

CIYOTA SUPPLIER PRE-QUALIFICATION 2026-2028

ANNEX A: FORM A1: APPLICATION SUBMISSION SHEET

Date.....

TO: CIYOTA

We, the undersigned declare that:

(a) We have examined and have no reservations to the shortlisting document.

(b) We hereby apply to be shortlisted for the following works, services or supplies:

Category	Description of Works, Services, Supplies or Consultancy



(c) We, including any subcontractors or providers for any part of the contract or contracts Resulting from this shortlisting process, are eligible to participate in this application;

(d) We undertake to abide by the terms and conditions during the procurement process and the execution of any resulting contract.

(e) We, including any subcontractors or providers for any part of the contract or contracts resulting from this shortlisting process do not have any conflict of interest, and are not associated, nor have been associated in the past, directly or indirectly, with the consultant or any Other entity that has prepared the design or technical specifications of the Works, Goods or Supplies;

(f) We, our affiliates or subsidiaries, including any subcontractors for any part of the contract or contracts resulting from this shortlisting process, have not been suspended by CIYOTA from participating in procurement;

(g) We understand that you may amend the scope and value of any contracts to bid or cancel the shortlisting process at any time and that you are neither bound to accept any application that you may receive nor to invite the shortlisted applicants



to bid for the contract or contracts, which are the subject of this short listing, without incurring any liability to the Applicants;

(h) We understand that qualification information will be subject to verification through a post qualification process prior to any award of contract;

(i) We hereby authorize you and your authorized representatives, to conduct any enquiries or investigations to verify the statements, documents and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Application Submission Sheet will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application.

Signed:

.....

Name:

In the capacity of:

Duly authorized to sign the application for and on behalf of:

.....

(Company stamp)





Empowering young people to become entrepreneurial leaders
that contribute to solving the root causes of their community
problems through quality education, community building and
skills development programs

Dated on _____ day of _____, 2026.

FORM A2: APPLICANT INFORMATION SHEET

STRUCTURE AND ORGANIZATION

Our Address: Nansana-Naluvule Along Hoima Road, Moroto Lane; Plot 20 P.O. Box 37403 Kampala (UGANDA) | Email: info@ciyota.org | Website: www.ciyota.org |
Telephone: **+256393240900**





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1. Name of Company:

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[Full legal name]

2. Physical address:

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[Street/ number/ town or city/ country]

Postal address:

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Telephone number(s):

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Email:

3. Description of the company's activities:

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4. Number of years of experience in the provision of the works, services or supplies under reference:

5. The Applicant's authorized representative for information is:

Name: _____

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Address:

Telephone:.....

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E-mail **address:**

(E.g., Motor vehicle, equipment maintenance, etc.) (Applies to Construction works)

FORM A3: FINANCIAL STATEMENT

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1. Share capital

• **Authorized** **share** **capital:**
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2. Annual value of business undertaken in the last two years

Year	2023	2024
Turnover		

3. Please attach copies of the company's audited accounts for the previous two years (profit/loss, assets/liabilities) and any financial data, which you consider to be useful in the shortlisting. Please list all the attachments below.

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4. Name and address of Bankers from which references can be obtained and authority to



seek reference.

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FORM A4: RESOURCES: PERSONNEL

1. Number of staff

• Management staff:

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• Technical staff:

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• Support staff:

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2. Please list the present key personnel and management staff.







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FORM A5: RESOURCES: PROVIDERS EQUIPMENT AND FACILITIES

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On the basis of the information provided in the shortlisting documents, please indicate equipment and facilities considered by your firm to be necessary for undertaking the contract and whether this is already in the company's ownership or will be purchased.

The following facilities and infrastructure are available at the Applicants workshop:





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FORM A6: EXPERIENCE: RELEVANT PROJECTS COMPLETED

Please fill in information about the relevant contracts completed over the past three years.

Name of the Employer	Description of Contracts	Total price (UGX)	Contract	Date of Completion
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The applicant MUST attach evidence of performance of the above contracts either in the form of reference letters from the clients. This is applicable for both completed and current similar assignments.

FORM A7: LEGAL STATUS



1	Enclose a copy of the Memorandum and Articles of Association or its equivalent. A separate list of Directors/Partners/Proprietors should be attached. A joint venture agreement should be attached where applicable
2	Enclose a copy of the Certificate of Incorporation or its equivalent
3	A CIYOTA receipt confirming proof of payment of the UGX 100,000
3	Enclose a copy of the Power of Attorney
4	Enclose an Income Tax Clearance Certificate addressed to the Procurement Committee for CIYOTA for this particular purpose. CIYOTA shall only accept ORIGINAL INCOME TAX CLEARANCE CERTIFICATES. Attach a copy of VAT Registration Certificate for Ugandan VAT registered suppliers.
5	Please enclose a Copy of a valid Trading License
6	Copies of Audit Report for the past two (2) years. (2023 & 2024)



PART E- CODE OF ETHICAL CONDUCT- IN BUSINESS FOR BIDDERS AND PROVIDERS

(Under Section 93 of the Public Procurement and Disposal of Public Assets Act, 2003)

1. Ethical Principles Bidders and providers shall at all times

- a) maintain integrity and independence in their professional judgment and conduct;
- b) comply with both the letter and the spirit of the laws of Uganda; and ii. any contract awarded.
- c) avoid associations with businesses and organizations that conflict with this code.

2. standards Bidders and providers shall

- a) strive to provide works, services, and supplies of high quality and accept full responsibility for all works, services, or supplies

provided;

- b) comply with the professional standards of their industry or of any professional body of which they are members.

3. Conflict of Interest Bidders and providers shall not accept contracts that would constitute a conflict of interest with any prior or current contract with any procuring and disposing entity. Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

4. Confidentiality and Accuracy of Information



i. Information given by bidders and providers: in the course of procurement processes or the performance of contracts shall be true, fair, and not designed to mislead.

ii. Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

5. Gifts and Hospitality

Bidders and providers shall not offer gifts or hospitality directly or indirectly to staff of a procuring and disposing entity that might be viewed by others as having an influence on CIYOTA procurement decisions.

6. Inducements

i. Bidders and providers shall not offer or give anything of value to influence the action of the Procurement unit in the procurement process or in contract execution.

ii. Bidders and providers shall not ask a procurement unit to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

7. Fraudulent Practices

Bidders and providers shall not

a) collude with other businesses and organizations with the intention of depriving a procuring and disposing entity of the benefits of free and open competition;

b) enter into business arrangements that might prevent the effective operation of fair competition;

c) engage in deceptive financial practices, such as bribery, double billing, or other improper financial practices;



- d) misrepresent facts to influence a procurement process or the execution of a contract to the detriment of the Procuring and Disposing Entity; or utter false documents;
- e) unlawfully obtain information relating to a procurement process to influence the process or execution.

PART F- EVALUATION CRITERIA (PASS/FAIL)

The pre-qualification bids will be evaluated following the Public Procurement and Disposal of Public Assets Act 2003 of the Government of Uganda, in addition to CIYOTA procurement policies and procedures.

PART G- CERTIFICATION

I / We do hereby state:-



- 1. That the information given is correct in all respects**

- 2. We acknowledge that prequalification is not a contractual agreement between
YOU CIYOTA but rather a right to submit tenders.**

- 3. We agree to comply with the above code of ethical conduct in business.**

Full Name: Designation/ position:
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Signature & company stamp:

Date:.....

