



**ALBERTINE INTERVENTIONS FOR DEVELOPMENT (AID)**  
Plot 1, Rukurato Access, Rukurato Road, (Off) Nyaika Avenue  
P.O. Box 405, Fort Portal (UGANDA)  
Tel: +256 (0) 392178486  
E-mail: [info@aid.ug](mailto:info@aid.ug)

## **REQUEST FOR QUOTATION (RFQ) FOR ACCOMMODATION SERVICES**

**ADVERT DATE: 23<sup>rd</sup> February 2026**

PRF/RFQ Number	AID-Y2GEO/PROC/BAR-03/26	Date	
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### **PRE-QUALIFIED/LOCAL SUPPLIER FORM**

**SUPPLIER'S COMPANY NAME:** .....

Contact Person: .....

Telephone Number: .....

Email: .....

TIN Number: .....

Albertine Interventions for Development (AID) hereby invites you to submit your competitive quotation for the item(s) listed below with detailed specifications. **DEADLINE FOR SUBMISSION NOT LATER THAN 5:00 PM, 13<sup>th</sup> March/ 2026. PLEASE QUOTE IN Uganda shillings.**

Priced RFQs can be submitted electronically via email through [procurement@aid.ug](mailto:procurement@aid.ug) copying [info@aid.ug](mailto:info@aid.ug), [admin@aid.ug](mailto:admin@aid.ug) or a hard copy of the RFQ in a sealed envelope can be hand delivered to: Albertine Interventions for Development (AID) regional coordination office at Plot 1, Rukurato Access, Rukurato Road, (Off) Nyaika Avenue, P.O. Box 405, Fort Portal (UGANDA) and MUST be registered and supplier/contractor/service provider signs on the bid submission form as acknowledgement of submission.

The below prices are valid for .....day(s)/Month(s)

Specify Estimated delivery time/ Schedule.....


Specify Terms of Payment: .....


Warranty if applicable.....

**Is your company exempted from Withholding Tax? (YES/NO)**

*If yes, please attach exemption certificate*

**ACCOMODATION SERVICES DURING THE TRAINING OF 150 BARISTAS AND 100 ROASTERS FOR 15 DAYS.**

Items/Description	Quantity	Unit of Measure (UOM)	Unit price (UGX)	Total Price (UGX)
<b>ACCOMODATION</b>				
<p>Accommodation services  <b>Hotel that has the capacity to accommodate 100 – 150 Pax for 11 days</b>                      Offers bed, breakfast &amp; supper                      Should have license of operation with the local authority, adheres to the local authority regulations, hygienic including food hygiene, adheres to fire safety regulations. Has first aid and referral mechanisms in case of emergency. Must have considerations for PWDs and breast-feeding mothers as well as people with special needs.</p> 	150	Pax		

				
<p>Accommodation services  <b>Hotel that has the capacity to accommodate 100 Pax for 6 days</b>  Offers bed, breakfast &amp; supper  Should have license of operation with the local authority, adheres to the local authority regulations, hygienic including food hygiene, adheres to fire safety regulations. Has first aid and referral mechanisms in case of emergency. Must have considerations for PWDs and breast-feeding mothers as well as people with special needs.</p>	100	Pax		
<b>SUB TOTAL</b>				
<b>18%VAT (IF APPLICABLE)</b>				
<b>GRAND TOTAL</b>				

**TERMS AND CONDITIONS:**

- Quotations will be evaluated based on: a) compliance with technical specifications and quality standards b) ability to deliver and meet timeframes as specified c) best quality / price ratio.
- Suppliers are allowed to describe or attach more detailed specification of quoted items or use their own official company headed quotation form indicating all requested information.
- Albertine Interventions for Development (AID) reserves the right to accept/reject all or part of your offer.
- Albertine Interventions for Development (AID) **DOES NOT** offer advance payments regardless of the value of the procurement at hand.
- For every payment above one million Ugandan Shillings, none other than supply of Agricultural products Albertine Interventions for Development (AID) will deduct 6% withholding tax from the total Invoice value and submit to Uganda Revenue Authority.
- Please include 18% VAT computation where Applicable.
- **IF YOU DO NOT HEAR FROM US WITHIN 30 DAYS, CONSIDER YOUR QUOTATION UNSUCCESSFUL.**

**Please note that this form is not a purchase order and is not a guarantee of purchase for your establish but will allow Albertine Interventions for Development (AID) to consider your price along with other competitive quotations.**

Supplier Signature/ Stamp ..... Date: .....