



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

Our Ref: PPDA/UWA/62

19th February 2024

The Executive Director
Uganda Wildlife Authority
P.O. Box 3550
KAMPALA

BID PREPARATORY AUDIT EXERCISE FOR CONSTRUCTION OF 6-UNIT HOUSES, 2 UNIT KITCHEN AND 2 STANCE PIT LATRINES WITH BATHROOMS AT OUTPOSTS WITHIN MOUNT ELGON CONSERVATION AREA.

Reference is made to the above subject.

On 13th February 2024 the Public Procurement and Disposal of Public Assets Authority (PPDA) in accordance with Section 7 (j) (i) of the PPDA Act, 2003 conducted a bid preparatory audit for the Construction of 6-unit houses, 2unit kitchen and 2 stance pit latrines with bathrooms at outposts within Mount Elgon Conservation Area as detailed in Table 1 below:

Table 1 showing advertised procurements

Lot No	Procurement reference number	Subject matter of procurement
1	UWA/WRKS/2023-24/00675	Construction of 6-unit Ranger accommodation, two unit kitchen and two stance pit latrine with bathrooms at Terriet outpost within Mount Elgon National Park
2	UWA/WRKS/2023-24/00676	Construction of 6-unit Ranger accommodation, two unit kitchen and two stance pit latrine with bathrooms at Moruajore outpost within Pian Upe WR
3	UWA/WRKS/2023-24/00677	Construction of 6-unit Ranger accommodation, two unit kitchen and two stance pit latrine with bathrooms at Koryete outpost within Pian Upe WR
4	UWA/WRKS/2023-24/00678	Construction of 6-unit Ranger accommodation, two unit kitchen and two stance pit latrine with bathrooms at Morualokwangat outpost within Matheniko Bokora WR

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Lot No	Procurement reference number	Subject matter of procurement
5	UWA/WRKS/2023-24/00679	Construction of 6-unit Ranger accommodation, two unit kitchen and two stance pit latrine with bathrooms at Kalosarich outpost within Matheniko Bokora WR
6	UWA/WRKS/2023-24/00680	Construction of 6-unit Ranger accommodation, two unit kitchen and two stance pit latrine with bathrooms at Chepkwasta outpost within Mount Elgon National Park

The objectives of the audit were to:

1. Establish whether the solicitation document issued to the bidders was prepared in accordance with the provisions of the PPDA Act, 2003, PPDA Regulations, 2014 and PPDA Guidelines.
2. 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, PPDA Regulations, 2014 and PPDA Guidelines; and

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, Eligible Countries, Statement of Requirements, the Special and General Conditions of Contract.

The Authority identified the following exceptions for the attention of management:

Establish whether the solicitation document issued to the bidders was prepared in accordance with the provisions of the PPDA Act 2003, PPDA Regulations 2014 and PPDA Guidelines.

1.1 Use of a wrong solicitation document

The Entity used the bidding document for procurement of works under open or restricted bidding issued by PPDA in March 2014 this has since been overtaken by events as the Authority updated the solicitation documents to include aspects of Environmental Health and Safety requirements by issuing new bidding documents in September 2019.

Implication

This would leave environmental, social health and safety issues unaddressed throughout the contract implementation.

Recommendations

- The Head Procurement and Disposal Unit should prepare and issue a new bidding document for the procurements advertised in accordance with Standard Bidding Document for Procurement of Works under Open or Restricted Bidding issued by the Authority in September 2019;

- The Head Procurement and Disposal Unit should always ensure that for all procurements, the updated standard bidding documents are used as may be issued by PPDA from time to time; and
- The Contracts Committee should be more observant in their oversight role as enshrined in Section 28 of the PPDA 2003.

1.2 Format of Bid Security

PPDA Guideline-3-of-2024-on-bid-and-Performance-Securities issued on 5th February 2024 recommends that a bid security shall be in form of bank guarantee or bid bond.

According to the solicitation document issued on 8th February 2024, ITB 18.1 stated that Bid Security shall be required, however, the form of bid security was not stated.

Implication

The inconsistencies may lead to disagreements during evaluation which create unnecessary delays and complaints in the procurement process.

Recommendation

The Head Procurement and Disposal Unit should with immediate effect amend the bidding document to reflect the actual format of bid security required in accordance with PPDA Guideline-3-of-2024-on-bid-and-Performance-Securities issued on 5th February 2024.

1.3 Failure to include Contracts Committee recommendation in the issued solicitation document

In the Contracts Committee meeting on 19th January 2024, Contracts Committee advised the Procurement and Disposal Unit to inform all bidders on the poor ground conditions in Pian Upe Wildlife Reserve during the wet and rainy season as caution to the bidders to execute work within the dry season. The bid document issued on 8th February 2024 was silent on the matter.

Implication

Unclear terms and conditions hinder effective implementation of the contract.

Recommendation

The Head Procurement and Disposal Unit should implement the decisions of the Contracts Committee in accordance with Section 31 (c) of the PPDA Act 2023.

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, PPDA Regulations, 2014 and PPDA Guidelines.

2.1 Failure to adhere to planned timelines

According to the procurement plan, the bid invitation was supposed to be issued on 3rd August 2023, however, the invitation was issued on 8th February 2024 causing a delay of 132 working days.

Implication

Such delays create lengthy lead times which consequently impede timely service delivery to the intended beneficiaries and could lead to low budget absorption due to non-payment by the end of the financial year.

Recommendations

- The Heads of User Departments should ensure that procurements are initiated early enough to permit the execution of the procurements within the planned timelines to in order to promote efficiency in service delivery in accordance with Section 48 of the PPDA Act, 2003; and
- The Head Procurement and Disposal Unit should keep track of the procurement plan always urge User Departments to commence their procurements in time.

The Accounting Officer should ensure that the recommendations in this report are implemented immediately and submit status of implementation to the Authority not later than **Monday 26th February 2024**.

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, Regulations and Guidelines.



Dr. Aloysius M. Byaruhanga
FOR: EXECUTIVE DIRECTOR

c.c. Chairperson, Contracts Committee
c.c. Head Procurement and Disposal Unit