

Application Form: VSO Uganda Supplier Pre-Qualification



Supplier:

About VSO

Voluntary Service Overseas is a UK based International NGO, committed to carrying out our procurement in a free, fair and transparent manner, purchasing from bona fide suppliers on a competitive basis.

Our ethical purchasing policy requires us to have confidence that our suppliers are not involved in abusive or exploitative activities, and that negative impact on the environment is minimized. We also fall under the UK Bribery Act 2010, which cites offences of bribing another person and bribing a foreign [in this case Ugandan] Government official. We would like assurance that similar values are held by our suppliers, and that price competitiveness is not achieved purely through tax evasion and bribery.

We have a **list of pre-qualified suppliers** who will be asked to provide quotes when we carry out our procurements. To apply to be on the list, kindly fill out the simple form on the following page and provide the few attachments as requested. Submit to VSO reception desk in hard or soft copy at your convenience.

- Email: vsouganda@vsoint.org
- Kampala: PO Box 2831, Plot 2727 Muyenga Road, Opposite Tank Hill Parade, Kampala
- Gulu: PO Box 1420, Plot 6B Samuel Deo Road, Senior Quarters, next to JICA.

Supplier details	
Name	
Nature of supplies	
Physical location	
Registered company?	Y/N Number:
TIN	
VAT registered?	Y/N
Supplier contacts – Directors / Owners	
Name(s) - all	
Tel: (one director only)	Landline: Mobile:
Email:	
Supplier contacts - Sales	
Contact name:	
Contact number:	
Contact email:	
Supplier interests : Please declare if you, the company, its owners, directors, staff or agents have an interest or connection with any VSO employee, volunteer or agent.	
Nature of interest or connection	

NB: The existence of an interest or connection does not preclude being on the list or making supplies to VSO, rather it enables us to properly manage any potential conflict of interest.

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VSO's commitment to our pre-qualified suppliers: we will

- assess quotations on a free and fair basis
- not require or request payment for approval to be on the list or for any given procurement
- contact you to supply quotes reasonably and regularly when we purchase goods that you supply
- contact you annually to confirm that you are satisfied with your relationship with VSO

Commitment VSO requires from pre-qualified suppliers: if accepted you will

- provide quotations at best value when requested
- accept payment by cheque or bank transfer
- not offer or pay any incentive to VSO or its officers, either to win bids to supply goods or services, or as personal gifts or loans.
- not provide quotations in return for favour or payment from VSO or its officers
- notify VSO's Country Director immediately in the event that you are requested to pay such an incentive, in confidence on 0312 202929 (direct line) or 0414 267008 (reception).

Supplier declaration

We hereby submit our application to VSO pre-qualified suppliers list. We confirm that:

- we have no interest or connection with VSO other than disclosed above
- we do not use tax evasion or bribery as a business strategy
- we do not engage in abusive or exploitative behaviour of persons in any country
- we accept to abide by the five commitments as set out above

Name: _____

Sign: _____

Designation: _____

Date: _____

Company stamp:

Kindly attach the following to your application, as applicable or available:

- List of items supplied (and current prices)
- Certificate of incorporation or registration
- Evidence of TIN / VAT registration
- Environmental / ethical policy (if you have one)
- References from up to two existing customers

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Internal use only

Internal checks	Comments
TIN confirmed online	
References checked	
Physical location visited	
Other considerations	
Recommend for list?	Y/N

Name

Sign

Date

Reviewed by: (Logistics)

Checked by: (Finance)

Approved by: (CD)

Post review actions	Done by / date
Supplier informed (either way)	
Supplier added to database	
Form filed	