



1. Introduction

Transparency International Uganda (TI-Uganda) is the national Chapter of the global coalition against corruption, aiming to build a society that condemns corruption and demands accountability. To ensure efficient operations, TI-Uganda invites qualified firms to submit applications for prequalification to provide various office services.

2. Scope of Services

Interested firms are invited to apply for prequalification in one or more of the following categories:

- Stationery and Office Supplies
- ICT and Technical support
- Hotel and Event Services
- Office services & Maintenance
- Specialized Security Services
- Logistics and Travel
- Courier and Mail Services
- Media Branding and Communication
- Professional Services(Consultancy)

3. Objectives of Prequalification

- To establish a shortlist of reputable providers.
- To ensure compliance with the PPDA Act, 2003 (as amended) regarding integrity.
- To secure quality, timely, and cost-effective services.

4. Qualification Criteria (Mandatory)

Interested providers must submit:

- Certificate of Incorporation/Registration.
- Valid Trading License (2026).
- Valid Income Tax Clearance Certificate.
- VAT Registration Certificate.
- Evidence of valid specialized licenses (e.g., Security firms must have police clearance).
- List of current/past clients and at least three references.
- Profile outlining company capacity.

6. Submission Process

- **Deadline:** 20th May 2026.
- **Submission Method:** Electronic info@tiuganda.org as specified in the advertisement.
- **Contact:** Procurement Section, Cc:procurement@tiuganda.org.
- For Inquiries 0392001177

Detailed Services Required;

A. Office Services & Maintenance:

- a) Office Cleaning, Fumigation, and Sanitary Services.
- b) Repair and Maintenance of Office Equipment (Photocopiers, Printers, Computers).
- c) Generator Maintenance and Electrical Repairs.
- d) Office Security Services (Day & Night Guards, Alarm Response).
- e) Internet Services and Networking.

B. Logistics & Travel:

- a. Air Ticketing, Travel Management, and Accommodation Services.
- b. Car Hire and Ground Transportation Services.
- c. Motor Vehicle Repair and Maintenance.
- d. Customs Clearance Services.

C. ICT & Technical Services:

- a. Website and Application Development.
- b. Website Hosting and IT Support.
- c. Document Management/Archiving Services.
- d. Software Solutions and Licensing.

D. Media, Branding, & Communications:

- a. Design, Printing, and Publishing Services (Brochures, Annual Reports).
- b. Branding: Embroidery, Screen Printing, Hot Press.
- c. Promotional Items Supply (T-shirts, Caps, Bags, Pens).
- d. Video Production, Photography, and Graphic Design.

E. Professional Services (Consultancy):

- a. Legal Services.
- b. Audit Services.
- c. Human Resources, Recruitment, and Training Services.
- d. Translation/Interpretation Services.

F. Hotel & Event Services:

- a. Provision of Conference Facilities and Accommodation.
- b. Event Management and Catering.

Mandatory Documentation for Prequalification

To be prequalified, vendors must submit comprehensive documentation showing legal, financial, and operational capacity:

1. **Legal Status:** Certificate of Incorporation/Registration, Articles of Association, and Partnership Deed.
2. **Tax Compliance:** Valid Income Tax Clearance Certificate/Certificate of Tax Compliance from Revenue Authority (e.g., URA).
3. **Licenses:** Valid Trading License/Operating License.
4. **Company Profile:** A detailed profile, including organization structure and key staff CVs.
5. **Experience & References:** Evidence of past performance, such as copies of previous contracts, Job Orders, or Purchase Orders from at least 3 previous clients (specifically NGOs, UN agencies, or government organizations).
6. **Financial Capability:** Audited financial accounts for the last 2 years, bank statements, or a letter from a bank indicating creditworthiness.
7. **Ethical Compliance:** Signed statements on conflict of interest, anti-fraud, and anti-corruption policies.
8. **Site Evidence:** For security or maintenance, proof of a physical location (utility bill).

Key Selection Criteria

- a) **Experience:** Often a minimum of 2-3 years in the relevant business field.
- b) **Capacity:** Ability to deliver services or items at short notice.
- c) **Minimum Score:** A minimum pass mark (often 70% or higher) based on the documentation provided.
- d) **Safety/Quality:** ISO certifications or relevant quality assurance certificates are beneficial.