



International Rescue Committee

Uganda Country Program

Request for information (RFI) for Construction Contractors and Related Works

Publish date: October 1st, 2026

Deadline to Respond: October 15th, 2026

Interested construction contractors are strongly advised to read through the entire Request for information document before submitting their responses

Background

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises, helping to restore health, safety, education, economic wellbeing, and power to people devastated by conflict and disaster. Founded in 1933 at the call of Albert Einstein, the IRC is one of the world's largest international humanitarian non-governmental organizations (INGO), at work in more than 40 countries and 29 U.S. cities helping people to survive, reclaim control of their future and strengthen their communities. A force for humanity, IRC employees deliver lasting impact by restoring safety, dignity and hope to millions. If you're a solutions-driven, passionate change-maker, come join us in positively impacting the lives of millions of people worldwide for a better future.

Request for Information Objective

The objective of the RFI is to prequalify a pool of suitably qualified, legally registered and technically capable construction contractors who have experience in conducting construction works in Uganda. The IRC intends to establish a prequalified contractor database from which contractors may be invited to participate in subsequent RFQ/RFP processes depending on the nature, location, complexity and value of the required works.

Prequalification does not constitute the award of a contract, guarantee any minimum volume of work, or create any obligation on IRC to invite every prequalified contractor to every subsequent procurement opportunity.

The prequalification will remain valid for a maximum period of two (2) years, subject to satisfactory performance, continued legal eligibility, successful IRC vetting and continued compliance with IRC requirements.

The anticipated works may include, but are not necessarily limited to:

- Construction and rehabilitation of buildings and institutional facilities;
- Health facility infrastructure;
- Schools and other community infrastructure;
- Water supply infrastructure, including water storage and distribution systems;

- Sanitation facilities, including institutional and community latrines;
- Drainage and associated civil works;
- Solar/electrical installations associated with infrastructure works;
- Repairs, refurbishment and rehabilitation of existing infrastructure; and
- Other civil, structural, electrical, mechanical and related works required by IRC programmes.

Detailed scopes of work, drawings, Bills of Quantities, technical specifications and applicable standards will be provided under individual RFQ/RFP processes.

Prequalification and Evaluation Approach

IRC is committed to conducting a fair and transparent prequalification process in which all applicants are assessed consistently against pre-established criteria. Evaluation will be undertaken in stages as follows:

Stage 1 – Mandatory/Eligibility Criteria – PASS/FAIL

Stage 2 – Technical and Financial Capability Evaluation – Weighted Score

Stage 3 – Due Diligence/Vetting and, where required, verification/site visit

Only bidders that PASS all mandatory eligibility requirements will proceed to the weighted technical and financial evaluation.

Scope of Work – Technical Requirement/Evaluation criteria.

ESSENTIAL CRITERIA

INSTRUCTIONS – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response	
		Yes / No	Comments
1	Legal Registration The bidder must be legally registered and authorized to undertake construction works in Uganda and shall provide all applicable business registration, trading license, tax registration/clearance and professional/statutory registration documents.		
2	IRC Policies and Code of Conduct The bidder confirms its willingness to comply with applicable IRC policies and requirements, including safeguarding, prevention of fraud, bribery and corruption, prevention of exploitation and abuse, modern slavery/human trafficking requirements, and the IRC Supplier Code of Conduct.		

3	Sanctions and Due Diligence The bidder confirms that neither the company nor its owners/directors/key personnel are prohibited parties under applicable sanctions or anti-terrorism requirements and acknowledges that IRC may undertake independent due-diligence and vetting checks.	Yes / No	Comments
4	Conflict of Interest The bidder shall disclose any actual, potential, or perceived conflict of interest involving IRC staff, representatives, or related parties.	Yes / No	Comments
5	Acceptance of IRC Construction Standards The bidder acknowledges that all works must comply with the drawings, Bills of Quantities, technical specifications, approved materials, applicable Ugandan standards, and IRC quality requirements issued under subsequent RFQ/RFP processes. Defective or non-compliant work shall be corrected by the contractor at its own cost where the non-compliance is attributable to the contractor.	Yes / No	Comments

EVALUATION CRITERIA	DESCRIPTION	WEIGHT (%)
Key Staff Capacity	<i>The bidder shall demonstrate access to suitably qualified personnel appropriate to the categories of work for which it seeks prequalification. As a minimum, the proposed construction team should include:</i> • <i>Project Manager/Site Engineer – Bachelor's degree or equivalent qualification in Civil Engineering or another relevant engineering discipline, with at least five (5) years of relevant experience;</i> • <i>Site Foreman/Supervisor – Higher Diploma/Diploma or equivalent relevant technical qualification with at least three (3) years of relevant construction supervision experience; and</i> • <i>Relevant specialist personnel where applicable, including electrical, mechanical,</i>	20%

	<i>solar, plumbing, water supply or other technical personnel appropriate to the proposed works.</i> <i>Bidders shall submit an organizational structure, CVs and copies of relevant academic/professional qualifications for proposed key personnel.</i>	
Contractor's Past experience	<i>Demonstrated successful completion of at least three (3) construction/rehabilitation projects of comparable nature, scale and technical complexity within the preceding three (3) years.</i> <i>At least two (2) projects submitted should each have a contract value of not less than UGX 250 million, where this threshold is appropriate to the contractor category being assessed.</i> <i>Evidence shall include Certificates of Completion, client recommendations or equivalent independently verifiable evidence. IRC reserves the right to contact clients and/or physically verify completed works. Contracts, Purchase Orders or photographs alone will not constitute adequate evidence of satisfactory completion.</i> <i>For each project, bidders should provide client, location, description/scope, contract value, commencement and completion dates, and client contact details.</i>	20%
Construction machinery capacity	<i>The bidder shall demonstrate access to construction plant, machinery, tools and equipment appropriate to the categories of work for which prequalification is sought. Equipment may be owned or available under a valid lease/hire arrangement. Indicative equipment may include, as applicable: dump/tipper trucks, concrete mixers, compactors/rammers, concrete vibrators, dewatering pumps, generators, drilling/cutting equipment, scaffolding, shuttering/formwork, excavation equipment and relevant specialist tools.</i> <i>Evidence of ownership, lease/hire arrangements or other demonstrable access shall be provided. Submission of an equipment list without supporting evidence will not attract a score.</i>	20%
Financial Capacity	<i>The bidder shall demonstrate sufficient financial capacity and liquidity to mobilize and execute construction works without undue dependence on advance payments from IRC.</i> <i>Evidence shall include certified bank statements for the most recent six (6) months and audited financial statements for the most recent two completed financial years, or other acceptable evidence of financial capacity where audited accounts are not legally required for the bidder's business category.</i> <i>IRC may assess liquidity, turnover, financial stability, access to credit and the bidder's ability to finance mobilization and ongoing works pending contractual payments.</i>	20%
Health, Safety and Environmental Management Capacity	<i>The bidder shall demonstrate an established Health, Safety and Environmental (HSE) management system appropriate to construction activities. Evidence should include, as applicable:</i>	20%

	• <i>HSE policy/procedures;</i> • <i>Construction risk assessment procedures;</i> • <i>PPE requirements and availability;</i> • <i>Site access and public/community protection arrangements;</i> • <i>Incident and near-miss reporting procedures;</i> • <i>Emergency response arrangements;</i> • <i>Site signage and barricading/hoarding arrangements;</i> • <i>Worker welfare and sanitation arrangements; and</i> • <i>Environmental controls for waste, dust, noise, excavation, fuels/oils and construction materials.</i>	
TOTAL SCORE %		100%
Pass mark	A bidder must achieve at least 50% of the available score under HSE and relevant experience individually, regardless of the overall score.	70%

Vendors must provide as much information/evidence as possible in order to fulfill the requirement of the evaluation criteria indicated in the table above

Vendor Submission

Vendors are expected to submit the following documentation.

A. Mandatory Legal and Eligibility Documentation

- Valid trading/business license
- Tax registration and Tax Clearance Certificate
- VAT registration, where applicable
- Certificate of Incorporation/Business Registration (Certified)
- Applicable statutory/professional contractor registration
- Powers of Attorney, where applicable
- Signed IRC Vendor Code of Conduct/Conflict of Interest documentation

Documentation proving that the company is clear of legal disputes that ended in Court in the past three years. Signed declaration disclosing any material litigation, arbitration, contract termination for default, debarment or adverse court judgment involving the company during the preceding three (3) years. IRC reserves the right to request supporting documentation or independently verify disclosed information

B. Technical Capability

- Company profile – maximum four pages
- Schedule of comparable completed works
- Completion certificates/client recommendations

Key personnel organogram and CVs

- Academic/professional qualifications
- Plant/equipment schedule with evidence of ownership/access
- HSE policy/procedures

C. Financial Capacity

- Bank statements for the most recent six months
- Audited financial statements for the most recent two financial years, where applicable
- Evidence of available credit facilities, where relevant

D. Due Diligence

- Ownership/directorship information
- Declaration of litigation, debarment and contract termination history
- Other information subsequently requested by IRC for vetting

Bidders must demonstrate that they have valid business registration, tax registration certificate, Tax Clearance Certificate, and all statutory and professional registrations required Under the laws of Uganda and applicable to the category and value of construction works for which they seek prequalification. Eligibility criteria will be scored PASS /FAIL. PASS will proceed to full technical evaluation, and FAIL will be excluded from the next step.

RFI Submission

Vendors who wish to participate in the RFI Process should submit a complete response and all required supporting documentation to the following Email Address: ua-irckampala.bids@rescue.org no later than 15th October 2026 4:00PM (East African Standard Time)

The email subject line should state: “RFI – Prequalification of Construction Contractors – [Company Name]”. Late or materially incomplete submissions may be rejected. Bidders are responsible for ensuring that all attachments are readable and successfully transmitted before the deadline.

Note:

This RFI does not constitute a solicitation. IRC is not requesting any bids or proposals at this stage; IRC is seeking information on your business for internal evaluation and to support in building our tendering documentation.

Your response to this RFI does not automatically ensure that you will be selected to participate in tender or be selected for any procurement with IRC.

Questions and Clarifications

All questions or requests for clarification relating to this RFI shall be submitted through the designated IRC UA-KampalaProcurement@rescue.org procurement email address by the stated clarification deadline. Where clarification is relevant to all prospective bidders, IRC may circulate the clarification to all bidders to maintain fairness and transparency. Without a controlled clarification mechanism, individual contractors may receive different information.

