

## INVITATION FOR THE PRE-QUALIFICATION FOR THE PROVISION OF GOODS AND SERVICES 2025-2026

**Prequalification Reference Number: [UIA/PREQ/2025-2026].**

Uganda Insurers association Invites applications from eligible entities (Including existing suppliers and service providers) for pre- qualification for supply of goods, services and works listed below for 2025-2026 financial years. Interested eligible suppliers are invited to apply for pre-qualification, indicating the category number and Category name of goods works or services they wish to be considered for as indicated below;

<b>Category 1 - Services</b>	
UIA/SRVS/2025/01	Provision of Events Management Services
UIA/SRVS/2025/02	Provisional of Sign Writing and Branding Services
UIA/SRVS/2025/03	Provision of HR Consultancy and Recruitment services.
UIA/SRVS/2025/04	Provision of Document Archiving Services.
UIA/SRVS/2025/05	Provision of Internet & Data Services.
UIA/SRVS/2025/06	Provision of Courier Services.
UIA/SRVS/2025/07	Provision of Valuation Services (Specialized Machinery, Vehicles, M&E, Property & Building).
UIA/SRVS/2025/08	Provision of Accommodation and Hospitality Services .
UIA/SRVS/2025/09	Provision of Travel Agency Services .
UIA/SRVS/2025/10	Provision of Carpentry Works & Joinery Works .
UIA/SRVS/2025/11	Provision of Legal Services `
UIA/SRVS/2025/12	Provision of Audit & Accountancy Services.
UIA/SRVS/2025/13	Provision of Clearing & Forwarding Services.
UIA/SRVS/2025/14	Provision of Cleaning & Pest Control Services.
UIA/SRVS/2025/16	Provision of Car/ Taxi Hire & Rental Services
UIA/SRVS/2025/17	Provision of Motor Vehicle Repair & Maintenance Services

UIA/SRVS/2025/18	Provision of Storage Services
UIA/SRVS/2025/21	Provision of Graphic Designing Still Photos & Videography.
UIA/SRVS/2025/22	Provision of Media Consultancy Services
UIA/SRVS/2025/23	Provision of Research and Market Intelligence Study Services
<b>UIA/SRVS/2025/24</b>	Provision of Catering Services (Staff lunch & others)
<b>Category 2 - Supplies</b>	
UIA/SUPL/2025/25	Supply of IT Equipment (-Desktops computer and laptops, Printers, Photocopiers)
UIA/SUPL/2025/26	Supply, maintenance, and repair of Electrical Equipment (UPS units, inverters and stabilizers and Computers)
UIA/SUPL/2025/27	Supply and Maintenance of Cooling Systems & Accessories.
UIA/SUPL/2025/28	Supply of Office Furniture.
UIA/SUPL/2025/29	Supply of Fuel, Oil and Lubricants
UIA/SUPL/2025/30	Supply and Maintenance of Generators.
UIA/SUPL/2025/31	Supply of Health and Safety Equipment (e.g. Helmet, First Aid Boxes, Gloves)
UIA/SUPL/2025/32	Supply of General Office Stationery
UIA/SUPL/2025/33	Supply of Motor Vehicle Tires and Batteries.
UIA/SUPL/2025/34	Supply of Metal Fabrication and Signage making
UIA/SUPL/2025/35	Supply of Systems (e.g. CCTV, Access control systems)
UIA/SUPL/2025/36	Supply of Branded Promotional Items
UIA/SUPL/2025/37	Supply of Branded Corporate Clothing
UIA/SUPL/2025/38	Supply of Corporate Gifts
UIA/SUPL/2025/39	Supply of Groceries for Office Use

## Eligibility Requirements:

Entities expressing interest must demonstrate and submit the following compliance documents.

1. Certified copy of Annual returns with the registrar of companies for the last 2 years
2. Governance Structures
3. Company or Business Profile
4. Certified Company Form 18
5. Certified Company Form 20
6. Certified certificate of incorporation or registration
7. Certified copy memorandum and articles of association
8. Identification documents for persons or entities listed as director(s) and company secretary, partner(s) or proprietor(s).
9. Valid business licenses, Tax Registration Certificate,
10. Certified copy of a valid Trading License.
11. Relevant experience of the bidder (The bidder should provide proof of implementation of at least two (2) (similar) projects in the past 2 (Two) years, evidenced by contracts, reference letters, and state the amount of contract.)
12. Proof of experienced and certified key personnel to deploy and support the proposed services. *(Signed CVs and Certifications must be attached)*
13. Tax Clearance Certificate, and
14. Other documents showing capacity to perform services or deliver goods.

## Submission Guidelines:

- a. All submissions should have accurate, honest, and complete information.
- b. Submissions should contain full name and address of the entity, contact person and telephone number(s), email address and entity website where applicable.
- c. Responses to this prequalification notice shall be delivered in sealed envelopes (one copy) clearly marked with details as per the example below;  
“Applications for prequalification for e.g. Supply of Stationary **UIA/SUPL/2025/26**).
- d. All inquiries and submissions should be addressed to the attention of:  
**The Finance and Admin manager**  
**Uganda Insurers Association.**  
**Insurers’ House**  
**24A Acacia Avenue, Kololo**  
**P.O. Box 8912, Kampala.**
- e. Electronic submissions can be sent to; **accounts@uia.co.ug**, with the subject “Applications for prequalification.”
- f. For further inquiries, please send an email to **accounts@uia.co.ug**