

Prequalification of firms for supply of legal services

Uganda Healthcare Federation (UHF) is a registered membership association founded in 2010 to champion for the interests of the private health sector in Uganda. Our goals include, ensuring enhanced quality standards in healthcare, developing a voluntary accreditation program, improving access to capital, working with government to develop public private partnerships, and ensuring that the interests of the private sector is heard in issues of policy and advocacy in the private health sector.

UHF intends to undertake pre-qualification exercise for legal services for its operations for the year 2017/2018. Please submit up to date information within the time frame required by this notice. The Procurement Committee in consultation with the Finance Committee shall update the list as and when required.

Mandatory requirements are:

- a) Certificate of Incorporation/ Registration.
- b) Valid operating license.
- c) Brief firm profile (no more than 800 words), with relevant experience. Must contain physical address, e-mail and telephone contacts.
- d) List of partners with brief profiles (no more than 500 words)
- e) Registration certificate for Uganda Revenue Authority
- f) Quotation for cost of services desired as listed below.

The company should be able to review existing documents and advise Uganda healthcare Federation in the following areas;

1. Human Resource policies
2. Code of conduct
3. Company constitution
4. Employment contracts
5. Board charter
6. Consultant contract template
7. Memorandum of Understanding template
8. Board appraisal tool
9. Cash/ Petty cash policy
10. Finance policy
11. Whistleblower policy
12. Travel policy
13. Car loan contract
14. Review of program contracts (5)
15. Advisory services on organization governance and good practice
16. Facilitation of seminar on Public Private Partnerships
17. Technical advisory support services at Annual General Meeting
18. Company status advisory services and support in appropriate registration
19. Establish membership policy and support documents

All applications for prequalification should be addressed to the Chairman, Finance Committee, UHF BOT, Plot 110, Bukoto Street, Kamwokya. All documents shall be hand delivered to the above address or submitted to info@uhfug.com by Tuesday 20 June 2017 by midday.