TENDER SPECIFICATION CODE No. AVSI-UGA/KAM04650/PRJ - 2298IKEA2/JUNE 2023 - 003

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 Foundation 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 through the country. AVSI Foundation 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, nutrition, and water and sanitation.

AVSI Foundation believes that every human person deserves to be treated with dignity and so works towards development that is sustainable and capable of responding to the real needs of people, by accompanying individuals and assisting them to become the central character of their own development. AVSI Foundation invests in promoting civil society organisations rooted in the community and, through partnerships, fosters the exchange of experiences and optimizes the use of resources to open possibilities for development.

Project Background:
AVSI Foundation, as leader of a consortium including Innovations for Poverty (IPA), REPARLE, Makerere University Kampala, and DAI Global LLC, is implementing the IKEA Foundation-funded "Sustainable Market Inclusive Livelihood Pathways to Self-Reliance" (SMILES) project in Kyegwega 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 IKEA Foundation-funded “Sustainable Market Inclusive Livelihood Pathways to Self-Reliance” (SMILES) project, 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 Assorted Materials for Farmer Field Business School training.

Currency:
Offers MUST be indicated in Uganda Shillings Only.
Eligibility criteria:
Bidders are requested to fill and return the eligibility 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.

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) Bid submission sheet/ financial offers with clear separation of VAT where applicable to be printed filled, stamped and signed. (Refer to Annex II Lot 001 and Lot 002 - List of FFBS Materials)
4) Copy - Evidence of Tax registration.
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 Goods:
AVSI Foundation premises, Plot 1119, Ggaba Road, Nsambya, Kampala.

Schedule of Delivery:
To be specified in the bidder’s offer.
Shorter delivery timeframe.

Terms of Payment:
To be specified in the bidder’s offer.

Warranty:
To be specified in the bidder’s offer.

Validity of the Offer/s:
Minimum 60 days for all lots (to be specified in the bidder’s offer).
Award Criteria:

Selection of eligible suppliers will be based on the following criteria:

Cost, Technical specifications, Warranty, Terms of delivery, Terms of payment, Previous experience with the item and while working with AVSI Foundation and lastly physical sample which will be presented during the evaluation process but not required at bid submission stage.

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/ KAM04650/PRJ - 2298IKEA2/JUNE 2023 - 003 and the procurement Lot number/s of your interest.

For any inquiries relating to this call, please email: logistic.kampala@avsi.org OR Call +256 (0) 312 260036.

Bid offers not strictly conforming to tender specifications will not be considered. 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: https://www.avsi.org/en/policies-and-guidelines

AVSI Foundation Management will officially notify successful bidders only within 3 weeks after deadline date.

Deadline for submission of bids is Monday 17th July, 2023 at 1.00 p.m. EAT Late bids will not be accepted.