

PRE-QUALIFICATION NOTICE




Pre-Qualification for Provision of Supplies, Services and Works for the year 2024,2025 and 2026

DefendDefenders [East and Horn of Africa Human Rights Defenders Project]. seeks to strengthen the work of human rights defenders (HRDs) throughout the region by reducing their vulnerability to the risk of persecution and by enhancing their capacity to effectively defend human rights. DefendDefenders operates different countries namely: Burundi, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, Somalia (together with Somaliland), South Sudan, Sudan, Tanzania, and Uganda.

DefendDefenders has reserved funds for the procurements in works, supplies, and services for the financial year 2024/2025/2026 and therefor seeks to invite interested applicants/eligible companies to participate in pre-qualification for the provision of various works, services or supplies for the Financial Year 2024/2025/2026. Once a firm has been short-listed, it will be invited, several times during the financial year, to submit a proposal for the provision of some or all the works, services, or supplies.

Supplies



CODE	ITEM
Sup/100	Computers, Computer consumables and accessories
Sup/200	Electrical equipment and accessories
Sup/300	Photocopiers, Printer consumables and accessories
Sup/400	Air Conditioners and Accessories
Sup/500	Office Furniture and Fittings
Sup/600	Assorted office stationery
Sup/700	Office equipment tools (Printers, Photocopiers and Computers)
Sup/800	Fuel
Sup/900	IT Network Systems



Services

CODE	ITEM
Svcs/100	Advertising and Media
Svcs/200	Air Ticketing, Tours & travel
Svcs/300	Branding Services
Svcs/400	Engraving services
Svcs/500	Hotel accommodation& Conference facility services
Svcs/600	Insurance, Medical, travel, GPA, Asset, Motorvehicles
Svcs/700	Maintenance & repair of furniture & fittings
Svcs/800	Motor vehicles hire services
Svcs/900	Repair & Maintenance of motor vehicles
Svcs/1000	Secretarial, printing, art and design, binding & photocopying services
Svcs/1100	IT hardware repairs
Svcs/1200	Trainers in Digital Security, Strategy Development, Resource mobilization, Workplan Development
Svcs/1300	Decoration (Events) and Photo Framing and Photographers
Svcs/1400	Music and Sound Systems (Live Streaming)
Svcs/1500	Catering Services
Svcs/1600	Cuarrier services
Svcs/1700	Telephone Communication services
Svcs/1800	Cleaning Services
Svcs / 1900	Art and Interior Designing Services
Svcs/2000	Consultancy and Project Evaluation
Svcs/2001	Translation and Interpretation Services
Svcs/2002	Event Planner services
Svcs/2003	Security services (Guiding)
Svcs/2004	Security equipment (CCTV, Alarm, Biometric control, and Access Control Services.
Svcs/2005	Website designing (Content Creations and Animation services)

Short Listing Documents

A prospective Applicant requiring any clarification of the short-listing documents may notify DefendDefenders in writing or by email at the client's address indicated below.

DefendDefenders will respond in writing or by Email to any request for clarification on the short-listing documents, which it receives no later than two (two days) prior to the deadline for the submission of Applications that have received the short-listing documents

How to apply.

Please apply by emailing/ had submission of all the necessary documents through referring to pre- qualification file attached.

Attention:

Nakato Zainab (Administrative Associate)

Street Address: Lotis Towers Plot 16 Mackinnon Road

Postal code/ P.O. BOX 70356 Nakasero, Kampala Uganda

Office Number: (256) 200 760 700

Website: www.defenddefenders.org

Electronic Mail Address: services@defenddefenders.org

Services

No	Activity	Date
a.	Publish bid notice	15th /12/2023
b.	Bid closing date	20 th /01/ 2024 at 5:30pm
c.	Evaluation process	23 nd /01/2024 – 3 rd /02/2024
d.	Communication of best evaluated bidders notice	6/02/2024
e.	Contract Signing	10 th /02/ 2024