



**RHINO PAYMENT SERVICES LIMITED.**  
**PREQUALIFICATION EVALUATION CRITERIA 2025/26**  
**CHECK LIST**

**COMPANY NAME** .....

S/N	CRITERIA A ELIGIBILITY CRITERIA (PASS OR FAIL BASIS) 100% (REQUIRED)	YES	NO
1.	Application fees (UGX 100,000)		
2.	Certificate of Incorporation/certificate of registration for Business, deed of partnership and sole proprietorship		
3.	Copies of Memorandum and Articles of Association endorsed and stamped by the Registrar of Companies / Partnership Deed (If applicable)		
4.	Current Trading License		
5.	Current Tax Clearance Certificate		
6.	Company Form 7/20 Or Equivalent		
7.	VAT Registration Certificate		

S/N	CRITERIA B; AT LEAST 50% TO BE SUBMITTED	YES	NO
8.	A brief profile of the Company (maximum 5 pages) Organizational structure, CVs & certificates of technical personnel within the company, where applicable		
9.	Confirmed Business Premises (Physical Address)		
10.	Certified copy of company form 18		
11.	Audited accounts for the past two (2) years		
12.	Completed and signed declaration conflict of interest form		
13.	Evidence of projects/contracts previously undertaken in line of services to be offered. At least three (3) client reference/ recommendation letters from top clients		
14.	Bank statements from vendor's bankers (at least 6 months)		
15.	Copy of the Company's Business Continuity plan		
16.	Professional Certification and/Accreditation (Relevant Professional Body Certificate E.g. ICPAU, SRB, ERB, Uganda Law Society, etc. (as applicable))		



S/N	CRITERIA B; AT LEAST 50% TO BE SUBMITTED	YES	NO
17.	Current Professional Indemnity Cover		
18.	Relevant Local & International Quality Standards (s) certificates (Relevant certification E.g. UNBS, ISO, NITA clearance certificate to offer IT services etc. where applicable)		
19.	Powers of Attorney (If applicable - in case of any authorized person to operate the affairs of the company)		
20.	Certified company form 20 (Names and responsibilities of the directors of the company) or equivalent		
21.	A copy of the company Form 13, declaration that the company has no debts (for foreign companies registered in Uganda)		
22.	A copy of company Form 24, which provides a list of directors (for foreign companies registered in Uganda)		
23.	A copy of the company Form 26, which provides the location details in Uganda or Complete site visit report that indicates the physical address or details of registered place of business in Uganda (for foreign companies registered in Uganda)		
24.	A copy of the company Form 25, which appoints the people to run the company (for foreign companies registered in Uganda)		
25.	Latest Annual returns		
26.	Declaration that the entity is not listed on the URSB scrapped off companies list.		
27.	Single member company form 1 (if a company is a single member)		
28.	Form 1 - Notice of beneficial owner particulars (for companies) Form 1 - Notice of beneficial owner particulars for cooperatives (if the service provider is a cooperatives)		
29.	Declaration that entity is working towards implementing ESG provisions.		
30.	NSSF clearance certificate		
31.	Copy of passport /National ID for directors and majority shareholders, Ultimate beneficial owners and Senior management of the company.		
32.	Recent Bank statements from vendor's bankers licensed by BOU or competent Authority (at least 6 months most recent)		
33.	Personal Data Protection Office (PDPO) Registration Certificate		
34.	NITA-U Registration Certificate (for companies providing IT services)		
35.	FATCA Form W-8BENE (for Entities affiliated to the US) and FATCA W-8BEN (for individuals affiliated to the US).		
36.	Have you ever been involved in any form of money laundering?		



## **CATEGORIES OF GOODS AND SERVICES**

### **SUPPLY OF GOODS**

1. Office stationery and supplies
2. Office furniture and fittings
3. IT equipment and accessories (Laptops, Desktops, Printers, UPS, etc.)
4. Mobile phones and accessories
5. Networking equipment and accessories
6. Motor vehicles and motorcycles
7. Fuel and lubricants (Fuel Card services)
8. Branded promotional materials (T-shirts, banners, merchandise)
9. Electrical and electronic appliances
10. General office consumables (water, tea, coffee, cleaning materials)
11. Fire safety equipment and accessories
12. Uniforms and protective gear

### **PROVISION OF SERVICES**

1. General office cleaning and fumigation
2. Internet and data services (ISP)
3. Creative, digital, and branding services (Graphic design, PR, Advertising)
4. Legal and compliance advisory services
5. External audit and tax consultancy services
6. External recruitment and HR consultancy
7. Car hire and transport logistics
8. Insurance services (General, Medical, Group Life)
9. Courier and delivery services
10. Office partitioning, repairs, and maintenance
11. Software development and licensing (CRM, Accounting software, etc.)
12. Training and capacity building services
13. Catering and event management services
14. Printing and publishing services
15. Asset tagging and verification services
16. Penetration testing and IT audit services
17. Server co-location and hosting services
18. Public relations and media engagement



## SUBMISSION REQUIREMENTS

Interested suppliers/service providers must submit the following documentation:

### 1. COMPANY PROFILE

Including experience in the selected category.

### 2. COMPLIANCE DOCUMENTS

- Certificate of Incorporation/Registration
- Memorandum and Articles of Association
- Director National ID
- Trading license
- Valid Tax Identification Number (TIN)
- VAT Registration Certificate (if applicable)
- Valid Tax Clearance Certificate
- Latest copies of annual returns

### 3. FINANCIAL CAPACITY

Audited Financial Statements for the past two years

### 4. PROOF OF PAYMENT

A payment of UGX 100,000 for the application fee for every category applied for should be desposited to;

Account Name: Rhino Payment Services Limited

Account Number: 01410016676848 - UGX Account

Bank: DFCU, Bugologbi Branch

### 5. REFERENCES

At least two (2) reputable clients served within the last three years, with contact details.

### 6. CATEGORY OF INTEREST

Clearly indicate the category or categories you wish to be pre-qualified for.

### 7. SUBMISSION DEADLINE

All applications must be submitted in sealed envelopes or via the designated email with the subject line clearly marked "Vendor Pre-Qualification – [Category]" by 14th August 2025

Applications should be addressed to:

RukaPay

TMT Building, 2nd Floor,

Naguru - Bukoto,

P. O. BOX 111498, Kampala, Uganda

For More Information Please Contact: ☎ 0200 244 400 ✉ [info@rukapay.co.ug](mailto:info@rukapay.co.ug)