



INVITATION TO TENDER

SUPPLY AND DELIVERY OF FOLDABLE CRATES

TENDER NO: CABI/3738/07/2026/03

ABOUT CABI

CAB International (CABI) is an international, intergovernmental, not-for-profit organization that improves people's lives worldwide by providing information and applying scientific expertise to solve problems in agriculture and the environment.

Our approach involves putting information, skills and tools into people's hands. CABI's 48 Member Countries guide and influence our work delivered by scientific staff based in our global network of centers.

CABI invites applications from interested, competent, and eligible companies for supply and delivery of foldable crates as per the specifications indicated on Annex 1 of this document

CABI reserves the right to accept or reject any bid in whole or in part and is not bound to give reasons for its decision.

Regards,
Procurement Department

INSTRUCTIONS TO APPLICANTS

- 1 **CAB International** herein referred to as “the organization’ or ‘CABI”, invites applicants who meet the criteria set out by the organization to bid for supply of foldable crates to be delivered at **Hortifresh Association located at Entebbe international Airport free zone** located in Uganda.
- 2 This invitation to tender is open to potential applicants who can demonstrate proven technical and financial capacity to supply the machine.
- 3 Bidders may request clarification in relation to this tender by submitting a written request to the email: tendersafrica@cabi.org;
- 4 Applicants are required to submit documents requested in this invitation to tender. The Organization reserves the right to request for submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
- 5 The organization will ensure that information received from Companies is treated with utmost confidentiality and shall be for the sole use of the organization
- 6 The deadline for submission of tender documents is 10th August 2026.

EVALUATION CRITERIA

CABI will first examine tender documents to ascertain responsiveness to needs and documentation as described in this invitation to tender. Therefore, bidders should exercise particular care in reviewing the information required in this tender.

The factors that will be considered in the evaluation of tenders will include, but not necessarily be limited to:

- Capability to perform the contract i.e.; technical capacity.
- A proven track record in supplying similar goods to the organizations comparable to CABI.
- Compliance with tender terms and conditions.
- Financial capability.

It is the bidder’s sole responsibility to submit information related to the tender requirements. All

tenders will be evaluated in three phases:

1. Preliminary evaluation that will determine administrative compliance and eligibility for further evaluation.

The following mandatory documents must be provided in the tender. Bids that do not have all the following documents may, at the discretion of CABI not be assessed any further:

- Company profile
- Current and valid Trade License/ Current business permit from relevant authorities
- Registration Certificate
- Tax Clearance Certificate

2. Technical evaluation to determine technical capability of the bidder

The supplier is requested to submit any information which documents experience in the supply
The technical proposal shall include:

- Letters of reference from at least three organizations (not older than 5 years)
- At least three Purchase Orders or Contracts for supply of similar goods. (not older than 5 years)
- Product specifications.
- Delivery schedule

3. Financial evaluation to consider pricing competitiveness and the financial capability of the vendor.

- Tenderers must demonstrate financial capability to perform the tender. Financial proposals of technically responsive bidders shall be evaluated.
- Please indicate your preferred payment terms.

SCOPE OF SUPPLY

The successful tenderer shall provide:

- Supply and delivery of the goods.

BID VALIDITY

All prices must be quoted in **USD or UGX** and must remain valid for a minimum of 120 days from the date of submission.

NOTE: The incoterm for this tender is DDP- Delivery Duty Paid. Total price should be inclusive of all costs and taxes.

The foldable crates shall be delivered to Hortifresh Association located at Entebbe international Airport free zone.

CONTRACT AWARD

The contract shall be awarded to the successful bidder whose tender has been determined to be substantially responsive and offers the best value for money.

SUBMISSION INSRUCTIONS

Eligible and qualified firms are required to submit their tender documents to the email tendersafrica@cabi.org; on or before 10TH August 2026.

Questions related to this tender should be addressed via the same email- tendersafrica@cabi.org

ANNEX 1- PRICE SUBMISSION

No.	Goods	Quantity	Unit Price	Total Price
1	Foldable Pastel Plastic Storage Crates, 5.8" x 3.8" x 2.2" Assorted colors (3 colors only)	5000		

Name of Vendor: _____

Name and Title: _____

Signature and Stamp:_____

Date: _____