND CONSULTANTS FOR THE SUPPLY OF GOODS, WORKS AND NON-CONSULTANCY SERVICES FOR THE FINANCIAL YEARS 2024-2025

### Brief about FtF WFSA

The goal of WFSA is to empower individuals, households, and local systems to mitigate and adapt to shocks and stressors to improve livelihoods, health, and nutritional well-being through integrated water resource management (IWRM); water, sanitation, and hygiene (WASH), nutrition promotion, financial services, livestock/crop productivity, and disaster risk management (DRM).

USAID FtF WFSA invites Vendors and Consultants to be prequalified for the supply of goods and provision of works, non-consultancy services for the Financial Years 2024 – 2025 as per the categories below:

CATEGORY REFERENCE NUMBER	CATEGORY	ELIGIBILITY
CATEGORY A	Supply and Delivery of Goods	
WFSA/PREQ-A/001/2024- 2025	Office stationery, toners & cartridges (Kampala, Moroto, Soroti and Kaabong)	OPEN
WFSA/PREQ-A/002/2024- 2025	Newspapers and Magazines	OPEN
WFSA/PREQ-A/003/2024- 2025	Computers, laptops, printers, scanners, photocopiers, Projectors, cameras & IT related accessories and equipment.	OPEN
WFSA/PREQ-A/004/2024- 2025	General office utilities and consumables - kitchen utensils and consumables including toiletries.	OPEN
WFSA/PREQ-A/005/2024- 2025	Office furniture, office fittings and equipment.	OPEN
WFSA/PREQ-A/006/2024- 2025	Petroleum products (Fuel, oil, lubricants for motor vehicles, motorbikes, generators and gas for kitchen use).	OPEN
WFSA/PREQ-A/007/2024- 2025	Spare parts, tyres, tubes, batteries for motor vehicles and motor bikes (Kampala, Moroto, Soroti and Kaabong).	OPEN

WFSA/PREQ-A/008/2024- 2025	Design & Branding of promotional materials; T-shirts, water bottles, note books, bags.	
WFSA/PREQ/004/2024- 2025WFSA/PREQ- A/009/2024-2025	Building materials, hardware tools, paints and fittings.	OPEN
WFSA/PREQ-A/010/2024- 2025	Alternative energy products e.g. Solar Panels, Batteries, charge controllers, UPS, solar lighting products.	OPEN
WFSA/PREQ-A/011/2024- 2025	Occupational safety equipment and accessories -Fire extinguishers. PPE.	OPEN
WFSA/PREQ-A/012/2024- 2025	Electronic appliances and accessories television sets, fridges, speakers, PA system. Supplies and hire services (Kampala, Moroto, Soroti and Kaabong)	OPEN
WFSA/PREQ-A/013/2024- 2025	Supply of borehole parts and water testing chemicals.  OPI	
CATEGORY B	Provision of Non-Consultancy Services	
WFSA/PREQ-B/014/2024- 2025	Courier Services i.e. Local and International courier services.	OPEN
WFSA/PREQ-B/015/2024- 2025	Outside catering services and hire of tents and chairs (Karamoja region, Teso, Sebei and Bugisu)	OPEN
WFSA/PREQ-B/016/2024- 2025	Accommodation and conferencing services (Karamoja region, Teso region, Sebei region, Bugisu region, Kampala, Wakiso, Entebbe areas).	OPEN
WFSA/PREQ-B/017/2024- 2025	Fumigation & landscaping services i.e. garden maintenance services, garbage collection services.  Office cleaning (Moroto, Soroti and Kaabong)	OPEN
WFSA/PREQ-B/018/2024- 2025	Car hire and hired transport services (vans, buses, trucks, SUV's 4X4"'s and related services)in Kampala, Moroto, Soroti, and Kaabong.	OPEN
WFSA/PREQ-B/019/2024- 2025	Clearing and forwarding services.	OPEN
WFSA/PREQ-B/020/2024- 2025	Communication and Branding services -Public relations management, brand management, media monitoring, Media buying, advertising, research, specialized services - Writing, rapporteur,	OPEN

	illustrations, Audio Visual and Entertainment Services (Emceeing, Photography, Videography).	
WFSA/PREQ-B/021/2024- 2025	Car wash services (Kampala, Moroto, Soroti and Kaabong)	OPEN
WFSA/PREQ-B/022/2024- 2025	Printing services i.e. bulk printing, bulk photocopying, bulk binding, bulk scanning (Kampala, Moroto, Soroti, and Kaabong).	
WFSA/PREQ-B/023/2024- 2025	Printing of ID's and business cards (Kampala, Moroto, Soroti, Kaabong).	OPEN
WFSA/PREQ-B/024/2024- 2025	Provision of Photography and Videography services.	OPEN
WFSA/PREQ-B/025/2024- 2025	Repair, service and maintenance of IT and communication equipment - printers, laptops, phones and Ups, Photocopiers, cameras, tablets.	
WFSA/PREQ-B/026/2024- 2025	Travel agency and related services -Air ticketing services, Travel insurance and International hotel bookings.	OPEN
WFSA/PREQ-B/027/2024- 2025	Garages for the repairs and maintenance of vehicles, generators and motorbikes (Kampala, Moroto, Soroti, Kaabong)	OPEN
WFSA/PREQ-B/028/2024- 2025	Repair and preventative servicing of electrical appliances i.e. air conditioners, fridge, water pumps and related equipment.	OPEN
WFSA/PREQ-B/029/2024- 2025	Auctioneering services.	OPEN
WFSA/PREQ-B/030/2024- 2025	Provision of mobile money payment platforms	OPEN
CATEGORY C	Works	
WFSA/PREQ-C/030/2024- 2025	Small Contractual Works -General office design, repairs and maintenance works -electrical, painting, plumbing.	OPEN
WFSA/PREQ-C/031/2024- 2025	Civil Engineering and Building Works contractors and Renovators -Building works, Architectural works and general construction works	OPEN

WFSA/PREQ-B/032/2024- 2025	Disludging of pit latrines	OPEN
WFSA/PREQ-B/033/2024- 2025	Cleaning and maintenance and supply of water dispensers	OPEN
WFSA/PREQ-B/034/2024- 2025	Supply, installation of VHF and HF radio equipment	OPEN
WFSA/PREQ-B/035/2024- 2025	Provision of GIS services	OPEN

Complete prequalification documents should be sent to the address below:

WFSRCA\_Submission@dai.com so as to reach not later than 15th April 2024 16:00 Hours.

### Include in the subject "prequalification for and include the category code"

If you have not heard from us within 5 weeks from date of submission, consider your self unsuccessful..

### A2. SECTION 1

### 2.1 1.0 INSTRUCTIONS TO BIDDERS

### 2.1.1 1.1 INTRODUCTION

The **PROCUREMENT COMMITTEE – DAI,USAID FtF WFSA** hereby invites interested bidders, who must qualify by meeting the set criteria as provided by USAID FtF WFSA, to pre-qualify to perform the contract of supply and delivery of goods or provision of Works or non-consultancy.

### **2.1.2 1.2 EOI OBJECTIVE**

The main objective of this exercise is to identify vendors and consultants who are capable of supplying and delivering assorted items and also provide services or works under relevant RFQs/EOIs on an as-and-when required during the period ending December 2025.

### 2.1.3 1.3 INVITATION TO SUBMIT AN EXPRESSION OF INTEREST

Vendors and Consultants registered with the Registrar of Companies under the Laws of Uganda for the respective supply and delivery of Goods, and non-Consultancy services are invited to submit their EOI documents to the **PROCUREMENT COMMITTEE**, **DAI**, **USAID FtF WFSA** so that they may be pre-qualified for submission of EOIs/RFQs. EOIs may be submitted in complete lots singly or in combination. USAID FtF WFSA requires prospective Vendors/firms/companies to supply mandatory information for the EOI to enable full assessment and evaluation of the bids.

### **2.1.4 1.4 EXPERIENCE**

Prospective vendors and consultants must have carried out successful supply and delivery of similar goods/services/works to institutions of similar size and complexity as USAID FTF WFSA. Potential vendors/ consultants must demonstrate the willingness and commitment to meet the EOI criteria.

### **2.1.5 1.5 EOI DOCUMENT**

This document includes questionnaire forms and a list of documents required from prospective vendors and consultants.

### 2.1.6 1.6 TENDER PROSPECTIVE

In order to be considered for the Request for EOI, prospective vendors and consultants must submit all the information requested herein.

### 2.1.7 1.7 SUBMISSION OF EOI DOCUMENTS

**One copy** of the complete EOI data and other information requested should be submitted to reach USAID FTF WFSA as soft copy documents, with all pages serialized and stamped or initialed by the appointed authorized signatory and addressed to: **WFSRCA\_Submission@dai.com** 

The category applied for should be clearly indicated in the subject line of the email.

### 2.1.8 1.8 QUESTIONS ARISING FROM DOCUMENTS

Questions that may arise from the Request for EOI documents should be directed to THE PROCUREMENT TEAM in the email address **WFSRCA\_procurement@dai.com**, *Not later than 5th* 

April 2024 at 16:00 hours.

### 2.1.9 1.9 ADDITIONAL INFORMATION

**DAI, USAID FTF WFSA** reserves the right to request submission of additional information from prospective vendors/ consultants.

### 2.1.10 2.0 INVITATION TO PARTICIPATE IN FUTURE EOIS/ RFQs

Specific EOI'S/RFQ'S will be made available after this EOI process is complete, only to those Vendors/Consultants whose qualifications pass this EOI by scoring 70 points and above. These EOI's/RFQ's will be for specific assignments as-and-when they are required.

### 3. SECTION A3.

### 3.1 2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

### 3.1.1 2.1 TAXES ON IMPORTED MATERIALS

The Vendor/ Consultant will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are tax exempt. Evidence of tax compliance should be provided

### 3.1.2 2.2 CUSTOMS CLEARANCE

The Vendor/ Consultant shall be responsible for customs clearance of their imported goods and materials if any.

### 3.1.3 2.3 CONTRACT PRICE

The contract shall be of unit price type or cumulative of computed unit price and quantities required as well as any taxes that may be accrued to the item or service. Quantities may increase or decrease as determined by demand and on the authority of the USAID FTF WFSA's accounting officer or procurement committee.

### **3.1.4 2.4 PAYMENTS**

All local purchase shall be on credit of a maximum of thirty (30) days or as it may be stipulated in the contract agreement. Payments shall be against a signed delivery note and invoice.

### 4. SECTION A4

### 4.1 3.0 EOI DATA FORM INSTRUCTION

### **4.1.1 3.1 EOI DATA FORM**

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 and PQ-8 are to be completed by prospective Vendors/ Consultants who wish to be included in USAID FTF WFSA's Roster of preferred Vendors/ Consultants for the specified category.

### **INCOMPLETE APPLICATION**

Application forms that are not filled, serialized and duly stamped and submitted in the prescribed manner will not be considered. All documents that form part of the proposal must be written in English language and in legible ink.

### 4.1.2 3.2 QUALIFICATION

**TENDER DATA** 

It is understood and agreed that the data on prospective bidders will be used by **USAID FTF WFSA** in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the tender lots described by the client. It will be kept secure in line with USAID FTF WFSA's commitment to data protection and only used for programming purposes. It will be destroyed after 7 years in line with data requirements.

### **QUALIFICATION REQUIREMENTS**

Vendors or Consultants will not be considered qualified unless they possess capability, experience, qualified personnel and sustainability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods or non-consultancy/consultancy services in the judgement of **USAID FTF WFSA**.

# 4.1.3 3.3 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION EXPERIENCE

Vendors and Consultants shall have at least three (3) years' experience in the supply of goods, works, non-consultancy or consultancy services and allied items. Potential Vendor/Consultant should show competence, willingness and capacity to service the contract. The vendor/Consultant shall have registered premises in which they operate and as part of the evaluation exercise, the Committee shall visit and inspect the business premises.

Please note that, prospective Vendors/ Contractors require special experience and capability to organize supply and deliver items or services at short notice.

### **PERSONNEL**

The names and pertinent information and the CVs of the key personnel for individuals or groups to execute the contract must be indicated in Form PQ3.

### FINANCIAL CONDITION

The Vendor's / Consultant's financial standing will be determined through the latest financial reports and or statements submitted with the EOI documents. Vendors can also present letters of reference from their bankers regarding their credit position. Potential Vendors / Consultants will be pre-qualified on the satisfactory information given.

### **PAST PERFORMANCE**

Past performance will be given due consideration in qualifying Vendors/Consultants. Letters of reference from past customers should be included in Form PQ5 where applicable.

### **4.1.4 3.4 STATEMENT**

The application must include a sworn statement (Form PQ6) by the Vendor/Consultant assuring the accuracy for the information given.

### 4.1.5 3.5 WITHDRAWAL OF EOI/RFQ

Should a condition arise between the time the firm has submitted their Quote / Proposal and the opening date which in the opinion of the USAID FTF WFSA could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitment, USAID FTF WFSA reserves the right to reject the proposal/ quote from such a bidder even though initially prequalified through the EOI.

### 4.1.6 3.6 OUTLINED SUPPLY AND DELIVERY PROCEDURES

The Vendor/Consultant should also submit a brief statement of supply and service delivery methods and procedures plans to be used to execute the contract in Form PQ2.

### 4.1.7 3.7 EOI EVALUATION CRITERIA

No	Information Required	Form Type	Point Score
1	Registration Document	PQ-1	20
2	EOI data	PQ-2	5
3	Supervisory Personnel	PQ-3	5
4	Financial Position and Bank Details	PQ-4	15
5	Past Experience	PQ-5	20
6	Sworn Statement	PQ-6	5
7	Confidential Questionnaire	PQ-7	20
8	Litigation History	PQ-8	10
	TOTAL		100

### 4.1.8 3.8 QUALIFICATION MARK

The qualification score of 70 points and above will lead to qualification.

### 4.1.8.1 FORM PQ-1 : EOI DOCUMENTATION

All firms must provide in serialized pages:

- (a) Copies of Certificate of Registration.
- (b) Copy of V.A.T Registration Certificate if applicable.

- (c) Tax Compliance Certificate from Uganda Revenue Authority (Failure to produce this certificate to prove compliance will lead to automatic disqualification thus no further evaluation of the application)
- (d) Copies of TIN Certificates of firm/Company/Individual.
- (e) Copies of valid trading Licenses.
- (f) List of at least 3 ongoing and previous Contracts/Projects (goods, services) in the past 3 years.
- (g) CV, academic and professional certificates of key staff, latest authorized dealership letters (for specialized equipment like Computers, Printers, tablets etc.)
- (h) Statement to indicate willingness to provide goods and services on credit.
- (i) Applicants should only apply in their areas of expertise.

Compulsory i.e. any applicant who does not indicate the credit period and/or who indicates any credit period less than 30 days shall be automatically disqualified).

### 4.1.8.2 FORM PQ-2 : EOI DATA

Vendor/Contractor Identification	
Legal Name of Firm	
Street and Address	
City	
Country	
Telephone No.	
Contact Person	
Title	
Business Information	
Management Personnel	
MD	
Director	
General Manager	
Treasurer	
Other	
Partnership (if applicable)	
Names of Partners	
Others	

4.1.8.3 FORM PQ-3 :	SUPER	VISORY PERSONNEL (IF ANY)
Name	:	
Age	:	
Academic Qualification	:	
Professional Qualification	:	
Length of Service with Vendor	·/ Consu	ltant
or Position Held :		
Supply or Service Experienc	ce	
Name of Client/Customer	:	
Nature of Contract		
vacure or Contract	:	
Contract Value	:	
Location of Contract	:	
Γitle and responsibility in con	tract:	
Oth on		
Other	:	

# 4.1 Attach a copy of audited or certified financial statements for last 1 year. 4.2 Provide the applicant's bank details to USAID FTF WFSA Uganda. Account Name : \_\_\_\_\_\_ Bank Name : \_\_\_\_\_ Branch : \_\_\_\_\_ Branch Code : \_\_\_\_\_ Bank Code : \_\_\_\_\_

4.1.8.4 FORM PQ-4 : FINANCIAL POSITION AND BANK DETAILS

Attach letters of reference from your banker(s) regarding vendor/ consultant's credit position.

Swift Code

### 4.1.8.5 FORM PQ-5 : PAST EXPERIENCE

# NAMES OF THE VENDOR/ CONSULTANT'S OTHER CLIENTS AND VALUES OF CONTRACTS/ORDERS IN THE LAST TWO YEARS. AT LEAST 3.

### CLIENT 1

	Name of 1st Client (Organization)
	Address of Client (Organization)
	Name of Contact Person at the Client (Organization)
	Client Telephone Number
	Value of Contract
	Duration of Contract (Date)
<u>CLIEN</u>	<u>Γ2</u>
	Name of 2 <sup>nd</sup> client (organization)
	Address of client (organization)
	Name of contact person at the client (organization)
	Client Telephone Number
	Value of contract
	Duration of contract (Date)

### CLIENT 3

Name of 3 <sup>rd</sup> Client (organization)
Address of client (organization)
Name of contact person at the client (organization)
Client Telephone Number
Value of contract
Duration of contract (Date)
Others:

### 4.1.8.6 FORM PQ-6 : SWORN STATEMENT

Having read and understood the requirements of this EOI we/I hereby certify that:

- a) The information furnished in our application is accurate to the best of my/our knowledge.
- b) That in case of being qualified we acknowledge that this grants me/us the right to participate in due time in the submission of a proposal or quotation on the basis of provisions in the EOI/RFQ documents to follow.
- c) When the EOI/RFQ is issued and we find that the legal, technical or financial conditions or the contractual capacity of our firm has changed, we will volunteer the information to you and acknowledge your right to review the Proposal/Quote made.
- d) We enclose all the required documents and information required for the EOI evaluation.

Date:
Applicant's Name:
Represented by:
Signature:
Designation:

(Full name and designation of the person signing and stamp or seal.)

### 4.1.8.7 FORM PQ-7 : CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2(a), 2(b) or 2(c) whichever applies in your type of business.

You are advised that it is a serious offence to give false information on this form.

Part 1 - General
Business Name
Location of Business Premises
Plot NoStreet/Road
Postal AddressTel No.
Nature of Business
Current Trade Licence No Expiring Date
Maximum value of business which you can handle at any one time UGX
Name of your Bankers Branch
Part 2 (a) - Sole Proprietor
The state of the s
Nome in Eul
Name in Full Age
Nationality Country of Origin

* Citizenship Details				
Part 2 (b) Partnership				
Give details of partners as fo	llows:			
Name 1				Shares
Part 2 (c) - Registered Cor	mpany			
Private or Public				
State the nominal and issue	ed capital of comp	oany – (public companie	s only)	
Nominal UGX. Issue	d UGX.			
Give details of all Directors	as follows:			
Name	Nationality	Citizenship Details	Shares	
1.				
2				
3				
4.				
5.				
Date	Se	eal/Signature of Candida	te	

4.1.8.8 FORM PQ-8 : LITIGATION HISTORY
Provide any litigation or arbitration history against yourself/ company or partnership.
This is information regarding any pending cases in court or any such court issues that the company/firm/individual has dealt with.
We, the undersigned, provide the attached bid in accordance WFS-EOI-24-0001 datedOur attached bid is for the prequalification of service providers for 2024/2025 period.  Our bid shall be binding upon us subject to the modifications resulting from any discussions.
We understand that DAI is not bound to accept any bid it receives.
Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:
Гelephone:
Email:
Company Seal/Stamp:

### **Attachment C: Representations and Certifications of Compliance**

- 1. <u>Federal Excluded Parties List</u> The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
- 2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
- 3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq\_sanctions\_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
- 4. <u>Trafficking of Persons</u> The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
- 5. <u>Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions</u> The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, <u>Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions</u>.
- 6. Organizational Conflict of Interest The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAII with a disclosure statement describing this information.
- 7. <u>Business Size and Classification(s)</u> The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
- 8. <u>Prohibition of Segregated Facilities</u> The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
- 9. <u>Equal Opportunity</u> The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
- 10. Labor Laws The Bidder certifies that it is in compliance with all labor laws.

- 11. <u>Federal Acquisition Regulation (FAR)</u> The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
- 12. <u>Employee Compliance</u> The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

### Attachment D: Instructions for obtaining a Unique Entity ID (SAM)

# INSTRUCTIONS FOR OBTAINING A Unique Entity ID (SAM) DAI'S VENDORS, SUBCONTRACTORS & GRANTEES

Note: There is a Mandatory Requirement for your Organization to Provide a Unique Entity ID (SAM)to DAI

- I. SUBCONTRACTS/PURCHASE ORDERS: All domestic and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a Unique Entity ID (SAM)prior to signing of the agreement. Your organization is exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. Please see the self-certification form attached.
- II. MONETARY GRANTS: All foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over \$25,000 and performing work outside the U.S. must obtain a Unique Entity ID (SAM)prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain a Unique Entity ID (SAM); the exemption for under \$25,000 applies to foreign organizations only.

NO SUBCONTRACTS/POs (\$30,000 + above) or MONETARY GRANTS WILL BE SIGNED BY DAI WITHOUT PRIOR RECEIPT OF A Unique Entity ID (SAM).

Note: The determination of a successful offeror/applicant resulting from this EOI is contingent upon the winner providing a Unique Entity ID (SAM) to DAI. Organizations who fail to provide a Unique Entity ID (SAM) will not receive an award and DAI will select an alternate vendor/subcontractor/grantee.

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### **Background:**

### Summary of Current U.S. Government Requirements- Unique Entity ID (SAM)

Effective April 4, 2022, entities doing business with the federal government will use the Unique Entity Identifier (SAM) created in SAM.gov. The Unique Entity ID (SAM) is a 12-character alphanumeric value managed, granted, and owned by the government. This allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

Entities are assigned an identifier during registration or one can be requested at SAM.gov without needing to register. Ernst and Young provides the validation services for the U.S. Government. The information required for getting a Unique Entity ID (SAM) without registration is minimal. It only validates your organization's legal business name and address. It is a verification that your organization is what you say it is.

The Unique Entity ID (SAM) does not expire.

### **Summary of Previous U.S. Government Requirements - DUNS**

The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and was previously used by the U.S. Government to assign unique entity identifiers. This system was retired by the U.S. Government on April 4, 2022 and replaced with the Unique Entity Identifier (SAM). After April 4, 2022 the federal government will have no requirements for the DUNS number.

If the entity was registered in SAM.gov (active or inactive registration), a Unique Entity ID (SAM) was assigned and viewable in the entity registration record in SAM.gov prior to the April 4, 2022

transition. The Unique Entity ID (SAM) can be found by signing into SAM.gov and selecting the Entity Management widget in your Workspace or by signing in and searching entity information.

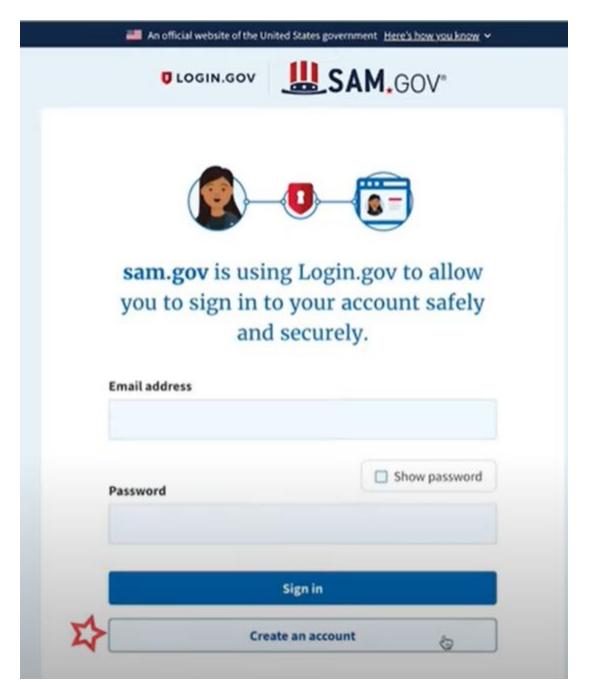
Instructions detailing the process to be followed in order to obtain a Unique Entity ID (SAM) for your organization begin on the next page.

### THE PROCESS FOR OBTAINING A UNIQUE ENTITY ID IS OUTLINED BELOW:

- 1. Have the following information ready to request a Unique Entity ID (SAM)
  - a. Legal Business Name
  - b. Physical Address (including ZIP + 4)
  - c. SAM.gov account (this is a user account, not actual SAM.gov business registration).

i. As a new user, to get a SAM.gov account, go to www.sam.gov.

- 1. Click "Sign In" on the upper right hand corner.
- 2. Click on "Create a User Account"



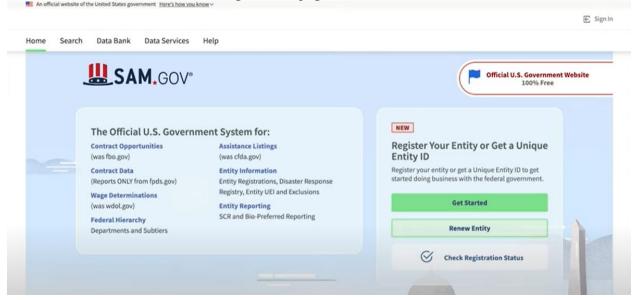
### 3. Choose Account Type:

- a. Create an Individual User Account to perform tasks such as register/update your entity, create and manage exclusion records or to view FOUO level data for entity records.
- b. Create a System User Account if you need system-tosystem communication or if performing data transfer from SAM to your government database system. Complete the requested information, and then click "Submit."
- 4. Click "DONE" on the confirmation page. You will receive an email confirming you have created a user account in SAM.

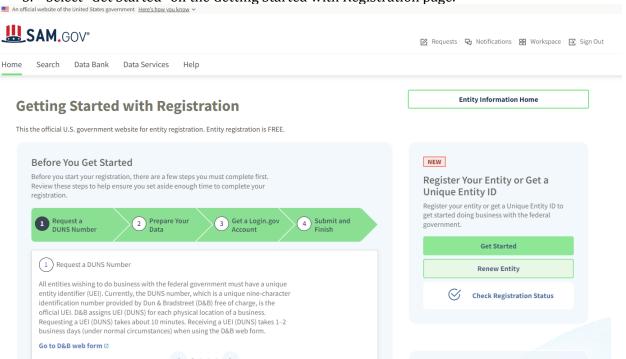
5. Click the validation link in the email that contains the activation code within 48 hours to activate your user account. If the email link is not hyperlinked (i.e., underlined or appearing in a different color), please copy the validation link and paste it into the browser address bar. You can now register an entity.

NOTE: Creating a user account does not create a registration in SAM, nor will it update/renew an existing registration in SAM.

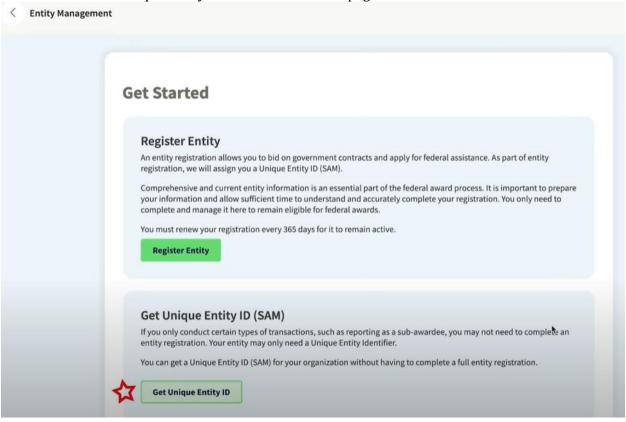
2. Once you have registered as a user, you can get a Unique Entity ID by selecting the "Get Started" button on the SAM.gov home page.



3. Select "Get Started" on the Getting Started with Registration page.



4. Select "Get Unique Entity ID" on the Get Started page.



5. Enter Entity Information.

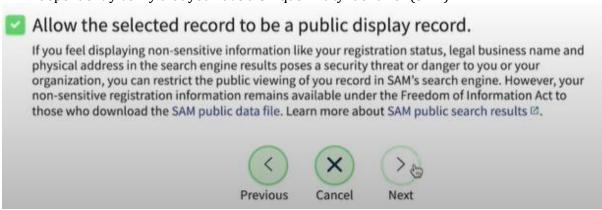


- a. If you previously had a DUN Number, make sure your Legal Business Name and Physical Address are accurate and match the Entity Information, down to capitalization and punctuation, used for DUNS registration.
- 6. When you are ready, select "Next"
- 7. Confirm your company's information.



a. On this page you will have the option to restrict the public search of this information. "Allow the selected record to be a public display record." If you uncheck this box, only you and the federal government users will be able to

search and view the entity information and entities like DAI will not be able to independently verify that you have a Unique Entity Identifier (SAM).

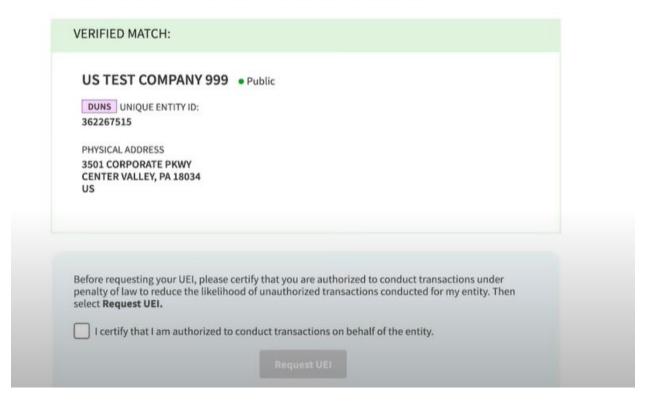


- 8. When you are ready, select "Next"
- 9. Once validation is completed, select "Request UEI" to be assigned a Unique Entity ID (SAM). Before requesting your UEI (SAM), you must certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for the entity.



### Request UEI

You have completed validation. Select Request UEI to be assigned a Unique Entity ID.



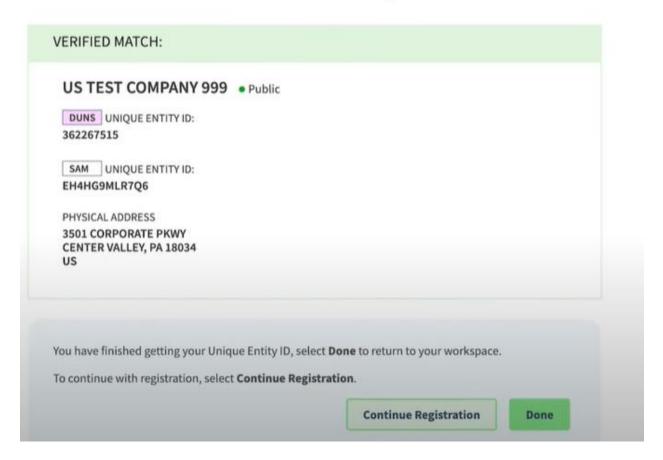
10. The Unique Entity ID will be shown on the next page. SAM.gov will send an email confirmation with your Unique Entity ID.



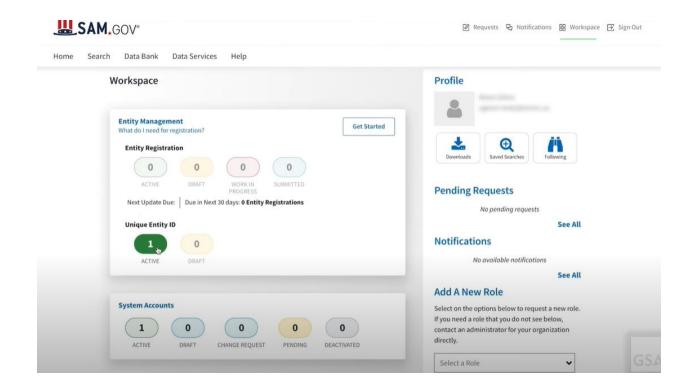
### Receive UEI

Congratulations! You have been assigned the following Unique Entity ID.

## EH4HG9MLR7Q6



11. If you need to view the Unique Entity ID from SAM in the future or update the organization's information, sign into SAM.gov and go to "Entity Management" widget.



# Attachment E: Self-Certification for Exemption from Unique Entity ID (SAM) Requirement for Subcontractors and Vendors

Legal Business Name:
Physical Address:
Physical City:
Physical Foreign Province (if applicable):
Physical Country:
Signature of Certifier:
Full Name of Certifier (Last Name, First/Middle Names):
Title of Certifier:
Date of Certification
(mm/dd/yyyy):

The sub-contractor/vendor whose legal business name is provided herein, certifies that we are an organization exempt from obtaining a **Unique Entity ID (SAM)**, as the gross income received from all sources in the previous tax year is under USD \$300,000.

\*By submitting this certification, the certifier attests to the accuracy of the representations and certifications contained herein. The certifier understands that s/he and/or the subcontractor/vendor may be subject to penalties, if s/he misrepresents the sub-contractor/vendor in any of the representations or certifications to the Prime Contractor and/or the US Government. The sub-contractor/vendor agrees to allow the Prime Contractor and/or the US Government to verify the company name, physical address, or other information provided herein. Certification validity is for one year from the date of certification.