



BID INVITATION NOTICE
Association of Refugee Women – Uganda (AORW-U)

The **Association of Refugee Women in Uganda (AORWU)** is a non-governmental organization dedicated to addressing the challenges faced by refugee women and host communities in Uganda. With funding support from **RUFORUM and AGRA** under **Grant Number RU/YP/2025/01**, AORWU is implementing a new project aimed at strengthening livelihoods and resilience among vulnerable groups.

As part of this initiative, AORWU invites eligible companies and organizations to express their interest in providing goods, services, and works in the categories outlined below. This call seeks to identify qualified partners who can contribute to the successful delivery of project activities and ensure maximum impact for refugee and host community beneficiaries.

Subject: Invitation to Bid for Goods/Services/Works for the year 2026-2028

Association of Refugee Women in Uganda-AORW-U invites sealed bids from eligible, reputable, and qualified supplies/services providers for the provision of the following:

Category A: Supplies

1. Agricultural Supplies

- Agricultural inputs
- Seedlings
- Seeds
- Fertilizers: organic compost, NPK blends, urea, manure
- Pesticides & Herbicides:
- Agricultural Tools & Equipment:
- Protective Gear: gloves, gumboots, overalls, face masks
- **Nursery Supplies**

2. Livestock Supplies

- Animal Feed: dairy meal, poultry mash, mineral blocks
- Watering Equipment:
- Veterinary Supplies:
- Milking Equipment
- Branding Materials for Livestock

3. Supply of Livestock

- Goats
- Cattle
- Sheep

4. Supply of Poultry

- Ducks
- Chicks

Category B: Services

Agriculture & Livelihood Services (trainers)

- Farmer training and extension services
- Nursery establishment and management
- Soil testing and fertility management
- Irrigation system installation and maintenance
- Post-harvest handling and storage
- Value chain development and market linkage
- Livestock health and veterinary services
- Feed formulation and distribution
- Beekeeping and honey processing support

Artisan & Vocational Services

- Jewelry-making and craft training
- Tailoring and garment production
- Leatherwork and shoemaking
- Soap and candle making
- Carpentry and joinery
- Pottery and basket weaving

Health & Psychosocial Services

- Mental health and psychosocial support (MHPSS)
- Sexual and reproductive health education
- First aid and emergency response training
- Community health outreach and sensitization

Education & Capacity Building (Consultancy)

- Literacy and numeracy classes
- Life skills and entrepreneurship training
- Digital literacy and computer skills
- Language translation and interpretation
- Teacher training and curriculum support

Human Resource Consultancy Services

Category C: Logistics & Operational Services

- Transport and delivery services
- Car Hire Services
- Warehousing and inventory management
- Event planning and facilitation
- Catering and hospitality
- Printing and branding
- Social media management
- Internet Services
- Videography Services

- Advertising Services

Category D: Works

Construction & Infrastructure Works

- Shelter construction and rehabilitation
- Latrine and sanitation facility construction
- Borehole drilling and water system installation
- Rainwater harvesting system setup
- Construction of kitchen garden demonstration plots
- Greenhouse construction
- Livestock shelter construction (goat sheds, poultry houses)
- Community center or training hall construction

Agricultural Works

- Land clearing and preparation
- Establishment of demonstration farms
- Tree planting and agroforestry setup
- Installation of irrigation systems
- Compost pit construction
- Nursery bed preparation and management

Livestock Works

- Construction of animal housing units
- Fencing for grazing areas
- Installation of feed and water troughs
- Veterinary outreach and vaccination campaigns

Electrical installation

Solar installation

Vocational & Artisan Works

- Setup of tailoring or craft production units
- Workshop space renovation or construction
- Installation of solar lighting for artisan centers

Category E: General Supplies

- Stationery office
- Office equipment
- Office furniture
- Office Supplies
- Computer and computer consumables
- Supply of Drinking Water

The Prequalification Document will be obtained from the AORW-U Office against a proof of payment of a non- refundable to Association of Refugee Women in Uganda account No. 01180015241115 DFCU Bank as follows;

Category A: Agricultural Supplies UGX 100,000
Category B: Agricultural Services UGX 150,000
Category C: Logistics and Operations UGX 100,000
Category D: Agricultural Works UGX 200,000
Category E: General Supplies UGX 50,000
For more information, visit <http://www.aorwug.org>

Bids must be delivered to the address:

The Procurement and Disposal Unit:

Association of Refugee Women in Uganda. Association of Refugee Women in Uganda. P.O. Box 148825 Plot 456, Behind Gombe Medical Services Balintuma Road- Mengo – Kampala not later than 16th January 2026 at 5:00PM.

All enquiries should be addressed to:

Name: Diana Coutinho Asaba
Organization: Association of Refugee Women in Uganda (AORW-U)
Email: cdasaba@arowug.org
Telephone: 0783555560

Date of bid Issue: 1ST December, 2025.

Bid Closing Date: 31th January, 2026.

ASSOCIATION OF REFUGEE WOMEN IN UGANDA

(AORW-U)



Bidding Document

SHORT LISTING (PRE-QUALIFICATION) OF SERVICE PROVIDERS.

Subject of Procurement: Prequalification of Service Providers

FY 2026/28

Procurement Method: Open Domestic Bidding

Date of Issue: 1st December, 2025

AORW-U Short Listing Document December, 2025

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Preface

Short listing is a pre-tender process that provides for a shortlist of service providers from which providers are obtained to bid. Short listing is used where works, services or supplies are of a routine nature or bidding is for a group of similar contracts. Short listing shall be open to all providers and providers shall be invited using a short list notice.

A short list notice shall be published in at least one publication of wide circulation to ensure effective competition.

The short-listing document is divided into:

- Part I: General Part
- Part II: Instructions to Bidders
- Part III: Preparation of Applications
- Part IV: Submission of Applications
- Part V: Opening and Evaluation of Applications
- Part VI: Short listing

Appendices:

- A: Application Submission Sheet
B: Statement of Requirements

PART I: GENERAL PART

1.1 Scope of Application

1.1.1 Association of refugee women in Uganda invites applications for the short list of Supplies, services and works described in **Appendix B**.

1.1.2 throughout this document:

- (a) The “Applicant” means the bidder submitting an application; and
- (b) “Application” means a bid or submission to be short-listed.

1.2 Source of Funds

1.2.1 AORW-U has an approved budget towards the cost of the procurements described in **Appendix B**. The Procurement Department intends to use these funds for payments under the contract(s) resulting from the bidding for which this short list is conducted.

1.3 Corrupt Practices

1.3.1 It is AORW-U’s policy to require that all Applicants and Providers observe the highest standards of ethics during procurement and the execution of contracts. In pursuit of this policy AORW-U is represented by the management. (herein referred to as the evaluation committee):

- (a) Defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) “Corrupt practice” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a procuring entity’s official in the procurement process or in contract execution; and
 - (ii) “Fraudulent practice” includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring and Disposing Entity, and includes collusive practices among Providers prior to or after bid submission designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring and Disposing Entity of the benefits of free and open competition;
- (b) will reject a recommendation for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract; and
- (c) will suspend a Provider from engaging in any AORW-U procurement proceeding for a stated period of time, if it at any time determines that the Provider has engaged in corrupt or fraudulent practices in competing for, or in executing, an AORW-U’s contract.

1.3.2 In pursuit of the policy, AORW-U requires representatives of the Suppliers and Service Providers to adhere to the relevant codes of ethical conduct. The Code of Ethical Conduct for Suppliers and Service Providers is available from AORW-U management team and Providers are required to indicate their acceptance of this code through the declarations in the **Application Submission Sheet**.

PART II: INSTRUCTIONS TO PROVIDERS

2.1 Introduction

AORW-U will evaluate and short-list all eligible Service Providers for the provision of various works, services or supplies for the Financial Year of 2026-2028. Once a firm has been short-listed, it will be invited, several times during the financial year, to submit a proposal or quotations for the provision of some or all of the Supplies, services or works. AORW-U reserves the right to add similar types of works, services or supplies to the list in **Appendix B**.

2.2 Objectives

AORW-U invites sealed Applications from reputable providers for supplies, services or works for the provision of various works, services or supplies for the Financial Year 2026-2028.

The list of items required during the above-mentioned financial year is given in **Appendix B**.

2.3 Eligible Applicants

2.3.1 An Applicant, and all parties constituting the Applicant, shall meet the following criteria to be eligible to participate in public procurement:

- (a) the applicant has the legal capacity to enter into a contract;
- (b) the applicant is not:
 - (i) insolvent;
 - (ii) in receivership;
 - (iii) bankrupt; or
 - (iv) being wound up
- (c) the applicant's business activities have not been suspended;
- (d) the applicant is not the subject of legal proceedings for any of the circumstances in (b); and
- (e) the applicant has fulfilled his or her obligations to pay taxes and social security contributions.

2.3.2 An Applicant shall be a natural person, private entity, or any combination of them with the formal intent to enter into an agreement or under an existing agreement in the form of a joint venture, consortium or association. In the case of a joint venture, consortium or association, unless otherwise specified in the **Application Submission Sheet**, all parties shall be jointly and severally liable.

2.3.3 An Applicant and all parties constituting the Applicant shall have the nationality of an eligible country. An Applicant shall be deemed to have the nationality of a country if the Applicant is a citizen, or is constituted, incorporated or registered and operates in conformity with the provisions of the laws of that country.

2.3.4 This criterion shall also apply to the determination of the nationality of proposed subcontractors or providers for any part of the Contract including related services.

2.3.5 Applicants shall not have a conflict of interest. All Applicants found to be in conflict of interest shall be disqualified. Applicants shall be considered to have a conflict of interest with one or more parties in this short-listing process, if they:

- (a) have controlling shareholders in common; or
- (b) receive or have received any direct or indirect subsidy from any of them; or
- (c) have the same legal representative for purposes of this application; or
- (d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the

- application of another Applicant, or influence the decision of the Procuring and Disposing Entity regarding this short-listing process; or
 - (e) Participated as a consultant in the preparation of the design or technical specifications of the works, services or supplies that are the subject of this short listing.
- 2.3.7 A firm shall submit only one bid in the same bidding process, either individually as a Bidder or as a partner of a joint venture. No firm can be a subcontractor while submitting a bid individually or as a party of a joint venture in the same bidding process. A firm, if acting in the capacity of Subcontractor in any bid, may participate in more than one bid, but only in that capacity. A Bidder who submits, or participates in, more than one bid will cause all the proposals in which the Bidder has participated to be disqualified.
- 2.3.8 A firm that is under a declaration of suspension by the Authority at the date of submission of the application or thereafter, shall be disqualified.

2.4 Cost of Applying

The Applicant shall bear all costs associated with the preparation and submission of its Application this entails payment of Category

Category A: Agricultural Supplies UGX 100,000

Category B: Agricultural Services UGX 150,000

Category C: Logistics and Operations UGX 100,000

Category D: Agricultural Works/General Works UGX 200,000

Category E: General Supplies UGX 50,000

for the prequalification document through **DFCU Bank No. 01180015241115** Account name Association of Refugee women in Uganda, and AORW-U will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the short-listing process.

2.5 Clarification of Short-listing Documents

A prospective Applicant requiring any clarification of the short-listing documents may notify AORW-U in writing or by cable (hereinafter, the term cable is deemed to include telephone, e-mail) at the client's address indicated below. AORW-U will respond in writing to any request for clarification on the short-listing documents, which it receives no later than seven (7) days prior to the deadline for the submission of Applications. Written copies of the AORW-U's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective applicants that have received the short-listing documents.

For clarification purposes only, the Procurement Department address is:

Attention: Procurement & Administration Department
 Street Address: Balintuma Rd
 Town/City: Mengo-behind Gombe medical Centre
 Postal Code: P.O. Bx 148825
 Country: Uganda
 Telephone: 0783555560
 E-mail address: cadasaba@aorwug.org
 Website: www.aorwuganda.org

2.6 Amendment of Short-Listing Document

- 2.6.1 At any time prior to the deadline for submission of applications, AORW-U may amend the Short-Listing Document by issuing addenda.

- 2.6.2 Any addendum issued shall be part of the Short-Listing Document and shall be communicated in writing to all who have obtained the short-listing document from AORW-U.
- 2.6.3 To give prospective Applicants reasonable time to consider an addendum in preparing their applications, AORW-U, at its discretion, extend the deadline for the submission of applications.

PART III: PREPARATION OF APPLICATIONS

3.1 Language of Application

The Application prepared by the Applicant, as well as all correspondence and documents relating to the Application exchanged by the Applicant and the AORW-U shall be written in English. Supporting documents and printed literature provided by the Applicant may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Application, the translation shall govern.

3.2 Documents Establishing Applicant's Eligibility and Qualifications

The Applicant shall provide as part of its Application, the documentary evidence of the Applicant's legal status, financial, technical and production capability to provide the services if a contract is awarded in the format provided in the Application Submission Sheet (**Forms A1 – A7**). Failure to provide the required information shall result in disqualification.

3.3 Format and Signing of Applications

- 3.3.1 The Applicant is requested to submit its Short Listing Documents (included in Annex A) in one envelope marked: **“Short listing Documents for the provision of works, services or supplies to AORW-U for the Financial Year 2026-2028.”** The envelope shall contain one (1) original and two (2) copies.
- 3.3.2 The original and the copies of the Application shall be typed or written in indelible ink, and shall be signed by the Applicant or a person or persons duly authorized to sign the short-listing documents. All pages of the Application, except for un-mended printed literature, shall be initialed by the person or persons signing the Application and each page numbered.
- 3.3.3 Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the Application.
- 3.3.4 All Pages of the proposal **MUST** be numbered sequentially starting with page number one (1) being the cover page.

PART IV: SUBMISSION OF APPLICATIONS

4.1 Sealing and Labelling of Applications

4.1.1 The Short-Listing Application shall be composed of one envelope marked “Short listing Document for the provision of works, services or supplies”. It shall contain one (1) original (marked “Original”) and two (2) copies (marked “Copy”).

4.1.2 For application submission purposes only, the Procuring/Finance and Disposing Entity’s address is:

Attention: Procurement & Administration Department
Association Of Refuge Women in Uganda
Street Address: Balintuma Rd
Town/City: Mengo-Behind Gombe Medical Centre
Postal Code: P.O. Box 148825
Country: Uganda
Telephone: 0783555560
E-mail address: cdasaba@aorwug.org
Website: www.aorwuganda.org

4.1.3 The envelope shall also indicate the name and address of the Applicant to enable the Application to be returned unopened in case it is declared “late”.

4.1.4 If the envelope is not sealed and marked as required by Clause 4.1, AORW-U will assume no responsibility for the Applications misplacement or premature opening.

4.2 Deadline for Submission of Applications

Applications must be received by AORW-U at the address specified under Clause 4.1.2 no later than *31th January, 2026 at 5:00pm and Bid opening on the same day.*

4.3 Late Applications

Any Application received after the deadline for submission of Applications prescribed by the AORW-U will be rejected and returned unopened to the Applicant.

PART V: OPENING AND EVALUATION OF APPLICATIONS

5.1.1 Opening of Applications by ASSOCIATION OF REFUGEE WOMEN IN PROTECTION UGANDA (AORW-U) on the same day

5.1.2 No Application shall be received after the deadline.

5.2 Evaluation of Applications:

- (a) AORW-U will carry out the evaluation of proposals on the basis of their responsiveness to:
 - Legal Status
 - Tax Payment
 - Financial Position – Presentation of copies of Audited reports for the last two years.
 - Experience
- (b) Any application that fails to meet the requirements in 5.2 (a) will be considered unsuitable and shall be rejected at this stage. AORW-U shall notify the Applicant of the rejection of their application.

5.3 Clarification of Applications

- 5.3.1 During evaluation of the Applications, AORW-U *may*, at its discretion, ask the Applicant for clarification of its application. A request for clarification shall be signed and sent to a bidder by the chairperson of the evaluation committee.
- 5.3.2 A bidder shall be instructed to reply to clarifications in writing within a specified time, addressing their responses to the Procurement Officer
- 5.3.3 The Procurement Officer shall ensure that all replies are promptly forwarded to the chairperson of the evaluation committee.
- 5.3.4 Failure of a bidder to respond to a request for clarification may result in the rejection of its bid.

5.4 Contacting the Procuring and Disposing Entity

- 5.4.1 No Applicant shall contact AORW-U on any matter relating to its Application from the time of Application opening to short listing of Applicants.
- 5.4.2 Any effort by the Applicant to influence AORW-U in its decisions on the Application evaluation may result in the rejection of the Application.

5.5 Confidentiality

- 5.5.1 Information relating to the evaluation of applications, and recommendation for short listing, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of short listing is made to all Applicants.
- 5.5.2 From the deadline for submission of applications to the time of notification of the results of the short listing, any Applicant that wishes to contact the Procuring and Disposing Entity under the Finance and Administration department on any matter related to the short-listing process, may do so but only in writing.

PART VI: SHORT LISTING

6.1 Notification to the Short-Listed Applicants

AORW-U will notify all Applicants in writing by registered letter or by cable, that they have been short-listed to provide works, services or supplies for the Financial Year 2026-2028.

6.2 Inspection

AORW-U reserves the right to conduct a physical inspection of the premises of the Applicant at its own cost and discretion. If, after the inspection, it is deemed that the physical structure and quality of service equipment is unsatisfactory, then the Application will be rejected. AORW-U reserves the right to verify all information submitted.

6.3 Currency

All monetary/financial information furnished, must be quoted in UGX.

6.4 Changes in Qualifications of Applicants

- 6.4.1 Applicants and those subsequently short-listed or conditionally short listed, shall inform AORW-U of any material change in information that might affect their qualification status. Providers shall be required to update key short-listing information at the time of bidding.
- 6.4.2 Prior to award of contract, the best-evaluated bidder will be required to confirm its continued qualified status in a post-qualification review process.

ANNEX A: FORM A1: APPLICATION SUBMISSION SHEET

Date: [insert day, month, year]

To: [insert full name of Procuring and Disposing Entity]

We, the undersigned declare that:

- (a) We have examined and have no reservations to the short-listing document, including Addenda No:
- (b) We hereby apply to be short listed for the following Supplies, services or Works:

Reference Number	Description of Works, Services or Supplies

- (c) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short-listing process, are eligible to participate in public procurement;
- (d) We undertake to abide by the Code of Ethical Conduct for Providers and Providers during the procurement process and the execution of any resulting contract;
- (e) We, including any subcontractors or providers for any part of the contract or contracts resulting from this short-listing process do not have any conflict of interest, and are not associated, nor have been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design or technical specifications of the Supplies;
- (f) We, our affiliates or subsidiaries, including any subcontractors for any part of the contract or contracts resulting from this short-listing process, have not been suspended by the Public Procurement and Disposal of Public Assets Authority in Uganda from participating in all public procurements.
- (g) We declare that the following fees have been paid with respect to the short-listing process, the corresponding bidding process or execution of the Contract: [insert complete name of each Recipient, their full address, the reason for which the fees were paid and the amount and currency of each such commission or gratuity. If none has been paid or is to be paid, indicate "none".]

Name of Recipient	Address	Purpose/Reason	Amount & currency

- (h) We understand that you may amend the scope and value of any contracts to be bid or cancel the short-listing process at any time and that you are neither bound to accept any application that

you may receive nor to invite the short-listed applicants to bid for the contract or contracts, which are the subject of this short listing, without incurring any liability to the Applicants;

- (i) We understand that qualification information will be subject to verification through a post-qualification process prior to any award of contract;
- (j) We hereby authorize you and your authorized representatives, to conduct any enquiries or investigations to verify the statements, documents and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Application Submission Sheet will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application.

Signed: *[signature of person whose name and capacity are shown below]*

Name: *[insert complete name of person signing the application]*

In the capacity of *[insert legal capacity of person signing the application]*

Duly authorized to sign the application for and on behalf of: *[insert complete name of Applicant/Joint Venture]*

Dated on _____ day of _____, _____ *[insert date of signing]*

FORM A2: APPLICANT INFORMATION SHEET

STRUCTURE AND ORGANIZATION

1 Name of Company:

[insert full legal name]

Physical address:

[insert street/ number/ town or city/ country]

Postal address:

Telephone number:

Telefax number:

Email:

2 Description of the Company's activities:

3 Number of years of experience in the provision of the Supplies, services or Works under Reference

4 In case of a Joint Venture, the following documentation shall be required for each member of the joint venture:

- a. a copy of the Bidder's Trading license or equivalent;
- b. a copy of the Bidder's Certificate of Registration or equivalent;
- c. a copy of the Bidder's income tax clearance certificate or equivalent;
- d. a copy of the Bidders VAT registration or equivalent;
- e. Power of Attorney of the signatory(ies) of the bid authorizing signature of the bid on behalf of the joint venture;
- f. a certified copy of the Joint Venture Agreement, which is legally binding on all partners, showing that all partners shall be jointly and severally liable and one of the partners will be nominated as being in charge, authorized to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture.

The Applicant's authorized representative for information is:

Name: *[insert full legal name]*

Address: *[insert street/ number/ town or city/ country]*

Telephone/Fax numbers: *[insert telephone/fax numbers, including country and city codes]*

E-mail address: *[indicate e-mail address]*

5 Describe your company's access from other sources (name the sources/companies) to works, services or supplies it does not carry out or does not have in stock, and the delivery schedule in these cases

6 What is the time schedule of providing and completing the works, services or supplies being applied for?

7 Please indicate here or attach an organization chart showing the company structure including key personnel

8 What are the specific types of equipment/vehicles that the company is certified to work on?
(E.g. Motor vehicle, equipment maintenance, e.t.c.)

FORM A3: FINANCIAL STATEMENT

1. Share capital
 - Authorized share capital:
2. Annual value of business undertaken in the last two years

Year		
Turn over		

3. Approximate value of current work related to this type of works, services or supplies
4. Please attach copies of the company's audited accounts for the previous two years (profit/loss, assets/liabilities) and any financial data, which you consider to be useful in the shortlisting. Please list all the attachments below.
5. Name and address of Bankers from which references can be obtained and authority to seek references

FORM A4: RESOURCES: PERSONNEL

1. Number of staff

- Management staff:
- Technical staff:
- Support staff:

2. Please list the present key personnel and management staff.

Name	Qualification	Years of relevant experience

FORM A5: RESOURCES: PROVIDERS EQUIPMENT AND FACILITIES

On the basis of the information provided in the short listing documents, please indicate equipment and facilities considered by your firm to be necessary for undertaking the contract and whether this is already in the company's ownership or will be purchased.

The following facilities and infrastructure are available at the Applicants workshop:

FORM A6: EXPERIENCE: RELEVANT PROJECTS COMPLETED

Please fill in information about the relevant contracts completed over the past three years.

Name Employer	Description of Contracts	Total Contract Price	Date of Completion

The applicant **MUST** attach evidence of performance of the above contracts either in the form of reference letters from the clients. This is applicable for both completed and current similar assignments.

EXPERIENCE: CURRENT RELEVANT CONTRACTS

Please fill in information about the current relevant contracts being executed.

Name Employer	Description of Contract	Contract Price	Value completed and certified

FORM A7: LEGAL STATUS	
1	Enclose a copy of the Memorandum and Articles of Association or its equivalent. A separate list of Directors/Partners/Proprietors should be attached. A joint venture agreement should be attached where applicable.
2	Enclose a copy of the Certificate of Incorporation or its equivalent.
3	Enclose a copy of the Power of Attorney to the signatory of the short-listing document registered by the Registrar of Companies or written authorization to submit the application.
4	Enclose an Annual Income Tax Clearance Certificate addressed for the previous year.
5	Please enclose a copy of a Trading License for the previous year <u>certified</u> by an issuing authority.
6	Please enclose a copy of your firm's insurance policy coverage (applicable to motor vehicle maintenance, repair of office equipment, etc.)

ANNEX B:
STATEMENT OF REQUIREMENTS

Category A: Supplies:

1. Agricultural Supplies

AORWU – SUP 001-0 Agricultural inputs

AORWU – SUP 001-1 Seedlings

AORWU – SUP 001-2 Seeds

AORWU – SUP 001-3 Fertilizers: organic compost, NPK blends, urea, manure

AORWU – SUP 001-4 Pesticides & Herbicides:

AORWU – SUP 001-5 Agricultural Tools & Equipment

AORWU – SUP 001- 6 Protective Gear: gloves, gumboots, overalls, face masks

AORWU – SUP 001- 7 Nursery Supplies

2. Livestock Supplies

AORWU – SUP 002 -0 Animal Feed: dairy meal, poultry mash, mineral blocks

AORWU – SUP 002- 1 Watering Equipment:

AORWU – SUP 002- 3 Veterinary Supplies:

AORWU – SUP 002- 4 Milking Equipment

AORWU – SUP 002- 5 Branding Materials for Livestock

3. Supply of Livestock

AORWU – SUP 003 - 0 Goats

AORWU – SUP 003 - 1 Cattle

AORWU – SUP 003- 2 Sheep

4. Supply of Poultry

AORWU – SUP 004 - 0 Ducks

AORWU – SUP 004 – 1 Chicks

Category B: Services

1 Agriculture & Livelihood Services (trainers)

AORWU – SVS 001-0 Farmer training and extension services

AORWU – SVS 001- 1 Nursery establishment and management

AORWU – SVS 001- 2 Soil testing and fertility management

AORWU – SVS 001 – 3 Irrigation system installation and maintenance

AORWU – SVS 001 – 4 Post-harvest handling and storage

AORWU – SVS 001- 5 Value chain development and market linkage

AORWU – SVS 001 – 6 Livestock health and veterinary services

AORWU – SVS 001 –7 Feed formulation and distribution

AORWU – SVS 001- 8 Beekeeping and honey processing support

AORWU – SVS 001- 9 Veterinary outreach and vaccination campaigns

2 Artisan & Vocational Services

AORWU – SVS 002- 0 Jewelry-making and craft training
AORWU – SVS 002 – 1 Tailoring and garment production
AORWU – SVS 002 – 2 Leatherwork and shoemaking
AORWU – SVS 002 - 3 Soap and candle making
AORWU – SVS 002 – 4 Carpentry and joinery
AORWU – SVS 002Pottery and basket weaving

3 Health & Psychosocial Services

AORWU – SVS 003 -1 Mental health and psychosocial support (MHPSS)
AORWU – SVS 003 – 2 Sexual and reproductive health education
AORWU – SVS 003 – 3 First aid and emergency response training
AORWU – SVS 003 – 4 Community health outreach and sensitization

4 Education & Capacity Building (Consultancy)

AORWU – SVS 004 - 1 Literacy and numeracy classes
AORWU – SVS 004 – 2 Life skills and entrepreneurship training
AORWU – SVS 004 - 3 Digital literacy and computer skills
AORWU – SVS 004 – 4 Language translation and interpretation
AORWU – SVS 004 – 5 Teacher training and curriculum support

AORWU – SVS 005 Human Resource Consultancy Services

Category C: Logistics & Operational Services

AORWU – SVS 006 – 0 Transport and delivery services
AORWU – SVS 006 – 1 Car Hire Services
AORWU – SVS 006 – 2 Tour and Travel Services
AORWU – SVS 006 – 3 Courier Services
AORWU – SVS 006 – 4 Clearing and forwarding
AORWU – SVS 006 – 5 Accommodation and conference facilities
AORWU – SVS 006 – 6 Warehousing and inventory management
AORWU – SVS 006 – 7 Event planning and facilitation
AORWU – SVS 006 – 8 Catering and hospitality
AORWU – SVS 006 – 9 Printing and branding
AORWU – SVS 006- 10 Social media management
AORWU – SVS 006 – 11 1Internet Services
AORWU – SVS 006 – 12 Videography Services
AORWU – SVS 006 – 13 Advertising Services
AORWU – SVS 006 – 14 Computer programming, software installations and software management
AORWU – SVS 006 – 15 Cleaning services
AORWU – SVS 006 – 16 Engraving services
AORWU – SVS 006 – 17 Outdoor public systems services

Category D: Works

1. Construction & Infrastructure Works

AORWU – WRKS 001 – 1 Shelter construction and rehabilitation
AORWU – WRKS 001 – 2 Latrine and sanitation facility construction
AORWU – WRKS 001 – 3 Borehole drilling and water system installation

AORWU – WRKS 001 – 4 Rainwater harvesting system setup
AORWU – WRKS 001 – 5 Construction of kitchen garden demonstration plots
AORWU – WRKS 001 – 6 Greenhouse construction
AORWU – WRKS 001 – 7 Livestock shelter construction (goat sheds, poultry houses)
AORWU – WRKS 001 – 8 Community center or training hall construction

2. Agricultural Works

AORWU – WRKS 002 – 1 Land clearing and preparation
AORWU – WRKS 002 – 2 Establishment of demonstration farms
AORWU – WRKS 002 – 3 Tree planting and agroforestry setup
AORWU – WRKS 002 – 4 Installation of irrigation systems
AORWU – WRKS 002 – 5 Compost pit construction
AORWU – WRKS 002 – 6 Nursery bed preparation and management

3. Livestock Works

AORWU – WRKS 003 – 1 Construction of animal housing units
AORWU – WRKS 003 – 2 Fencing for grazing areas
AORWU – WRKS 003 – 3 Installation of feed and water troughs

4. General Works

AORWU – WRKS 004 – 1 Construction of training centre
AORWU – WRKS 004 – 2 Construction of sanitary facility
AORWU – WRKS 004 – 3 Electrical installation
AORWU – WRKS 004 – 4 Solar installation

5. Vocational & Artisan Works

AORWU – WRKS 005 – 1 Setup of tailoring or craft production units
AORWU – WRKS 005 – 2 Workshop space renovation or construction
AORWU – WRKS 005 – 3 Installation of solar lighting for artisan centers

Category E: General Supplies

AORWU – GS 001 – 1 Office equipment
AORWU – GS 001 – 2 Office furniture
AORWU – GS 001 – 3 Office Supplies
AORWU – GS 001 – 4 Computer and computer consumables
AORWU – GS 001 – 5 Supply of Drinking Water
AORWU – GS 001 – 6 Tyres and Tubes
AORWU – GS 001 – 7 Supply Oils and lubricants
APRWI – GS 001 – 8 Supply of water pump

ANNEX B:
STATEMENT OF REQUIREMENTS

The **Association of Refugee Women in Uganda (AORWU)** is a non-governmental organization dedicated to addressing the challenges faced by refugee women and host communities in Uganda. With funding support from **RUFORUM and AGRA** under **Grant Number RU/YP/2025/01**, AORWU is implementing a new project aimed at strengthening livelihoods and resilience among vulnerable groups.

As part of this initiative, AORWU invites eligible companies and organizations to express their interest in providing goods, services, and works in the categories outlined below. This call seeks to identify qualified partners who can contribute to the successful delivery of project activities and ensure maximum impact for refugee and host community beneficiaries.

Bid document can be obtained on www.aorwuganda.org. For clarification please contact the following on cdasaba@aorwug.org and Tel No. 0783555560

Category A: Supplies:

1. Agricultural Supplies

AORWU – SUP 001-0 Agricultural inputs

AORWU – SUP 001-1 Seedlings

AORWU – SUP 001-2 Seeds

AORWU – SUP 001-3 Fertilizers: organic compost, NPK blends, urea, manure

AORWU – SUP 001-4 Pesticides & Herbicides:

AORWU – SUP 001-5 Agricultural Tools & Equipment

AORWU – SUP 001- 6 Protective Gear: gloves, gumboots, overalls, face masks

AORWU – SUP 001- 7 **Nursery Supplies**

2. Livestock Supplies

AORWU – SUP 002 -0 Animal Feed: dairy meal, poultry mash, mineral blocks

AORWU – SUP 002- 1 Watering Equipment:

AORWU – SUP 002- 3 Veterinary Supplies:

AORWU – SUP 002- 4 Milking Equipment

AORWU – SUP 002- 5 Branding Materials for Livestock

3. Supply of Livestock

AORWU – SUP 003 – 0 Goats

AORWU – SUP 003 - 1 Cattle

AORWU – SUP 003- 2 Sheep

4. Supply of Poultry

AORWU – SUP 004 - 0 Ducks

AORWU – SUP 004 – 1 Chicks

Category B: Services

1 Agriculture & Livelihood Services (trainers)

AORWU – SVS 001-0 Farmer training and extension services
AORWU – SVS 001- 1 Nursery establishment and management
AORWU – SVS 001- 2 Soil testing and fertility management
AORWU – SVS 001 – 3 Irrigation system installation and maintenance
AORWU – SVS 001 – 4 Post-harvest handling and storage
AORWU – SVS 001- 5 Value chain development and market linkage
AORWU – SVS 001 – 6 Livestock health and veterinary services
AORWU – SVS 001 – 7 Feed formulation and distribution
AORWU – SVS 001- 8 Beekeeping and honey processing support
AORWU – SVS 001- 9 Veterinary outreach and vaccination campaigns

2 Artisan & Vocational Services

AORWU – SVS 002- 0 Jewelry-making and craft training
AORWU – SVS 002 – 1 Tailoring and garment production
AORWU – SVS 002 – 2 Leatherwork and shoemaking
AORWU – SVS 002 - 3 Soap and candle making
AORWU – SVS 002 – 4 Carpentry and joinery
AORWU – SVS 002Pottery and basket weaving

3 Health & Psychosocial Services

AORWU – SVS 003 -1 Mental health and psychosocial support (MHPSS)
AORWU – SVS 003 – 2 Sexual and reproductive health education
AORWU – SVS 003 – 3 First aid and emergency response training
AORWU – SVS 003 – 4 Community health outreach and sensitization

4 Education & Capacity Building (Consultancy)

AORWU – SVS 004 - 1 Literacy and numeracy classes
AORWU – SVS 004 – 2 Life skills and entrepreneurship training
AORWU – SVS 004 - 3 Digital literacy and computer skills
AORWU – SVS 004 – 4 Language translation and interpretation
AORWU – SVS 004 – 5 Teacher training and curriculum support

AORWU – SVS 005 Human Resource Consultancy Services

Category C: Logistics & Operational Services

AORWU – SVS 006 – 0 Transport and delivery services
AORWU – SVS 006 – 1 Car Hire Services
AORWU – SVS 006 – 2 Tour and Travel Services
AORWU – SVS 006 – 3 Courier Services
AORWU – SVS 006 – 4 Clearing and forwarding
AORWU – SVS 006 – 5 Accommodation and conference facilities
AORWU – SVS 006 – 6 Warehousing and inventory management
AORWU – SVS 006 – 7 Event planning and facilitation

AORWU – SVS 006 – 8 Catering and hospitality
AORWU – SVS 006 – 9 Printing and branding
AORWU – SVS 006- 10 Social media management
AORWU – SVS 006 – 11 Internet Services
AORWU – SVS 006 – 12 Videography Services
AORWU – SVS 006 – 13 Advertising Services
AORWU – SVS 006 – 14 Computer programming, software installations and software management
AORWU – SVS 006 – 15 Cleaning services
AORWU – SVS 006 – 16 Engraving services
AORWU – SVS 006 – 17 Outdoor public systems services

Category D: Works

1. Construction & Infrastructure Works

AORWU – WRKS 001 – 1 Shelter construction and rehabilitation
AORWU – WRKS 001 – 2 Latrine and sanitation facility construction
AORWU – WRKS 001 – 3 Borehole drilling and water system installation
AORWU – WRKS 001 – 4 Rainwater harvesting system setup
AORWU – WRKS 001 – 5 Construction of kitchen garden demonstration plots
AORWU – WRKS 001 – 6 Greenhouse construction
AORWU – WRKS 001 – 7 Livestock shelter construction (goat sheds, poultry houses)
AORWU – WRKS 001 – 8 Community center or training hall construction

2. Agricultural Works

AORWU – WRKS 002 – 1 Land clearing and preparation
AORWU – WRKS 002 – 2 Establishment of demonstration farms
AORWU – WRKS 002 – 3 Tree planting and agroforestry setup
AORWU – WRKS 002 – 4 Installation of irrigation systems
AORWU – WRKS 002 – 5 Compost pit construction
AORWU – WRKS 002 – 6 Nursery bed preparation and management

3. Livestock Works

AORWU – WRKS 003 – 1 Construction of animal housing units
AORWU – WRKS 003 – 2 Fencing for grazing areas
AORWU – WRKS 003 – 3 Installation of feed and water troughs

4. General Works

AORWU – WRKS 004 – 1 Construction of training centre
AORWU – WRKS 004 – 2 Construction of sanitary facility
AORWU – WRKS 004 – 3 Electrical installation
AORWU – WRKS 004 – 4 Solar installation

5. Vocational & Artisan Works

AORWU – WRKS 005 – 1 Setup of tailoring or craft production units
AORWU – WRKS 005 – 2 Workshop space renovation or construction
AORWU – WRKS 005 – 3 Installation of solar lighting for artisan centers

Category E: General Supplies

AORWU – GS 001 – 1 Office equipment
AORWU – GS 001 – 2 Office furniture

AORWU – GS 001 – 3 Office Supplies

AORWU – GS 001 – 4 Computer and computer consumables

AORWU – GS 001 – 5 Supply of Drinking Water

AORWU – GS 001 – 6 Tyres and Tubes

Mandatory requirements

1. Company Profile, memorandum and articles or its equivalent, find them in the bid document), Audited Accounts for the previous two years, Trading license, Annual Tax Clearance and any other relevant documents.
2. A nonrefundable fee payable as follows;

Category A: Agricultural Supplies UGX 100,000

Category B: Agricultural Services UGX 150,000

Category C:Logistics and Operations UGX 100,000

Category D: Agricultural Works/General Works UGX 200,000

Category E: General Supplies UGX 50,000

To the organizational account **DFCU Bank No. 01180015241115** Account name Association of Refugee women in Uganda a copy of the receipt to be presented during submission of the bid document with receipt acknowledging receipt of payment issued by AORWU.

3. Applicants are free to bid for NOT more than THREE categories of their choice if it's part of their primary business.
4. Submission after deadline shall not be considered. Submission online shall not be considered.

Completed bids documents should be submitted on the Friday 19th of December 2025 not later than 5:00pm in sealed envelopes clearly stating the category code and description and the address of the sender. Bids must be delivered to;

Attention: Procurement & Administration Department

Association of Refuge Women in Uganda

Street Address: Balintuma Rd

Town/City: Mengo-Behind Gombe Medical Centre

Postal Code. O. Box 148825

Country: Uganda

Telephone: 0783555560

E-mail address:

cdasaba@aorwug.org

Website: www.aorwuganda.org

EVICTED LUWERO WOMAN RESCUED

By Frederick Kiwanuka

The lands state minister, Sam Mayanja, has reinstated a 94-year-old woman on her kibanya, which had allegedly been sold fraudulently to a land dealer by her grandchildren in Luwero district.

Gertrude Namirimu, a resident of Bajjo village near Bombo town in Luwero, had lived on her kibanya measuring 1.6 acres for over 40 years. Namirimu's mother and grandmother were also buried on the same land.

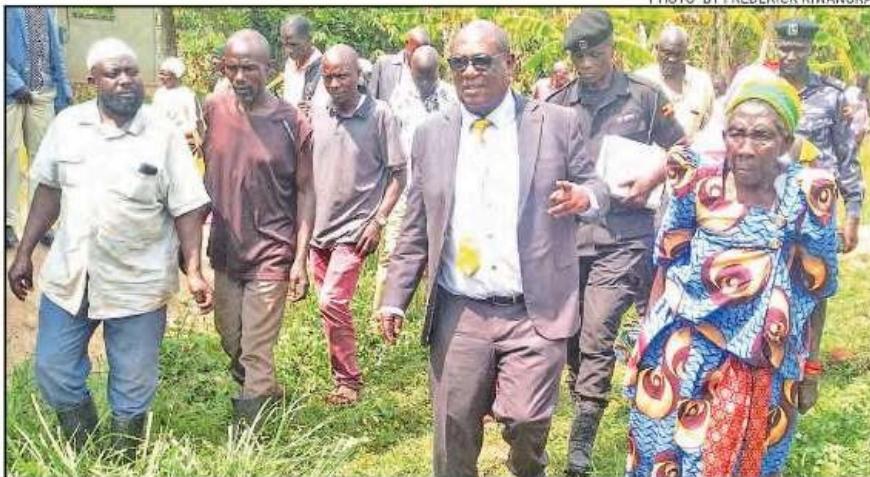
But this did not deter her two grandsons; Solomon Babyesiza and Kulannema Atuhaire, from registering the same kibanya in their names before they sold it to Emmanuel Sewaya, a local land dealer. After buying the land from Namirimu's grandsons, Sewaya subdivided it into several plots, which he sold to unsuspecting buyers.

Namirimu said her two grandsons fraudulently registered her kibanya in their names and acquired a title, before selling it to Sewaya.

She is a genuine tenant on the land owned by the Kisingiri family, whose administrator is Zakaria Kisingiri Kizito.

Namirimu said her grandsons secured a title after approaching Kizito, before selling the land to Sewaya.

Namirimu reported the matter to the Luwero resident district commissioner's (RDC) office upon discovering the fraud, and she was advised to place a caveat on the land. Thereafter,



Mayanja (front, second-right) being led by Namirimu (right) on a guided tour of her kibanya, which had allegedly been sold fraudulently by her grandchildren

MINISTER'S DIRECTIVE

Lands state minister Sam Mayanja and his entourage established during the locus visit that several individuals to whom land dealer Emmanuel Sewaya sold plots had built houses. The minister declared that Sewaya and the individuals to whom he sold land bought 'air'.

"You have a title, but not possession. Go and tell those people who sold you the land to refund your money," Mayanja said.

He directed the Luwero RDC, Abel Bakunda, to reinstate the old woman on her land, saying her right to possess the kibanya was guaranteed by the Constitution and the presidential directive against illegal evictions.

all the developments on the land were halted.

While on a locus visit to Bajjo village on Friday, Mayanja

declared all the transactions on the land null and void, and reinstated Namirimu.

The land dealer (Sewaya)

said he bought the land from Namirimu's two grandsons, (Babyesiza and Atuhaire) and that it was registered in their names.

Sewaya said he acquired the title after paying sh40m, which he later subdivided into plots and sold.

Mayanja also asked the Luwero RDC Abel Bakunda to investigate Sewaya and other people who were implicated in the land deal, with a possibility of charging them with land grabbing.

After the locus visit, Mayanja also addressed residents at Namayamba village in Nyimba sub-county, where he directed that all residents who were evicted from their homes get compensated.

Malawi Airlines launches direct flights to Entebbe

By Eddie Ssejjoja

Malawi Airlines is scheduled to start direct flights between Entebbe International Airport and Kamuzu International Airport in the capital Lilongwe, with the aim of boosting trade between the two countries.

In 2023, Uganda's total exports to Malawi were valued at sh11.6b and have increased at an annual rate of 9.54% from 2018 to 2023.

The Malawi Airlines Uganda station manager, Lillian Kyobutungi, said effective December 15, 2025, the country's national carrier will make direct flights from Lilongwe to Entebbe. It will operate four times a week.

"This route is designed to enhance regional connectivity and foster stronger ties in trade, tourism, and cultural exchange between Malawi and Uganda, as well as the broader southern and eastern African region," Kyobutungi said.

She said the company has been making chartered flights due to the increasing travels and trade between the two countries, until they decided to launch direct flights.

Uganda's top exports to



Malawi include concentrated milk and packaged medicaments, while Malawi's exports to Uganda include iron stovetops, iron scrap and raw tobacco.

Godfrey Kirumira, the chairperson of the Kampala-based Kwagalana group, which unites the city's top businesspeople, said Ugandans are spreading so fast across the globe looking for trade opportunities.

"We have serious and well-focused businesspeople. I am not surprised that Malawi saw it fit to start direct flights to Entebbe," Kirumira, who is also the Namibian consul general to Uganda, said.

Kirumira said they were also lobbying President Yoweri Museveni to allow Uganda Airlines to start direct flights to Namibia to serve the growing number of people.

Malawi Airlines launches direct flights to Entebbe

CAVEAT EMPTOR

LET THE PUBLIC TAKE NOTICE THAT WE, Mr. Michael Edward Makonzi Sozi, Mr. Paulo Galabuzi Yafesi Sozi and Ms. Evelyn Miriam Nasozi Sozi, 3 of 5 children of Mrs Miriam Norah Namugenya Sozi and the late Mr. Michael Kitudewa Sozi, hereby WARN that ALL properties that belong to Mrs Miriam Norah Namugenya Sozi and the late Mr. Michael Kitudewa Sozi, AS HERE BELOW LISTED, are NOT

FOR SALE.

They include:-

1. Kyadondo Block 256 Plot 1 at Munyonyo
2. Kyadondo Block 256 Plot 2 at Munyonyo
3. Kyadondo Block 244 Plot 579 at Kisugu
4. Kibuga Block 38 Plot 115 at Wandegeya
5. Kololo Nyonyi Gardens Plot 29/ KCCA 548 Folio 21.
6. Kololo Nyonyi Gardens Plot 30A /KCCA 551Folio 16

7. Kololo Nyonyi Gardens Plot 24/KCCA 551 Folio 4
8. Busiro Block 80 Plot 143, Land at Buwambo, Wakiso
9. Kyadondo Block 256 Plots 60 and 106

Anyone purporting to deal with these properties by way of purchase, alienation or otherwise without the express consent of ALL the five children does so at their own risk, colossal loss and will not acquire valid titles.

DATED at Kampala this 2nd day of December, 2025.

MUGISA, NAMUTALE & CO.
ADVOCATES
Plot 8 Bhatia Building,
Wilson Road
Kampala



BID NOTICE

The Association of Refugee Women in Uganda (AORWU) IS a non-Government organization whose major focus is ON the plight of refugee women and the hosting communities in Uganda. This project to be funded by RUFORUM and AGRA under Grant Number RU/YP/2025/01. AORWU invites eligible companies and organizations to express interest in providing goods, services, and works in the following categories. Bid document can be obtained on www.aorwuganda.org. For clarification, please contact the following on aorwuganda@gmail.com and Tel No. +256 789490563/+256 709164289

To the organizational account **DFCU Bank No. 01180015241115** Account name **Association of Refugee women in Uganda** a copy of the receipt to be presented during submission of the bid document with receipt acknowledging receipt of payment issued by AORWU.

3. Applicants are free to bid for NOT more than THREE categories of their choice if it's part of their primary business.
4. Submission after deadline shall not be considered. Submission online shall not be considered.

Completed bids documents should be submitted on the Friday 19th of December 2025 not later than 5:00pm in sealed envelopes clearly stating the category code and description and the address of the sender. Bids must be delivered to;

Attention	: Procurement & Administration Department Association of Refuge Women in Uganda
Street Address	: Balintuma Rd
Town/City	: Mengo-Behind Gombe Medical Centre
Postal Code	: P.O. Box 148825
Country	: Uganda
Telephone	: +256 789490563/+256 709164289
E-mail address	: aorwuganda@gmail.com
Website	: www.aorwuganda.org



BID NOTICE

The Association of Refugee Women in Uganda (AORWU) is a non-Government organization whose major focus is on the plight of refugee women and the hosting communities in Uganda. This project to be funded by RUFORUM and AGRA under Grant Number RUY/P/2025/01. AORWU invites eligible companies and organizations to express interest in providing goods, services and works in the following categories. Bid document can be obtained on www.aorwuganda.org. For clarification, please contact the following on aorwuganda@gmail.com and Tel No. +256 789490563/+256 709164289

Mandatory requirements

1. Company Profile, memorandum and articles or its equivalent, Audited Accounts for the previous two years, Trading license certified, Annual Tax Clearance and any other relevant documents.
2. A non-refundable fee payable as follows:
Category A: Agricultural Supplies UGX 100,000
Category B: Agricultural Services UGX 150,000
Category C: Logistics and Operations UGX 100,000
Category D: Agricultural Works/General Works UGX 200,000
Category E: General Supplies UGX 50,000
3. **Attention**: Procurement & Administration Department
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Completed bids documents should be submitted on Friday 19th of December 2025 not later than 5:00pm in sealed envelopes clearly stating the category code and description and the address of the sender. Bids must be delivered to:

Street Address	Association of Refugee Women in Uganda
Town/City	Balintumka Rd
Postal Code	Mengo-Behind Gombe Medical Centre
Country	P.O. Box 148825
Telephone	Uganda +256 789490563/+256 709164289
Email address	aorwuganda@gmail.com
Website	www.aorwuganda.org

A **Reven**
Q **Can**
D **speci**
P **posi**
W **Dipl**
W **speci**