# SNV logo blue - rgb high resolution

**REQUEST FOR EXPRESSIONS OF INTEREST FOR VENDORS AND CONSULTANTS FOR THE SUPPLY OF GOODS, WORKS, NON-CONSULTANCY SERVICES AND CONSULTANCY SERVICES FOR THE FINANCIAL YEARS 2021-2023**

**TENDERER’S NAME:**

**SNV NETHERLANDS DEVELOPMENT ORGANISATION (UGANDA)**

**CATEGORY NAME:**

**GOODS, SERVICES, NON CONSULTANCY SERVICES AND CONSULTANCY SERVICES.**

**CATEGORY NUMBER: A,B,C,D**

**CLOSING DATE: 25th FEBRUARY 2021**

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**REQUEST TO SUBMIT EXPRESSIONS OF INTEREST FOR VENDORS AND CONSULTANTS FOR THE SUPPLY OF GOODS, WORKS AND NON-CONSULTANCY SERVICES OR CONSULTANCY SERVICES FOR THE FINANCIAL YEARS 2021-2023**

SNV Netherlands Development Organisation is a Dutch based International Development Organisation that provides market-based solutions for the poor through local institutions and organisations in 28 developing countries in Asia, Africa and Latin America.

Working in Agriculture, Energy, and Water, Sanitation & Hygiene, we have built a long-term, local presence in Asia, Africa and Latin America. Our global team of local and international advisors works with local partners to equip communities, businesses and organisations with the tools, knowledge and connections they need to increase their incomes and gain access to basic services – empowering them to break the cycle of poverty and guide their own development.

SNV Netherlands Development Organisation invites Vendors and Consultants to be prequalified for the supply of goods and provision of works, non-consultancy and Consultancy services, for the financial years 2021 – 2023 as per the below categories:

|  |  |  |
| --- | --- | --- |
| **CATEGORY REFERENCE NUMBER** | **CATEGORY** | **ELIGIBILITY** |
| **CATEGORY A** | **Supply and delivery of goods** |  |
| SNV-UG/PREQ/001/2021-2023 | Office stationery, toners & cartridges (Kampala, Mbarara, Arua, Lira and Fortportal) | OPEN |
| SNV-UG/PREQ/002/2021-2023 | Newspapers and Magazines (Kampala, Mbarara, Arua, Lira and Fortportal) | OPEN |
| SNV-UG/PREQ/003/2021-2023 | Computers, laptops, printers, scanners, photocopiers, Projectors, cameras & IT related accessories and equipment | OPEN |
| SNV-UG/PREQ/004/2021-2023 | Water dispensers & drinking water (Kampala, Arua, Mbarara, Lira and Fortportal) | OPEN |
| SNV-UG/PREQ/005/2021-2023 | Disposable items i.e. toiletries, detergents | OPEN |
| SNV-UG/PREQ/006/2021-2023 | General office Utilities and Consumables -water bowser services, Internet service providers, kitchen utensils and consumables. | OPEN |
| SNV-UG/PREQ/007/2021-2023 | Office furniture, office fittings and equipment | OPEN |
| SNV-UG/PREQ/009/2021-2023 | Petroleum products (Fuel, oil, lubricants for motor vehicles, motorbikes, generators and gas for kitchen use) | OPEN |
| SNV-UG/PREQ/010/2021-2023 | spare parts, tyres, tubes, batteries for motor vehicles and motorbikes (Kampala, Mbarara, Arua, Lira and Fortportal) | OPEN |
| SNV-UG/PREQ/011/2021-2023 | Design & Branding of promotional materials ; T-shirts, water bottles, note books, bags. | OPEN |
| SNV-UG/PREQ/012/2021-2023 | Supply and delivery of computer software and hardware | OPEN |
| SNV-UG/PREQ/014/2021-2023 | Farm input, equipment, fertilizers and farm Chemicals | OPEN |
| SNV-UG/PREQ/015/2021-2023 | Building Materials, Hardware tools, paints and fittings | OPEN |
| SNV-UG/PREQ/016/2021-2023 | Alternative energy products e.g. Solar Panels, Batteries, charge controllers, UPS, solar lighting products | OPEN |
| SNV-UG/PREQ/017/2021-2023 | Occupational safety equipment and accessories -Fire extinguishers. PPE | OPEN |
| SNV-UG/PREQ/018/2021-2023 | Electronic appliances and accessories Television sets, fridges, speakers, PA system | OPEN |
| SNV-UG/PREQ/019/2021-2023 | Supply of Borehole parts and water testing chemicals. | OPEN |
|  **CATEGORY B** | **Provision of Non-Consultancy Services** |  |
| SNV-UG/PREQ/023/2021-2023 | Courier Services i.e. Local and International courier services | OPEN |
| SNV-UG/PREQ/024/2021-2023 | Outside catering services and hire of tents and chairs | OPEN |
| SNV-UG/PREQ/025/2021-2023 | Accommodation and conferencing services (West Nile region, Northern Region, Ankole region, Tooro Region, Kampala, Wakiso, Entebbe areas). | OPEN |
| SNV-UG/PREQ/026/2021-2023 | Cleaning services, Fumigation & Landscaping services i.e. Garden maintenance services, Garbage collection services | OPEN |
| SNV-UG/PREQ/027/2021-2023 | Emergency response services – fire, alarm and ambulance services | OPEN |
| SNV-UG/PREQ/028/2021-2023 | Car hire and hired transport services (vans, buses, trucks and related services) | OPEN |
| SNV-UG/PREQ/029/2021-2023 | Clearing and forwarding services | OPEN |
| SNV-UG/PREQ/030/2021-2023 | Communication and Branding services -Public relations management, brand management, media monitoring, Media Buying, advertising, research, Specialised services - Writing, rapporteur, illustrations, Audio Visual and Entertainment Services (Emceeing, Photography, Videography) | OPEN |
| SNV-UG/PREQ/031/2021-2023 | Car wash services (Kampala, Lira, Mbarara, Arua and Fortportal) | OPEN |
| SNV-UG/PREQ/032/2021-2023 | Printing services i.e. bulk printing, bulk photocopying, bulk binding, bulk scanning (Kampala, Mbarara, Lira, Arua and Fortportal) | OPEN |
| SNV-UG/PREQ/034/2021-2023 | Repair, service and maintenance of IT and communication equipment - printers, laptops, phones and Ups, Photocopiers, cameras, tablets | OPEN |
| SNV-UG/PREQ/035/2021-2023 | Travel agency and related services -Air ticketing services, Travel insurance and International hotel bookings | OPEN |
| SNV-UG/PREQ/036/2021-2023 | Security services | OPEN |
| SNV-UG/PREQ/037/2021-2023 | Garages for the repairs and maintenance of vehicles, generators and motorbikes (Kampala, Mbarara, Arua, Lira and Fort portal) | OPEN |
| SNV-UG/PREQ/039/2021-2023 | Repair and preventative service of electrical appliances i.e. air conditioners, fridge, water pumps and related equipment. | OPEN |
| SNV-UG/PREQ/040/2021-2023 | Insurance brokerage services | OPEN |
| SNV-UG/PREQ/041/2021-2023 | Vehicle Tracking services | OPEN |
| SNV-UG/PREQ/042/2021-2023 | Auctioneering services | OPEN |
|  **CATEGORY C** | **Consultancy services** |  |
| SNV-UG/PREQ/043/2021-2023 | Legal Services | OPEN |
| SNV-UG/PREQ/045/2021-2023 | Audit services | OPEN |
| SNV-UG/PREQ/046/2021-2023 | IT and Related services including data handling and equipment maintenance services. | OPEN |
| SNV-UG/PREQ/047/2021-2023 | HR services including head hunting, team building | OPEN |
| SNV-UG/PREQ/048/2021-2023 | Business Development services | OPEN |
| SNV-UG/PREQ/049/2021-2023 | Baseline surveys and project closure assessment services | OPEN |
|  **CATEGORY D** | **Works** |  |
| SNV-UG/PREQ/050/2021-2023 |

|  |
| --- |
| Small Contractual Works -General office design, repairs and maintenance works -Electrical, Painting, Plumbing. |

 | OPEN |
| SNV-UG/PREQ/051/2020-2021 | Civil and Building Works contractors and Renovators -Building works, Architectural works and General construction works | OPEN |

Complete prequalification documents should be dropped in the tender box placed at:

SNV Netherlands Development Organisation

Plot 36 Luthuli rise,

Bugolobi

Or

SNV Netherlands Development organisation

Enyau road, Arua

Or

SNV Netherlands Development Organisation

Plot 10, Hajji Kisaka Road,

Mbarara

Or

SNV Netherlands Development Organsiation

Plot 3 Kabalega Road,

Lira

SNV Netherlands Development Organisation

Plot 2/4, Rwenzori Road,

Fortportal

So as to reach not later than **25th February 2021 at 10am.**

Successful applicants will be notified by email within 4 weeks from the date of closure of submission

# SECTION 1

## 1.0 INSTRUCTIONS TO BIDDERS

### 1.1 INTRODUCTION

The **PROCUREMENT COMMITTEE - SNV NETHERLANDS DEVELOPMENT ORGANISATION** would like to invite interested bidders, who must qualify by meeting the set criteria as provided by SNV, to perform the contract of supply and delivery of goods or provision of Works or non-consultancy or consultancy services

### 1.2 EOI OBJECTIVE

The main objectives of this part are to qualify vendors and consultants to supply and deliver assorted items and also provide services or works under relevant RFQs/ RFPs as and when required during the period ending December 2023

### 1.3 INVITATION TO SUBMIT AN EXPRESSION OF INTEREST

Vendors and Consultants registered with the Registrar of Companies under the Laws of Uganda for the respective supply and delivery of Goods, Works, Non-Consultancy and Consultancy services are invited to submit their EOI documents to the **PROCUREMENT COMMITTEE, SNV UGANDA** so that they may be pre-qualified forsubmission on RFPs/ RFQs. EOIs may be submitted in complete lots singly or in combination. SNV requires prospective Vendors or Consultants to supply mandatory information for the EOI.

### 1.4 EXPERIENCE

Prospective vendors and consultants must have carried out successful supply and delivery of similar goods/services/works to institutions of similar size and complexity as SNV. Potential vendors/ consultants must demonstrate the willingness and commitment to meet the EOI criteria.

### 1.5 EOI DOCUMENT

This document includes questionnaire forms and documents required of prospective vendors and consultants.

### 1.6 TENDER PROSPECTIVE

In order to be considered for the Request for EOI, prospective vendors and consultants must submit all the information requested herein.

### 1.7 SUBMISSION OF EOI DOCUMENTS

**One copy** of the complete EOI data and other information requested should besubmitted to reach SNV as hard copy documents, bound with no loose leaves and all pages serialized and stamped or initialled by the appointed authorised signatory to:

**THE PROCUREMENT COMMITTEE,**

**SNV NETHERLANDS DEVELOPMENT ORGANISATION - UGANDA**

**PLOT 36, LUTHULI RISE, BUGOLOBI**

**KAMPALA**

The category applied for should be clearly indicated on the envelope alongside with the Vendor’s/ Consultant’s company name as well as the statement **“DO NOT OPEN BEFORE 25th FEBRUARY 2021”**

### 1.8 QUESTIONS ARISING FROM DOCUMENTS

Questions that may arise from the Request for EOI documents should be directed to THE OPERATIONS MANAGER in the email address**ugandatenders@snv.org**, ***Not later than 12th February 2021.***

### 1.9 ADDITIONAL INFORMATION

**SNV** reserves the right to request submissionof additional information from prospective vendors/ consultants.

### 2.0 INVITATION TO PARTICIPATE IN FUTURE RFPs/ RFQs

RFP’S/RFQ’S will be made available soon after this EOI process is complete, only to those Vendors/Consultants whose qualifications pass this EOI by scoring 70 points and above.

# SECTION 2

## 2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

### 2.1 TAXES ON IMPORTED MATERIALS

The Vendor/ Consultant will have to pay custom duty and VAT as applicable for all imported materials to be supplied unless the item(s) is/are tax exempt.

Evidence of tax compliance should be provided

### 2.2 CUSTOMS CLEARANCE

The Vendor/ Consultant shall be responsible for custom clearance of their imported goods and materials.

### 2.3 CONTRACT PRICE

The contract shall be of unit price type or cumulative of computed unit price and quantities required as well as any taxes that may be accrued to the item or service. Quantities may increase or decrease as determined by demand and on the authority of the SNV’s accounting officer or procurement committee.

### 2.4 PAYMENTS

All local purchase shall be on credit of a maximum of thirty (30) days or as it may be stipulated in the contract agreement.

# SECTION 3

## 3.0 EOI DATA FORM INSTRUCTION

### 3.1 EOI DATA FORM

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 and PQ-8 are to be completed by prospective Vendors/ Consultants who wish to be included in SNV’s Roster of preferred Vendors/ Consultants for the specified category.

**INCOMPLETE APPLICATION**

Application forms that are not filled, serialized and duly stamped and submitted in the prescribed manner will not be considered. All documents that form part of the proposal must be written in English language and in legible ink.

### 3.2 QUALIFICATION

**TENDER DATA**

It is understood and agreed that the data on prospective bidders will be used by **SNV** in determining, according to its solejudgment and discretion, the qualifications of prospective bidders to perform in respect to the tender lots described by the client. It will be kept secure in line with SNV’s commitment to EU GDPR 2018, and only used for programming purposes. It will be destroyed after 7 years in line with data requirements.

**QUALIFICATION REQUIREMENTS**

Vendors or Consultants will not be considered qualified unless they possess capability, experience, qualified personnel and sustainability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods or non-consultancy/ consultancy services in the judgement of **SNV.**

### 3.3 ESSENTIAL CRITERIA FOR PRE-QUALIFICATION

**EXPERIENCE**

Vendors and Consultants shall have at least three (3) years’ experience in the supply of goods, works, non-consultancy or consultancy services and allied items. Potential Vendor/Consultant should show competence, willingness and capacity to service the contract.

Please note that, prospective Vendors/ Contractors require special experience and capability to organize supply and deliver items or services at short notice.

**PERSONNEL**

The names and pertinent information and the CVs of the key personnel for individuals or groups to execute the contract must be indicated in Form PQ3.

**FINANCIAL CONDITION**

The Vendor’s / Consultant’s financial condition will be determined by latest financial reports and or statements submitted with the EOI documents. Vendors can also present letters of reference from their bankers regarding their credit position. Potential Vendors/ Consultants will be pre-qualified on the satisfactory information given.

**PAST PERFORMANCE**

Past performance will be given due consideration in qualifying Vendors/Consultants. Letters of reference from past customers should be included in Form PQ5 where applicable.

### 3.4 STATEMENT

The application must include a sworn statement (Form PQ6) by the Vendor/Consultant ensuring the accuracy for the information given.

### 3.5 WITHDRAWAL OF RFP/RFQ

Should a condition arise between the time the firm has submitted their Quote / Proposal and the opening date which in the opinion of the SNV Uganda could substantially change the performance and qualification of the bidder or his ability to perform such as but not limited to bankruptcy, change in ownership or new commitment, SNV Uganda reserves the right to reject the proposal/ quote from such a bidder even though initially prequalified through the EOI.

### 3.6 OUTLINED SUPPLY AND DELIVERY PROCEDURES

The Vendor/Consultant should also submit a brief statement of supply and service delivery methods and procedures plans to be used to execute the contract in Form PQ2

### 3.7 EOI EVALUATION CRITERIA

|  |  |  |  |
| --- | --- | --- | --- |
| ***No*** | ***Information Required*** | ***Form Type*** | ***Point Score*** |
| 1 | Registration Document | PQ-1 | 20 |
| 2 | EOI data | PQ-2 | 5 |
| 3 | Supervisory Personnel | PQ-3 | 5 |
| 4 | Financial Position and Bank Details | PQ-4 | 15 |
| 5 | Past Experience | PQ-5 | 20 |
| 6 | Sworn Statement | PQ-6 | 5 |
| 7 | Confidential Questionnaire | PQ-7 | 20 |
| 8 | Litigation History | PQ-8 | 10 |
|  | **TOTAL** |  | **100** |

### 3.8 QUALIFICATION MARK

The qualification score of 70 points and above will lead to qualification.

#### FORM PQ-1 : EOI DOCUMENTATION

**All firms must provide in serialized pages:**

1. Copies of Certificate of Registration.
2. Copy of V.A.T Registration Certificate
3. Tax Compliance Certificate from Uganda Revenue Authority (Failure to produce this certificate to prove compliance will lead to automatic disqualification thus no further evaluation of the application)
4. Copies of TIN Certificates of firm/Company/Individual.
5. Copies of valid trading Licenses.
6. List of ongoing and previous Contracts/Projects (goods, services) in the past 3 years.
7. Bank references/ bank statements for last 2 years and bank details
8. CV, academic and professional certificates of key staff, latest authorized dealership letters (for specialized equipment like Computers, Printers, tablets etc.)
9. Statement to indicate willingness to provide goods and services on credit
10. Applicants should only apply in their areas of expertise

***Compulsory i.e. any applicant who does not indicate the credit period and/or who indicates any credit period less than 30 days shall be automatically disqualified). However this does not mean payment resultant from contracting shall be delayed for 30 days.***

#### FORM PQ-2 : EOI DATA

|  |
| --- |
| **Vendor/Contractor Identification** |
| Legal name of firm |  |
| Street and Address |  |
| City |  |
| Country |  |
| Telephone No.  |  |
| Contact Person |  |
| Title |  |
| **Business Information** |
| Management Personnel |  |
| MD |  |
| Director |  |
| General Manager |  |
| Treasurer |  |
| Other |  |
| Partnership (if applicable) |  |
| Name of partners |  |
| **Others**  |
| Enclose copy of the organization chart of the firm indicating the main fields of activities |



####

#### FORM PQ-3 : SUPERVISORY PERSONNEL (IF ANY)

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic qualification : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional qualification : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of service with Vendor/ Consultant

or position held : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supply or Service experience**

Name of client/customer : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of contract : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract value : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of contract : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title and responsibility in contract: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### FORM PQ-4 : FINANCIAL POSITION AND BANK DETAILS

**4.1** Attach a copy of audited or certified financial statements for last 2 years.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4.2** Provide the applicant’s bank details to SNV Uganda.

Account Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Number : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Branch : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Branch code : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank code : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Swift Code : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attach letters of reference from the banker regarding vendor/ consultant’s credit position.

#### FORM PQ-5 : PAST EXPERIENCE

**NAMES OF THE VENDOR/ CONSULTANT’S OTHER CLIENTS AND VALUES OF CONTRACTS/ORDERS IN THE LAST TWO YEARS**

CLIENT 1

Name of 1st client (organization)……………………………………………………………..…

Address of client (organization)……………………………………………………………………

Name of contact person at the client (Organization)……………………………….…..

Client Telephone Number……………………………………………………………………………

Value of contract…………………………………………………………………………………………

Duration of contract (Date)…………………………………………………………………………

CLIENT 2

Name of 2nd client (organization)……………………………………………………………..…

Address of client (organization)……………………………………………………………………

Name of contact person at the client (organization)……………………………….…..

Client Telephone Number……………………………………………………………………………

Value of contract…………………………………………………………………………………………

Duration of contract (Date)…………………………………………………………………………

CLIENT 3

Name of 3rd Client (organization)..……………………………………………………………..…

Address of client (organization)……………………………………………………………………

Name of contact person at the client (organization)……………………………….…..

Client Telephone Number……………………………………………………………………………

Value of contract…………………………………………………………………………………………

Duration of contract (Date)…………………………………………………………………………

Others:

……………………………………………………………………………………………………………….……………..

#### FORM PQ-6 : SWORN STATEMENT

Having studied the EOI information provided above we/I hereby state:

1. The information furnished in our application is accurate to the best of my/our knowledge.
2. That in case of being qualified we acknowledge that this grants me/us the right to participate in due time in the submission of a proposal or quotation on the basis of provisions in the RFP/RFQ documents to follow.
3. When the RFP/RFQ is issued and we find that the legal, technical or financial conditions or the contractual capacity of our firm has changed, we will come ourselves to inform you and acknowledge your right to review the Proposal/Quote made.
4. We enclose all the required documents and information required for the EOI evaluation.

Date: ……………………………………………………………………………………………..…………………..

Applicant’s Name: …………………………………………………………………………………..…………..

Represented by: ………………………………………………………………………………………………….

Signature: …………………………………………………………………………………….…………………….

Designation: ………………………………………………………………………………….…………..……….

(Full name and designation of the person signing and stamp or seal.)

#### FORM PQ-7 : CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2(a), 2(b) or 2(c) whichever applies in your type of business.

You are advised that it is a serious offence to give false information on this form.

|  |
| --- |
| **Part 1 – General**Business Name ……………………………………………………………………………………………………………………………… Location of Business Premises …………………………………………………………………………………………………….. Plot No. …………………………………………..… Street/Road ……………………………………………………………………Postal Address …………………………………………………………………. Tel No. ………………………………….………… Nature of business ………………………………………………………………………………………………………………….…….Current Trade Licence No. ………………………………………………….. Expiring date ………………………..……..Maximum value of business which you can handle at any one time Ugshs ………………………………… Name of your bankers ……………………………………………………….. Branch …………………………….…………… |
| **Part 2 (a) – Sole Proprietor**Your Name in full ………………………………………..…………………… Age ……………………………………… Nationality ……………………………………..……….. Country of origin ………………………………………..\* Citizenship details …………………………………………………………………………………..……………………… |
| **Part 2 (b) Partnership**Given details of partners as follows:

|  |
| --- |
|  Name Nationality Citizenship Details Shares |
| 1. …………………………………………………………………………………………………………
 |
| 1. …………………………………………………………………………………………………………
 |
| 1. …………………………………………………………………………………………………………
 |
| 1. …………………………………………………………………………………………………………
 |

 |
| **Part 2 (c ) – Registered Company**Private or Public ……………………………………………………………………………………………State the nominal and issued capital of company – (public companies only)Nominal Ugshs. Issued Ugshs. Given details of all directors as followsName Nationality Citizenship Details Shares1. ………………………………………………………………………………………………………………………………………………..2.………………………………………………………………………………………………………………………………..…………………3.……………………………………………………………………………………………………………………………………………………4. …………………………………………………………………………………………………………………………………..…………….. 5. …………………………………………………………………………………………………………………………………………………….\*If Ugandan citizen, indicate under citizenship details whether by Birth, Naturalization or Registration |
| Date …………………………………………………….. Seal/Signature of Candidate ……………………….. |
|  |

#### FORM PQ-8 : LITIGATION HISTORY

Provide any litigation or arbitration history.