



Uganda Harm Reduction Network

Our Lives begin to End the Day we Become Silent About things that Concerns Us

Head Office

Address: Makindye Kizungu -Kigumba Muguluma Lane
P O Box 31762, Kampala-Uganda

Email: procurement@ugandaharmreduction.org

Website: www.ugandaharmreduction.org

REQUEST FOR QUOTATIONS -PRE QUALIFICATION OF SUPPLIERS FOR THE PERIOD 1ST JANUARY 2024 – 31ST DECEMBER 2024 UNDER RFQ N° UHRN/PRE/RFQ/2024/0001

Dear Sir/Madam,

Uganda Harm Reduction Network hereby solicits suppliers to submit quotations for the following items in line with a prequalification exercise for the period 1st January 2024 – 31st December 2024 in the following districts; Kalangala, Mukono, Kayunga, Lira, Gulu, Busia, Kabale, Kanungu, Mbale, Mbarara, Bugiri, Arua, Masaka, Kyotera, Kampala, Wakiso, Rakai, Lyantonde, Lwengo, Masaka City, Butambala, Gomba, Mpigi, Sembabule, Bukomansimbi and Kalungu.

LOT	Product/Service Category	Description of Items	Description of Items to estimate financial quote ¹
001	Stationery	Markers	1 box of markers
		Masking tapes	10 medium size
		Box files	10 box files
		Note books	10 note books
		Pens	1 box of pens
		Flip charts	10 medium size
		Kyocera 350i Toner Cartridge	1 Cartridge
		Ream of paper	1 carton of papers
002	Printing and Photocopying	Round neck t-shirts	20 round neck t-shirts (2 logos printed with advocacy message at back)
		Collar t-shirts	20 collar t-shirts with 1 logo embroidered and advocacy message at back
		Pull up banners	1 pull up banner with a wide base
		Wall banner	120 * 80 cm banner
		Printing	100 pages (black and white)
		Photocopying	100 pages (black and white)
		Binding	50 page booklet
003	Hotel Services	Hall Hire	40 people sitting capacity
		Hall Hire with projector	40 people sitting capacity



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		Breakfast	40 people
		Lunch	40 people
		Snacks	40 people
		Water	40 people
		Evening tea	40 people
004	Car hire services	In district car hire	Daily rate inclusive of driver but excluding fuel
		Upcountry car hire	Daily rate inclusive of driver but excluding fuel

¹ Please note at the stage of pre-qualification the price quoted is a basis for selection and should not change by +/- 15% in case of future related engagements for suppliers that are prequalified.

This Request for Quotation is open to all legally-constituted companies that can provide the requested products and have legal capacity to deliver in Uganda.

I. About Uganda Harm Reduction Network

Uganda Harm Reduction Network (UHRN) is a drug user led national network established in 2008 and registered under Reg. No. IDR150983987NB under the NGO Act 2016 to respond to the drug use crisis in Uganda. The network works to advocate for practical interventions aimed at supporting and addressing issues of people who use and inject drugs (PWUIDs) especially youth. The network also seeks to provide a national platform for health and policy programs that promote good practices and advocate for a supportive environment for the adoption, implementation and expansion of harm reduction programs for People Who Use and Inject Drugs (PWUIDs) in Uganda.

To read more about Uganda Harm Reduction Network, please go to: www.ugandaharmreduction.org

II. Questions

Questions or requests for further clarifications should be submitted in writing to the contact person below:

Email address of contact person	procurement@ugandaharmreduction.org
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The deadline for submission of questions is **Friday 22nd March 2024, 5:00pm, East African Time**. Questions will be answered in writing and shared with all parties as soon as possible after this deadline.



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III. Content of quotations

Quotations should be submitted in a single e-mail or hard copy document whenever possible, depending on file size.

Quotations must contain:

- a) Description of the item/s requested
- b) Price quotation and, to be submitted strictly in accordance with Price Quotation Form.
- c) Trading license of the supplier. (mandatory)
- d) Tax Identification Certificate of Supplier (if available)

Both parts of the quotation must be signed by the company's relevant authority and submitted in PDF format (email submissions) or hard copy in a sealed envelope clearly marked with RFQ number.

IV. Instructions for submission

Based on the guidelines set forth in Section III above, have to be sent by e-mail to the contact person indicated below no later than : **Friday 29th March 2024, 5:00pm, East African Time.**

Telephone Number	procurement@ugandaharmreduction.org
Email address of contact person	(256) 414 664 730

Hardcopy submission can be made at our physical offices in Kampala District with details as below between 10am- 4:00pm from Monday to Friday:-

	Kampala - Uganda
Location	Makindye Kizungu Kigumba Muguluma Lane , P O Box 31762, Kampala-Uganda www.ugandaharmreduction.org
Telephone Number	(256) 414 664 730



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Please note the following guidelines for electronic submissions:

- The following reference must be included in the email subject line: **RFQ N° UHRN/PRE/RFQ/2024/0001/LOT NO.**
 - **[Title of the RFQ process as indicated above]**. Quotation that do not contain the correct email subject line may be overlooked by the procurement officer and therefore not considered.
- The total e-mail size may not exceed **10 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.
- All submissions should be made before the deadline to be accepted.

Please note the following guidelines for hard copy submissions:

- The following reference must be included on a sealed bid envelope with supporting documents: **RFQ N° UHRN/PRE/RFQ/2024/0001/LOT NO.**
- All submissions should be made before the deadline to be accepted.

U. Overview of Evaluation Process

Quotations will be evaluated based on the compliance with the technical specifications and the total cost of the goods (price quote).

VI. Award

UHRN shall select between 3- 5 suppliers per lot to be included in our list of pre-qualified service providers for the period 1st January 2024 – 31st December 2024. The selected suppliers will be engaged further wherever there is need for their services/products within the provided period.

If your offer is selected we may ask you to submit additional documents to be sent to our Procurement Team for approval like: product sample, license, country of origin and product brochures.

VII. Right to Vary Requirements at Time of Award

UHRN reserves the right at the time of award of Contract to increase or decrease the volume of goods specified in this RFQ without any change in unit prices or other terms and conditions.



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IX. Fraud and Corruption

UHRN is committed to preventing, identifying, and addressing all acts of fraud against UHRN, as well as against third parties involved in UHRN activities. UHRN's Policy regarding fraud and corruption policy. Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Head of Finance/Administration of UHRN as well as with any other oversight entity authorized by the Team Leader of UHRN.

Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UHRN to repudiate and terminate the contract, and to debar and remove the supplier from UHRN's list of registered suppliers. Any fraud needs to be immediately reported to whistleblowing@ugandaharmreduction.org

X. Zero Tolerance

UHRN has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UHRN personnel.

XI. RFQ Protest

Bidder(s) perceiving that they have been unjustly treated in connection with the solicitation or award of a contract may submit a complaint directly to the Head of Finance/Administration at admin@ugandaharmreduction.org

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UHRN Head of Finance/Administration to admin@ugandaharmreduction.org

Should the supplier be unsatisfied with the reply provided by the UHRN Head of Finance/Administration, the supplier may contact the Team Leader at uhrnetwork@ugandaharmreduction.org

XII. Disclaimer

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).