



BWINDI MGAHINGA CONSERVATION TRUST

SOLICITATION DOCUMENT

FOR

**SHORT LISTING (PRE-QUALIFICATION) OF PROVIDERS FOR
WORKS, SERVICES AND SUPPLIES FOR 2026 – 2029.**

Issued: 20th August 2026.

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The short listing document is divided into:

- Part 1: General part
- Part 11: Instructions to Bidders.
- Part 111: Preparation of Applications
- Part 1V: Submission of Applications
- Part V: Opening and Evaluation of Applications
- Part V1: Short listing

Appendices:

- A. Application Submission Sheet.
- B. Statement of Requirements

PART I: GENERAL PART

1.1 Scope of Application.

- 1.1.1 Bwindi Mgahinga Conservation Trust (BMCT) invites applications for the shortlist of services and supplies described in Appendix B.
- 1.1.2 throughout this document
 - a) The “Applicant” means the bidder submitting an application; and
 - b) “Application” means a bid or submission to be short- listed.

1.2 Source of Funds.

- 1.2.1 BMCT has an approved budget from its various sources of funds towards the cost of the procurements described in Appendix B. the organization intends to use these funds for payments under the contract(s) resulting from the bidding for which this shortlist is conducted.

2.0 PART II: INSTRUCTIONS TO PROVIDERS.

2.1 Introduction.

BMCT will evaluate and shortlist all eligible companies for the provision of various services or supplies for the financial years 2026 -2029. Once a firm has been shortlisted, it will be invited, several times during the financial year, to submit a proposal/ quotation for the provision of some or all of the services or supplies. BMCT reserves the right to add similar types of works, services or supplies to the list in **Appendix B**

2.2 Objectives

BMCT invites sealed applications from reputable providers of services or supplies for the provision of various services or supplies years 2026 - 2029.

The list of items required during the above mentioned financial year is given in Appendix B. procuring and disposing entities should note that services and supplies are not restricted to those listed in **Appendix B**.

2.3 Eligible Applicants.

- 2.3.1 An 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:
 - a. Insolvent
 - b. In receivership;
 - c. Bankrupt; or
 - d. Being wound up.
- (c) The applicants' business activities have not been suspended;
- (d) The applicant is not the subject of legal proceedings for any of the circumstances in (b); and
- (e) The applicant has fulfilled his or her obligations to pay taxes.
- (f) The applicants must have been operational for more than 3 years.

- 2.3.2 An applicant shall be a natural person, private entity, Government owned entity, or any combination of them with the formal intent to enter into an agreement or under an existing agreement in form of a joint venture, consortium or association. In the case of a joint venture, consortium or association, unless otherwise specified in the **Application submission sheet**, all parties shall be jointly and severally liable.
- 2.3.3 An applicant shall be deemed to have the nationality of a country if the Applicant is a citizen, or is constituted, incorporated or registered and operates in conformity with the provision of the laws of that country.
- 2.3.4 The criterion shall also apply to the determination of the nationality of proposed subcontractors or providers for any part of the contract of the laws of that country.
- 2.3.5 Applicants shall not have a conflict of interest. All applicants found to be in a conflict of interest shall be disqualified. Applicants shall be considered to have a conflict of interest with one or more parties in short listing 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; or
 - d) Have a relation ship with each other, directly or through common third parties, that puts them in a position to have a access to information about or influence on the application of another applicant, or influence the decision of the procuring and disposing entity regarding this short listing process; or
 - e) Participated as a consultant in the preparation of the design or technical specifications of the services or supplies that are the subject of this short listing.
- 2.3.6 A firm shall submit only one bid in the same bidding process, either individually as a bidder or as a partner of a joint venture. No firm can be a sub contractor while submitting a bid individually or as a party of a joint venture in the same bidding process. A firm, if acting in the capacity of subcontractor in any bid, may participate in more than one bid, but only in that capacity. A binder who submits, or participates in, more than one bid will cause all the proposals in which the binder has participated to be disqualified.

2.3.7 Applicants with a record of child abuse/child protection issues shall be disqualified and not considered for this tender.

2.4 Cost of Applying,

1. The applicant shall bear all costs associated with the preparation and submission of its application to BMCT and BMCT will in no case be responsible or liable for all or any costs, regardless of the conduct or outcome of a short-listing process.
2. Prequalification bidding documents will be purchased by interested bidders from BMCT Kabale Office at Bwindi Trust House, Plot 4 Coryndon Road Makanga or Kampala Office at Bwindi Trust House Plot 1 Katalima, crescent Naguru Hill upon payment of a non-refundable fee of **UGX 50,000 (Fifty Thousand Shillings Only)** and payment will be by cash deposit to **Bwindi Mgahinga Conservation Trust (UGX), Account number 9030005620731 at any Stanbic Bank Branch**, bidders shall then submit bank deposit slips to the BMCT finance department at Kabale office and at the Kampala office upon which they will receive a receipt as confirmation of the funds on the account.
3. The bid documents can also be downloaded from www.bwinditrust.org

2.5 Clarification of Short-listing documents.

A prospective applicant requiring any clarification of the short-listing documents may notify BMCT in writing at the client's address indicated below. BMCT will respond in writing to any request for clarification on the short listing documents, which it receives no later than seven (7) days prior to the deadline for the submission of applications. Written copies of the BMCT response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective applicants that have received the short-listing documents.

For clarification purpose only, the organization's address is:

Attention:	BMCT , Bwindi Trust House
Street address	Plot 4 Coryndon Road, Makanga.
Town /city	Kabale.
Postal code /P. O. Box	1064, Kabale.
Country	Uganda.
Telephone	+256 486 435626/0782602382/0778653255
Email address:	<u>bmct@bwinditrust.org</u>
Website:	www.bwinditrust.org

2.6 Amendment of short-listing document.

2.6.1. At any time prior to the deadline for submission of application, the organization may amend the short listing document by issuing addenda.

- 2.3.8 Any addendum issued shall be part of the short listing document and shall be communicated in writing to all who have obtained the short listing document from organization.
- 2.3.9 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, the organization may, at its discretion, extend the deadline for the submission of applications.

3.0 PART III: PREPARATION OF APPLICATIONS.

3.1. Language of Application.

The Application prepared by the applicant, as well as all correspondences and documents relating to the application exchanged by the applicant and BMCT shall be written in English

3.2. Documents Establishing Applicant's Eligibility and Qualifications

The Applicant shall provide as part of its application, the documentary evidence of the applicants legal status, financial, technical and production capability to provide the services if a contract is awarded in the format provided in the application submission sheet. **(Forms A1- A7)**. Failure to provide the required information shall result into disqualification.

3.3. Format and Signing of Applications.

- 3.3.1. The applicant is requested to submit its bid documents (included in Annex A) in an envelope marked: **"Bid documents for the provision of services or supplies to BMCT for the financial year 2026 - 2029"** The envelope shall contain one (1) original copy.
- 3.3.2. The application shall be typed or written in indelible ink, and shall be signed by the applicant or a person or persons dually authorized to sign the bid documents. All pages of the application shall be initialed by the person or persons signing the application.
- 3.3.3. Any interlineations, erasures, or over writing shall be valid only if they are initialed by the person or persons signing the application.
- 3.3.4. All pages of the proposal **MUST** be numbered sequentially starting with page number one (1) being the cover page.

4.0 PART IV: SUBMISSION OF APPLICATIONS.

- 4.1. Sealing and labeling of Applications.
- 4.1.1. The short listing application shall be composed of one envelope marked "bid document for the provision of services or supplies".
- 4.1.2. For application submission purposes, only the organization's address is:

Attention:

Street address	c/o Procurement and Disposal Unit
Town /city	BMCT , Bwindi Trust House
	Plot 4 Coryndon Road, Makanga.
	Kabale.

Postal code /P. O. Box	1064, Kabale.
Country	Uganda.
Telephone	+256 486 435626/0782602382/0778653255
Email address:	bmct@bwinditrust.org
Website:	www.bwinditrust.org

Note: Applicants from Kampala can submit their documents to the Kampala office on the Address below;

Bwindi Trust House

Street address	Plot 1 Katalima Crescent, Naguru.
Town /city	Kampala.
Country	Uganda.
Telephone	+256-414534408

4.1.3. The envelope shall also indicate the name and address of the applicant to enable the application to be returned unopened in case it is declared “late”.

4.1.4. If the envelope is not sealed and marked as required by clause 4.1, BMCT we shall assume no responsibility for the applications mis placement or premature opening.

4.2. Deadline for Submission of applications.

Date: **11th September 2026.**

Time **5:00pm.**

Late Applications.

Any application received after the deadline for submission of applications prescribed by BMCT shall be rejected and returned unopened to the applicant

5.0 PART V: OPENING AND EVALUATION OF APPLICATIONS.

5.1. Opening of Applications by BMCT

5.1.1. BMCT shall read out the bids to applicants’ representatives who choose to attend, on the **16th September 2026 at 10:00 am.** The applicants’ representatives who are present shall sign a register as evidence for their attendance.

5.2 Evaluation of Applications:

BMCT will carry out the evaluation of proposals on the basis of their responsiveness to:

- Legal status (attach a certificate of incorporation)
- Tax Compliance.
- Financial Position-presentation of copies of Audited reports for the last two years.
- Specific evaluation criteria for each category will be conducted in accordance with the BMCT requirements.

Any application that fails to meet the requirements in 5.2 above will be considered unsuitable and shall be rejected at this stage. The organization shall notify the applicant of the rejection of their application.

5.3 Clarification of Application.

- 5.2.1 During evaluation of the Applications, BMCT may, at its discretion, ask the Applicant for clarification of its application. A request for clarification shall be signed and sent to a bidder by National Director and all requests for clarifications shall be copied to all bidders for information purposes only and noted in the evaluation report.
- 5.2.2 A bidder shall be instructed to a reply to clarification in writing within a specified time, addressing their responses to the head of the procurement and disposal unit.
- 5.2.3 The procurement and disposal unit shall ensure that all replies are promptly forwarded to the National Director.
- 5.2.4 Failure of a bidder to respond to a request for clarification may result in their rejection of its bid.

5.4 Contacting the Organization.

- 5.2.5 No applicant shall contact BMCT on any matter relating to its application from the time of application opening to short listing of applicants.
- 5.2.6 Any effort by the applicant to influence BMCT in its decisions on the application evaluation may result in the rejection of the application.

5.5 Confidentiality.

- 5.5.1 information relating to the evaluation of applications, and recommendations for short listing, shall not be disclosed to applicants or any other persons not officially concerned with such process until the notification of short listing is made to all applicants.
- 5.5.2 From the deadline for submission of applications the time of notification of the results of the short listing, any applicant that wishes to contact the organization on any matter related to the short listing process, may do so but only in writing.

6.0 PART V1: SHORT LISTING.

6.1 Notification to the Short-listed Applicants

BMCT will notify all applicants in writing by registered letter or by phone provided by the applicant or cable that they have been short listed to provide works, services or supplies for the financial year.

6.2 Inspection.

BMCT 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 physical structure and qualified of service equipment is unsatisfactory, then the application will be rejected. The procuring and disposing entity reserves the right to verify all information submitted.

6.3 Currency.

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

6.4 Changes in Qualifications of Applicants

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

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

ANNEX A: FOAM A1: APPLICATION SUBMISSION SHEET

Date: {insert day, month, year}

To: [insert full name of the organization]

We, the undersigned declare that:

- a) We have examined and have no reservations to the bid document, including Addenda No:..... [Insert the number and issuing date of each Addenda].
- b) We hereby apply to be short listed for the following services or supplies.

Reference Number	Description of works, services of supplies

- c) We , include any subcontractors or providers for any part of the contracts resulting from this short listing process, are eligible to participate in public procurement ;
- d) We, include any subcontractors or providers for any part of contract or contracts resulting from this short listing process , have nationals from the following eligible countries *[insert the nationality of the Applicant, including that of all parties in case of a joint venture and the nationality of any subcontractors, if applicable];*
- e) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short listing process do not have any conflict of interest, and are not associated, nor have been associated in the past, direct or indirectly, with the consultant or any other entity that has prepared the design or technical specifications of the supplies.
- f) We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the short listing process, corresponding bidding process or execution of contract; *[insert complete name of each Recipient, their full address, the reason for which each commission or gratuity was paid and the amount and currency of Each such commission or gratuity. If none has been paid or is to be paid, indicate "none"]*
- g) We understand that you amend the scope and value of any contracts to be bid or cancel the short listing process at any time and that you are neither bound to accept any application that you may receive nor to invite the short listed applicants to bid for the contract or

contracts, which are the subjects of this short listing, without incurring any liability to the Applicants;

- h) We understand that qualified information will be subject to verification through a post – qualification process prior to any award of contract:
- i) We hereby authorize your authorized representatives, to conduct any enquires 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 you to verify statements and information provided in this application.

Signed: *[signature of person whose name and capacity are shown below]*

Name: *[insert complete name of person signing the application]*

In the capacity of *[insert legal capacity of person signing the application]*

Duly authorized to sign the application for and on behalf of *[insert complete name of applicant / joint venture.]*

Dated on _____ Day of _____, _____ *[insert date of signing]*

FORM A2: APPLICANT INFORMATION SHEET.

STRUCTURE AND ORGANISATION

1. Name of Company:

[Insert full legal name]

Physical Address:

Telephone number:

Telefax number:

Email:

-
2. Description of the company's activities

-
3. Number of years of experience in the provision of works, service or supplies under reference

4. In case of joint venture, the following documentation shall be required for each member of the joint venture.
- a. A copy of the bidder's Trading license 2026;
 - b. A copy of the bidder's Certificate of Registration or equivalent;
 - c. A copy of the bidder's transactional or annual income tax clearance certificate or equivalent.
 - d. A copy of the bidder's VAT registration.
 - e. Power of Attorney of the signatory (ies) of the bid authorizing signature of the bid on behalf of the joint venture.
 - f. A certified copy of the joint Venture Agreement, which is legally binding on all partners, showing that all partners shall be jointly and severally liable and one of the partners will be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of any of any and all partners of the joint venture.

The Applicant's authorized representative for information is:

Name: [insert full legal name]

Address: [insert street / number / town or city/ country]

Telephone / Fax numbers [insert telephone / fax numbers, including country and city codes]

E-mail address: [indicate e-mail address]

-
5. Describe your company's access from other sources (name the source companies) to works, services or supplies it does not carry out or does not in stock, and the delivery schedule in these cases
6. What is the time schedule of providing and completing the services or supplies being applied for.

-
7. Please indicate here or attach an organization chart showing the company structure indicating key personnel

-
8. What are the specific types of equipment / vehicles that the company is certified to work

Motor vehicle’s maintenance etc

FORM A3: FINANCIAL STATEMENT

- 1. Share capital
 - Authorized share capital
- 2. Annual value of business undertaken in the last three years

Year	2023	2024	2025
Turn over			

- 3. Approximate value of current work related to this type of works, services or supplies

- 4. **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 short listing. Please list all the attachments below.

- 5. Name and address of Bankers from which references can be obtained and authority to seek references.

FORM A4: RESOURCES: PERSONNEL

1. Number of staff
 - Management
 - Technical staff
 - Support staff
2. Please list the present key personnel and management staff

Name	Qualification	Years of relevant experience

FORM A5: RESOURCES: PROVIDERS EQUIPMENT AND FACILITIES

On the basis of the information provided in the short listing 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 will be purchased.

The following facilities and structures are available at the Applicants work shop

FORMA6: EXPERIENCE: RELEVANT PROJECTS COMPLETED

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

Name Employer	Description of Contracts	Total Contract Price	Date of Completion

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.

EXPERIENCE CURRENT RELEVANT CONTRACTS

Please fill in information about the current relevant contracts being executed

Name Employer	Description of Contracts	Contract Price	Value completed and certified

Enclose a copy of the memorandum of Association or its equivalent. A separate list of Directors / Partners should be attached. A joint agreement should be attached where applicable.

	FORM A7: LEGAL STATUS
1.	Enclose a copy of the memorandum of Association or its equivalent. A separate list of Directors / Partners should be attached. A joint agreement should be attached where applicable.
2.	Enclose a copy of the Certificate of Incorporation or its equivalent.
3.	Enclose a copy of Power of Attorney to the Signatory of the short listing document registered by the Registrar of Companies or written authorization to submit the application.
4.	Enclose a Transactional Tax Clearance Certificate addressed to BMCT, for this particular purpose. BMCT shall only accept original tax clearance certificates. • Enclose an Annual Tax clearance for the previous year. • Attach a copy of VAT Registration Certificate/Certificate of Registration.
5.	Please enclose a copy of a trading License for the current year <u>2026</u> .
6.	Please enclose a copy of your firm's insurance policy coverage (applicable to motor vehicle maintenance, repair of office equipment , etc.
7.	Please enclose a copy of your firm's ISO or other assurance certificate, if any.
8.	
9.	The Bidder should be registered on the Electronic Fiscal Receipting and Invoicing System (EFRIS) by Uganda Revenue Authority if they do not meet this requirement then evidence must be submitted for consideration.

ANNEX B: STATEMENT OF REQUIREMENTS.

(A)GOODS/SUPPLIES.

CODE.	SUPPLIES-LOT 1
BMCT/Supls/0001	Supply of Building Materials and Tools (Hardware items).
BMCT/Supls/0002	Supply of Assorted Household and Cleaning Materials.
BMCT/Supls/0003	Supply of Computers, Consumables and Accessories.
BMCT/Supls/0004	Supply of Electrical Consumables and solar installation
BMCT/Supls/0005	Supply of Firefighting Equipment and Spares.
BMCT/Supls/0006	Supply of Newspapers.
BMCT/Supls/0007	Supply of Generators and Accessories.
BMCT/Supls/0008	Supply of Printers, Printer Consumables and Accessories
BMCT/Supls/0009	Supply of Tyres, Tubes and Batteries.
BMCT/Supls/0010	Supply of Liquid Petroleum Gas (LPG),
BMCT/Supls/0011	Supply of Office Furniture and Fittings.
BMCT/Supls/0012	Supply of Assorted Office Stationery and Consumables.
BMCT/Supls/0013	Supply of Petroleum Products and Lubricants.
BMCT/Supls/0014	Supply and Installation of Computer Software
BMCT/Supls/0015	Supply of School Uniforms, Curtains, Corporate wear.
BMCT/Supls/0016	Supply of Plumbing Materials.
BMCT/Supls/0017	Supply of Branded Items.
BMCT/Supls/0018	Supply of Motorcycles and Accessories.
BMCT/Supls/0019	Supply of Printed Materials.
BMCT/Supls/0020	Supply of Fabricated Furniture and Accessories.
BMCT/Supls/0021	Supply of Agricultural Items and Animals.
BMCT/Supls/0022	Supply and Installation of Intruder Alarm Systems, CCTV Cameras and Accessories.
BMCT/Supls/0023	Supply and Installation and Setup of Local Area Networks.
BMCT/Supls/0024	Supply of Motor Vehicles and Accessories.
BMCT/Supls/0025	Supply of Motorcycles and Accessories.
BMCT/Supls/0026	Supply of Assorted Start Up Kits (Sewing Machines, Tool Boxes Construction tools)
BMCT/Supls/0027	Supply of Signage Products.
BMCT/Supls/0028	Supply of Office Equipment and Accessories.
BMCT/Supls/0029	Supply of General Merchandise.
BMCT/Supls/0030	Supply of Agricultural inputs, seeds and seedlings
BMCT/Supls/0031	Supply of Agricultural tools and implements
BMCT/Supls/0032	Supply of MDD Costumes and equipment

(B)SERVICES

CODE	SERVICES-LOT 2
BMCT/Svcs/0001	Provision of Outside Catering Services.
BMCT/Svcs/0002	Provision of Advertising, Public Relations and Media Services.
BMCT/Svcs/0003	Provision of Cleaning and Garbage collection Services.
BMCT/Svcs/0004	Provision of Computer Repair and Maintenance Services.
BMCT/Svcs/0005	Provision of Human Resources Consultancy Services.

BMCT/Svcs/0006	Provision of Generator Repair and Maintenance Services.
BMCT/Svcs/0007	Provision of Photo Printing Services/Photography Services.
BMCT/Svcs/0008	Provision of Architectural Consultancy Services.
BMCT/Svcs/0009	Provision of Works supervision Consultancy Services.
BMCT/Svcs/0010	Provision of Courier services.
BMCT/Svcs/0011	Provision of Asset Tagging and Software Management Services.
BMCT/Svcs/0012	Provision of Grass cutting landscaping, gardening and compound maintenance services.
BMCT/Svcs/0013	Provision of Security /Guarding services.
BMCT/Svcs/0014	Provision of IT Equipment Servicing, Repair and Maintenance.
BMCT/Svcs/0015	Provision of Hotel, conference facilities and accommodation Services.
BMCT/Svcs/0016	Provision of electrical equipment Maintenance and repair Services.
BMCT/Svcs/0017	Provision of office tools and equipment maintenance and repair Services.
BMCT/Svcs/0018	Provision of Motor vehicle hire services (Schools and Office).
BMCT/Svcs/0019	Provision of Printing art and design (i.e. T-shirts, calendars, banners etc.)
BMCT/Svcs/0020	Provision of Vehicle Repair and Maintenance Services.
BMCT/Svcs/0021	Provision of Insurance services- Property
BMCT/Svcs/0022	Provision of Medical Insurance services
BMCT/Svcs/0023	Provision of Plumbing and Sewerage System Maintenance Services.
BMCT/Svcs/0024	Provision of Audit and other Assurance Services.
BMCT/Svcs/0025	Provision of Audio and Video Production Services (Documentaries e.tc.)
BMCT/Svcs/0026	Provision of Consultancy Services (Baseline, Midterm, Assessments, End line Evaluations, Research).
BMCT/Svcs/0027	Provision of Internet Services
BMCT/Svcs/0028	Provision of Graphic Design Services.
BMCT/Svcs/0029	Provision of legal services (retainer)

(C) WORKS.

CODE.	WORKS-LOT 3
BMCT/Wrks/001	Mechanical works.
BMCT/Wrks/002	Electrical works.
BMCT/Wrks/003	Minor Civil works.

NOTE: Existing vendors must re-apply.

3.3 Site visits

3.3.1 BMCT will nominate site inspection Team to make a physical checkup of the recommended firms by the evaluation team. The following will be key aspects that will be considered;

- a. Accessibility of the firm by motor vehicles etc
- b. Inventory levels of the items the firms intend to supply; where feasible.
- c. Confirmation of availability and functioning of the communication facilities.

3.3.2 Failure to satisfy the sight inspection requirements shall lead to the disqualification of the firm from the short list.