



Guideline issued by the Public Procurement and Disposal of Public Assets Authority under Section 97 of the Public Procurement and Disposal of Public Assets Act, 2003

Details covered in this Guideline:

Guideline Subject: Pre-Bid Meetings

Guideline Reference: 6/2024

Commencement Date: 5th February 2024

Guidelines are issued to all Accounting Officers who are responsible for distributing copies to the Contracts Committee, user departments and Procurement and Disposal Units of the Procuring and Disposing Entities.

This Guideline can be accessed on the PPDA website at www.ppda.go.ug

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Guideline Subject: Pre-Bid Meetings

Procuring and Disposing Entities may hold pre-bid meetings / site visits to allow prospective bidders to seek clarification or access to project sites respectively in accordance with Regulation 60 of the Public Procurement and Disposal of Public Assets (Rules and Methods for Procurement of Supplies, Works and Non-Consultancy Services) Regulations, 2023 and Regulation 45 of the Public Procurement and Disposal of Public Assets (Procurement of Consultancy Services) Regulations, 2023.

Requirements for pre-bid meetings / site visits are identical, except where indicated below:

1. Bidding documents

- 1.1 The details of the venue, time and procedures of the pre-bid meeting / site visit shall be included in the bidding documents issued to bidders.
- 1.2 The bidding document should provide a clear and complete statement of requirements that provides a satisfactory basis for bidders to prepare bids. The purpose of the pre-bid meeting / site visit is to provide an opportunity for clarification, and should not be used to introduce new requirements that were not included in the bidding document.

2. Criteria for pre-bid meetings

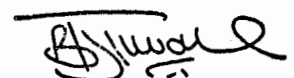
Procuring and Disposing Entities may hold pre-bid meetings / site visits for procurements involving high value or where the goods, services or works are not procured on a regular basis and/or likely to attract a number of clarification requests.

3. Notification of bidders

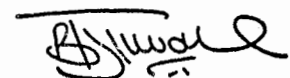
- 3.1 Potential bidders shall be given a minimum of three working days' notice for the pre-bid meeting / site visit to offer a reasonable opportunity for them to attend.
- 3.2 A minimum of three working days shall be allowed between the pre-bid meeting/ site visit and the deadline for bidding to enable the bidder to consider any additional information in preparing the bid.

4. Procedure for pre-bid meetings

- 4.1 A pre-bid meeting / site visit shall be managed by the Procurement and Disposal Unit assisted by a member of the user department.



- 4.2 A bidder's representative who attends the pre-bid meeting / site visit shall sign the register of attendance to confirm their attendance and shall indicate their names and the bidder they represent.
- 4.3 Minutes shall be recorded for all pre-bid meetings / site visits using Form 10 under the Public Procurement and Disposal of Public Assets (Rules and Method for Procurement of Supplies, Works and Non-Consultancy Services) Regulations, 2023 or Form 21 under the Public Procurement and Disposal of Public Assets (Procurement of Consultancy Services) Regulations 2023, as appropriate. Copies of the minutes shall be provided to all bidders who purchased or were issued the bidding documents.
- 4.4 Where bidders have been asked by the Procuring and Disposing Entity to submit issues for clarification in advance of the pre-bid meeting / site visit, written responses to the issues shall be circulated to all bidders present at the pre-bid meeting / site visit as well as all those who were issued the bidding document; and
- 4.5 Where the bidding document provides for access or visits to a project site by the bidders, the Procuring and Disposing Entity shall be responsible for ensuring the site is accessible to bidders and the procedure for pre-bid meetings shall apply to the site visits.
- 5. Response to clarifications at the pre-bid meeting**
- 5.1 Where requests for clarification are submitted by bidders in advance of the pre-bid meeting/ site visit, the Procuring and Disposing Entity shall provide a response to the clarifications in writing at the pre-bid meeting/ site visit or circulate a response in writing after the pre-bid meeting/ site visit. In any case, the response shall be sent to all the bidders who were issued with the solicitation document within two working days.
- 5.2 At any time prior to the deadline for submission of bids, the procuring and disposing entity may, in response to a request for clarification from a bidder at a pre-bid meeting / site visit, amend the solicitation documents by issuing an addendum.
- 6. Review of the response of a Procuring and Disposing Entity**
- 6.1 A bidder who is not satisfied with the response provided to a request for clarification at a pre-bid meeting / site visit, may refer the matter to the Accounting Officer.
- 6.2 A bidder may further refer the matter to the Authority where it is not satisfied with the response of the Accounting Officer or is of the opinion that the procurement process is not being conducted in a fair and equitable manner.



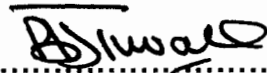
7. Extension of bidding period

- 7.1 To give bidders reasonable time in which to take a response or addendum into account when preparing their bids, Procuring and Disposing Entities shall, where less than one third of the bidding period remains, extend the deadline for the submission of bids by a minimum of five working days period; where more than one third of the bidding period remains, the Procuring and Disposing Entity may also, at its discretion, extend the deadline for the submission of bids.
- 7.2 Procuring and Disposing Entities shall also extend the bidding period where the response provided to a request for clarification provided is contested by a bidder.

8. Revocation of Guideline No. 9 of 2014

Guideline No. 9 of 2014 on pre-bid and pre-proposal meeting is revoked.


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Julius K. Ishungisa
BOARD CHAIRMAN


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Benson Turamye
EXECUTIVE DIRECTOR

4th January 2024
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DATE