



## Supplier Prequalification Form

Please complete this form with all the requested details. Feel free to redraft and/or edit the form below if more fields are required to capture your entity details

### 1. Summary of Supplier Details

<b>Company Name</b>				
<b>Registered Address</b>				
<b>Operational Address</b>				
<b>Email Address</b>				
<b>Telephone Contacts</b>				
<b>TIN No.</b>				
<b>Major shareholders (10% or above)</b>		<b>Name</b>	<b>Nationality</b>	<b>Shareholding (%)</b>
	1			
	2			
	3			
	4			
<b>Directors</b>		<b>Name</b>	<b>Nationality</b>	
	1			
	2			
	3			
	4			
<b>Bank Account Details</b>	<b>Account No.</b>			
	<b>Account Name</b>			
	<b>Bank Name</b>			
<b>If the company is a subsidiary of another company, please indicate details of the holding or parent company including shareholding and director details (as above).</b>				

## 2. Required Documentation

	Requirement	Yes	No	Comment
1	Certificate of Incorporation			
2	Memorandum & Articles of Association			
3	Valid Trading License or equivalent permit			
4	Valid Tax Clearance Certificate			
5	VAT Registration Certificate (if applicable)			
6	Company Form 7/20 or equivalent statutory documents			
7	IDI Uganda Code of Conduct form			
8	Supporting documentation confirming business location (e.g., tenancy agreement, utility bill, or site verification where applicable)			
9	<p>Audited financial statements for the two years</p> <p>For small-scale suppliers who do not have audited financial statements, alternative financial evidence may be provided, such as:</p> <ul style="list-style-type: none"> <li>• Recent bank statements</li> <li>• Management accounts or internal financial records</li> <li>• Signed income or turnover declaration</li> </ul>			

### 2-1. Additional Documentation

\*Additional documentation may be requested for supplies, works, or specialized services (such as IT equipment, medical devices, food supply, construction works, or manufacturing services), where applicable.

	Additional Documentation	Yes	No	Comment
1	Relevant professional body certification (e.g., ICPAU, SRB, ERB, Uganda Law Society, CREST, etc., as applicable)			
2	Valid professional indemnity insurance cover			
3	Current manufacturer authorization letters or certificates (where applicable)			
4	Relevant local or international certifications (e.g., UNBS, ISO) where applicable			



**3. Declaration of Interest**

- (1) Are you, or any person associated with your organization (including directors, shareholders, employees, or agents), currently employed by IDI Uganda?

Yes  No

If yes, please describe: \_\_\_\_\_

- (2) Do you, or any person associated with your organization, have any personal family, or business relationship with any employee, representative, board member, or agent of IDI Uganda?

Yes  No

If yes, please describe: \_\_\_\_\_

- (3) Is your organization owned, managed, or controlled by a current or former employee of IDI Uganda?

Yes  No

If yes, please describe: \_\_\_\_\_

- (4) Are you aware of any situation that may create a real, potential, or perceived conflict of interest in relation to your engagement with IDI Uganda?

Yes  No

If yes, please describe: \_\_\_\_\_

**Prequalification Document Authorized by:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Position: \_\_\_\_\_