



TENDER SPECIFICATION

TENDER ADVERT No: AVSI-UGA/KAM04576/PRJ - 2298IKEA2/MAY 2023 -002 - Supply of Farmer Field Business School Training Tools and Feature phones.

About AVSI Foundation:

AVSI Foundation is a not for profit, non-governmental humanitarian and development organisation, founded in Italy in 1972 with a mission to promote the dignity of the person through development cooperation activities. AVSI has been working in Uganda since 1984 starting in the Northern Uganda region intervening during the protracted Lord's Resistance Army conflict, and expanding to at least 80 districts in all the regions. AVSI is a prominent provider of development and humanitarian assistance around the world and brings strong management and innovative strategies to programs in various sectors including environment, energy, agriculture, livelihoods, education psychosocial, mental health, protection, health, food security and nutrition and water and sanitation.

Project Background:

AVSI, as leader of a consortium including DAI Global LLC, Makerere University, Innovations for Poverty (IPA), and RELARLE, is implementing the IKEA Foundation funded "Sustainable Market Inclusive Livelihood Pathways to Self-Reliance" (SMILES) project in Kyegegwa and Kikuube Districts in western Uganda targeting refugees and surrounding host communities in Kyaka II and Kyangwali Refugee Settlements.

In the context of the implementation of the programme "**Sustainable Market Inclusive Livelihood Pathways to Self-Reliance**" (SMILES)", **IKEA Foundation funded**, AVSI Foundation intends to apply a portion of the grant to payments under this contract/s.

Supplies:

AVSI Foundation invites sealed bids from eligible bidders for the supply of Farmer Field Business School Training Tools and Feature phones. For details refer to Annex I in the tender documents.

Eligibility criteria:

Bidders are requested to fill and return the form attached (see session "Documents for Submission").

Exclusion clauses:

Contracts shall not be awarded to bidders who, during the procurement procedure:

- (a) Are subject to conflict of interest;
- (b) Are guilty of misrepresentation in supplying the information required by the humanitarian organization as a condition of participation in the contract procedure or fail to supply this information.

AVSI Foundation. Plot 1119 Ggaba Road. P.O. Box 6785 Kampala, Uganda. Tel: +256-312-501604, +256-393-501605

avsi.org



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Documents for submission:

The following documents **MUST** be enclosed in the bid offer (**STRICTLY**) in the below ascending order:

- 1) Annex I - Eligibility Declaration – Certificate (to be printed filled, stamped and signed).
- 2) Supplier's Financial Offers with clear separation VAT where applicable. (Refer to Annex II - List of FFBS tools and quantities)
- 3) AVSI Foundation Code of Ethics (full version to be printed and signed, website: www.avsi.org/en/policies-and-guidelines).
- 4) Copy - Evidence of Tax registration (**VAT status is a MUST**)
- 5) Copy - Certificate of Incorporation.
- 6) Copy - Valid Trading License released from the competent authority.
- 7) Evidence of similar supplies with reputable organizations.
- 8) Any other relevant information or certification.

Delivery of Service/s:

AVSI Foundation, Plot 1119 Ggaba Road , Kampala - Uganda.

Schedule of Delivery:

To be specified in the supplier's offer.

Terms of Payment:

To be specified in the supplier's offer.

Validity of the Offer/s:

Minimum 60 days for all lots (to be specified in the bidder's offer).

Award Criteria/Proposed weights for evaluation;

The award criteria shall be based on the proposed weights here below.

1. Evaluation of the Service provider: (20%)
 - ∞ Expertise/Relevant experience in similar supplies with reputable Organizations
2. Quality of the items quoted: (20%)
 - ∞ Physical sample presented (be requested during the evaluation process NOT at quote submission.
 - ∞ Warranty of the quoted items
3. Delivery Timeframe: (10%)
 - ∞ Shorter delivery period is an added advantage.
4. Financial Considerations: (50%)
 - ∞ Linearity to the budget but maintaining quality and durability.

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All sealed bids should be addressed to:

**AVSI Foundation Operations,
P.O. Box 6785, Plot 1119, Ggaba Road, Kampala, Uganda.**

All bids must be marked with the correspondent **Tender No.** AVSI-UGA/KAM04576/PRJ - 2298IKEA2/MAY 2023 -002 - Supply of Farmer Field Business School Training Tools and Feature phones.

For any inquiries and bid submissions, please email: logistic.kampala@avsi.org OR Call +256 (0) 312 260036.

Bids not conforming to tender Terms of participation and specifications will be disqualified. AVSI Foundation reserves the right to accept or reject any bid, including the lowest bid received.

CODE OF ETHICS ACCEPTANCE CLAUSE

The Code of Ethics is an official AVSI Foundation document, approved by the Board of Directors, which contains principles and rules of conduct to be followed by anyone who works or deals with the Foundation, including suppliers and consultant. The full version is available on the Foundation website: www.avsi.org/en/policies-and-guidelines

AVSI Foundation Management will officially notify successful bidders only within 2 weeks after deadline date. If you do not receive confirmation from AVSI through a Contract Agreement within two weeks from the above mentioned deadline, please consider your offer as NOT successful

Deadline for submission of bids is Friday 26th May, 2023 at 1.00 p.m. EAT Late bids will not be accepted.

