



Friday, 13th. August 2021

TENDER SPECIFICATION DOCUMENT No. AVSI-UGA/ECW4/EU7/PROJECT- AUG 2021/KAM03788

AVSI Foundation is a non-governmental organization founded in 1972 with its headquarters in Italy. The mission is to work towards development that is sustainable and capable of responding to the needs of people. AVSI focuses on the defence and promotion of the dignity of the person through development cooperation activities. The organization has been present in Uganda since 1984. Its current activities are focused in the areas of education, health, livelihoods, protection, nutrition, WASH and refugee programs in Uganda with funding and technical assistance from numerous international donors.

National Curriculum Development Centre published primary school home learning materials and therefor AVSI Foundation with funding from Education Cannot Wait through Save The Children and European Union through OXFAM intends to provide the learners with these materials to aid learning from home

Supplies:

AVSI Foundation invites sealed bids from eligible bidders for the printing, supply and transportation of Home study materials as described in the below table.

LOT: 01 (ECW4)

No.	Description	No. of Pages	Quantity (Pieces)
1	Primary Three Mathematics	164	2,500
2	Primary Three English	149	2,500
3	Primary Three Literacy	165	2,500
4	Primary Two Home learning Mathematics	138	2,650
5	Primary Two Home learning English	144	2,650
6	Primary Two Home learning Literacy	138	2,650
7	Primary One Home learning Mathematics	112	2,860
8	Primary One Home learning English	128	2,860
9	Primary One Home learning Literacy	124	2,860

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

LOT: 02 (EU7)

No.	Description	No. of Pages	Quantity (Pieces)
1	Primary Seven Mathematics	108	200
2	Primary Seven English	70	200
3	Primary Seven Science	62	200
4	Primary Seven Social Studies	80	200
5	Primary Six Social Studies	64	200
6	Primary Six Mathematics	98	200
7	Primary Six English	44	200
8	Primary Six Science	58	200
9	Primary Five Mathematics	164	200
10	Primary Five English	60	200
11	Primary Five Science	60	200
12	Primary Five Social Studies	80	200
13	Primary Four Mathematics	74	200
14	Primary Four English	60	200
15	Primary Four Science	48	200
16	Primary Four Social Studies	42	200
17	Primary Three Mathematics	164	200
18	Primary Three English	149	200
19	Primary Three Literacy	165	200
20	Primary Two Home learning Mathematics	138	200
21	Primary Two Home learning English	144	200
22	Primary Two Home learning Literacy	138	200
23	Primary One Home learning Mathematics	112	200
24	Primary One Home learning English	128	200
25	Primary One Home learning Literacy	124	200

Description of items required:

The materials MUST meet the following descriptions:

1. To be printed using paper size A4.
2. Full colour printing front and back.
3. Perfect binding
4. Paper gms 80 bond
5. Hard/strong cover
6. To be laminated (state the type)
7. You are required to submit your bids together with one (01) printed sample of the home study material from any of the categories above.

Link for Artwork:

Here is the link for the materials required

https://drive.google.com/drive/folders/1NR5XjtcZeMhLCN_-F5UXdB1Ci1RtD0M5

Currency and Taxes:

Prices MUST be indicated in Uganda Shillings Only with clear separation of taxes where need be.

Eligibility criteria:

Bidders are requested to fill and return the 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:

Copies of the following documents MUST be enclosed in the bid offer in the below ascending order:

- 1 Eligibility Certificate (form attached, to be printed filled, stamped and signed).
- 2 AVSI Foundation Code of Ethics (full version to be printed and signed).
- 3 Evidence of Tax registration
- 4 Certificate of Incorporation.
- 5 Trading License released from the competent authority, valid for the current year.

Delivery of Goods:

For lot: 01; 80% of the materials shall be delivered to AVSI Foundation, Kitgum field office, Kitgum town and 20% to AVSI Foundation, Kyangwali refugee settlement, Kikuube District. For lot: 02; 100% of the materials shall be delivered to AVSI Foundation, Kitgum field office, Kitgum Town.

Schedule of Delivery:

To be specified in the bidder’s offer.

Terms of Payment:

To be specified in the bidder’s offer.

Warranty:

To be specified in the bidder’s offer.

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

Validity of the Offer/s:

Minimum 30 days (to be specified in the bidder's offer).

Award Criteria:

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

Cost, Specifications, Warranty, Terms of delivery, Terms of payment, Previous experience in similar supplies while working with AVSI Foundation.

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/ECW4/EU7/PROJECT-AUG 2021/KAM03788** and the lot number as described above.

Bid offers not strictly conforming to tender conditions shall not be considered. AVSI Foundation reserves the right to accept or reject any bid, including the lowest bid received.

AVSI Foundation Management will officially notify successful bidders only.

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 purpose of the code is to declare and disseminate the values and rules of conduct that the Foundation intends to maintain as a reference during its activities. The code is binding for all suppliers and consultant who are called to implement their contract with AVSI, behaving with full respect of the principles contained in the Code and to guarantee the conformity of their performance with the by-law. Any violation to the Code of Ethics will constitute a gross misconduct and ground for exclusion/cancellation on contract procedures as well as compensation for any damage caused to AVSI. The Code was adopted by AVSI Foundation Board of Directors on 2013, April 30 with immediate effect and is available on the Foundation website

<https://www.avsi.org/doc/16/450fab0e6ed04fe5bca11d4c14b9721e/>

Deadline for submission of bids is Monday 30th August, 2021 at 1.00 p.m. EAT Late bids will not be accepted.