**19thJULY 2022**

**SUPPLIER PRE-QUALIFICATION 2022-2024.**

The Association of Ambulance Professionals Uganda (AAPU) Ltd is an umbrella body that brings together all Pre-hospital Emergency Medical Services providers in Uganda. We operate to represent and serve emergency medical services (EMS) practitioners through advocacy, education programs (Trainings), coordination of emergency responses in times of disaster and conducting research.

The Association of Ambulance Professionals Uganda (AAPU) Ltd is a registered company (Limited by Guarantee) by the Uganda Registration Services Bureau (URSB). AAPU was incorporated (Under section 18(3) of the Companies Act 2012) on 23rd June 2017.

AAPU hereby invites suitably qualified suppliers to submit sealed bid applications for prequalification of suppliers for the categories listed below.

**CATEGORY DESCRIPTION**

1. Supply of branded Visibility, promotional Materials and Printing services(banners, posters, receipt books, Brochures, Business cards etc )
2. Supply of office Stationery and other office supplies (Cartridge, Packing tape, Highlighters, Office glue, Flip charts etc.)
3. Supply of Medical supplies and Sundries (Gloves, Goggles, coverall, bandages, Gumboots, Disinfectants etc.)
4. Supply of Training Equipment (Mannequins, Lifting sheets, Scoop Stretchers, Spine board, Cervical Collars etc.)
5. Provision of car rental services (Town running and upcountry)
6. Provision of Ambulance Hire services
7. Provision of Hall hire services (Lwengo District)
8. Provision of catering services (Lwengo District)
9. Provision of Accommodation, conference and catering services (Kampala, Masaka, Lwengo, Mbarara, Kasese, Mbale, Fortportal, Soroti, Gulu, Lira and Arua)
10. Provision of outside catering services for staff meals and refreshments.(Kampala)
11. Supply of Simulation Items (Accident simulation supplies such as *blood*, Glucose and honey syrup, glycerin etc.)
12. Supply of Office furniture.
13. Supply and repair of Computers and other IT Accessories (including EPBX system, Television set, Heavy voltage cable with at least 6 power outputs)
14. Provision of Security services.
15. Provision of Insurance services (health, vehicle and GPA cover)
16. Provision of IT Consultancy services (including Website design and maintenance, network cabling services, Leased line, data services etc )
17. Provision of Consultancy services (Development of working documents)
18. Provision of Legal retainer services (Preferably providing both legal and tax)
19. Provision of Audit services (Preferably providing both legal and tax)
20. Supply of Groceries and general household Items (Kampala wholesalers).
21. Provision of Photography and videography services(Kampala, Masaka, Lwengo, Mbarara, Kasese, Mbale, Fortportal, Soroti, Gulu, Lira and Arua )
22. Provision of Office cleaning services.
23. Provision of Handyman services (electrical, plumbing, furniture repairs etc.)
24. Provision of Asset tagging / engraving services
25. Provision of Courier services national and international.
26. Supply and maintenance of electronics and other house-hold appliances.

**All applications must contain the following documents:**

* A copy of the Bidder’s Trading license or equivalent for 2022.
* A copy of the Bidder’s Certificate of Registration or incorporation.
* Power of Attorney of the signatory (ies) of the bid authorizing signature of the bid on behalf of the joint venture.
* Duly signed pre-selection questionnaire annex one.
* Updated Company profile

**The documents below are optional although will have an added advantage**

* A copy of the Bidder’s valid income tax clearance certificate or equivalent.
* A copy of the Bidders VAT registration or equivalent.
* A copy of the bidder’s PPDA certificate.

Interested applicants who qualify can request for the solicitation document from our website on [www.aapug.org](http://www.aapug.org). The exercise will run from **20th July** to **8TH August 2022** at **4:00pm**. For hand delivery, the applications must be clearly labelled and sealed “Application for provision of (indicate category Name and Number)” and registered at our in offices, Second floor, Suit 2B room 1, Arches Building Plot 913/938, Kisaasi - Kyanja road Kisaasi and addressed to the Head Procurement and Logistics. By email, the application saved in pdf must be addressed to aapuganda@gmail.com and indicate “Application for provision of (indicate category Name and Number)” as the subject by **8TH August 2022** at **4:00pm**.

**Important note to the bidders;**

1. Bid documents are accessed at a non-refundable fee of UGX. 30,000 payable through the available payment options via this link [www.aapug.org](http://www.aapug.org)
2. A receipt will be issued from AAPU finance department. The receipt must be attached to the first page of the sealed bid document. No bid will be evaluated/accepted without a valid receipt of payment of UGX. 30,000.
3. Do not write the name of your company on the envelop top.
4. We require only one copy of your bid (original)
5. Ensure your bid is registered during the submission.
6. Each item category e.g. supply of medical materials and supply of training equipment etc. should be bid for separately.
7. Successful bidders will be contacted within a period of 4 weeks after the closing date,
8. Late submissions will be rejected / not evaluated.

**NB:Deadline for submission was extended from 1st August 2022 to 8th August 2022.**

1. This is only an invitation for pre-selection / Submission of application and does not result in any contractual relationship between the bidder and AAPU.

All inquiries should be sent in writing to aapuganda@gmail.com Tel: +256-785-255806 /+256 - 776576670