



Tropical Institute of Development Innovations (TRIDI)

Thursday, August 28, 2025

INVITATION FOR BIDS FOR PRE-QUALIFICATION OF SUPPLIERS AND SERVICE PROVIDERS

The Tropical Institute of Development Innovations (TRIDI) is a dynamic development, Academic, Research and Production organization committed to promoting sustainable development through innovative approaches. We implement various programs including skills development, agricultural innovation, natural resources, youth empowerment, and community development initiatives across Uganda and internationally. Our work is supported by various development partners and donors who require strict compliance with international procurement and financial management standards. We seek suppliers who share our commitment to excellence, transparency, and community impact. TRIDI now invites eligible suppliers and service providers to apply for pre-qualification in the following categories:

CATEGORIES OF GOODS AND SERVICES

Lot 1. COFFEE EQUIPMENT AND SUPPLIES

- Espresso machines and coffee grinders
- Juice blenders and commercial ovens
- Coffee accessories and maintenance services
- Kitchen equipment and supplies

Lot 2. FASHION AND DESIGN SERVICES

- Traditional wear and modern clothing
- Textile materials and fabrics
- Tailoring and design services
- Fashion accessories and materials
- Custom branding and embroidery services

Lot 3. CONSTRUCTION MATERIALS AND SERVICES

- Building materials (cement, steel, timber)
- Hardware supplies and tools
- Plumbing materials and services
- Electrical installations and materials
- Carpentry and woodwork services
- Site preparation and civil works

Lot 4. OFFICE EQUIPMENT AND STATIONERY

- Office furniture and equipment
- Stationery and printing services
- Computer accessories and IT equipment
- Communication devices and accessories
- Photocopying and binding services

Lot 5. ELECTRONIC MATERIALS AND SERVICES

- Electronic components and devices
- Audio-visual equipment
- Solar equipment and accessories
- Electrical appliances and installations
- Maintenance and repair services

Lot 6. FUEL AND PETROLEUM PRODUCTS

- Diesel and petrol supplies
- Lubricants and automotive fluids
- Fuel delivery services
- Automotive spare parts and services

Lot 7. AGRICULTURAL SUPPLIES AND SERVICES

- Seeds, fertilizers, and chemicals
- Animal feeds and supplements
- Veterinary services and drugs
- Farm equipment and tools
- Agricultural advisory services

Lot 8. TRANSPORTATION AND LOGISTICS

- Vehicle hire and transportation services
- Cargo and freight services
- International shipping and logistics
- Travel and ticketing services

Lot 9. FOOD AND HOSPITALITY SERVICES

- Catering and restaurant services
- Accommodation services
- Food supplies and groceries
- Beverage supplies and services

Lot 10. PROFESSIONAL SERVICES

- Accounting and audit services
- Legal services and consultancy
- Technical advisory services
- Training and capacity building services
- Research and development services

- Academic and training services

LOT 11: ART & DESIGN

- Materials, supplies and skills and expertise for weaving, knitting, graphic designing, fabric decorator, interior design, events decoration, visual painter, bead artist, sculptor, potter, ceramist, beautician, cartoonist, tailor, hair dresser, mixed media artist, leather goods maker, videographer, shoe maker, leather designer, photograph, weaver.

LOT 12: PERFORMING ARTS

- Materials, supplies and skills and expertise for dancing, singing, drama, instruments, comedy, Disco Jocker (DJ), Recording art, Radio & TV, Master of Ceremony (MC)

ELIGIBILITY CRITERIA

Mandatory Requirements:

1. **Legal Registration:** Valid business registration in Uganda or country of operation
2. **Tax Compliance:** Current tax clearance certificate
3. **Financial Capacity:** Audited financial statements for the last 2 years
4. **Experience:** Minimum 2 years experience in relevant category
5. **Insurance:** Valid professional indemnity and public liability insurance

Technical Requirements:

1. **Quality Standards:** Demonstrated ability to meet international quality standards
2. **Delivery Capability:** Proven track record of timely delivery
3. **After-sales Support:** Availability of maintenance and support services
4. **References:** Minimum 3 verifiable client references

Preferred Qualifications:

1. Local Presence: Suppliers within 50km of TRIDI offices (Kalagi, Mukono)
2. Long-term Partnership: Demonstrated commitment to sustainable partnerships
3. Innovation: Use of modern technology and innovative solutions
4. Social Impact: Contribution to local community development
5. Environmental Compliance: Adherence to environmental protection standards

APPLICATION REQUIREMENTS

Documents to Submit:

1. Application Letter expressing interest in specific categories
2. Company Profile including organizational structure and capabilities
3. Certificate of Incorporation and business registration documents
4. Tax Clearance Certificate (current)
5. Audited Financial Statements (2022 and 2023)
6. Client References (minimum 3 with contact details)
7. Insurance Certificates (professional indemnity and public liability)
8. Sample Work Portfolio (where applicable)
9. Price Lists or indicative pricing for standard items
10. Compliance Certificates (ISO, quality standards where applicable)

Application Format:

- Applications must be submitted in both hard copy and electronic format
- All documents must be properly signed and stamped
- Incomplete applications will be automatically disqualified
- Late submissions will not be considered

EVALUATION PROCESS**Phase 1: Preliminary Screening (September 1-10, 2025)**

- Document completeness verification
- Basic eligibility criteria assessment
- Compliance requirements check

Phase 2: Technical Evaluation (September 11-20, 2025)

- Technical competence assessment
- Financial capacity analysis
- Reference verification
- Site visits (where necessary)

Phase 3: Final Selection (September 21, 2025 - October 5, 2025)

- Comprehensive scoring and ranking
- Committee deliberations
- Final approval and notification

Evaluation Criteria Weighting:

- Technical Competence: 30%
- Financial Capacity: 25%
- Past Performance: 20%
- Compliance: 15%
- Cost Competitiveness: 10%

TERMS AND CONDITIONS

- i. No Guarantee: This invitation does not guarantee any future contracts or purchase orders. Pre-qualification only establishes eligibility for future bidding opportunities.
- ii. Validity Period: Pre-qualification status shall be valid for 24 months from the date of approval, subject to annual performance reviews.
- iii. Performance Standards: Pre-qualified suppliers must maintain performance standards throughout the validity period. Poor performance may lead to suspension or removal from the list.
- iv. Framework Agreements: Selected suppliers may be invited to enter into framework agreements specifying terms and conditions for future procurements.
- v. Compliance Requirements: All suppliers must comply with TRIDI's procurement policies, donor requirements, and applicable laws and regulations.
- vi. Confidentiality: All information submitted will be treated with strict confidentiality and used solely for evaluation purposes.

SPECIAL PREFERENCES**i. Local Content Preference:**

TRIDI encourages applications from:

- Local suppliers within Mukono District and surrounding areas
- Women-owned enterprises and youth-led businesses
- Suppliers with proven community impact and social responsibility
- Long-term partners who have supported TRIDI's mission

ii. Value for Money Emphasis:

- Direct shopping arrangements may be preferred depending on value for money analysis
- Bulk purchase agreements with volume discounts encouraged
- Flexible payment terms for established and loyal suppliers
- Innovation in service delivery and cost optimization welcomed

iii. Partnership Approach:

TRIDI seeks suppliers who view this relationship as a strategic partnership rather than transactional engagement. Suppliers who demonstrate:

- Flexibility during organizational challenges
- Commitment to TRIDI's development mission
- Willingness to grow together with the organization
- Innovation in service delivery

PROCUREMENT PRINCIPLES

TRIDI is committed to:

- **Transparency** in all procurement processes
- **Fair competition** among all eligible suppliers
- **Value for money** in all purchasing decisions
- **Accountability** to donors and stakeholders
- **Ethical conduct** in all business relationships
- **Environmental responsibility** and sustainability

INFORMATION SESSION

An optional **Information Session** for interested bidders will be held on:

Date: September 5th, 2025

Time: 10:00 AM - 12:00 PM

Venue: TRIDI Conference Room, Nandudu Place

This session will provide clarification on requirements, evaluation process, and TRIDI's procurement procedures.

EVALUATION PROCESS

The process involves three phases: Preliminary Screening (Sept 15th –19th), Technical Evaluation (Sept 22–30), and Final Selection (Oct 1st – Oct 10th). Evaluation is based on technical competence (30%), financial capacity (25%), past performance (20%), compliance (15%), and cost (10%).

IMPORTANT NOTES

- TRIDI reserves the right to reject any or all applications without assigning reasons
- Canvassing or lobbying will lead to automatic disqualification
- False information in applications will result in permanent blacklisting

- iv. Application costs are not reimbursable under any circumstances
- v. Evaluation results are final and not subject to appeal
- vi. Supplier diversity is encouraged - applications from all backgrounds welcomed
- vii. A complete set of tender documents is available on the website of Tropical Institute of Development Innovations (TRIDI) at www.tridi.org
- viii. Bidding will be conducted in accordance with the Open bidding procedures using reservation scheme contained in the Government of Uganda's PPDA Act 2003 and open to all eligible national and resident providers and international bidders.
- ix. Complete tender documents are to be enclosed in the plain sealed envelope marked with tender reference number and be deposited in the tender box at Tropical Institute of Development Innovations at the Nandudu Place. P.O. Box 23158 Kampala, Uganda or by email to: tridiuganda@gmail.com
- x. The prices quoted should be net inclusive of all taxes and delivery must be in Uganda shillings and United States Dollars where applicable.
- xi. Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at Tropical Institute of Development Innovations, at Nandudu Place. P.O.Box 23158 Kampala, Uganda.
- xii. Interested eligible bidders may obtain further information and inspect the bidding documents by sending an email to [**tridiuganda@gmail.com**](mailto:tridiuganda@gmail.com)
- xiii. There shall not be a pre – bid meeting.
 - (i) Documents may be inspected by sending an email to [**tridiuganda@gmail.com**](mailto:tridiuganda@gmail.com)
 - (ii) Documents will be issued by sending an email to [**tridiuganda@gmail.com**](mailto:tridiuganda@gmail.com)
 - (iii) Bids must be delivered to the address below, between 10:00Am and 4:00Pm:

Procurement and Disposal Unit,
Tropical Institute of Development Innovations (TRIDI)
Nandudu Place, Kyabakadde 3KM along Kalagi-Gayaza Road, Kyampisi
Sub County, Mukono District
P.O.Box 23158, Kampala, Uganda
 - (iv) Address of Bid Opening:

Tropical Institute of Development Innovations (TRIDI)
Nandudu Place, Kyabakadde 3KM along Kalagi-Gayaza Road, Kyampisi
Sub County, Mukono District
P.O.Box 23158, Kampala, Uganda

ACTIVITY	DATE
Publish bid notice	August 28, 2025
Pre – Bid meeting	September 5 th , 2025
Bid closing date	September 12, 2025
Evaluation process	(within 15 working days from bid closing date)
Display and communication of best evaluated bidder notice	(Within 5 working days from contracts committee award)

Contract Signature	(After expiry of at least 10 working days from display of the best evaluated bidder notice and the Principal Investigator's approval)
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THE EXECUTIVE DIRECTOR