

AMBSO PREQUALIFICATION VENDOR QUESTIONNAIRE

Invitation to this Prequalification

Prequalification of Suppliers & Service Providers

Africa Medical and Behavioral Science Organization (AMBSO) invites sealed bids from eligible bidders as described below. AMBSO intends to establish a database of qualified suppliers for various goods and services for the year 2025/26

S/N or Code	Item Description	Status

Local suppliers within areas where the projects are operational are encouraged to apply. Vendors are encouraged to choose the preferred offices/sites they are able to supply and items they wish to supply

Prequalification Questionnaire

Corporate Information

No	Information Required	Information Provided
i.	Company /Organization Name	
ii.	Trading Name (if different from above)	
ii.	Legal status (partnership/sole proprietor/ Ltd. Company)	
iv a)	Company registration certificate No. (attach copy)	
b)	Certification by regulatory bodies (e.g. KPLC, Ministry of public works etc.) (Attach copies)	
v	Nature of business licensed to operate as indicated on the document. Attach a copy	
vi	VAT No (Attach Copy)	
vii	Contact Person	
	Name	
	Title	
	Tel. No	

viii	Postal Address	
	Tel. No	
	Fax	
	Email Address	
	Website	
ix	Physical Location	
X	Is your organization a public Listed Company? If Yes, attach copies.	
Xi	Is your Company/organization a partnership? If Yes, attach partnership deed.	

Names of Directors and their nationality:

No.	Names of partners/shareholders	Nationality	Citizenship	Percentage of shares
i				
ii				
iii				
iv				
v				

Financial Information

a)

What is your turnover in the last two years	2024	2023
Has your organization/company met all its obligations to pay its	Yes	No
Creditors and staff during past year? Give details		
Have you had any contracts terminated for poor performance in the last three years or any contracts where damages have been Claimed by the contracting authority?	Yes	No
<input checked="" type="checkbox"/> If Yes, please give details. <input checked="" type="checkbox"/> If No Please explain why.		

b) Bank details

What is the name and branch of your bank (who could provide a reference)?

Name of the bank	
Branch	
Telephone Number	
Postal Address	
Contact Person name	
Contact Email	

c) Name of the Insurance

Please provide details of your current insurance cover

Employer's Liability	
Public Liability	
Professional Indemnity (if Applicable)	
Other (Specify)	

Accounts: Provide a copy of the following

- i) A copy of your most recent audited accounts for the last two years
- ii) A statement of your turnover, profit & loss account and cash flow for the most recent year of trading
- iii) A statement of your cash flow forecast for current year and a bank letter outlining the current cash and credit position.

Business Activities

- i) What are the main business activities of your organization?

Category	
Manufacturer	
Assembler	
Distributor	
Service Centre	
Retailer	
Other(Please Specify)	

- ii) If a manufacturer or service organization, are your products certified by Uganda Bureau of standards or are you affiliated to a recognized accrediting body?

Yes

(Attach documentary evidence of certification)

No

- iii) If you are not a manufacture, are you an authorized dealer?

Yes

(Attach manufacturer's authorization certification)

No

iv) How many staff does your organization have? Indicate the number under each category.

Category	Number
Technical & permanent	
Technical & temporary	
Semi-skilled I & permanent	
Semi-skilled I & temporary	

v) Please generally describe the experience and expertise your organization possesses that will enable you to effectively and efficiently undertake the work you are bidding for as required by AMBSO.

vi) Attach your company/organization organogram with emphasis on the job you are bidding for.

vii) Provide details of your key personnel and attach their CV'S. **IF** you are applying for provision of professional services.(Use a separate sheet of paper)

viii) Have you or your principals been subject of legal proceedings for insolvency, bankruptcy, receivership or your business activities suspended for related reasons?

Yes

No

If yes, when.....(If yes, you must present legal documentary evidence that you are cleared and your business is now solvent).

ix) Are you or your servants or agents subject of legal proceedings for corrupt or unethical business practice or offered any inducement to any procurement entity so that you can be considered for award of a tender?

Yes

No

x) Is the firm/company making this application or any of its directors been debarred or suspended from participating in public procurement or have any procurement entity initiated proceedings of that nature against the firm or one of its directors, for any reason whatsoever?

Yes

No

xi) Which quality standards certification have you attained in the last two years? (Attach copies and give details on a separate sheet of paper)

.....
xii) What is your average response time to a request for quotation/RFP?

.....
xiii) What is your average response time to delivery of goods /services after issuance of LPO?

.....
xiv) What is the maximum value of business, which you can handle at any one time?

.....

xv) What products/services to do you want to be considered to supply? (Indicate relevant category and product code and Location)

Product Code Number	Goods would like to supply	Supply location

Trade References

Prospective suppliers are required to demonstrate their experience in the field applied for by providing details of at least 5 previous contracts in the table provided below

NO	Customer or organization name)	Customer contact name and phone number	Contract reference and brief description	Date contract awarded	Value of business transacted
1					
2					
3					
4					
5					

3.2 Management Policy

- a) **Employee Integrity:** How does the firm ensure the integrity of staff? Detail any related policies
- b) **Code of Conduct/Ethics:** Does your company have a code of conduct? If so, please attach a copy. Indicate if the company subscribes to a professional body with a code of conduct or ethics
- c) **Company employment policy:** Does your firm have a documented employment policy? What are the key highlights from this policy if it's in existence?

3.3 Documents Comprising the Application

To be eligible, the candidate must prove that they qualify to participate in public procurement by providing the following mandatory documents for pre-qualification. These documents must be attached to this application.

Checklist	Available
Valid Tax Compliance Certificates	
Trade license	

Certificate of Business Registration,	
Audited Accounts OR Bank statement for the last 6 months	
Two Letters of recommendation from your current corporate clients /organizations	
VAT Certificate – where applicable	
Declaration Form fully filled and signed	
Local Authority Licenses – Business Permit	
Confidential Business Questionnaire Fully filled	

3.4 Declaration

For purpose of transparency and fair dealing, all vendors shall make full disclosure of any past/existing business relationship with any AMBSO employee.

Do you have a relationship with any AMBSO employee that would cause any real or perceived conflict of interest?

Yes ☐

No ☐

If yes specify the type of relationship

.....

I declare for and on behalf of (company/firm) that all the information furnished to AMBSO in connection with this pre- qualification is true and accurate in all material respect. AMBSO is hereby authorized to make such inquiries relating to the said information including with the firms/company's clients and bankers as it may deem necessary without prior notice to the firm/company.

Information submitted by

Title

Signature

Date

Telephone Number

Email

Company Stamp

Witnessed by

Title

Signature

Date

Telephone Number

Email

Company Stamp

