



Servicing New Frontiers

**PREQUALIFICATION TENDERS FOR
REGISTRATION OF SUPPLIERS FOR
WORKS, GOODS AND SERVICES**

2020-2022

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1.0 PREQUALIFICATION INSTRUCTIONS

1.1 Invitation for pre-qualification

- a) Hass Petroleum (U) Ltd invites sealed applications from competent firms for pre-qualification for supply of goods, services and works for the period 2020 to 2022. Interested eligible suppliers are invited to apply for prequalification, indicating the category of goods, works or services they wish to supply.
- b) Prospective bidders shall download the tender documents from Hass Petroleum Group website www.hassspetroleum.com
- c) Applications for pre-qualification must be submitted in plain sealed envelopes clearly labelled.

“CATEGORY & REFERENCE NUMBER..... PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES HASS PETROLEUM (U) Ltd

AND must be deposited in the Tender Box provided on the 1ST floor of Hass Petroleum [U] Ltd – plot 705/6 Nalukolongo, Masaka Road, Kampala on or before **15th October 2020 at 16.30 Hrs** (clearly labelled as above) addressed to:

**Procurement Manager,
Hass Petroleum (U) Ltd
Plot 705/6 Nalukolongo, Masaka Road
P.O. Box 28294, Kampala,
Uganda.**

- d) Late submissions will not be accepted. Hass Petroleum reserves the right to accept or reject any application.
- e) For each category Hass will prepare a list of pre-qualified suppliers not exceeding 15 per category or as will be decided by Hass. In preparing the list of bidders will be ranked as per score/marks obtained from the evaluation criteria.
- f) The result of prequalification will be uploaded on the Hass Petroleum Group website www.hasspetroleum.com. A notice will be placed in print media informing bidders on

completion of the exercise as necessary. No letters of notification of individual bidders will be posted. Successful bidders will be required to send their acceptance letters in the format to be provided.

- g) Current Hass petroleum suppliers and service providers should re-apply as required in this document.
- h) For each category a separate application for prequalification should be made. Applicants who use same application for different categories will be automatically disqualified. A category name and number should be indicated on the cover paper of the bidders' submission as shown in the cover's page in this tender document.
- i) All applications must be clearly marked as follows:

**TENDER NO. HPU/2020/001
PREQUALIFICATIONS OF SUPPLIERS FOR 2020 TO 2022**

CATEGORY NO.	CATEGORY NAME
	SUPPLY OF GOODS
HPU/01/20	Printed Stationery, Rubber Stamps, calendar's, diaries, Business cards and general branded stationery items
HPU/02/20	Non-Printed Stationery- General office supplies
HPU/03/20	Branded Promotional Materials (Brochures, Banners, Mail Bags, Branded T-Shirts and Branding of motor vehicles)
HPU/04/20	Installation & Maintenance of Signage & Branding
HPU/05/20	Furniture, Fittings and Furnishings
HPU/06/20	Toners & Computer Consumables
HPU/07/20	Drinking Water & Water Dispensers
HPU/08/20	Supply & Maintenance of Access Control Systems
HPU/09/20	Supply and Maintenance of Fire alarm, Firefighting Equipment & Suppression Systems, PPE's and First Aid kits
HPU/10/20	Supply & Maintenance of Generators and Air Compressors
HPU/11/20	Supply and Maintenance of Power Back Up Systems UPS, Inverters and Power Stabilizers
HPU/12/20	Supply and Maintenance of Telephone/Telecommunication Equipment (IP phones, Routers, modems)
HPU/13/20	Tamperproof Security Seal and Underground safe
HPU/14/20	LPG Accessories- Burners, horse pipes, Grills, Regulators
HPU/15/20	Computers Laptops UPS, Scanners and Printers
HPU/16/20	Fuel Pump Dispensers and Spare Parts
HPU/17/20	Supply motor vehicle services parts- (air, oil, fuel) filters, plugs, tyres, patches, tubes

	WORKS
HPU/18/20	Building Construction and Maintenance Works- Fuel Stations, Go-downs & Offices
HPU/19/20	Fabrication of Station canopies, Price boards and Signs
HPU/20/20	Major Drainage & Plumbing Works
HPU/21/20	Major Electrical Installation Works including Repairs & Maintenance
HPU/22/20	Minor Construction Works, Repairs & Partitioning
HPU/23/20	Provision of Air Conditioning & Mechanical Ventilation System including Maintenance
HPU/24/20	Provision of Minor Repair Works i.e. Furniture, Electrical and Minor Construction works
HPU/25/20	Provision of Calibration of fuel Storage Tanks and Bulk Meters
HPU/26/20	Mechanical and Electrical Repair & maintenance of fuel stations (fuel piping, Fuel equipment installation, wiring and cabling)
HPU/27/20	Fabrication of fuel storage tanks
	PROVISION OF SERVICES
HPU/28/20	Consultancy Services in Building & Construction, Land Surveyors and Architects
HPU/29/20	Air Travel Agency Services (IATA Registered)
HPU/30/20	Land and Property Valuation Services
HPU/31/20	Car Hire Services including Taxis, Buses & Minibuses
HPU/32/20	Courier Services and postage services (Local and/or International)
HPU/33/20	Security Guard Services
HPU/34/20	Services for Security Systems, intruder Alarm and CCTV System and maintenance
HPU/35/20	Garage for Repair and Maintenance of Motor Vehicles
HPU/36/20	Fumigation, Pest Control Services, Sanitary Bin Collection & Garbage Collection
HPU/37/20	Provision of Internet, Networking and Telecommunication Services
HPU/38/20	Hardware Equipment Maintenance-IT
HPU/39/20	Event Management Services
HPU/40/20	Car Tracking Services
HPU/41/20	Audit Services: Environmental Impact Assessment (EIA) & Energy Audits
HPU/42/20	Audit Services: Fire, Occupational Health and Safety
HPU/43/20	Hotel Accommodation Services
HPU/44/20	Digital Marketing Services, Advertising Services
HPU/45/20	Cleaning and maintenance of oil interceptor, Septic tank, and petroleum waste handling services
HPU/46/20	Canopy, Roof and Gutter Cleaning services
HPU/47/20	Provision of Software Solutions i.e. Software Licenses,
HPU/48/20	Clearing and Forwarding Services
HPU/49/20	Provision of Insurance services
HPU/50/20	Administration of Staff Medical Scheme

Prequalification documents can be downloaded from the company website www.hasspetroleum.com

Current Hass suppliers **MUST** re-apply for prequalification.

A non-refundable fee of Fifty Thousand Shillings (**UGX 50, 000**) per category Should be deposited to Stanbic Bank of Uganda account name **HASS PETROLEUM (U) LTD**, Account No. **9030005995557** Stanbic Corporate Branch.

Deposit slip **MUST** be enclosed to the dully completed prequalification document. Applications without the deposit slip will **NOT** be considered.

Completed prequalification documents in plain sealed envelope clearly indicating preferred category name and number, should be deposited in person to a tender box at our Head office- plot 705/6 Nalukolongo, Masaka Road, during office hours *08:00 to 17:00 hours* not later than **15th October 2020 at 4:00 pm.**

Late submissions will **NOT** be accepted whatsoever.

Address: Procurement Manager; Hass Petroleum (U) Ltd

Plot 705/6 Nalukolongo, Masaka Road; P.O. Box 28294, Kampala; Uganda

For any enquiries please Tel. +256 707 271 111 / 113 e-mail: [*ProcurementUG@hasspetroleum.com*](mailto:ProcurementUG@hasspetroleum.com)

2 PREQUALIFICATION DATA INSTRUCTIONS

2.0 Pre-qualification data forms

- a) The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5 and PQ-6 are to be completed by prospective suppliers/contractors who wish to be registered as suppliers in the specified categories as necessary.
- b) Prequalification application forms must be duly completed; incomplete applications will lead to automatic disqualification.

2.1 Qualification

- a) It is understood and agreed that the prequalification data on the prospective bidders shall be used **by HASS PETROLEUM (U) LTD** in determining the qualification of prospective bidder to provide the items/service required in the respective category.
- b) Prospective bidders will not be considered qualified unless according to the judgement of Hass Petroleum [U] Ltd. Bidders should have the capability, experience, qualified personnel available and suitability of net current asset or working capital sufficient to satisfactorily execute the contract of goods, service or works required.

2.2 Essential criteria for pre-qualification.

- a) Experience: prospective bidder shall have experience in the supply of goods or service and allied items. Potential supplier should show competence, willingness and capacity to service the contract.
- b) Prospective supplier should possess all statutory documents e.g. registration certificate, VAT/TIN registration, Valid tax clearance certificate

2.3 Financial Condition

The suppliers' financial condition will be determined by the latest certified bank statement submitted with prequalification document as well as letter of reference from their bankers regarding the supplier's credit position.

2.4 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letter from past customers should be included in form PQ-3 and documented evidence of contracts executed where applicable.

2.5 Submission of Prequalification documents.

Cover page indicating name of bidder, category no. and description.

PQ-1 registration documentation

PQ-2 registration data form duly filled

PQ-3 form (experience) dully filled with necessary evidence.

PQ-4 form (Financial statement). Copies of financial statements (Audited).

PQ-5 Confidential business questionnaire form dully filled

PQ-6 Litigation history

Any other requirement as applicable in the respective categories and application criteria e.g. Current IATA certificate, Public Procurement and Disposal of Public Asset Authority (PPDA) registration certificate.

3.0 FORMS

FORM PQ-1: REGISTRATION DOCUMENTATION

The preliminary registration of statutory documents which shall be provided by all bidders,

- i. Copy of certificate of registration or incorporation
- ii. Copy of valid tax clearance certificate from URA.
- iii. Copy of TIN certificate & VAT registration certificate.
- iv. Physical Address
- v. Provide telephone number and email
- vi. Certificate from affiliate bodies/association where applicable
- vii. Proof of experience from at least three clients (attach letter of recommendation for each reference given.

NB: Failure to submit any of the above MANDATORY requirement will lead to automatic disqualification.

3.1 FORM PQ-2: PREQUALIFICATION DATA

Contractor identification

1. Legal name of firm.

2. Postal Address.....CODE.....CITY.....COUNTY.....

Land Line Telephone Number. (s)

Person to Contact.....

Cell phone Number.....

Designation of the contact person

3. Organization business information.

- 1.
- 2.
- 3.

List of Directors.....

- 1.
- 2.
- 3.

Name of Partners (if applicable)

4. Business founded or incorporated (Date):

Under present Management since (Date):

5. Bank reference and address

Enclose copy of organization chart of the firm indicating the main fields of activities.

FORM PQ-3-PAST EXPERIENCE

Name of the applicant's other clients dealt within the past (Bidders must attach a letter of recommendation from each reference given)

3.3.1 Client 1

- i. Name of client (organization)
- ii. AddressTelephone No.....
- iii. Value of contract.....
- iv. Contact Person
- v. Signature
- vi. Office stamp of the organization

3.3.2 Client 2

- i. Name of client (organization)
- ii. Address Telephone No:
- iii. Value of contract.....
- iv. Contact Person
- v. Signature
- vi. Office stamp of the organization

3.3.3 Client 3

- i. Name of client (organization)
- ii. AddressTelephone No:
- iii. Value of contract.....
- iv. Contact Person
- v. Signature
- vi. Office stamp of the organization
- vii. Others

NB: Provide letter of recommendation from at least three (3) of your major clients listed Current suppliers of Hass Petroleum U Ltd need not to provide letter of recommendation from Hass Petroleum, but can attach copies of Hass LPOs. However, they should provide letters of recommendation for the other references.

The items supplied on the letter of recommendation should be similar to the category applied for in this prequalification.

3.4 FORM PQ-4-FINACIAL STATEMENT

Attach a copy firm’s bank statement for at least the past Six (6) months.

3.5 FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONARE

You are requested to give the particulars indicated in part 1 and either 2(a) or 2 (b) whichever applies in your type of business.

Part 1

- i. Business Name:
- ii. Location of Business.....
- iii. Premises.....
- iv. Plot No:street/Road.....
- v. Postal Address..... Tel No.....
- vi. Nature of Business.....
- vii. Current Trading License No..... Expiring Date.....
- viii. Maximum Value of business which you handle at any one-time. UGX.....
- ix. Name of your bankers.....Branch.....

Part Two 2 (a)-Partnership

- 1. Name.....
- Nationality.....
- Citizenship Details.....
- Shares.....

2. Name.....

Nationality.....

Citizenship Details.....

Shares.....

Part 2 (b) Registered Company

Public or Private.....

State the nominal and share capital issued.....

Nominal (UGX).....

Share capital.....

FORM PQ-6: LITIGATION HISTORY

Contractors should provide information on any history of litigation or arbitration resulting from contact executed in the last five years or currently under execution.

Year	Award for or Against	Name of client Cause of litigation or matter of dispute	Disputed amount (UGX)