

Thursday, 11<sup>th</sup> April 2024

**TENDER CODE No. AVSI-UGA/ECW5/KAM05172/SUPPLY OF MENSTRUAL AND HYGIENE  
MANAGEMENT MATERIALS - APRIL 2024 – 001**

**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.**

AVSI 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 invests in promoting civil society organizations rooted in the community; and through partnerships, fosters the exchange of experiences and optimizes the use of resources to open possibilities for development.

Through The Uganda Education Consortium Management Unit (CMU), hosted at Save the Children International in collaboration with Street Child, AVSI Foundation has received Education Cannot Wait (ECW) Multi-Year Resilience Programme (MYRP II) Fund to implement primary and secondary education activities in Kyangwali Refugee Settlement and host community. This is part of the efforts to implement the Education Response Plan II for refugees and host communities in Uganda. Education Cannot Wait is the United Nations global fund for education in emergencies and protracted crises. AVSI Foundation will deliver interventions aimed at contributing to the following three outcome areas in six primary and one secondary school in Kyangwali Refugee Settlement and host communities;

Improved access and retention to inclusive and gender transformative learning and training opportunities.  
Improved delivery of quality education and training and Strengthened systems for effective and resilient service delivery.

AVSI Foundation, in the context of the implementation of “**Education Cannot Wait (ECW) Multi-year Resilience Programme (MYRP) II in Uganda**”, intends to apply a portion of the grant to purchase the supplies under this tender.

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

**Supplies:**

AVSI Foundation therefore invites sealed bids from eligible bidders with their best offers for the supplies of Menstrual and Hygiene Management Materials.

**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) AVSI Foundation Eligibility Declaration – Certificate (to be printed filled, stamped and signed).
- 2) Annex I Bid submission sheet/ financial offers with clear separation of VAT where applicable to be printed filled, stamped and signed. (Refer to Annex I)
- 3) AVSI Foundation Code of Ethics (full version to be printed and signed, website: [www.avsi.org/en/policies-and-guidelines](http://www.avsi.org/en/policies-and-guidelines)).
- 4) Copy - Tax registration certificate.
- 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.

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**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 (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/ECW5/KAM05172/SUPPLY OF MENSTRUAL AND HYGIENE MANAGEMENT MATERIALS - APRIL 2024 - 001**

For any inquiries relating to this call, please email: [logistic.kampala@avsi.org](mailto: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 Thursday 02<sup>nd</sup> May, 2024 by 1.00 p.m. (EAT). EAT Late bids will not be accepted.**

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