



**PUBLIC PROCUREMENT AND DISPOSAL
OF PUBLIC ASSETS AUTHORITY**
"Procurement That Delivers"

Your Ref:

PPDA/MOLH/012

Our Ref:

22nd August 2022

The Permanent Secretary
Ministry of Lands, Housing and Urban Development
P. O. Box 7096
KAMPALA.

BID PREPARATORY AUDIT EXERCISE FOR CONSULTANCY SERVICES FOR COMPLIANCE MONITORING AND IMPLEMENTATION SUPPORT OF OCCUPATIONAL HEALTH AND SAFETY (ESHS) DURING CIVIL WORKS OF URBAN INFRASTRUCTURE

Reference is made to the above subject.

On 17th August 2022, the Public Procurement and Disposal of Public Assets Authority (PPDA) in accordance with Section 7 (j) (i) of the PPDA Act 2003 as amended conducted a bid preparatory audit for consultancy services for compliance monitoring and implementation support of occupational health and safety (ESHS) during civil works of urban infrastructure

The objectives of the audit were to:

1. Establish whether the public procurement planning and requisitioning processes were conducted in a manner which promotes transparency, accountability and fairness in accordance with the PPDA Act 2003 as amended, PPDA Regulations 2014 and PPDA Guidelines; and
2. Establish whether the solicitation document issued to the bidders was prepared in accordance with the provisions of the PPDA Act 2003 as amended, PPDA Regulations 2014 and PPDA Guidelines.

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The scope of the bid preparatory audit entailed a review of the procurement requisition form, solicitation document and bid notice as well as the approvals of the Contracts Committee of the procurement method, Evaluation Committee and solicitation document. The areas of the solicitation document analyzed were - Instructions to Bidders, Bid Data Sheet, Evaluation Methodology and Criteria, Bidding Forms and the Special and General Conditions of Contract.

The Authority identified the following exceptions with regard to the procurement planning and requisition processes, and the solicitation document for the attention of management:

1.0. *To establish whether the public procurement planning and requisitioning processes were conducted in a manner which promotes transparency, accountability and fairness in accordance with the Public Procurement and Disposal of Public Assets Act 2003 as amended, the PPDA Regulations 2014 and relevant guidelines*

1.1. The procurement was not on the Entity's approved procurement and disposal plan for Financial Year 2022/2023

The Entity had a procurement and disposal plan for Financial Year 2022/2023 that was posted on the Electronic Government Procurement (EGP) system, however, the Consultancy services for compliance monitoring and implementation support of occupational health and safety during civil works of urban infrastructure was not on the plan contrary to Section 59 (7) of the PPDA Act 2003 as amended.

The Authority recommends that the Procurement and Disposal Unit should harmonize the department and project plans with the overall procurement plan for Financial Year 2022/2023 in accordance with Regulations 3 and 4 of the PPDA (Procuring and Disposing Entities) Regulations 2014.

2.0. *To establish whether the solicitation document issued to bidders was prepared in accordance with the provisions of the Public Procurement and Disposal of Public Assets Act, 2003 as amended, the PPDA Regulations 2014 and relevant guidelines*

There were no exceptions noted

The purpose of this letter is to forward the findings of the bid preparatory audit exercise. In order to administer and enforce compliance with the provisions of the PPDA Act 2003, Regulations and Guidelines, the Entity is required to implement the recommendations of the Authority contained in this letter.



Simon Businge

For: EXECUTIVE DIRECTOR

cc: Chairperson, Contracts Committee
cc: Head, Procurement and Disposal Unit