



NILE BASIN INITIATIVE
INITIATIVE DU BASSIN DU NIL

**PRE-QUALIFICATION/REGISTRATION OF
SUPPLIERS/CONTRACTORS**

**PROVISION OF GOODS, SERVICES AND WORKS
YEARS 2026-2027 AND 2027-2028**

CLOSING DATE: 24th April, 2026

TENDER NOTICE

Nile Basin Initiative (NBI) Secretariat has received funds from Member countries, and intends to apply part of the proceeds towards the cost of prequalifying providers Services, Works and Goods to be procured the Financial Years; 2026 – 2027, 2027 – 2028.

Nile Basin Initiative now invites suitably interested and qualified Suppliers and Service Providers to submit applications for prequalification for the supply of goods, works and services listed below;

	CATEGORY 1:	GOODS
	CODE	ITEM
1.	NBI/SPLS/PQ/22-25/01	Assorted Office Stationery & Supplies
2.	NBI/SPLS/PQ/22-25/02	IT Equipment: Computer Hardware, Consumables & Accessories (Desktops, Laptops, Projectors, AV Equipment, tablets etc)
3.	NBI/SPLS/PQ/22-25/03	Office Equipment A: Photocopiers, Scanners, Plotters, Printers, their consumables and accessories
4.	NBI/SPLS/PQ/22-25/04	Office Equipment B: PABX, Telephones & Video conferencing equipment
5.	NBI/SPLS/PQ/22-25/05	Firefighting equipment, their consumables and accessories
6.	NBI/SPLS/PQ/22-25/06	Motor Vehicle Tyres and Batteries
7.	NBI/SPLS/PQ/22-25/07	Furniture & Fittings and Curtain / Blinds
8.	NBI/SPLS/PQ/22-25/08	Supply of Air Conditioners, their accessories and consumables
9.	NBI/SPLS/PQ/22-25/09	Supply & Maintenance of Generators
10.	NBI/SPLS/PQ/22-25/10	Supply and Servicing of Security Systems (CCTV, Access Control e.t.c
11.	NBI/SPLS/PQ/22-25/11	Supply of Computer Software and Licenses
12.	NBI/SPLS/PQ/22-25/12	Supply & Installation of Network & datacenter Equipment
13.	NBI/SPLS/PQ/22-25/13	Supply of toner Cartridges (original suppliers with manufacturer authorization)
14.	NBI/SPLS/PQ/22-25/14	Supply of Stationary & office supply
15.	NBI/SPLS/PQ/22-25/15	Supply & maintenance of Power backup systems, solar equipment & their consumables
16.	NBI/SPLS/PQ/22-25/15	Supply of Motor vehicles
	CATEGORY 2:	SERVICES
	CODE	ITEM
1	NBI/SRVCS/PQ/22-25/01	Air Ticketing Service
2	NBI/SRVCS/PQ/22-25/02	Security Service
3	NBI/SRVCS/PQ/22-25/03	Cleaning Service
4	NBI/SRVCS/PQ/22-25/04	Insurance: Medical & Workman Compensation, Vehicle, Office Equipment, Travel, Furniture & Fixtures, Land and Buildings
5	NBI/SRVCS/PQ/22-25/05	Printing Services
6	NBI/SRVCS/PQ/22-25/06	Individual Graphic Designers
7	NBI/SRVCS/PQ/22-25/07	Repair & Maintenance of Office Equipment: Computers, Photocopiers, Printers, Scanners etc.

8	NBI/SRVCS/PQ/22-25/08	Vehicle Repairs & Maintenance
9	NBI/SRVCS/PQ/22-25/09	Servicing & Maintenance of Air Conditioners
10	NBI/SRVCS/PQ/22-25/10	Outside Catering
11	NBI/SRVCS/PQ/22-25/11	Clearing & Forwarding
12	NBI/SRVCS/PQ/22-25/12	Courier and Postage services
13	NBI/SRVCS/PQ/22-25/13	Surveying & Valuation Services
14	NBI/SRVCS/PQ/22-25/14	Engraving, Signage & Embossing Services
15	NBI/SRVCS/PQ/22-25/15	Fumigation Service
16	NBI/SRVCS/PQ/22-25/16	Gardening Services
17	NBI/SRVCS/PQ/22-25/17	Hotel Services
18	NBI/SRVCS/PQ/22-25/18	Event Management Services
19	NBI/SRVCS/PQ/22-25/19	Vehicle Hire & Transport Services
20	NBI/SRVCS/PQ/22-25/20	Documentary & Filming Services
21	NBI/SRVCS/PQ/22-25/21	Supply of Branded Promotional Materials
22	NBI/SRVCS/PQ/22-25/22	IT Networking (cabling, fault tracing , configuration) Ethernet & fibre
23	NBI/SRVCS/PQ/22-25/23	Virtual Meeting services & Livestreaming
24	NBI/SRVCS/PQ/22-25/24	Engineering & Architectural Services
	CATEGORY 3:	LONG TERM INDIVIDUAL CONSULTANTS
	CODE	ITEM
1.	NBI/ CON/PQ/22-25 /001	Graphic Designer
2.	NBI/ CON/PQ/22-25 /002	Technical Editor
3.	NBI/ CON/PQ/22-25 /003	Simultaneous French / English / French interpreters
4.	NBI/ CON/PQ/22-25 /004	English / French / English Document Translator
5.	NBI/ CON/PQ/22-25 /004	Arabic / English / Arabic Translators
	CATEGORY 4:	WORKS (FIRMS)
	CODE	ITEM
1.	NBI/ WRKS / PQ/22-25 /001	Provision of electrical works and installation
2.	NBI/ WRKS / PQ/22-25 /002	Provision of plumbing works
3.	NBI/ WRKS / PQ/22-25 /003	Provision of mechanical works
4.	NBI/ WRKS / PQ/22-25 /004	Civil works

1. PRE-QUALIFICATION INSTRUCTIONS

2.1 Introduction

Nile Basin Initiative Secretariat (NBI) referred to as the “Company” would like to invite interested Suppliers & Service Providers who must qualify by meeting the set criteria as provided by the Nile Basin Initiative Secretariat to perform the contract of supply and delivery or provision of goods and services to the NBI.

2.2 Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services under relevant tenders/quotations to Nile Basin Initiative Secretariat as and when required during the stated period.

2.3 Invitation for Pre-qualification

Suppliers registered with Registrar of Companies under the Laws of Uganda in respective merchandise or services are invited to submit their Pre-Qualification documents to Executive Director –Nile Basin Initiative Secretariat so that they may be pre-qualified for submission of quotations. Bids will be submitted in complete lots singly or in combination. The prospective suppliers are required to supply mandatory information for pre- qualification.

2.4 Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of similar items/services to Government/Corporation/ NGOs/ institutions of similar size, nature and complexity to Nile Basin Initiative. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

2.5 Pre-qualification Document

This document includes questionnaire forms and documents required of prospective suppliers. To be considered for pre-qualification, prospective suppliers must submit all the information herein requested and any bidder who does not meet all the relevant **mandatory requirements** will be disqualified

Note 1: All the documents should be bound and paginated.

Note 2: Bidders will submit one original and three (3) copies.

Note 3: Bid Document is not for Sale

2.6 Distribution of Pre-qualification Documents

All pre-qualification bid documents shall be submitted physically to:

**Executive Director,
Nile Basin Initiative**
Attn: Procurement Officer
Plot 12, Mpigi Road,
P.O Box 192,
Entebbe-Uganda
Room No. B-08

Email: embonye@nilebasin.org

Tel: +256 772 507958

Not later than FRIDAY, 24th APRIL, 2026 at 11.00 A.M

2.7 Questions Arising from Documents

Interested eligible bidders may obtain any further information required from the Procurement Office at the address given above or email from 9:00 a.m – 4.00 p.m, dating from 26th March - 20th April, 2026.

2.8 Additional Information

Nile Basin Initiative Secretariat reserves the right to request submission of additional information from prospective bidders.

2.9 Request for quotations

Only those bidders whose qualifications are accepted by Nile Basin Initiative Secretariat at the disclosure of the tender committee after the completion of the pre – qualification process.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

3.1 Taxes on Imported Materials

Nile Basin Initiative Secretariat is exempted from any tax on directly imported items registered in its name, however the normal practice is to pay all taxes and request for refunds from the tax authorities.

3.2 Customs Clearance

The Suppliers / contractors shall be responsible for custom clearance of their imported goods and materials.

3.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Executive Director or Tender Committee. Prices quoted should be inclusive of all delivery charges and valid for atleast 90 days except for unique items like air tickets.

3.4 Payments

All local purchase shall be on credit of a minimum of forty five (45) days or as may be stipulated in the Contract Agreement.

3.5 The planned procurement schedule is as follows:

Activity	Date
a. Publish bid notice	26 March, 2026
b. Bid closing date	24 th April, 2026
c. Evaluation process	28 th April– 15 th May, 2026
d. Display and communication of best evaluated bidder notice	20 th May , 2026

3. PRE-QUALIFICATION DATA INSTRUCTIONS

4.1 Pre-Qualification Data Forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, PQ-8, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of tender for specific tenders.

- 4.1.1** The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and in ink.

4.2 Qualification

- 4.2.1** It is understood and agreed that the pre-qualification data on prospective bidders is to be used by Nile Basin Initiative Secretariat in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

- 4.2.2** Prospective bidders will not be considered qualified unless in the judgment of Nile Basin Initiative Secretariat they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

4.3 Essential Criteria for Pre-qualification

- 4.3.1 (a) Experience:** Prospective bidders shall have at least 2 years' experience in the supply of goods, services and allied items in case of potential supplier/contractor should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

4.3.2 Personnel / Individual Consultants

The names, pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

4.3.3 Financial Condition

The Supplier's financial condition will be determined by latest financial statement submitted with the prequalification documents. Letters of reference from their bankers regarding suppliers/contractors credit position will be an added advantage. Potential suppliers/contractors will be pre-qualified on the satisfactory information given.

- 4.3.4** Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders / contract and now in progress. Data to be filled/ provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contracts / orders.

4.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter of reference from past customers should be included in Form PQ-6 (at least from three organizations- attach copy of LPO/LSO/Contract)

4.4 Statement

Application must include a sworn statement Form PQ-8 by the Tenderer ensuring the accuracy of the information given.

4.5 Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then Nile Basin Initiative Secretariat reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

4.6 Information on Suppliers

The firm must have a fixed Business Premise and must be registered in Uganda, with certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be attached.

- 4.6.1** The firm must show proof that it has paid all its statutory obligations and have current Tax Compliance Certificate, PPDA or any other relevant certificate
- 4.6.2** The firm must declare any conflict of interest in relation to any member of staff. Nile Basin Initiative Secretariat will not procure goods or services from suppliers where the employees have not declared conflict of interest
- 4.6.3** Nile Basin Initiative Secretariat may carry out a source audit exercise for the shortlisted prequalified suppliers
- 4.6.4** Any effort by the tenderer to influence Nile Basin Initiative Secretariat in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

4.7 **Prequalification Criteria**

Required Information	Form Type
1. Registration Documentation	PQ-1
2. Pre-qualification Data	PQ-2
3. Supervisory Personnel	PQ-3
4. Financial Position	PQ-4
5. Confidential Report	PQ-5
6. Past Experience	PQ-6
7. Litigation History	PQ-7

3. FORM PQ-1 REGISTRATION DOCUMENTATION

Mandatory Requirements:

- a. Copy of Certificate of Registration/Incorporation of Business Name.
- b. Must submit certified bank statements for the most recent 12 months (closest to March 2026)
- c. Copy of valid Tax Compliance Certificate from Uganda Revenue Authority
 - d. Copy of valid Trade License/ Current business licenses from relevant authorities e.g. City council
 - e. Copy of Registration certificate as a contractor by relevant authorities for all civil/ works contractors
 - f. Copy of Letter of recommendation from **3 previous organizations** served with similar works or service
 - g. Copy of Practicing Certificate for all professionals e.g. certificate of affiliated bodies/associations (Engineers, legal, Accountants etc.)
 - h. Copy of Memorandum of Understanding and Articles of Association
 - i. Transport Hire firms must attach evidence of having taken all the Insurance covers.
 - j. Where mandatory for service provision, each firm must attach evidence of registration with Professional bodies/Authorities e.g. IATA, Municipal / City Council Certificates of health for food stuffs handling etc
- k. Copy of PPDA certificate

- l. . A copy of VAT Registration from Uganda Revenue Authority
- m. Copy of quality assurance certificates if any e.g. ISO 9000/9001

4. FORM PQ-2: PRE-QUALIFICATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We hereby apply for registration as supplier(s)
(Name of Company/Firm/Individual consultant)

of
 (Item Description)

.....
 (Category No.)

Post Office Address

..... Town

..... Street

..... Name of

building Room /Office

No. Floor No. Telephone Nos.

..... **Email address**

(MUST)..... Full Name of

applicant Other branches

location Organization &

Business Information

Management Personnel

Chief Executive

Secretary

General Manager

Treasurer

Other.....

Partnership (if applicable) Names

of Partners

3. Business founded or incorporated

4. Under present management since

5. Net worth equivalent (UGX/USD)

.....

6. Bank reference and address

7. Enclose copy of organization chart of the firm indicating the main fields of activities

.....

8. State any technological innovations or specific attributes which distinguish you from your competitors

9. Indicate terms of trade/sale

5.PQ-3 SUPERVISORY PERSONNEL/INDIVIDUAL CONSULTANTS

Name

Professional Qualification (Not applicable for

suppliers)..... (*Attach*

Certificates if any)

Length of service with Contractor or Supplier position held

.....

6. FORM PQ-4: FINANCIAL POSITION AND TERMS OF TRADE

- (1) Attach a copy of the most recent two years audited accounts(From 2018 and above)
- (2) State Credit period (minimum proposed is 45 days)

7. FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

Part I - General

Business Name

Location of business premises.....

Plot No. Street/Road.....

Postal Address.....Tel. No.....

Email address (MUST).....

Nature of business.....

Current Trade License. No.....Expiring date.....

Maximum value of business which you can handle at any one time: UGX/USD.....

Name of your bankers.....Branch

Account No.....Branch.....

Swift code.....Branch code.....

Bank Currency.....

Part 2 (b) Partnership

Given details of partners as follows:

Name	Nationality	Citizenship Details	Shares
.....
.....
.....

	<p>Part 2 (c) – Registered Company:</p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company</p> <p>Nominal UGX.....</p> <p>Issued UGX.....</p> <p>Given details of all directors as follows:-</p> <table border="1"> <thead> <tr> <th style="width: 15%;"></th> <th style="width: 25%;">Name</th> <th style="width: 25%;">Nationality</th> <th style="width: 25%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	2.	3.	4.
	Name	Nationality	Citizenship Details	Shares																						
1.																						
2.																						
3.																						
4.																						
	<p>DateSignature of Candidate.....</p>																									

8. FORM PQ-6: PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- i) Name of Client (organization)
- ii) Address of Client (organization)
- iii) Name of Contact Person at the client (organization) iv)
- Telephone No. of Client v)
- Value of Contract

10. FORM PQ-8: SWORN STATEMENT

Having studied the pre-qualification information for the above project we/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. We enclose all the required documents and information required for the pre- qualification evaluation.

Date:

Applicant's Name:

Represented by:

Signature:

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