



APPLICATION GUIDELINES

CALL FOR APPLICATION FOR PREQUALIFICATION OF
SUPPLIERS & FRAMEWORK CONTRACTS FOR GOODS AND
NON-CONSULTANCY SERVICES 2024-2026

April, 2024

TABLE OF CONTENTS

Contents

BACKGROUND	3
PART I: INTRODUCTION	5
1.1 <i>Scope of Application</i>	5
1.2 <i>Corrupt Practices</i>	5
PART II: INSTRUCTIONS TO APPLICANTS	5
2.1 <i>Introduction</i>	5
2.2 <i>Eligible Suppliers</i>	6
2.3 <i>Clarification of Pre-qualification Documents (PQD)</i>	6
PART III: PREPARATION OF APPLICATIONS	6
3.1 <i>Language of Application</i>	6
3.2 <i>Documents Establishing Applicant's Eligibility and Qualifications</i>	6
3.3 <i>Format and Signing of Applications</i>	7
PART IV: SUBMISSION OF APPLICATIONS	7
4.1 <i>Labelling of Applications</i>	7
PART V: EVALUATION OF APPLICATIONS	8
5.1 <i>Evaluation of Applications:</i>	8
5.2 <i>Clarification of Applications</i>	8
5.3 <i>Contacting UGANET</i>	8
5.4 <i>Confidentiality</i>	8
PART VI: PRE-QUALIFICATION LIST	8
6.1 <i>Notification to the Pre-qualified Applicants</i>	8
6.2 <i>Inspection</i>	9
6.3 <i>Changes in Qualifications of Applicants</i>	9
6.4 <i>Cost of Applying</i>	9
6.5 <i>Currency</i>	9
PART VII: DECLARATION OF CORRECTNESS OF INFORMATION	9
APPENDIX I: APPLICATION SUBMISSION SHEET	10
APPENDIX II: STATEMENT OF REQUIREMENTS	11
APPENDIX III: EVALUATION CRITERIA	12
APPENDIX IV: APPLICATION FORM	13

CALL FOR APPLICATIONS FOR PREQUALIFICATION OF SUPPLIERS & FRAMEWORK CONTRACTS FOR GOODS AND NON-CONSULTANCY SERVICES FOR THE YEAR 2024 - 2026

BACKGROUND

UGANET is a social Justice and law organization that champions human rights, and gender equality work in the context of health and HIV/AIDs. UGANET envisions a Uganda free from human rights abuses in the context of Health and HIV and Gender. For the past 25 years, UGANET mandate lies on the foundation that the law, legal policies and human rights are critical enablers in influencing the success of HIV, Health and Gender interventions intended to prevent further spread and also mitigate the adverse social impact and suffering caused by HIV and Gender inequality. UGANET has been taking lead and actively participating in national discourse on laws and policies that impact on Violence against Women in Uganda.

In the same vein, for more than 25 years, UGANET has been implementing specific programs in preventing violence against women and providing legal aid to survivors of violence.

INVITATION TO PREQUALIFY

UGANET invites applications from eligible firms for prequalification to provide goods and non-consultancy services under the categories in the **Appendix II** for the period 2024-2027.

Completed application letters and requirements clearly marked “**Prequalification provision of goods and services to UGANET 2024 – 2026 Category No.....; Category description.....**” should be emailed to: applications@uganet.org

Not later than **18th April 2024**.

APPLICABILITY

Pre-qualification is open to all suppliers and service providers who are eligible as per section 2.3 in this document.

It should be noted that pre-qualification does not pre-ordain a contract. The process however requires that the invitation for pre-qualification is extended to only those with the necessary adequate capabilities and resources.

Suppliers who wish to be considered for UGANET procurement contracts are expected to submit pre-qualification information as per the formats provided.

APPLICATION FEES

Prospective applicants must pay a non-refundable fee of UGX100,000/= (Uganda Shillings One Hundred Thousand only) to Account Number **3100022440** Centenary Bank in the names Uganda Network on Law, Ethics and HIV/AIDs. A screenshot or copy of the receipt should be submitted with the application forms as proof of payment.

This document is divided into:

Part I: Introduction

Part II: Instructions to Applicants

Part III: Preparation of Applications

Part IV: Submission of Applications

Part V: Opening and Evaluation of Applications

Part VI: Pre-qualification List

Appendices:

I: Application Submission Sheet

II: Statement of Requirements

III. Evaluation criteria

PART I: INTRODUCTION

1.1 Scope of Application

1.1.1 UGANET invites applications for the pre-qualification of suppliers of goods and services described in **Appendix II**.

1.1.2 Throughout this document:

- (a) “Applicant” is used interchangeably with “Offeror” or “Bidder” and refers to any prospective supplier/vendor interested in supplying goods, services, to UGANET through an offer;
- (b) “Application” is used interchangeably with “Offer” and both mean a bid or submission to be short-listed.
- (c) “Pre-qualification list” is used interchangeably with “Shortlist”. Both refer to the list of applicants who have met the criteria for pre-qualification.

1.2 Corrupt Practices

1.2.1 It is UGANET’s policy that UGANET staff and the suppliers observe the highest standards of ethics during procurement and the execution of contracts. In pursuit of this policy:

- (a) UGANET defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) **“Corruption”** means the offering, giving, receiving or soliciting, directly or indirectly of anything of value by a vendor and/or staff to influence the action of staff in the procurement process or contract execution; and
 - (ii) **“Fraud”** means false representation or concealment of a material fact by a vendor and/or staff for the purpose of inducing another to act up on it to his/her detriment or interest. Fraud refers to a deception deliberately practiced in order to secure unfair or unlawful gain while causing monetary or non-monetary loss. It involves intentional deception when an employee or other party makes false statements, conceals or omits material facts;
 - (iii) **“Collusion”** means a scheme or arrangement between two or more vendors and/or staff, with or without knowledge of UGANET, designed to establish prices at artificial, non-competitive levels;
 - (iv) **“Coercion”** means harming or threatening to harm, directly or indirectly, persons or their property, to influence their participation in the procurement process, or affect the execution of a contract.
 - (v) **“Kickback”** refers to the payment of something of value to an individual with the goal of persuading or influencing his or her decision or performance in a certain situation or direction, for one’s monetary or non-monetary gain.
 - (vi) **“Bribery”** refers to the act or practice of offering, giving, or taking a bribe. It is the act of giving a benefit (e.g. money) in order to influence the judgment or conduct of a person in a position of influence in a particular activity. Accepting a bribe also constitutes a crime. It is the offering, giving, receiving, or soliciting of something of value for the purpose of influencing the action of an official in the discharge of his or her public or legal duties.
- (b) UGANET 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.

1.2.2 In pursuit of the above, UGANET requires its staff and the suppliers to adhere to the relevant codes of ethical conduct. The Applicants are required to indicate their acceptance of this code through the declarations in the **Appendix I: Application Submission Sheet**.

PART II: INSTRUCTIONS TO APPLICANTS

2.1 Introduction

UGANET will evaluate and short list from all eligible applicants (suppliers) for the provision of various goods/supplies or services. Once a firm has been short listed, it will be eligible for periodic invitations to submit quotations (goods) or proposals (services) for the provision of some or all of the goods and services.

UGANET reserves the right to select firms to submit quotations or proposals from the shortlist or to add similar types of goods or services to the list in *Appendix II*.

2.2 Eligible Suppliers

2.2.1 An Applicant, and all parties constituting the Applicant, shall meet the following criteria to be eligible to participate in the prequalification exercise:

- (a) The applicant has the legal capacity to enter into a contract and is authorized to conduct business in Uganda.
- (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.

2.2.2. Applicants must avoid conflicts of interest which may arise from any of the scenarios listed below. 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 pre-qualification listing process in any of the following cases:

- (a) Any director/member or staff member of the applicant being an employee of UGANET or a family member or close relative of an employee of UGANET.
- (b) Any Applicant (director/member/staff member) having an interest in another applicant participating in the procurement.
- (c) Any applicants having a relationship with each other, directly or through common third parties, that puts them in a position to access information capable of colluding and influencing the outcome of the procurement process; or
- (d) Participated as a consultant in the preparation of the design or technical specifications of goods or terms of reference for services that are the subject of this pre-qualification.

2.3. Clarification of Pre-qualification Documents (PQD)

A prospective applicant requiring any clarification of the pre-qualification documents may notify UGANET in writing on email at the address indicated below. UGANET will respond by email 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 UGANET'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 PQD. For clarification purposes only, UGANET's address is: applications@uganet.org

PART III: PREPARATION OF APPLICATIONS

3.1 Language of Application

The Application as well as all correspondences and documents relating to the Application exchanged by the Applicant and UGANET shall be written in English and this language shall be the one that governs the contractual relations between UGANET and the Supplier. In the event of inconsistency between any terms of this PQD and any translation thereof into another language, the English language meaning shall control.

3.2 Documents Establishing Applicant's Eligibility and Qualifications

The Applicant shall provide as part of its Application, the documentary evidence of *eligibility, financial situation, capacity, experience, historical contract performance, compliance with national or international quality standards* to provide the goods/services if a contract is awarded in the format provided in the Application Submission Sheet. Failure to provide the required information shall result in disqualification. **(Refer to Appendix III for list of documents required)**

3.3 Format and Signing of Applications

- 3.3.1 The Applicant is requested to submit Pre-Qualification Documents (PQD) in one email marked: **"Prequalification for the provision of goods and services to UGANET 2024 – 2026 Category No....."**.
- 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 person(s) duly authorized to sign the PQDs. All pages of the Application, except for un-amended printed literature, shall be initialed by the person or persons signing the Application and each page numbered.

PART IV: SUBMISSION OF APPLICATIONS

4.1 Labelling of Applications

It is the responsibility of the Applicant to ensure that the offers are submitted by the submission date and time to the email below, clearly marked as follows:

"Prequalification for the provision of goods and services to UGANET 2024 – 2026 Category No.....".

Applications and accompanying requirements must be submitted only by email to address shared herein as [-applications@uganet.org](mailto:applications@uganet.org)

Deadline for application submission: 18th April, 2024 at 5.00PM EAT

Late and/or incomplete applications will not be considered for evaluation.
UGANET will assume no responsibility for undelivered or misdirected applications.

PART V: EVALUATION OF APPLICATIONS

5.1. Evaluation of Applications:

The key parameters to be used in assessing the prequalification information submitted include:

- (i) **Eligibility of the Applicant** in respect to the general eligibility (copies of memoranda and articles of association, registration/incorporation certificates, powers of attorney for authorized representative) requirements as specified in this section, nationality of the applicant, conflict of interest and suspensions, and joint venture requirements.
- (ii) **Financial Situation** – To evaluate the suppliers’/providers’ financial strength and credit worthiness, the evaluation criteria will seek to assess the applicants’ financial performance including average annual turnover and access to lines of credit from financial institutions.
- (iii) **Capacity** – To provide after-sales-service for goods or services provided or the production capacity vs. current commitments to demonstrate the supplier/service provider’s technical and financial capacity to meet delivery timelines.
- (iv) **Experience** in the sector (general experience) and in similar Assignments/Contracts (specific experience). To evaluate the supplier’s/provider’s experience in the delivery of assignments or contracts in the category of goods and services applied for, the qualifications and competence of staff, experience in the region/country. The minimum requirements are five contracts / assignments in the past twenty-four (24) calendar months.

Any application that fails to meet the requirements in 5.2 above will be considered unsuitable and shall be rejected at this stage. UGANET is not obliged to notify the Applicant of the rejection of their application.

5.2. Clarification of Applications

During evaluation of the Applications, UGANET may, at its discretion, ask the Applicant for clarification on its application. A request for clarification shall be sent to a bidder in writing by email and all requests for clarifications shall be copied to all bidders for information purposes only and noted in the evaluation report.

An Applicant shall be instructed to reply to clarifications in writing within a specified time, addressing their responses to the Address, as indicated in 4.1.

Failure of an applicant to respond to a request for clarification may result in the rejection of its bid.

5.3 Contacting UGANET

No Applicants shall contact UGANET on any matter relating to its Application from the time of Application opening until the final list is communicated to all applicants.

Any effort by the Applicant to influence UGANET in its decisions on the Application evaluation will result in the rejection of the Application.

5.4 Confidentiality

Information relating to the evaluation of applications, and recommendation for pre-qualification shall not be disclosed to the Applicant or any other persons not officially concerned with such process until the notification of pre-qualification is made to all Applicants.

From the deadline for submission of applications to the time of notification of the results of the pre-qualification, any applicant wishing to contact UGANET on any matter related to

the pre-qualification process may do so but only in writing to the designated email address in 4.1 above.

PART VI: PRE-QUALIFICATION LIST

6.1 Notification to the Pre-qualified Applicants

UGANET will notify all Applicants in writing, whether or not they have been prequalified to provide goods and services.

6.2 Inspection

UGANET reserves the right to conduct a physical inspection of the premises of the applicants at its own cost and discretion. If, after the inspection, it is deemed that the physical structure and quality of service set up or where appropriate the equipment is unsatisfactory, then the Application will be rejected. UGANET reserves the right to verify all information submitted.

6.3 Changes in Qualifications of Applicants

Applicants and those subsequently pre-qualified or conditionally pre-qualified, shall inform UGANET 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.

Prior to award of contract, the best evaluated bidder may be required to confirm its continued qualified status in a post-qualification review process.

6.4 Cost of Applying

The Applicant shall bear all costs associated with the preparation and submission of its Application and UGANET in no case is responsible or liable for those costs, regardless of the conduct or outcome of the pre-qualification process.

6.5 Currency

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

PART VII: DECLARATION OF CORRECTNESS OF INFORMATION

I,.....being fully authorised to represent(the Supplier), hereby certify that all information provided in the completed pre-qualification document is true, accurate, current and complete.

I understand that the pre-qualification document will be used to determine the Supplier's eligibility for inclusion in UGANET's approved supplier list.

On behalf of (Supplier), and as an implied condition of all future supply contract(s) that UGANET may enter into with the(Supplier) during the period of resulting selection, I acknowledge and agree that, if any information herein is found to be materially untrue, inaccurate, outdated or incomplete, UGANET may, at its option, void such contract(s) without liability and exclude the Supplier from eligibility for a period of between one to five years, as determined appropriate by UGANET (in addition, and without prejudice to other remedies available at law)

I agree to adhere the UGANET's Code of Conduct for Suppliers, as detailed on UGANET's website:

www.uganet.org

NAMES.....

SIGNATURE.....

DATE.....

APPENDIX I: APPLICATION SUBMISSION SHEET

Date: *[insert day, month, year]*

To:

I, the undersigned declare that:

- (a) I have examined and have no reservations to the short-listing document.
- (b) We hereby apply to be short listed for the following goods, and services:
- (c) I, including any subcontractors or providers for any part of the contract or contracts resulting from this pre-qualification process, are eligible to participate in the procurement;
- (d) I undertake to abide by the Code of Ethical Conduct for Providers during the procurement process and the execution of any resulting contract;
- (e) I, including any subcontractors or providers for any part of the contract or contracts resulting from this shortlisting 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) I 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 offerors;
- (g) I understand that qualification information will be subject to verification through a post-qualification process prior to any award of contract;
- (h) I 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]*

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

APPENDIX II: STATEMENT OF REQUIREMENTS

List and codes of goods or services to be provided include but are not restricted to the following:

No	CATEGORY	CATEGORY DESCRIPTION
A.	SUPPLIES	
1	UGANET/SUP/001	General Office Stationery.
2	UGANET/SUP/002	Supply of office Equipment i.e fire extinguishers,curtains, etc
3	UGANET/SUP/003	Supply of office computers,Tablets,Laptops,and other accessories
4	UGANET/SUP/004	Supply of kicten Equipment and electrical appliances etc.
5	UGANET/SUP/005	Supply of furniture and fittings
6	UGANET/SUP/006	Supply of Tyres,Tubes,Batteries and motor vechile Spares parts
7	UGANET/SUP/007	Supply of petroleum products and Lubricants
8	UGANET/SUP/008	Supply of Branded T-shirts,Pens,Handbooks,Banners,Teardrops,Bags,Jackets etc .
9	UGANET/SUP/009	Supply of Fabricated office containers
10	UGANET/SUP/010	Motocycles,Motorcycles Spare Parts and accessories
B	SERVICES	
1	UGANET/SVCS/2001	Provision of Media Services & Advertisements I.e RadiosBroadcasts,Tv Ads, and Print Media
2	UGANET/SVCS/2002	Provision of Computer and Printer repair/maintenance
3	UGANET/SVCS/2003	Provision of Website Hosting Services and Maintenance
4	UGANET/SVCS/2004	Provision of Hotel Services(Conference Facilities,Accomodation and Recreation)
5	UGANET/SVCS/2005	Provision of Brass Band and Public address Systems,Tents for Hire etc during Community engagements.
6	UGANET/SVCS/2006	Provision of designing and IEC Materails
7	UGANET/SVCS/2007	Provision of Security Services
8	UGANET/SVCS/2008	Insurance Services (Property, Workman's Compensation/GPA)
9	UGANET/SVCS/2009	Provision of Internet Services
10	UGANET/SVCS/2010	Provision of Filming/shorts Videos and Documentation
11	UGANET/SVCS/2011	Provision of Language Translation Services
12	UGANET/SVCS/2012	Security System Management (Installation and Maintenance)
13	UGANET/SVCS/2013	Provision of Human Resource Consultancy & Training Services.
14	UGANET/SVCS/2014	Provision of Courier Services
15	UGANET/SVCS/2015	Provision of General food supplies for the Shelter

WORKS:

CODE	ITEM
Works/3001	Minor Civil works i.e Plumbing.
Works/3002	Electrical works

LOT C: FRAME WORK CONTRACTS;

1. Repair and servicing of Computers, Printers & Photocopiers
2. Repair and maintenance of vehicles
3. Catering services
4. Media Influencers /Champions/personalities
5. Engraving Services
6. Vehicle Hire Services
7. External digital Content Developers
8. Skilling and empowering Women
9. Medical & Counselling Services
10. Air Ticketing .

APPENDIX III: EVALUATION CRITERIA

1. Audited Financial Accounts for the last two years 2021 / 2022.
2. A copy of a Trading License for 2023 issued by an authorized authority.
3. A copy of the Memorandum and Articles of Association
4. A copy of the certificate of incorporation or registration
5. Company Form 7 showing the Company Directors.
6. Tax Clearance Certificate
7. Evidence of relevant experience for the last two years in the area/category applied for (*please attach copies of contracts or Local Purchase Orders*).
8. Company Address/Contact details; including Road, Plot Number, Building, Floor, Office Telephone Number, Fax Number and Mobile Telephone Numbers, and Email Address.

APPENDIX IV: APPLICATION FORM

FORM: APPLICANT INFORMATION

STRUCTURE AND ORGANIZATION

<p>1. Name of Company:</p> <p>Physical address:</p> <p>Postal address:</p> <p>Telephone number:</p> <p>Tax Identification number.</p> <p>Withholding Tax status (e.g. exempt or not). UGANET TIN is</p> <p>.</p>	
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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.* Application letter
- b.* Proof of payment of Application fees
- c.* Audited Financial Accounts for the last two years 2021/ 2022
- d.* A copy of the Bidder's Trading license or equivalent
- e.* A copy of the Bidder's Certificate of Registration or equivalent;
- f.* A copy of the Bidder's income tax clearance certificate or equivalent;
- g.* A copy of the Bidders VAT registration or equivalent;
- h.* Power of Attorney of the signatory(ies) of the bid authorizing signature of the bid on behalf of the joint venture;
- i.* 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, authorised to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture.

The Applicant's authorised 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.*

9. *What are the specific types of equipment/vehicles that the company is certified to work on? (E.g. Motor vehicle, equipment maintenance, etc.)*

10. *Please indicate how you heard about UGANET*

11. Duration of working with UGANET (years/ months)

12. Current/ New supplier to UGANET (Has your organisation worked/ supplied UGANET before?)

13. Bank Details

FORM A1: FINANCIAL STATEMENT

1. Share capital
 ▶ Authorized share capital:
 ▶ Not applicable

2. Annual value of business under taken 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.

7. Name and address of Bankers from which references can be obtained and authority to seek references

FORM A2: RESOURCES: PERSONNEL

1. Number of staff (categories by level and location)

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

Name	Qualification	Years of relevant experience

FORM A3: 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 A4: 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 A5: LEGAL STATUS N/A

<i>1.</i>	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.
<i>2.</i>	Enclose a copy of the Certificate of Incorporation or its equivalent.
<i>3.</i>	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.
<i>4.</i>	Enclose an Annual Income Tax Clearance Certificate addressed for the previous year.
<i>5.</i>	Please enclose a copy of a Trading License for the previous year certified by an issuing authority.
<i>6.</i>	Please enclose a copy of your firm's insurance policy coverage (applicable to motor vehicle maintenance, repair of office equipment, etc.)
<i>7.</i>	Please enclose a copy of your firm's ISO or other quality assurance certificate, if any.

