

**SALAAM BANK LIMITED
PREQUALIFICATION DOCUMENT
FOR SUPPLIERS/SERVICES PROVIDERS
FOR GOODS, SERVICES & WORKS 2025.**



CONTENTS

Introduction

Applicants' Instructions

Eligibility Documents

Prequalification Application Sheet

Declaration

APPLICANTS' INSTRUCTIONS

- I. Applicants are encouraged to carefully read the contents of this document and provide ALL the required information together with supporting documentation
- II. Applicants are required to fill and complete the Prequalification Application Sheet, with details that apply to their entity. This is to be submitted as the first page of the prequalification submission. All required documentation should be attached.
- III. Participation in this prequalification process does not amount to any contractual obligation on the part of Salaam Bank Limited and eligible applicants must clearly indicate the number and description of goods, works and services they wish to provide, to avoid disqualification.
- IV. Firms with ongoing valid contracts with the Bank not required to respond to this notice.
- V. All applications must be submitted in English Language.
- VI. Any false or incorrect information provided in this Prequalification shall lead to disqualification of the firm in breach.
- VII. Applicants should disclose any conflict of interest with any current bank staff, if it cannot be reasonably avoided, to avoid disqualification.
- VIII. Late submission will not be accepted and any application(s) received after the date of closure will be considered as late and disqualified.
- IX. Applicants should compile and submit prequalification documents online via the Bank's procurement **email: procurement@salaambank.co.ug** with email subject 'PREQUALIFICATION APPLICATION'
- X. Applications should be addressed to:
The Procurement Department
Salaam Bank Limited Bank Limited,
4th Floor, Rwenzori Courts,
Nakasero Road
P.o. Box 7525, Kampala
- XI. Applications (Softcopies only) should be submitted not later than **30th November 2025**.
- XII. Hardcopy and late Applications shall be rejected.
- XIII. All applicants must complete and sign the declaration of interest form (attached herewith).

XIV. Shariah-compliant principles: We strongly uphold the principles of integrity, transparency, and fairness in all our procurement processes. Any form of bribery, kickbacks, or undue influence is strictly prohibited and will result in immediate disqualification from the prequalification process and possible blacklisting.

Bank officials are prohibited from soliciting bribes from suppliers in return for favors. Suppliers are also prohibited from offering any form of bribe, inducement or favor to any Bank official. Any cases of Bribery shall lead to AUTOMATIC DISQUALIFICATION.

ELIGIBILITY

- I. It is mandatory for applicants to submit documents listed in Table 1 below.
- II. Applicants are also required to provide evidence of experience executing supplies/services/works of a similar nature for at least **(2) two reputable** organizations (preferably Financial Institutions).
- III. Applicants shall provide the latest Tax Clearance Certificate as evidence of having fulfilled their obligations to pay taxes. Such evidence
- IV. Applicants who are formerly Salaam Bank staff members owning or are principal, director or officer, or hold a financial interest in the participating entity shall **ONLY** be eligible for **prequalification 12 months** after ceasing to be employees of the bank.
- V. Applicants who are currently Salaam Bank staff members owning or are principal, director or officer, or hold a financial interest in the participating entity are **NOT** eligible to participate in this prequalification invitation.

Table 1. ELIGIBILITY DOCUMENTS

| | DOCUMENT |
|----|---|
| 1 | Company Profile |
| 2 | Company Organogram |
| 3 | Certified Certificate of Incorporation |
| 4 | Certified Memorandum and Articles of Association |
| 5 | Certified Company Form 18- proof of address |
| 6 | Certified copy of Ultimate Beneficial Owners (Form 1), Of Directors (Form 20), Notice of Situation of office (Form 18) |
| 7 | Tax identification certificate |
| 8 | Copy of certificate from the Personal Data Protection Office (PDPO) (if applicable) |
| 9 | Copy of trading/operation license |
| 10 | Copy of the latest annual returns with Uganda Registration Service Bureau (URSB) |
| 11 | List of Shareholders and Directors and their NIN or passports (if foreign) |
| 12 | Company Bank Account Details |

Please fill and complete this form, with details that apply to your entity. This is to be submitted as the first page of your prequalification submission. Attach all relevant documentation required.

Table 2. CATEGORY OF GOODS, SERVICES OR WORKS

| | |
|----------|--|
| Goods | |
| Services | |
| Works | |

Table3. SUMMARIZED COMPANY DETAILS

| | |
|-------------------|--|
| Company Name | |
| Physical Address | |
| Contact Number(s) | |
| Postal Address | |
| Email Address | |
| TIN Number | |

Table 4. BANK DETAILS

| | |
|----------------|--|
| Account Name | |
| Account Number | |
| Bank Name | |

Table 5. DETAILS OF DIRECTORS

| Name | Nationality | NIN |
|--|-------------|-----|
| | | |
| | | |
| | | |
| | | |
| If the company is a subsidiary, kindly provide information about the parent or holding company, including details of its shareholding and directors, like the information requested above. | | |

Table 6. ELIGIBILITY DOCUMENTS CHECKLIST

| | Name | YES | NO | REMARKS |
|----|--|-----|----|---------|
| 1 | Company Profile | | | |
| 2 | Company Organogram | | | |
| 3 | Certified Certificate of Incorporation | | | |
| 4 | Certified Memorandum and Articles of Association | | | |
| 5 | Certified Company Form 18- proof of address | | | |
| 6 | Certified copy of Ultimate Beneficial Owners (Form 1), Of Directors (Form 20), Notice of Situation of office (Form 18) | | | |
| 7 | Tax identification certificate | | | |
| 8 | Copy of certificate from the Personal Data Protection Office (PDPO) (if applicable) | | | |
| 9 | Copy of trading/operation license | | | |
| 10 | Copy of the latest annual returns with Uganda Registration Service Bureau (URSB) | | | |
| 11 | List of Shareholders and Directors their NIN or passports (if foreign) | | | |
| 12 | Company Bank Account Details | | | |

Table 7. Prequalification Document Authorized By:

| | |
|-----------|--|
| Signature | |
| Name | |
| Position | |
| Date | |

DECLARATION OF INTEREST

We, the undersigned, do hereby declare that we have no existing or potential conflict of interest in participating in this prequalification process. We confirm that neither our company, nor any of our directors, shareholders, or staff have any relationship financial, personal, or otherwise with any member of the Salaam Bank procurement team, evaluation committee, or other stakeholders involved in this procurement process that could improperly influence, or be perceived to influence, the outcome of this exercise.

We further declare that:

- We have not engaged in, nor will we engage in, any corrupt, fraudulent, collusive, or coercive practices in connection with this prequalification.
- All information provided in our submission is true, accurate, and complete to the best of our knowledge.
- We understand that any misrepresentation or failure to disclose relevant information may lead to disqualification or blacklisting.

In addition, we commit to upholding the values and ethical standards of your organization, including your strict anti-bribery policy and adherence to Shariah-compliant business practices.

This declaration is made in good faith and is binding upon our organization.

Company Name: _____

Authorized Signatory: _____

Name & Title: _____

Date: _____

Official Stamp