INTERNATIONAL DEVELOPMENT LAW ORGANIZATION
INVITATION TO BID

Reference: ITB No. **N_252-2026/UGA/ITB**	**Date:** April 30, 2026

Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly invites your Company/Organization to submit a Bid for **Procurement of Tailoring and Shoe Making Workshop Materials.** The full requirement is described in Annex C.

We also request that your Bid is submitted using the format specifically detailed in Annexes D, E and F.

Bids submitted by email must be limited to a maximum of **10MB**, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Bids shall be evaluated based on the criteria set in Annex B.

IDLO is not bound to accept any Bid, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Bid, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this Invitation to Bid (ITB).

By submitting a Bid in response to this information, Bidders are confirming acceptance of IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct in full and; Payment Policy where payment is made within 30 days after delivery of service on presentation of complete and correct invoice.

This ITB consists of the following Annexes. Please use these as guidance in preparing your Bid:

a.	Instructions to Bidders	Annex A
b.	Preliminary Screening Criteria	Annex B
c.	Terms of Reference (TOR)	Annex C
d.	Bid Submission Form	Annex D
e.	Bidder Information Form	Annex E
f.	Price Schedule	Annex F
g.	IDLO Special Conditions of Contract	Annex G
h.	IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex H

For any questions/clarifications related to this ITB before its Deadline for Submission, please contact IDLO on tenders@idlo.int and mention **Clarification ITB NO. N_252-2026/UGA/ITB** in the subject section of your email.

Deadline for Submission of Proposals:
On or before **Date: May 14, 2026**
Time: 15:00 hours Rome, Italy local time (UTC +2).

Thank you and we look forward to receiving your Bid.

Sincerely yours,
International Development Law Organization | IDLO
Uganda Country Office

ANNEX A
INSTRUCTIONS TO BIDDERS

1. General Considerations	In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid. Bidders shall not benefit from any errors or omissions contained in the ITB. If a bidder identifies such errors or omissions, they must promptly notify IDLO.
2. Cost of the Bid	The Bidder shall bear all costs associated with the preparation and submission of the Bid. In no case shall IDLO be responsible or liable for the aforementioned costs, regardless of the conduct or outcome of the solicitation.
3. Currency of Bid	Bids shall be nominated exclusively in **Uganda Shillings.** *Note: Local Suppliers must comply with any applicable laws regarding doing business in other currencies*
4. Language of the Bid	The official language of the bidding process is English. Consequently, all correspondences, documents, and exchanges between the Bidder and IDLO shall be done in English.
5. Deadline for Submissions of Bid	The Bid shall be submitted to IDLO on or before **Date: May 14, 2026** **Time: 15:00 hours Rome, Italy** local time (UTC +2). Note: *Proposals submitted by email must be limited to a maximum of **10MB,** virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.*
6. Delivery Term and Place	Goods will be delivered within 20 days after receipt of PO or contract from IDLO to **Uganda Prison Soroti**, **Soroti District and Uganda Prison Mini Max Kitalya, Wakiso District.**
7. Customs clearance , if needed, shall be done by:	☒ Supplier
8. Special Packing Requirement or Temperature Control	☒ N/A
9. Documents comprising the Bid	The Bid shall comprise the following documents: 1. Bid Submission Form (see Annex D); 2. Bidder Information Form (see Annex E) 3. Price Schedule (Annex F)
10. Contents of solicitation documents	The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation

	Documents. Failure to comply with these documents will be at the Bidder's risk and will affect the evaluation of the Bid.
11. Clarification of solicitation documents	A prospective Bidder requiring any clarification on this ITB may contact IDLO by sending an email to tenders@idlo.int no later than 72 hours prior to the deadline for submission of Bids. Please mention **Clarification ITB NO. N_252-2026/UGA/ITB** in the subject section of your email. Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that have received the Solicitation Documents or posted on the IDLO website. Any delay in IDLO's response shall not be used as a reason for extending the deadline for submission, unless IDLO determines that such an extension is necessary and communicates a new deadline to all the Bidders.
12. Amendments of solicitation documents	At any time prior to the deadline for submission of Bids IDLO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Solicitation Documents by amendment. All prospective Bidders that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents. In order to afford prospective Bidders reasonable time for taking the amendments into account and preparing their offers, IDLO may, at its discretion, extend the deadline for the submission of Bids.
13. Format, signing sealing, marking and submission of Bids	The Bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Bid. The Bid must be submitted using the format specifically detailed in Annexes D, E and F. A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Bid. Before the stipulated deadline, the Bidder shall send one email to the following e-mail address: tenders@idlo.int with the Subject: **"Submission for ITB No. N_252-2026/UGA/ITB."**

14. Joint Venture, Consortium, or Association	If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between IDLO and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture. After the Deadline for Submission of the Bid, the lead entity identified to represent the JV, Consortium, or Association shall not be altered without the prior written consent of IDLO. The lead entity and the member entities of the JV, Consortium or Association shall abide by the requirement outlined in the following section in respect of submitting only one bid. The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the tender, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO. A JV, Consortium or Association when presenting its track record and experience, should clearly differentiate between: a) Those that were undertaken together by the JV, Consortium or Association; and b) Those that were undertaken by the individual entities of the JV, Consortium or Association. Previous contracts completed by individual experts, even if those experts were permanently or temporarily associated with any of the member firms, cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but can be claimed by the individual experts themselves in the presentation of their individual credentials. JVs, Consortia or Associations are encouraged for high value, multi-sectoral requirements where the necessary spectrum of expertise and resources may exceed the capacity of a single firm. The organizational description of the JV, Consortium or Association must clearly define the expected role of each entity in the joint venture, including how it will participate in delivering the requirements of the tender. This description must be explicit both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.

15. Only One Bid	A Bidder. Including any individual member of a Joint Venture, **shall submit only one Bid**, either individually or as part of a Joint Venture. The submission of Bids by two (2) or more Bidders shall result in rejection if any of the following prohibited relationships or conditions are identified: a) They have at least one controlling partner, director or shareholder in common; or b) Any one of them receive or have received any direct or indirect subsidy from the other/s; or c) They have the same legal representative for purposes of this tender; or d) They have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this tender process; or e) They are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or f) Some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.
16. Late Bids	Any Bid received by IDLO after the deadline for submission of Bids, pursuant to the clause *Deadline for the submission of Bid,* will be rejected and sent back unopened or destroyed unopened if the return cannot be secured unless the Bid was sent by email but was not properly received by IDLO due to issues in its internal mailing system.
17. Validity Period of Bids	All Bids will be valid for **90 days** from the deadline for submission of Bids. In exceptional circumstances IDLO may request the Bidders to extend the validity of the Bid beyond what has been initially indicated in this ITB. The Bidders shall confirm the extension of the bid in writing, and that all other terms remain unchanged. The Bidders may choose not to extend the validity period of the Bid.
18. Modification and withdrawal of Bids	The Bidder may modify/withdraw its Bid after the Bid's submission, provided that written notice of the modification/withdrawal is received by IDLO prior to the deadline prescribed for submission of Bids. The Bidder's modification/withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of the Deadline for Submission of Bids clause. No Bid may be modified nor withdrawn after the deadline for submission of Bids.
19. Amendment of the Bid	At any time prior to the deadline of Bid submission, IDLO may for any reason, such as in response to a clarification requested by a Bidder,

	modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders. If the amendment is substantial, IDLO may extend the Deadline for submission of bid to give the Bidders reasonable time to incorporate the amendment into their Bids.
20. Bidders' conference	☒ N/A
21. Right to accept, reject, or render non-responsive any or all Bids	IDLO reserves the right to accept or reject any Bid, to render any or all of the Bids as non-responsive, and to annul the solicitation process and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for IDLO's action. Furthermore, IDLO shall not be obliged to award the contract to the lowest priced offer.
22. Clarification of Bids	To assist in the examination, evaluation and comparison of Bids, IDLO may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.
23. Evaluation of Eligibility and Qualification	In general terms, Bidders that meet the following criteria may be considered qualified: a) They are not included in any Sanctions lists maintained by the United Nations Security Council, the European Union, and the United States Department of the Treasury, Office of Foreign Assets Control; b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, as detailed in Annex B of the ITB. c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required as provided in Annex B of the ITB. d) They are able to comply fully with IDLO General Terms and Conditions of Contract and IDLO Supplier Code of Conduct; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
24. Price variation	Bidders shall not vary their prices for any reason after the deadline of the tender and while the Bid is still valid.
25. Preliminary Screening	IDLO will screen the Bids' Annex D and E to determine whether they are complete, whether the documents have been properly signed, and whether the Bid is generally in order.

26. Correction of errors	In the event of a discrepancy between the unit price and the total price, the unit price shall prevail, and the total price shall be corrected by IDLO. If the Bidder does not accept the new final price based on IDLO's correction of errors, its Bid will be rejected.
27. Due Diligence	IDLO shall undertake a due diligence exercise to verify the accuracy and validity of the information provided by the Bidder**.** This exercise is required and must be fully documented. It may include, but is not limited to, any or all of the following checks: a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder; d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that IDLO may deem appropriate, at any stage within the selection process, prior to awarding the contract.
28. Responsiveness of Bid	IDLO will determine the substantial responsiveness of each Bid in relation to the ITB. For purposes of this Clause, a substantially responsive Bid is one which materially conforms to the requirements of the tender and the mandatory terms contained in the Solicitation Documents. IDLO's determination of a Bid's responsiveness is based on the contents of the Bid itself without recourse to extrinsic evidence.
29. Evaluation of Bid	All eligible Bids are evaluated for compliance, confirming whether they fail, meet or exceed the mandatory specifications outlined in the ITB.
30. Right to Vary Requirements at the time of the Award	☒ Yes - At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of goods , by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

31. Contract Award	The Contract Award shall be granted according to: a) Full submission of relevant documentation as per Preliminary Screening Criteria (Annex B); b) Full submission of Bid Submission Form (Annex D) signed and stamped; c) Full submission of Bidder Information Form (Annex E); d) Full submission of Price Schedule (Annex F) signed and stamped; e) Lowest priced, most technically acceptable/compliant offer;
32. Contract Signature	Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any. In such event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.
33. Debriefing	If a Bidder is unsuccessful, the Bidder may request a debriefing from IDLO. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future bids for IDLO procurement opportunities. The content of other bids and how they compare to the Bidder's own submission will not be discussed.
34. Bid Protest Mechanism	Bidders that genuinely consider they have been treated unfairly in connection with the IDLO procurement process or that the procurement process has not been conducted in accordance with the principles of fairness, transparency, and equal treatment may submit a formal protest to IDLO. To initiate a protest, suppliers must complete the *IDLO Supplier Bid Protest Form* provided at the following link and submit it via email at bidprotest@idlo.int within ten (10) days after receiving a regret letter or email confirming that they were not successful. All protests will be handled confidentially and impartially.
35. Payment Terms	IDLO will make payment within **30 days** after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
36. General Terms and Conditions and Supplier Code of Conduct	Any Contract or Purchase Order that will be signed as a result of this ITB shall be subject to the IDLO's General Terms and Conditions and Supplier Code of Conduct attached as Annex H. The mere act of submission of a Bid implies that the Bidder accepts both Annexes in full.
37. Liquidated Damages	☒ **Yes - For late delivery of Goods, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions.** **Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in**

	accordance with the severity of the problem as determined solely by IDLO. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.
38. Partial Bid	☒ Permitted (Bidders may submit a bid for Lot 1, Lot 2 or both Lots) Lot 1: Procurement of Tailoring Workshop Materials, fully delivered to Uganda Prison Soroti, Soroti District and Uganda Prison Mini Max Kitalya, Wakiso District Lot 2: Procurement of Shoe Making Workshop Materials, fully delivered to Uganda Prison Soroti, Soroti District and Uganda Prison Mini Max Kitalya, Wakiso District

ANNEX B
PRELIMINARY SCREENING CRITERIA

A. MINIMUM ELIGIBILITY CRITERIA

Subject	Criteria	Document Submission Requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Certificate of Incorporation/Registration
Tax Revenue	Vendor is registered with pertinent country's revenue authority.	Valid Tax Compliance Certificate (Addressed to IDLO)
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB Annex A Clause 23.	Self-Attestation Letter (Provided in Annex E)
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Self-Attestation Letter
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Self-Attestation Letter
Licenses	Latest Trading License	Trading License (2026)
Any additional criteria	Brochures	Product Catalogues or Brochures (Product Data Sheets) attesting compliance with Technical Specifications as mentioned under Annex B; OR, provision of link to previous works completed

B. QUALIFICATION CRITERIA

QUALIFICATION		
Previous Experience	Provide documentation for at least 3 clients / companies where similar products & services have been supplied for the last 3 years. Provide evidence such as LPOs/Contracts or reference letters from these clients.	Attach Copies of 3 LPOs, Contracts, or 3 Recommendation Letters for similar services.
Financial Standing	Minimum average annual turnover of EUR 20,000 for the last 3 years. *(For JV/Consortium/Association, all Parties should meet requirement cumulatively).* Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability by submitting an audited financial statement (balance sheets, including all related notes, and income statements) for the last 2 years	Audited Financial Statements or Bank Statements **2024 & 2025**

ANNEX C
TECHNICAL SPECIFICATIONS

Procurement of Tailoring and Shoe Workshop Materials.

A. About IDLO

The International Development Law Organization (IDLO) is an intergovernmental organization exclusively devoted to promoting the rule of law. Established in 1983, IDLO works to enable governments and empower people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. Its programs, research and policy advocacy cover the spectrum of rule of law from peace and institution building to social development and economic recovery in countries emerging from conflict and striving towards democracy.

The Assembly of Parties is IDLO's highest decision-making body. It is composed of Representatives of all Member Parties, which have joined the Establishment Agreement of IDLO. IDLO currently has 39 Member Parties.

IDLO has its Headquarters in Rome, a Branch Office in The Hague, Liaison Offices for the United Nations in New York and Geneva, and Country Offices in Afghanistan, Burkina Faso, Honduras, Kenya, Jordan, Liberia, Mali, Moldova, Mongolia, Niger, the Philippines, Somalia, Tunisia, Uganda and Ukraine.

The work of IDLO is sustained by a dynamic, diverse, multinational and multicultural workforce, comprised of over 400 employees plus additional personnel in the non-employee category such as consultants and interns. About one fourth of the IDLO workforce is based in its Headquarters in Rome, while the rest are spread across the globe in our Branch and Country offices.

B. Background

IDLO issues this ITB for the purpose of soliciting bids from vendors for the supply of Tailoring and Shoe Making Workshop Materials for Uganda Prison Soroti, Soroti District and Uganda Prison Mini Max Kitalya, Wakiso District.

C. Specifications

Lot 1: Procurement of Tailoring Workshop Materials, fully delivered to Uganda Prison Soroti, Soroti District and Uganda Prison Mini Max Kitalya, Wakiso District.

Lot 2: Procurement of Shoe Making Workshop Materials, fully delivered to Uganda Prison Soroti, Soroti District and Uganda Prison Mini Max Kitalya, Wakiso District.

LOT 1: PROCUREMENT OF TAILORING WORKSHOP MATERIALS.					
S/No	**ITEM**	**QUANTITY**	**UoM**	**SPECIFICATION**	**Meets / Exceeds**
1	Industrial Sewing Machines	6	Each	Heavy-duty, single-needle lockstitch; 220–240V; 550W motor; speed 3,000–5,000 stitches/min; suitable for medium to heavy fabrics; complete with table stand, servo motor, and accessories.	
2	Overlock Machine	2	Each	3–5 thread overlock; industrial grade; speed 5,000–6,000 stitches/min; automatic lubrication; suitable for hemming and finishing edges.	
3	Hand sawing Kits (needles, scissors, tape)	30	Each	Complete tailoring kit including assorted hand needles, 8–10-inch stainless steel scissors, measuring tape (60 inches), thimble, seam ripper, chalk.	
4	Cutting tables	4	Each	Hardwood/metal frame; minimum size 2.4m x 1.2m; smooth laminated surface; height 90cm; stable and durable for fabric cutting.	
5	Chairs	20	Each	Heavy-duty plastic or metal frame; ergonomic design; stackable; load capacity minimum 120kg.	
6	Ironing Boards	2	Each	Adjustable height; heat-resistant padded surface; foldable steel frame; industrial size	
7	Industrial Steam iron	2	Each	1.5–2.0 litre boiler capacity; 220–240V; adjustable temperature control; continuous steam function; heavy-duty sole plate.	
8	Storage cabinets	2	Each	Metallic/wooden lockable cabinets; minimum 4 compartments; anti-rust coating; suitable for fabric and accessories storage.	
9	Safety equipment	3	Sets	First aid kit (fully stocked), protective gloves, dust masks, safety goggles, aprons;	

	(first aid, PPE, gloves			compliant with occupational health standards	
10	Fabric rolls (cotton, African prints)	20	Rolls	100% cotton; width 45–60 inches; high durability; colorfast; suitable for uniform and garment production	
11	Threads (assorted colours)	100	Spools	Polyester thread; high tensile strength; industrial grade; assorted standard colours; minimum 5,000m per spool	
12	Accessories Buttons-300, zippers-3000,	600	Pieces	Assorted sizes; durable plastic buttons; nylon/metal zippers; quality fastening accessories suitable for uniforms (300 pieces each)	
13	Sewing machine maintenance kits	5	Kits	Oil can, screwdrivers set, spare needles, bobbins, cleaning brushes, small spanners; compatible with industrial machines.	
14	Manual sewing Machines	10	Each	Treadle-operated/manual; durable cast iron body; suitable for training beginners; complete with stand and accessories.	
15	Fire extinguishers	3	Each	6–9kg dry powder type; suitable for electrical and fabric fires; refillable; certified to safety standards.	

LOT 2: PROCUREMENT OF SHOE MAKING WORKSHOP MATERIALS					
S/No	**ITEM**	**QUANTITY**	**UoM**	**SPECIFICATION**	**Meets / Exceeds**

1	Skiving Machine	2	Each	Motor power: 0.4–3 HP Voltage: 220–380 V Skiving thickness: up to 8 mm Speed: 1,500–1,800 rpm Weight: 70–180 kg	
2	Heavy-Duty Leather Sewing Machine (Flat bed or post bed)	2	Each	Sewing speed: 800–2,500 stitches/min Stitch length: 0–6 mm Presser foot lift: 13–20 mm Needle: size #18–27 Material thickness: up to 8–12 mm Motor: 550 W–750 W servo Voltage: 220 V	
3	Cylinder Arm Sewing Machine	2	Each	Sewing speed: 2,200–3,000 spm Cylinder diameter: 46–71 mm Stitch length: up to 6–8 mm Presser foot lift: 10–14 mm Needle system: DP×17 / 134-35 Motor: servo motor Weight: 40–60 kg	
4	Shoe Clicking Machine (Cutting press)	2	Each	Cutting force: 20–40 tons Table size: 900×500 mm (approx.) Motor: 1.5–3 kW Voltage: 220/380 V Stroke: 50–150 mm Control: hydraulic or swing-arm	
5	Scouring Machine	2	Each	Motor: 0.5–1 HP Speed: 1,400–2,800 rpm Abrasive wheel diameter: 150–250 mm Voltage: 220/380 V Dust extractor	
6	Sole Pressing Machine	2	Each	Pump motor: ~2.2 kW Output: 200–250 pairs/hour Pressure system: hydraulic Shoe size range: 130–400 mm length Weight: ~1,100 kg Voltage: 380 V	
7	Lasting Machine (Hot & Cold)	2	Each	Power: 1–2 kW Air pressure: 0.6–0.8 MPa Heating system: 1–2 kW heater (hot lasting) Production: 150–250 pairs/day Voltage: 220/380 V	
8	Wet Stone / Oil Stone	2	Each	Material: aluminium oxide or silicon carbide	

				Size: 150–300 mm Grit: 200–1,000	
9	Scissors	20	Pairs	Material: carbon steel Length: 8–12” Cutting thickness: leather up to 4 mm	
10	Pattern Knives	20	Pieces	Blade: high-carbon steel Blade length: 50–80 mm	
11	Designing Punch / Revolving Punch	2	Each	Hole sizes: 1–5 mm Material: hardened steel	
12	Three-way prongs (stitching chisel)	2	Each	Teeth spacing: 3–5 mm Material: tool steel	
13	Cutting Board	4	Each	Material: HDPE or rubber Size: 600×900 mm typical	
14	Lasting Pliers	6	Pairs	Material: forged steel Length: 8–10”	
15	Steel Ruler	10	Each	Length: 30–100 cm Material: stainless steel	
16	Hack Saw Blade & Frame	20	Each	Blade: 300 mm Teeth: 18–32 TPI	
17	Eyelet Fitters	20	Each	Size range: 2–6 mm eyelets Material: hardened steel	
18	Pincers	4	Each	Material: forged steel Length: 8–10”	
19	Lasting Jack	2	Each	Height: adjustable 700–900 mm Material: cast iron	
20	Tables	6	Each	Size: 2400×800 mm Height: 800–900 mm Material: hardwood	
21	Work benches	6	Each	Size: 400×300 mm Height: 600–700 mm Material: hardwood	
22	Shoe Lasts	20	Each	Material: plastic Sizes: full size range Types: men, women, children	

ANNEX D
BID SUBMISSION FORM

This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide **Goods** for [INSERT AMOUNT OF MONEY AND CURRENCY] as may be ascertained in accordance with the Price Schedule (Annex F) attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Bid for a period of 90 days from the date fixed for opening of Bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

We understand that you are not bound to accept any Bid you may receive.

Company/Organization: _____
Name: _____
Title: _____
Date: Select date
Signature: _____
Duly authorized to sign this Bid

ANNEX E
BIDDER INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB ref number]		

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you an IDLO vendor?	☐ Yes ☐ No If yes, [insert IDLO vendor number]
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) *(If yes, provide a Copy of the valid Certificate):*	[Complete]
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? *(If yes, provide a Copy of the valid Certificate):*	[Complete]
Contact person that IDLO may contact for requests for clarifications during Bid evaluation	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
As per Annex B – Mandatory Eligibility. **Please attach all required documents listed as follows:**	▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder (Addressed to IDLO) ▪ Self-Attestation Letter (Provided In Annex E) ▪ Valid Trading License (2026) ▪ Product Catalogues or Brochures (Product Data Sheets) attesting compliance with Technical Specifications as mentioned under Annex B ▪ Attach Copies of 3 LPOs, Contracts, or 3 Recommendation Letters for similar services. ▪ Audited Financial Statements or Bank Statements for the past 2 years 2024 & 2025

SELF-ATTESTATION FORM
Reference: N_252-2026/UGA/ITB

I, undersigned, hereby attest that the Bidder is not suspended, nor debarred, nor otherwise declared ineligible by any UN Organization, the World Bank Group, or any other international organization, in accordance with ITB Annex A, Section 23.

I, undersigned, hereby attest that there has been no consistent history of court or arbitral award decisions against the Bidder for the last three years.

I, undersigned, hereby attest that the Bidder has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the Bidder that could impair its operations in the foreseeable future.

I confirm that we have no conflict of interest in relation to this procurement process.

All information and documentation provided with our bid/proposal is complete, true and accurate. We acknowledge that any false statements or failure to disclose relevant information may result in disqualification or contract termination.

This self-attestation is made on behalf of (Bidder Name) and duly signed by the authorized representative.

Company/Organization

Name: (Full Name)

Title: (position)

Company address:

Email address:

Date:

Signature:

Company seal/stamp (if available)

ANNEX F
PRICE SCHEDULE

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

Bidders may submit a bid for Lot 1, Lot 2 or both Lots

Lot 1: Procurement of Tailoring Workshop Materials, fully delivered to Uganda Prison Soroti, Soroti District and Uganda Prison Mini Max Kitalya, Wakiso District

Lot 2: Procurement of Shoe Making Workshop Materials, fully delivered to Uganda Prison Soroti, Soroti District and Uganda Prison Mini Max Kitalya, Wakiso District

Transportation:

Transportation, delivery, offloading, and all associated logistics costs to the specified delivery sites shall be clearly included and itemized in the quotation. The bidder shall be fully responsible for the safe and timely delivery of all goods to both locations.

The format shown in the below table should be used while preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

Table 1: Offer to Supply Goods / Services Compliant with Technical Specifications and Requirements

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in UGX	Total amount in UGX
LOT: 1	**Tailoring Workshop Materials**						
1.	Industrial Sewing Machines	Refer to Annex C Technical Specifications	Each	6	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
2.	Overlock Machine	Refer to Annex C Technical Specifications	Each	2	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
3.	Hand sawing Kits (needles, scissors, tape)	Refer to Annex C Technical Specifications	Each	30	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
4.	Cutting tables	Refer to Annex C Technical Specifications	Each	4	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
5.	Chairs	Refer to Annex C Technical Specifications	Each	20	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
6.	Ironing Boards	Refer to Annex C Technical Specifications	Each	2	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in UGX	Total amount in UGX
7.	Industrial Steam iron	Refer to Annex C Technical Specifications	Each	2	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
8.	Storage cabinets	Refer to Annex C Technical Specifications	Each	2	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
9.	Safety equipment (first aid, PPE, gloves	Refer to Annex C Technical Specifications	Sets	3	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
10.	Fabric rolls (cotton, African prints)	Refer to Annex C Technical Specifications	Rolls	20	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
11.	Threads (assorted colours)	Refer to Annex C Technical Specifications	Spools	100	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
12.	Accessories Buttons-300, zippers-300	Refer to Annex C Technical Specifications	Pieces	600	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in UGX	Total amount in UGX
13.	Sewing machine maintenance kits	Refer to Annex C Technical Specifications	Kits	5	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
14.	Manual sewing Machines	Refer to Annex C Technical Specifications	Each	10	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
15.	Fire extinguishers	Refer to Annex C Technical Specifications	Each	3	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
Lot 2	**Shoe Making Workshop Materials**						
1.	Skiving Machine	Refer to Annex C Technical Specifications	Each	2	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
2.	Heavy-Duty Leather Sewing Machine (Flat bed or post bed)	Refer to Annex C Technical Specifications	Each	2	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
3.	Cylinder Arm Sewing Machine	Refer to Annex C Technical Specifications	Each	2	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in UGX	Total amount in UGX
4.	Shoe Clicking Machine (Cutting press)	Refer to Annex C Technical Specifications	Each	2	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
5.	Scouring Machine	Refer to Annex C Technical Specifications	Each	2	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
6.	Sole Pressing Machine	Refer to Annex C Technical Specifications	Each	2	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
7.	Lasting Machine (Hot & Cold)	Refer to Annex C Technical Specifications	Each	2	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
8.	Wet Stone / Oil Stone	Refer to Annex C Technical Specifications	Each	2	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
9.	Scissors	Refer to Annex C Technical Specifications	Pairs	20	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in UGX	Total amount in UGX
10.	Pattern Knives	Refer to Annex C Technical Specifications	Pieces	20	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
11.	Designing Punch / Revolving Punch	Refer to Annex C Technical Specifications	Each	2	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
12.	Three-way prongs (stitching chisel)	Refer to Annex C Technical Specifications	Each	2	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
13.	Cutting Board	Refer to Annex C Technical Specifications	Each	4	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
14.	Lasting Pliers	Refer to Annex C Technical Specifications	Pairs	6	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
15.	Steel Ruler	Refer to Annex C Technical Specifications	Each	10	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
16.	Hack Saw Blade & Frame	Refer to Annex C Technical Specifications	Each	20	☐ Comply		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in UGX	Total amount in UGX
					☐ Not Comply. Alternative specification offered (please attach)		
17.	Eyelet Fitters	Refer to Annex C Technical Specifications	Each	20	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
18.	Pincers	Refer to Annex C Technical Specifications	Each	4	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
19.	Lasting Jack	Refer to Annex C Technical Specifications	Each	2	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
20.	Tables	Refer to Annex C Technical Specifications	Each	6	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
21.	Work benches	Refer to Annex C Technical Specifications	Each	6	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		
22.	Shoe Lasts	Refer to Annex C Technical Specifications	Each	20	☐ Comply ☐ Not Comply. Alternative specification offered (please attach)		

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in UGX	Total amount in UGX
Total Cost of Goods							
Freight							
Insurance							
Customs Clearance							
Other Charges (please specify)							
Taxes/ VAT (__ %) (if applicable)							
Grand Total							

Table 2: Offer for After-Sale Services and Other Conditions

Other Information	Responses		
	Yes, we will comply	***No, we cannot comply***	***If you cannot comply, pls. indicate counter proposal***
Delivery Lead Time; 20 days			
Warranty and After-Sales Requirements			
a) Minimum one (1) year warranty on both parts and labour]			
b) Others			
Other requirements *[pls. specify]*			

Name, position and signature of the Bidder	**Bidder's Stamp**
Duly authorised to sign this Bid **Date:**	

ANNEX G
IDLO SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement and/or amend the IDLO General Terms and Conditions for the Procurement of **Goods**. Whenever there is a conflict, the provisions of the Special Conditions of Contract shall prevail over those in IDLO General Terms and Conditions for the Procurement of **Goods**.

Place of delivery	**Lot 1 and Lot 2:** Uganda Prison Soroti, Soroti District and Uganda Prison Mini Max Kitalya, Wakiso District
Delivery date	Goods will be delivered within 20 days after receipt of PO or contract from IDLO.
Payment terms	IDLO will process payment within 30 days after satisfactory receipt of all goods/ provision of services and upon receipt of the complete and correct invoice by the service provider.
After-sales services and Warranty	Warranty on Parts and Labour for minimum period of 12 months.

ANNEX H
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR SERVICES
AND
IDLO SUPPLIER CODE OF CONDUCT

Any proposal submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:
https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_feb_2022.pdf

https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf