

CIYOTA 2026/2028 SUPPLIER PRE-QUALIFICATION

SUPPLIER PRE-QUALIFICATION BID GUIDELINES

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Part A. – Invitation to Application.

Invitation for Pre-qualification for Goods, Services and Works to CIYOTA.

1. CIYOTA will be pre-qualifying service providers for the provision of various categories of Goods, Services and Works.
2. Pre-qualification is open to all eligible suppliers'/service providers with proven experience and capacity to offer the required services. Interested eligible suppliers are invited to apply for Pre-qualification, indicating the category of Goods, Services and Works they wish to supply.
3. Existing suppliers who wish to be retained **MUST** apply and submit up-to-date information as requested in this pre-qualification document.
4. Pre-qualification submissions of interest will be evaluated in accordance with CIYOTA Procurement Policies and procedures.
5. The pre-qualification document can also be downloaded from our website
6. Applicants are required to **HAND DELIVER** their well numbered, spiral-bound applications to the CIYOTA offices as highlighted below.



1. CIYOTA Kampala Office

Plot 20 P.O. Box 37403 Kampala

Plot 20 Moroto Lane,

Nansana, Naluvule

2. CIYOTA Field office, Next to Cones (Jenga Guest House)

Block 54, kinakyetaka village

Kyangwali Refugee Settlement

7. Prequalification documents clearly marked as stated in Clause 6 above and should be addressed to:

The Procurement Committee, CIYOTA, and delivered to the addresses stated above.

8. Note: Late submissions shall not be considered

9. Applications must be submitted within two weeks from the date of publication of the notice after payment of a non-refundable application fee of UGX 100,000 (One hundred thousand shillings). Payments should be made to:

Bank: EQUITY BANK

Branch: NANKULABYE

Account No: 1032200670517

**Account Name: COBURWAS INTERNATIONAL YOUTH ORGANISATION TO
TRANSFORM AFRICA**

Account Currency: UGANDA SHILLING



Part B- Application Procedure

Section 1. Instructions to Applicants.

GENERAL

1. Scope of Application

1.1. CIYOTA invites applications for supplier pre-qualification.

1.2 Throughout this document:

(a) CIYOTA means the procuring entity;

(B) The Applicant" means the supplier.

2. Source of Funds

CIYOTA has approved a budget from its internally generated funds towards the cost of pre-qualification in the desired statement of requirements.

3. Eligible Applicants and Countries

The Applicant, and all parties constituting the Applicant, shall meet the following criteria to be eligible to participate in public procurement:

(a) The applicant has the legal capacity to enter into a contract;

(b) The applicant is not:

(i) Insolvent;

(ii) In receivership;

(iii) Bankrupt; or

(iii) Being wound up



- (c) The applicant's business activities have not been suspended;
- (d) The applicant is not the subject of legal proceedings for any of the circumstances in (b); and
- (d) The applicant has fulfilled his or her obligations to pay all statutory taxes and social Security contributions.

The Applicant may be a natural person, private or public entity, or any combination of them with the formal intent to enter into an agreement.

The applicants shall not have a conflict of interest. All Applicants found to be in conflict of

Interest shall be disqualified. Applicants shall be considered to have a conflict of interest with

one or more parties in this shortlisting process, if they:

- (a) Have controlling shareholders in common; or
- (b) Receive or have received any direct or indirect subsidy from any of them; or
- (c) Have the same legal representative for purposes of this application;

The Applicants shall provide such evidence for their continued eligibility satisfactory to CIYOTA as shall reasonably request.

4. Cost of Applying

The Applicant shall bear all costs associated with the preparation and submission of its Application, and CIYOTA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the application process.

5. Clarification of the Application.



The prospective Applicant requiring any clarification of the application may notify CIYOTA in writing at the address provided below. CIYOTA will respond in writing to any request for clarification of the Applicant, which it receives no later than four (4) days prior to the deadline indicated above for the submission of Applications.

6. Amendment of Shortlisting Document

Any addendum issued shall be part of the application document and shall be communicated in

writing to all who have obtained the shortlisting document from CIYOTA.

To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, CIYOTA may, at its discretion, extend the deadline for the submission of applications and this deadline shall be communicated appropriately.

PART C: Preparation of Applications

1. Language of Application

The Application prepared by the Applicant, as well as all correspondence and documents relating to the Application exchanged by the Applicant and CIYOTA, shall be written in English.

2. Documents Establishing Applicant's Eligibility and Qualifications

The Applicant shall provide as part of its Application, all the necessary documentary evidence of the Applicant's legal status, financial, technical and production capacity to provide the goods, services and works if a contract is awarded in the format provided in the Application Submission Sheet (Forms A1 - A7). Failure to provide ANY of the required information shall result in automatic disqualification.

3. Submission of Application



a) Applicants are requested to submit ALL their spiral-bound Application Documents (included

in Annex A) in one envelope marked: "Application for Pre-qualification of suppliers 2026/28" which should be addressed to: The Procurement Committee, CIYOTA at the addresses below;

1. CIYOTA Kampala Office

Plot 20 P.O. Box 37403 Kampala

Plot 20 Moroto Lane,

Nansana, Naluvule

2. CIYOTA Field office, Next to Cones (Jenga Guest House)

Block 54, kinakyetaka village

Kyangwali Refugee Settlement

b) For all Applicants, at the time of delivery of their Application Documents, the delivery person(s) shall duly sign an Application Documents delivery register indicating the legal name of the person delivering the Application Documents, the legal name of the entity/supplier, the date and time of delivery and a signature as evidence of delivery.

4. Deadline for Submission of Applications

Applications must be received by CIYOTA before close of business (5:00 pm E.AT) three weeks after the date of publication at the address specified under Clause 3 above

5. Late Applications



Any Application received after the deadline for submission of Applications indicated in Clause 4 above will be rejected and returned unopened to the Applicant.

PART D: Opening and Evaluation of Applications

1. Opening of Applications by CIYOTA.

The Procurement Committee of CIYOTA will open and shortlist the providers according to CIYOTA Procurement Policies and Guidelines.

2. Evaluation of Applications:

(a) CIYOTA will carry out the evaluation of proposals on the basis of their

responsiveness to:

- Legal Status.
- Tax and social security payments.
- Performance track record (for Applicants/Suppliers wishing to be retained)
- Financial Position – Presentation of copies of Audited reports for the last two years.
- Specific evaluation criteria for each category as indicated in Appendix C.

(b) Any application that fails to meet the requirements above will be considered unsuitable and shall be rejected at this stage. The Procurement Committee of CIYOTA shall notify the Applicant of the rejection of their application.

3. Clarification of Applications

During evaluation of the Applications, CIYOTA may, at its discretion, ask the Applicant for clarification on any part of their Application Documents.



The Applicant shall be instructed to reply to these requests for clarifications in writing within a specified time, addressing their responses to the Chairperson Procurement Committee of CIYOTA

Failure of an Applicant to respond to any requests for clarification shall result in the rejection of the concerned Applicant's bid.

4. Contacting

No Applicant shall contact CIYOTA on any matter relating to its application from the time of application opening to short listing of Applicants.

5. Confidentiality

Information relating to the evaluation of applications, and recommendation for short listing, shall not be disclosed to Applicants or any other persons not officially concerned with the said process until the notification of short listing is made to all Applicants.

From the deadline for submission of applications to the time of notification of the results of the short listing, any Applicant that wishes to contact the Procurement Committee of Habitat for CIYOTA on any matter related to the short-listing process, may do so but only in writing.

PART E: Short Listing

1. Notification to the Shortlisted Applicants

CIYOTA will notify all Applicants in writing that they have been shortlisted to provide works, services or supplies for the Financial Years 2026, 2027 & 2028.

2. Inspection

CIYOTA reserves the right to conduct a physical inspection of the premises of the Applicant at its own cost and discretion. If, after the inspection, it is deemed that the premises, physical structure and quality of service equipment is unsatisfactory, then



the Application will be rejected. CIYOTA reserves the right to verify any and all information submitted.

3. Currency

All monetary/financial information furnished, must be quoted in Uganda Shillings.

4. Changes in Qualifications of Applicants

Applicants and those subsequently shortlisted or conditionally shortlisted, shall inform CIYOTA of any material change in information that might affect their qualification status. Providers shall be required to update key shortlisting information at the time of bidding.

Prior to award of contract, the best evaluated bidder will be required to confirm its continued qualified status in a post-qualification review process.

