

Checklist for Submission

- ☒ Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured
- ☒ Joint Venture Agreement if applicable stating roles of each entity and who the lead entity will be
- ☒ Valid and certified certificate of incorporation as a company in Uganda if applicable
- ☒ Valid and certified tax registration certificate (indicate tin and vat number) if applicable
- ☒ Tax Clearance certificate issued by URA following above If applicable
- ☒ Valid Trading License or equivalent if applicable
- ☒ Full and accurate physical, postal, telephone and email address of firm
- ☒ Articles and Memorandum of Association
- ☒ Latest Audited Financial Statements for the last 3 years (income and balance sheets); if some not audited, indicate accordingly
- ☒ Statement of satisfactory performance from the top three clients in terms of contract value for the past five (5) years
- ☒ All documents should be written and translated in English
- ☒ Written Self Declaration that the Company is not in the UN Security Council 1267/1989 List, UN procurement Division List or other UN Ineligibility List
- ☒ Indicate whether Offeror is Government Owned and /or controlled corporation
- ☒ List of Bank References (Name of Bank, Location, Contact Person and Contact Details)
- ☒ All information regarding any past and current litigation during the last five (5) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded.