



Procuring Entity: The Innovation Village Hub (TIV)

Date :20th April 2026

Invitation to Bid

The Innovation Village Hub(TIV) has received funding from the Ministry of Gender, Labor and Social Development (Uganda), to implement a common User Production Facility to enhance women entrepreneurs' productivity and access to resources under the Grow project.

Objective

To provide women entrepreneurs with shared production equipment, workspace, storage, childcare and sanitary facilities, and entrepreneurship support, enabling them to grow and expand their enterprises.

The Innovation Village Hub as the implementing partner invites bids from eligible bidders for the refurbishment facilities to enhance the industrial infrastructure

The bidding document shall be inspected and issued at our offices located *on Innovation District, Plot 92A, 5th Street Industrial Area, Kampala 5th Street, batá close, industrial area.*

Procurement Reference	Category	Description
<i>Proc/TIV/WKS/001/26</i>	<i>Works</i>	<i>Refurbishment of a common user facility (CUF)to enhance industrial infrastructure for digital space, fashion and textile.</i>

The detailed bid notice is available at TIV website <https://innovationvillage.africa/>

Submission of Bids:

Bids should be hand delivered to our head office located on plot 92A,5th Street Industrial Area, quoting the procurement reference in the subject line.

Planned Procurement Schedule

Date	Activity
Bid Notice published on TIV website	20 th April 2026
Site Visits	22 nd to 24 th April 2026
Bid Closing date	8 th May 2026
Bid Opening Date	<u>13th May 2026</u>
Evaluation Process	<u>13th -15th May 2026</u>
Confirmation of the Best Evaluated Bidder	18 th May 2026
Contract Award	29 th May 2026
Contract Signing	1 st June 2026

Submission Deadline

5:00 PM (East Africa Time) 31st August 2026.

Bids received after the deadline will not be considered.

Evaluation and Selection of the Bidders

The bidding process will be guided and conducted as per the TIV Procurement manual.

Evaluation Criteria.

All bidders will be evaluated based on the criteria below.

Criteria	Details
Company Information	Administrative Documents
Legal status and Compliance	Due Diligence
Financial Assessment	Price, Tax Clearance, Audited Books, Previous LPOs/Contracts.
Experience and Past Performance	Contracts and LPOs on previous works, Completion Certificates, Recommendation Letters
Technical and Past Performance	Team Lead Qualifications, Staffing, and CVs
Quality Management	QA Policy, Certifications
Health and safety Standards	HSE Policy
Ethics and Compliance	Ethics Policy

Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of its bid, and TIV shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

Site Visit and Pre-Bid Meeting

The bidder, at the bidder's own responsibility and risk, is encouraged to visit and examine the drawings, site of works and its surroundings and obtain all information that may be necessary for preparing the bid and entering into a contract for refurbishments of the works.

The costs of visiting the site shall be at the bidder's own expense.

The bidder and any of its authorized personnel or agents shall be granted permission by the TIV Hub to enter upon its premises and land for the purpose of such visit.

Bidders may submit any questions in writing to TIV hub prior to the bid submission deadline.

For further inquiries, reach out to [**procurement@innovationvillage.africa**](mailto:procurement@innovationvillage.africa)

Form 1

Company Information

Item	Question	Response
1	Registered Company Name	
2	Legal form (sole proprietor, partnership, limited company, joint venture, other)	
3	Company registration number and date of incorporation	
4	Trading Name (If Different from Registered)	
5	Tax Identification Number(tin)	
6	Registered Office Address	
7	Telephone	
8	Email Address	
9	Name, Title and Contact Details of the person	
10	Names of Directors, Shareholders and Percentage	
11	Number of Years in Business	
12	Areas, regions or countries where you operate	

Note: Attach Certificate of incorporation, memorandum and articles of association, valid trading licence, company profile.

Form 2

Legal Status and Compliance

Item	Requirement	Details
1	Does the company hold a valid trading license and all permits required for this work?	
2	Is the company registered with the relevant professional or regulatory body (e.g. PPDA, UNBS)? <i>if any clarify</i>	
3	Is the company up to date on tax, (WHT), tax clearance and other statutory obligations?	
4	Has the company, or any director, ever been declared bankrupt, insolvent, or placed in receivership or liquidation?	
5	Has the company or any director been convicted of, or is currently under investigation for, fraud, corruption, Human rights violation, bribery, money laundering or any criminal offence?	
6	Has the company ever been debarred, suspended or blacklisted by any government body, donor or client?	

Form 3

Financial Capacity Assessment

ITEM	Requirement	Details
1	Value of work currently on hand (uncompleted contracts)	
2	Largest single contract value completed in the last five years	
3	Can the company provide a performance bond, advance payment guarantee or bid security if required?	
4	Attach a tax clearance certificate	
5	Attach audited financial statements for the last year.	
6	Name and contact details of two financial referees (bank, auditor or Client)	
7	Bank Details (Bank name, Branch, Account number, Account Name)	
8	Clarify the payment mode	

Form 4

Experience and Past Performance

List relevant similar projects completed in the last 3 years

Project Name and Location	Client	Contract Value	Start Date	Description of Work	Completed on Time

Ongoing Projects

Project Name	Client	Contract Value

Item No	Question Reference	Response
1	Describe your experience with projects of similar size, complexity and nature.	
2	Have you delivered work for donor funded government or multinational clients? If yes list them	
3	Have you ever failed to complete a project or paid liquidated damages?	

References

Provide at least 3 client references who can confirm your performance

Name	Organization	Position	Phone	Email	Project	

Attach completion certificates, client reference letters, contracts/LPOs for the projects listed.

Form 5

Quality Management, Health and Safety, Ethics ,Social Responsibility and Policies

Quality Management

Question	Yes/No	Details
Does the company have a documented quality management system?		
Do you have procedures for inspection, testing and handling non-conforming work?		
Does the company hold any other relevant certifications or accreditations?		
Do you have a process for recording and resolving client complaints?		
Describe how you ensure quality when using subcontractors or suppliers		

Attach your internal quality policy and certificates.

Health and Safety Standards

<u>No</u>	<u>Question</u>	<u>Details</u>
<u>1</u>	Does the company have a written HSE policy approved by management?	
<u>2</u>	Is personal protective gear provided to and used by all workers?	
<u>3</u>	Do you conduct health and safety risk assessments before any works begin?	
<u>4</u>	Do you provide HSE induction and training to employees and subcontractors?	
<u>5</u>	Do you have an emergency response and first aid plan?	

Attach: HSE policy, sample risk assessment, incident register summary, environmental permits.

Ethics, Social Responsibility and Policies

<u>Item No</u>	<u>Requirement</u>	<u>Y/N</u>	<u>Details</u>
<u>1</u>	Does the company have a code of conduct covering ethics and conflicts of interest?		
<u>2</u>	Does the company comply with Uganda labor laws, including working hours, child labor , underage and employment contracts?		
<u>3</u>	Does the company have policies on equal opportunity, anti-harassment and safeguarding (including protection from sexual exploitation and abuse)?		
<u>4</u>	Does the company have data protection and confidentiality practices?		

<u>5</u>	Describe any local content, local employment or community engagement practices		
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Attach copies of the relevant policies such as NDA ,working policy, HR Manual etc

Form 6

Technical Assessment

State the details of your key personnel(Team Lead and other staff for the project)

Name	Position	Years of Experience	Employed Full Time(Y/N)	

Item No	Question	Response
1	Total number of permanent employees, broken down by management, technical, skilled and unskilled	
2	Do you use subcontractors? Describe the proportion of work subcontracted and how you manage them	
3	List key tools, plant and equipment owned, leased or available (type, quantity, age, condition)	

Attach CVs of the Project Lead and other staff to be assigned to the project with copies of certificates, leased/owned equipment with lease agreements.



Declaration Form

I the undersigned, being a duly authorized representative of the applicant, declare that:

1. The information provided in this questionnaire and its attachments is true, complete and accurate to the best of my knowledge.
2. The applicant authorizes "*The Innovation Village Hub*" to verify any information provided, including by contacting referees, banks, clients and regulatory bodies.
3. The applicant will promptly notify "*The Innovation Village Hub*" of any material change to the information provided.
4. The applicant understands that false or misleading statements may result in disqualification and removal from the bidding process.

Name.....

Position.....

Signature.....

Date

Company Stamp