



**PUBLIC PROCUREMENT AND DISPOSAL
OF PUBLIC ASSETS AUTHORITY**

"Procurement That Delivers"

**COMPLIANCE INSPECTION REPORT OF KITEBI SECONDARY
SCHOOL FOR THE CALENDAR YEAR 2024**

MAY 2025

TABLE OF CONTENTS

LIST OF TABLES	iii
LIST OF FIGURES	iii
EXECUTIVE SUMMARY	1
CHAPTER 1: INTRODUCTION	3
1.1 Background.....	3
1.2 Objective of the Compliance Inspection.....	3
1.3 Scope of the Compliance Inspection	3
1.4 Compliance Inspection Methodology	3
CHAPTER 2: COMPLIANCE INSPECTION FINDINGS AND RECOMMENDATIONS..	4
2.1 Compliance by the School with the general provisions of the PPDA Act Cap. 205 and Guideline No.5 of 2014 with regard to the performance of the procurement structures and conduct of procurement processes	4
2.1.1 Absence of a functioning Procurement and Disposal Unit.....	4
2.1.2 Procurement Budget Analysis.....	5
2.1.3 Procurement Plan Implementation Rate	6
2.1.4 Inadequate Records Management Mechanism	7
2.1.5 Prerequisite to apply Framework Contract Arrangements for Regularly Required Items.....	8
2.1.6 Findings on Contract Management Efforts during the Calendar Year 2024	9
2.2 Compliance of the School's Disposal Process with the Provisions of the PPDA Act Cap. 205 and the PPDA Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda	10
2.2.1 Prerequisite to prepare and submit a disposal plan for the calendar year 2025	10
CHAPTER 3: OVERVIEW OF THE RATING OF THE SCHOOL	12
3.1. Overall Compliance Inspection Conclusion	12
3.2. Recommended Action Plan.....	13
ANNEXES	15

ACRONYMS

LPO	Local Purchase Order
PDU	Procurement and Disposal Unit
PPDA	Public Procurement and Disposal of Public Assets Authority
UGX	Uganda Shillings

LIST OF TABLES

Table 1: Procurement Budget Analysis 5
Table 2: Budgeted procurements not captured in the procurement plan 5
Table 3: Procurement plan implementation of 2024 6
Table 4: Over/Under Estimated Procurements in 2024 6
Table 5: Risk Rating Descriptions 12
Table 6: Weighted Average Score by Number and Value of Sampled Procurements 12
Table 7: Recommended Action Plan 13

LIST OF FIGURES

Figure 1: Graphical representation of the risk rating of Kitebi Secondary School by number of contracts and contract value for the calendar year 2024..... 13

EXECUTIVE SUMMARY

The Public Procurement and Disposal of Public Assets Authority (hereinafter “PPDA or Authority”) carried out the compliance inspection of Kitebi Secondary School (hereinafter “School”) that covered representative sample of six procurement transactions (Annex 1) during the calendar year 2024.

The overall objective of the compliance inspection was to ensure that public procurement and disposal activities of Kitebi Secondary School (hereinafter “School”) were conducted in accordance with the laid down public procurement procedures enshrined in the PPDA Act Cap. 205 and Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda.

From the findings of the compliance inspection, the performance of the School during the calendar year 2024 was **moderately satisfactory** with an overall weighted average risk rating of **58.3%**. The risk rating was weighted to determine the overall risk level of the School as detailed in Chapter 3 of this compliance inspection report.

The Authority attributed the School’s moderately satisfactory performance to the following key exception findings:

1. The Accounting Officer had not established a Procurement and Disposal Unit to manage the day-to-day procurement activities which resulted in inefficiencies and non-compliance to public procurement regulations in the conduct of procurement activities contrary to Paragraph 5.18.1 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda.
2. Twenty-one budgeted procurements estimated at UGX 446,334,560 were not included in the procurement plan of 2024 which undermined transparency and accountability in the School’s public procurement contrary to Paragraph 7.5.1 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda.
3. Review of the issued Local Purchase Orders (LPOs) against the procurement plan for 2024 revealed that the School implemented 14% (UGX 137,398,403) more than the procurement plan of 2024 resultant from failure to capture all budgeted procurements in the plan ultimately affecting the procurement plan implementation performance contrary to Paragraph 5.21.1 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda.
4. The School did not prepare and submit to PPDA the annual procurement plan and quarterly reports on all procurement and disposal activities undertaken during the calendar year as per Section 60 (1) of the PPDA Act Cap. 205 and Paragraph 5.2 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda respectively.
5. The School did not enter into framework contract arrangements to procure regularly required items on a call-off basis such as food, laboratory supplies, firewood and stationery which creates inefficiencies in public procurement contrary to Paragraph 6.2 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda.
6. In all sampled procurements worth UGX 1,130,223,403, the Heads of User Departments did not nominate staff members to be appointed as Contract Managers; as a result, performance and progress reports were not prepared to assess contract effectiveness

contrary to Paragraph 12.12.1 and Paragraph 5.20.1 (h) of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda.

In view of the above, the Authority recommends that the Accounting Officer should:

1. Establish the Procurement and Disposal Unit and staff it appropriately in accordance with Paragraph 5.18.1 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda.
2. Task the Procurement and Disposal Committee/Unit to capture all items in the approved procurement budget in the procurement plan in accordance with Paragraph 7.5.1 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda.
3. Monitor implementation of the School's procurement plan and update the procurement plan on a quarterly basis or whenever necessary in accordance with Section 61 (7) of the PPDA Act Cap. 205.
4. Prepare and submit to the PPDA the procurement plan of calendar year 2025 – within one month from receipt of this report - as well as the proceeding quarterly reports for 2025 procurements in accordance with Section 60 (1) of the PPDA Act Cap. 205 and Paragraph 5.2 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda respectively.
5. Sign framework contract agreements for regularly procured items needed on call - where the quantity and timing cannot be defined – to benefit from efficient and less-costly procurement procedures in accordance with Paragraph 6.2 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda.
6. Task the Heads of User Departments to nominate members of their departments with appropriate skills to be appointed as Contract Managers for all signed contracts and the appointed Contract Managers to submit performance reports to the Procurement and Disposal Committee/Unit in accordance with Paragraph 12.12.1 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda.

The Accounting Officer should implement the recommended action plan on pages **13 to 14** of the enclosed compliance inspection report as mandated by the PPDA law and submit a report on the status of implementation of the recommendations within **four (4) months** from the issue date of this letter; to which effect a follow up exercise shall be conducted by the Authority.

CHAPTER 1: INTRODUCTION

1.1 Background

The Public Procurement and Disposal of Public Assets Authority conducted a compliance inspection of Kitebi Secondary School for the calendar year 2024. The compliance inspection covered a sample of six procurement transactions carried out during calendar year 2024. The exercise involved a review of the procurement system, procurement processes following the PPDA Act Cap. 205 and Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda.

1.2 Objective of the Compliance Inspection

The overall objective of the compliance inspection was to assess and establish the degree of compliance of Kitebi Secondary School's procurement system, procurement processes and disposal processes with the provisions of the PPDA Act Cap. 205 and Guideline No.5 of 2014 while assessing the level of procurement performance over the period under review.

The specific objectives of the compliance inspection of the School were:

1. To establish the level of compliance by the School with the general provisions of the PPDA Act Cap. 205 and the PPDA Guideline No.5 of 2014 with regard to the performance of the procurement structures and conduct of procurement processes.
2. To assess the degree of compliance of the school's disposal process with the provisions of the PPDA Act Cap. 205 and the PPDA Guideline No.5 of 2014.
3. To assess the level of efficiency and effectiveness in contract implementation including the application of Environmental, Social, Health and Safety (ESHS) Requirements in the procurement process.

1.3 Scope of the Compliance Inspection

The School's procurement plan was financed by internally generated funds such as school fees. The compliance inspection covered a sample of six procurement transactions conducted during the calendar year 2024, review of procurement structures and systems as well as assessment of the procurement plan performance. The list of sampled transactions can be referred to in **Annex 1**.

1.4 Compliance Inspection Methodology

Kitebi Secondary School was notified about the compliance inspection on **13th January 2025**. An entry meeting was held on **27th February 2025** where the objectives of the compliance inspection, the timelines, roles and responsibilities of all parties involved were discussed.

Upon request, the School's management provided the required records in time from which a representative sample of six procurement transactions were selected using the stratified random sampling method during the compliance inspection. The inspection team reviewed the School's records to assess compliance at all procurement stages. Interviews were held with the staff where necessary to obtain clarification on findings and later presented preliminary findings on **28th February 2025** to the School's management in a debrief meeting.

The inspection team prepared and issued the management letter to the school on **27th March 2025** which required a response to be submitted on **7th April 2025** and the School submitted the management response on **10th April 2025**.

CHAPTER 2: COMPLIANCE INSPECTION FINDINGS AND RECOMMENDATIONS

This section presents the findings arising from the compliance inspection of Kitebi Secondary School for the calendar year 2024.

2.1 Compliance by the School with the general provisions of the PPDA Act Cap. 205 and Guideline No.5 of 2014 with regard to the performance of the procurement structures and conduct of procurement processes

The Authority observed the following exceptions in regards to the performance of the procurement structures and conduct of procurement processes at Kitebi Secondary School during the calendar year 2024.

2.1.1 Absence of a functioning Procurement and Disposal Unit

The Authority observed that at the time of the compliance inspection, there was no Procurement and Disposal Unit (PDU) contrary to Paragraph 5.18.1 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda.

Notably, the School had constituted a Procurement and Disposal Committee with four people i.e. Ms. Habibah Nakimuli (Chairperson), Mr. Fred Bisaso (Secretary), Ms. Christine Nasejje and Ms. Hadijah Namyalo who executed a few roles on behalf of the PDU such as consolidating the procurement plan, maintaining a providers list and reporting on departure from contract terms and conditions.

Risk Implication

Without a functioning Procurement and Disposal Unit, the School experiences procurement inefficiencies and non-compliance to public procurement regulations in the conduct of procurement activities.

Management Response

The School has a fully established PDU as clearly observed by the Authority; however, management pledges to explicitly state the PDU clear functions and roles in accordance with paragraph 10. 1.1 (a) of the guideline No.5 of 2014 on the procurement and disposal guidelines for Schools in Uganda.

Authority's Comment

The Authority observes that the School misunderstood the difference between the Procurement and Disposal Unit and the Procurement and Disposal Committee. As indicated above the School had not constituted a PDU; therefore, this query was retained.

Recommendation

The Accounting Officer should:

1. Establish the Procurement and Disposal Unit staffed appropriately in accordance with Paragraph 5.18.1 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda.
2. In the meantime, explicitly delegate the function of the Procurement and Disposal Unit to the Procurement and Disposal Committee with clear PDU roles and performance expectations in accordance with Paragraph 10.1.1(a) of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda.

2.1.2 Procurement Budget Analysis

Review of the procurement budget against the procurement plan of 2024 revealed that the School planned to implement 69% (UGX 1,130,223,403) of the procurement budget during the calendar year 2024 as detailed in Table 1 below:

Table 1: Procurement Budget Analysis

Estimated procurement budget for 2024 (UGX)	1,442,747,560
Total procurement plan of 2024 (UGX)	992,825,000
Rate of procurement budget planned for implementation in 2024 (%)	69
Procurement budget variance (UGX)	449,922,560

The budget variance of UGX 449,922,560 was attributed to failure to include the 21 budgeted procurements estimated at UGX 446,334,560 in the procurement plan of 2024 as listed in Table 2 below:

Table 2: Budgeted procurements not captured in the procurement plan

No.	Procurement Description	Estimated Value (UGX)
1.	Capital Development	180,000,000
2.	Adverts /Announcements	1,500,000
3.	Staff Welfare/Office Entertainment	3,000,000
4.	Machine maintenance and servicing	4,800,000
5.	Hire of facilities (chairs, equipment, etc)	15,000,000
6.	Photography/Video Coverage Costs	1,500,000
7.	Fire Extinguishers supply and maintenance	1,190,000
8.	Compound maintenance	3,000,000
9.	Gifts and prizes	2,700,000
10.	Purchase of photocopier	4,000,000
11.	Workers Uniform and protective cloths	3,000,000
12.	Insurance of equipment	1,000,000
13.	Public Relations	3,000,000
14.	Transport hire and travel	45,000,000
15.	Security	46,954,560
16.	Public address system	1,000,000
17.	Generator/Vehicles maintenance	36,300,000
18.	Maintenance and Repairs	60,000,000
19.	Medication, Health and Sanitation	27,690,000
20.	Games Equipment	2,700,000
21.	Playground costs	3,000,000
Total		446,334,560

Risk Implications

1. As a result, the above procurements were handled without a due procurement process thus undermining the principle of transparency and accountability in the School's public procurement.
2. Not including all budgeted procurement requirements in the procurement plan results into low budget absorption which ultimately leads to poor service delivery.

Management Response

The observed procurement variance of UGX 449,922,560 above could have been an administrative oversight, but such observed variance was presented to the Board of Governors for approval. Furthermore, the school management pledges to implement the recommendations made by the Authority to that effect.

Recommendation

The Accounting Officer should task the Contracts Committee to thoroughly review the procurement plan before approving it to ensure that all items in the approved procurement budget are captured in the procurement plan in accordance with Paragraph 7.5.1 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda.

2.1.3 Procurement Plan Implementation Rate

Comparison between the procurement plan of 2024 and the total value from the Local Purchase Orders (LPOs) register of 2024 revealed that the School implemented 14% (UGX 137,398,403) more than the procurement plan of 2024 worth UGX 992,825,000 as detailed in Table 3 below:

Table 3: Procurement plan implementation of 2024

Procurement plan for 2024 (UGX)	992,825,000
Total value from the LPOs register 2024 (UGX)	1,130,223,403
Procurement plan implementation rate (%)	114
Procurement plan implementation variance (UGX)	(137,398,403)

Note: The procurement plan and total Local Purchase Orders register values in Table 3 above did not include the 21 budgeted procurements estimated at UGX 446,334,560 in Table 2 but rather only captured food, uniforms, stationery, building materials, laboratory supplies and furniture.

The Authority attributed the negative procurement plan implementation variance of UGX 137,398,403 to over and under estimating procurement requirements at the planning stage as detailed in Table 4 below:

Table 4: Over/Under Estimated Procurements in 2024

No.	Procurement Description	Plan Amount (UGX)	Actual Spend (UGX)	Variance (UGX)
1.	Food	542,805,000	673,582,903	130,777,903
2.	Uniforms	255,360,000	324,193,000	68,833,000
3.	Stationery	98,000,000	43,812,500	54,187,500
4.	Building materials	41,845,000	35,725,000	6,120,000
5.	Laboratory supplies	34,190,000	35,285,000	1,095,000
6.	Safe & office chairs	3,000,000	0	3,000,000

No.	Procurement Description	Plan Amount (UGX)	Actual Spend (UGX)	Variance (UGX)
Total		975,200,000	1,112,598,403	137,398,403

Risk Implications

1. Over estimating procurements ties up funds that could otherwise be allocated to other unfunded priorities ultimately impacting service delivery.
2. Under estimation of procurement requirements leads to budget overruns which creates domestic arrears as observed at approximately UGX 246,213,700 as at 31st December 2024.

Management Response

The observed procurement plan implementation variance totaling to UGX 137,398,403 came as a result of increased students' enrolment in school and the unforeseen circumstances thus leading to the above variation. Please note that management appreciates the recommendations made by the Authority for implementation.

Recommendation

The Accounting Officer should task the User Departments to apply zero-based budgeting to estimate budget costs regardless of past spending – where Users rely on current changes in students' enrollment or market prices – in order to minimize the risk of under cost estimations in accordance Paragraph 5.21.1 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda.

2.1.4 Inadequate Records Management Mechanism

The Authority made the following findings regarding the records management mechanisms at the School.

1. Prerequisite to Prepare and Submit the Procurement Plan and Quarterly Reports on Procurements to PPDA

The School did not prepare and submit to PPDA the annual procurement plan and quarterly reports on all procurement and disposal activities undertaken during an calendar year as per Section 60 (1) of the PPDA Act Cap. 205 and Paragraph 5.2 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda respectively.

Risk Implication

This leads to lack of accountability and absence of the regulatory performance monitoring of the School's procurement procedures hence resulting in missed opportunities for efficiency and improvement in public procurement.

Management Response

School management appreciates the guidance given by the Authority to that effect and it will be for recommended action.

Recommendation

The Accounting Officer should prepare and submit to the PPDA the procurement plan of calendar year 2025 – within one month from receipt of this report - as well as the proceeding quarterly reports on the 2025 procurements in accordance with Section 60 (1) of the PPDA Act Cap. 205 and Paragraph 5.2 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda respectively.

2. Lack of a Proper Procurement Referencing Mechanism

The Procurement and Disposal Committee did not assign unique procurement reference numbers to all procurement transactions conducted during the year 2024 contrary to Guideline No.2 of 2024 on Reference Numbers for Procurement and Disposal Transactions.

Risk Implication

This hinders the effective tracking and monitoring of the progress of procurement transactions ultimately undermining the principles of accountability and transparency in the public procurement.

Management Response

School management receives with appreciation the guidance given by the Authority regarding specific reference numbers to each procurement requirement at the initial stages.

Recommendation

The Accounting Officer should task the Procurement and Disposal Committee/Unit to allocate a specific reference number to each procurement requirement at the initiation stage using the numbering system specified under Guideline No.2 of 2024 on Reference Numbers for Procurement and Disposal Transactions.

2.1.5 Prerequisite to apply Framework Contract Arrangements for Regularly Required Items

The School did not consider applying the framework contract arrangement to procure regularly required items on a call-off basis such as food, laboratory supplies, firewood and stationery contrary to Paragraph 6.2 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda.

As a result, the School had to request providers to submit pro-forma invoices each time they received a purchase requisition which deterred efficiency in the public procurement procedures.

Risk Implication

Repeatedly tendering for common user items is time-consuming, resource intensive thus creating delays in service delivery.

Management Response

- i. It's not true that the School did not consider issuing out the framework contracts for suppliers of items like food, laboratory, stationery etc.*
- ii. Furthermore, it's also not true that the School did not request the suppliers to submit pro-forma invoices to the PDU and evidence to that effect is on record. It's just unclear to the School management as to why the Authority never interested themselves to the provided record.*

Authority's Comment

- i. The School did not provide evidence of signed framework contracts with providers for common user items such as food, laboratory supplies and stationery during the compliance inspection exercise and along with the management response.*
- ii. As indicated above, the Authority noted that the School requested providers to submit pro-forma invoices each time they received a purchase requisition hence this query has been retained.*

Recommendation

The Accounting Officer should sign framework contract agreements for regularly procured items needed on a call-off - where the quantity and timing cannot be defined – to benefit from efficient and less-costly procurement procedures in accordance with Paragraph 6.2 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda.

2.1.6 Findings on Contract Management Efforts during the Calendar Year 2024

The Authority made the following findings regarding contract management during the calendar year 2024.

1. No evidence of nominating and appointing contract managers

In all sampled procurements worth UGX 1,130,223,403, there was no evidence of the Heads of User Departments nominating to the Accounting Officer, a member from the User Department with appropriate skills and experience, to be appointed as Contract Manager for each procurement contrary to Paragraph 12.12.1 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda.

Risk Implication

Without contract managers, there a likelihood of not executing contracts in full compliance with the contractual terms and conditions hence affecting maximization of value for money.

Management Response

The evidence in question, is clearly indicated in the provisions of the Board of Governors' minutes but never the less, School management pledges to process for the appropriate appointment letters as required by law.

Authority's Comment

The School did not provide evidence of nomination and appointment of Contract Managers during the compliance inspection exercise and along with the management response hence this query has been retained.

Recommendation

The Accounting Officer should task the Heads of User Departments to always nominate a member of their department with appropriate skills to be appointed as Contract Manager for all signed contracts in accordance with Paragraph 12.12.1 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda.

2. No evidence of preparing and sharing performance/ progress reports with the Procurement and Disposal Committee

Despite the absence of Contract Managers in all sampled procurements worth UGX 1,130,223,403, there was no evidence that the responsible User Departments prepared and shared contract progress and/or performance reports with the Accounting Officer copied to the Procurement and Disposal Committee contrary to Paragraph 5.20.1 (h) of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda.

Risk Implication

This is an indication of a capacity gap among User Departments to effectively manage contract monitoring and reporting thus deterring the achievement of value for money.

Management Response

School management pledges to improve on the above by implementing the proposed recommendations.

Recommendation

The Accounting Officer should task the Heads of User Departments to prepare contract management plans and performance and/or progress reports and share them with the Procurement and Disposal Committee/Unit for monitoring purposes and archiving in accordance with Paragraph 5.20.1 (h) of Guideline No.5 of 2014 on the Procurement and Disposal Guidelines for Schools in Uganda.

2.2 Compliance of the School's Disposal Process with the Provisions of the PPDA Act Cap. 205 and the PPDA Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda

The Authority made the following findings in regard to the level of compliance of Kitebi Secondary School's disposal process with the provisions of the PPDA Act Cap. 205 and the PPDA Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda.

2.2.1 Prerequisite to prepare and submit a disposal plan for the calendar year 2025

The various User Departments were not aware of their role to identify and declare obsolete assets for disposal as required in Paragraph 9.2.1 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda.

As a result, the School did not prepare a disposal plan as required in Section 60 (1) of the PPDA Act Cap. 205.

Risk Implication

Failure to dispose of obsolete assets such as expired laboratory chemicals pose a significant health risk towards students, staff and the environment.

Management Response

School Management appreciates this observation and pledges to undertake the proposed recommendations for fulfilment of compliance levels.

Recommendations

The Accounting Officer should:

1. Task the Heads of User Departments to declare, and to submit to his office, a list of all obsolete assets for disposal in accordance with Paragraph 9.2.1 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda.
2. Present to the Board of Governors, for approval of disposal, the list of assets to be disposed of in accordance with Paragraph 9.2.2 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda.
3. Constitute a Board of Survey to verify the condition of all identified obsolete assets and task it to submit a Board of Survey report.
4. Task the Board of Governors to approve boarding off obsolete assets based on the Board of Survey report in accordance with Paragraph 9.2.3 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda.

5. Task the Procurement and Disposal Committee/Unit to prepare and submit to PPDA the School's disposal plan for 2025 - based on the Board of Survey report - in accordance with Section 60 (1) of the PPDA Act Cap. 205.

CHAPTER 3: OVERVIEW OF THE RATING OF THE SCHOOL

This section will graphically present the procurement performance of Kitebi Secondary School for the calendar year 2024.

3.1.Overall Compliance Inspection Conclusion

Kitebi Secondary School had an overall weighted average risk rating of **58.3%** which is **moderately satisfactory**. The risk rating analysis is demonstrated in Table 5 below:

Table 5: Risk Rating Descriptions

Risk Rating	Description of Risk Rating
0 - 30%	Satisfactory
31-70%	Moderately Satisfactory
71-100%	Unsatisfactory

Entity's Performance

The risk rating was weighted to determine the overall risk level of the School. The weighting was derived using the average weighted index as shown in Table 6 below: -

Table 6: Weighted Average Score by Number and Value of Sampled Procurements

Risk Category	No.	%No	Value (UGX)	%Value	Weights	Total Weighted Average	
						By No.	By Value
High	1	16.7	324,193,000	28.7	0.6	10.00	17.21
Medium	4	66.7	788,405,403	69.7	0.3	20.00	20.93
Low	1	16.7	17,625,000	1.6	0.1	1.67	0.16
Total	6	100	1,130,223,403	100		31.67	38.29

$$\text{Weighted Average (By No.)} = \frac{\sum \text{Weighted Score}}{60} \times 100 = \frac{31.67}{60} \times 100 = 52.78\%$$

$$\text{Weighted Average (By Value)} = \frac{\sum \text{Weighted Score}}{60} \times 100 = \frac{38.29}{60} \times 100 = 63.8\%$$

$$\text{Combined Weighted Average} = \frac{52.78\% + 63.8\%}{2} = 58.3\%$$

Figure 1 below is the graphical representation of the risk rating of Kitebi Secondary School by number of contracts and contract value for the calendar year 2024.

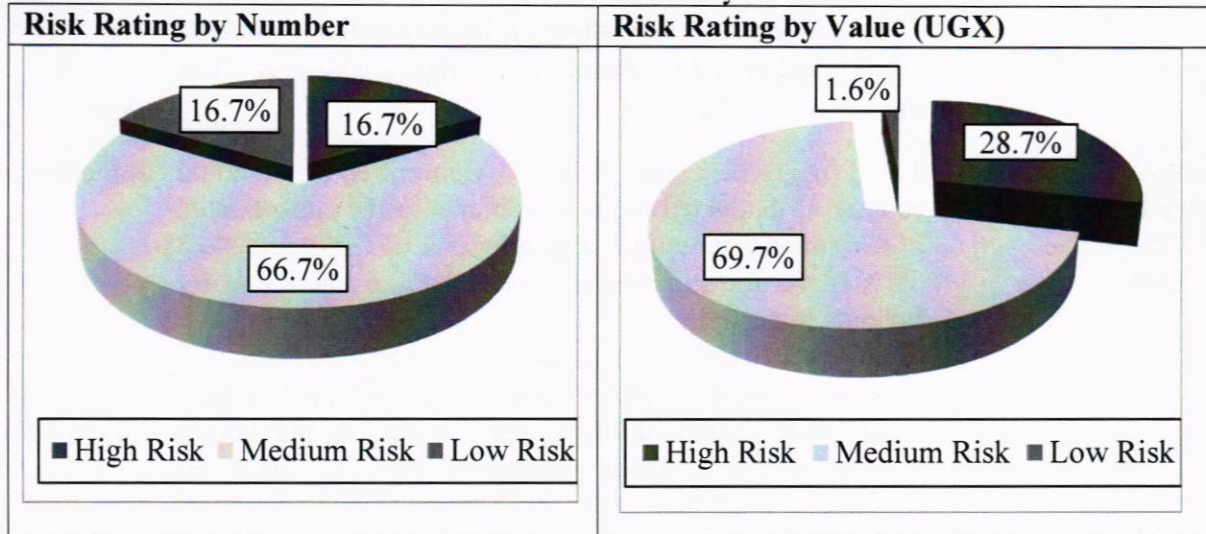


Figure 1: Graphical representation of the risk rating of Kitebi Secondary School by number of contracts and contract value for the calendar year 2024

3.2. Recommended Action Plan

Kitebi Secondary School should implement the following recommendations within the timeframe given in order to improve its performance in procurement and disposal listed in Table 7 below.

Table 7: Recommended Action Plan

Origin	Recommended Action	Target Date
Accounting Officer	<ol style="list-style-type: none"> The Accounting Officer should establish the Procurement and Disposal Unit staffed appropriately in accordance with Paragraph 5.18.1 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda. The Accounting Officer should sign framework contract agreements for regularly procured items needed on a call-off basis - where the quantity and timing cannot be defined to benefit from efficient and less-costly procurement procedures in accordance with Paragraph 6.2 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda. The Accounting Officer should prepare and submit to the PPDA the procurement and disposal plan of calendar year 2025 – within one month from receipt of this report - as well as the proceeding quarterly reports on the 2025 procurements in accordance with Section 60 (1) of the PPDA Act Cap. 205 and Paragraph 5.2 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda respectively. 	Immediately

Origin	Recommended Action	Target Date
	4. The Accounting Officer should follow up with the disposal of all obsolete public assets in accordance with Part VI of the PPDA Act Cap. 205.	
Procurement and Disposal Committee/Unit	<ol style="list-style-type: none"> 1. The Procurement and Disposal Committee/Unit should capture all budgeted for procurements in the consolidated procurement plan with Paragraph 7.5.1 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda. 2. The Procurement and Disposal Committee/Unit should allocate a specific reference number to each procurement requirement at the initiation stage using the numbering system specified under Guideline No.2 of 2024 on Reference Numbers for Procurement and Disposal Transactions. 	Immediately
Contracts Committee	The Contracts Committee should thoroughly review the procurement plan before approving it to ensure that all items in the approved procurement budget are captured in the procurement plan in accordance with Paragraph 7.5.1 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda.	Immediately
User Departments	<ol style="list-style-type: none"> 1. User Departments should always nominate a member of their department with appropriate skills to be appointed as contract manager for all signed contracts or issued Local Purchase Orders in accordance with Paragraph 12.12.1 of Guideline No.5 of 2014 on the Procurement and Disposal Guideline for Schools in Uganda. 2. User Departments should prepare performance and/or progress reports and share them with the Procurement and Disposal Committee/Unit for monitoring purposes and archiving in accordance with Paragraph 5.20.1 (h) of Guideline No.5 of 2014 on the Procurement and Disposal Guidelines for Schools in Uganda. 	Immediately

ANNEXES

Annex 1: Transaction list of procurements reviewed during the compliance inspection for the calendar year 2024

No.	Proc. Ref. No.	Subject of Procurement	Method of Procurement	Name of Provider	Contract Value (UGX)	Risk Rating
1.	No reference	Food	No due process	<ul style="list-style-type: none">Lillyho Produce Buyers and SellersMuwebwa Property ServicesPallisa Agro Processors Ltd	673,582,903	Medium Risk
2.	No reference	Uniforms	No due process	SKM Designers Ltd	324,193,000	High Risk
3.	No reference	Stationery	No due process	Khim computer solutions	43,812,500	Medium Risk
4.	No reference	Building Materials	No due process	Anita General Hardware	35,725,000	Medium Risk
5.	No reference	Laboratory supplies	No due process	A.N Ddamulira Ltd	35,285,000	Medium Risk
6.	No reference	Furniture	No due process	Site Segments Ltd	17,625,000	Low Risk
Total					1,130,223,403	