



11th February 2025

SUPPLIER PRE-QUALIFICATION 2025-2027.

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 (Training), 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 and Design of IEC materials
3. Supply of office Stationery and other office supplies (Cartridge, Packing tape, Highlighters, Office glue, Flip charts etc.)
4. Supply of Medical supplies, Sundries and Training Equipment (Gloves, Goggles, coverall, bandages, Gumboots, Disinfectants, 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 (Mbarara health region and Kampala District)
8. Provision of catering services (Mbarara health region and Kampala District)
9. Provision of Accommodation, conference and catering services (Kampala, Mbarara city, Mbarara District, Isingiro, Rwampara, ntugamo, Sheema, Bushenyi, Buhweju, Mitooma, Rubirizi, Kazo, Kiruhura and Ibanda,)
10. Provision of outside catering services for staff meals and refreshments. (Kampala)
11. Supply of Simulation Items (Accident simulation supplies such as artificial blood, Glucose and honey syrup, Glycerine 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 videography and live stream services(Kampala, and Mbarara,region)
21. Provision of Office cleaning services and Handyman services (electrical, plumbing, furniture repairs, fumigation etc.)
22. Provision of Asset tagging / engraving services
23. Hire of tents, PA, Decoration and other accessories(events management services)
24. Provision of Office cleaning services and Handyman services (electrical, plumbing, furniture repairs, Provision of Courier services national and international.
25. Supply and maintenance of electronics and other house-hold appliances.
26. Provision of HR Consultancy services.

All applications must contain the following documents:

- A copy of the Bidder's trading license or equivalent for 2025.
- 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
- Bank details

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. The exercise will run from 11th Feb to 24th February 2025 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, in Zzana-Bunamwaya P.O. Box 144127, Kampala, Block 265 Plot 63 Zzana addressed to the Head, Procurement and Logistics and by email. For online, the application saved in pdf must be addressed to procurement@aapug.org and copied to aapuganda@gmail.com and indicate "Application for provision of (indicate category Name and Number)" as the subject by 24th February 2025 at 4:00pm. An email acknowledging receipt of application will be automatic registration of the same.



Important note to the bidders submitting physically;

1. Bid documents are accessed at a non-refundable fee of UGX. 50,000 payable through the available payment options via this link www.aapug.org
2. A receipt will be issued from AAPU finance department physically. 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. 50,000.
3. Do not write the name of your company on the envelop.
4. We require only one copy of your bid (original)
5. Ensure your bid is registered during the submission.
6. Each item category 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.
9. This is only an invitation for pre-selection / Submission of application and does not result in any contractual relationship between the bidder and AAPU.

Important note to the bidders submitting online;

1. Bid documents are accessed at a non-refundable fee of UGX. 50,000 payable through the available payment options via this link www.aapug.org
2. A receipt will be issued from AAPU finance department online. The receipt must be attached to the application as one pdf document. No bid will be evaluated/accepted without a valid receipt of payment of UGX. 50,000.
3. An email acknowledging receipt of application will be automatic registration of the same.
4. Each item category should be bid for separately.
5. Successful bidders will be contacted within a period of 4 weeks after the closing date,
6. Late submissions will be rejected / not evaluated.
7. 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 procurement@aapug.org and Copied to aapuganda@gmail.com Tel: +256-785-255806