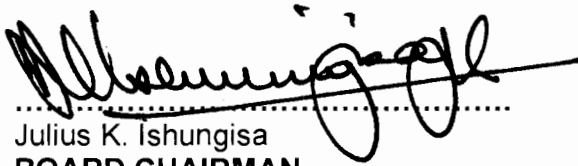


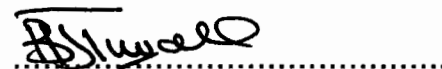


**Guideline Subject: Code of Ethical Conduct for Bidders and Providers**

1. Section 93 (2) of the Public Procurement and Disposal of Public Assets Act, 2003, requires all providers of supplies, works and services to sign a declaration of compliance with codes of conduct determined by the Authority from time to time.
2. The Authority issues the Code of Ethical Conduct for Bidders and Providers attached to this guideline as Attachment A that shall be signed by the authorised person as part of the bid.
3. Guideline No. 4 of 2014 on the Code of Ethical Conduct for Bidders and Providers is revoked.



.....  
Julius K. Ishungisa  
**BOARD CHAIRMAN**

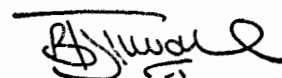


.....  
Benson Turamye  
**EXECUTIVE DIRECTOR**

4<sup>th</sup> January 2024  
.....  
DATE

Attachment to this Guideline

Attachment A – Code of Ethical Conduct for Bidders and Providers



## **CODE OF ETHICAL CONDUCT FOR BIDDERS AND PROVIDERS**

(Under Section 93 (2) of the Public Procurement and Disposal of Public Assets Act, 2003)

This Code of Ethical Conduct for Bidders and Providers (the "Code") sets out the minimum standards expected from the bidders and providers participating in public procurement and disposal processes of Government of Uganda. Failure to comply with the provisions of this Code may lead to suspension of the bidder or provider from being eligible for participating in public procurement and disposal processes or contract award and may result in a contract being terminated.

### **1. Compliance with Applicable Law**

Bidders and Providers must operate in full compliance with applicable laws, rules, and regulations.

### **2. Corruption**

Bidders and Providers must adhere to the highest standards of moral and ethical conduct and not engage in any form of integrity violations, including, but not limited to, fraud, corruption, coercion, collusion, and obstructive practices.

### **3. Standards**

Bidders and providers shall-

- i. Strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
- ii. Comply with the professional standards of their industry or any professional body of which they are members.

### **4. Conflict of interest**

Bidders and Providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with any procuring and disposing entity.

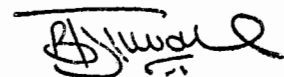
Bidders and Providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

### **5. Confidentiality and accuracy of information**

- i. Information given by bidders and providers in the course of a procurement and disposal process or the performance of the contracts shall be true, fair and not designed to mislead.
- ii. Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

### **6. Gifts and Hospitality**

Bidders and providers shall not offer gifts or extend hospitality directly or indirectly to staff of the Procuring and Disposing Entity that might be viewed by the public as having an influence on their decisions.



## **7. Inducements**

- i. Bidders and Providers shall not offer or give anything of value to influence the action of public officials in the procurement process or in the contract execution.
- ii. Bidders and Providers shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines or Code of Ethical Conduct in Business.

## **8. Fraudulent Practices**

Bidders and providers shall not-

- i. Collude with the other businesses and organizations with the intention of depriving a Procuring and Disposing Entity of the benefits of free and open competition;
- ii. Enter into business arrangements that might prevent the effective conclusion of a procurement or disposal process in a fair manner;
- iii. Engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
- iv. Misrepresent or conceal facts in order to influence a procurement and disposal process or the execution of a contract to the detriment of the Procuring and Disposing Entity; or utter false documents;
- v. Unlawfully obtain information relating to a procurement and disposal process in order to influence the process or execution of a contract to the detriment of the Procuring and Disposing Entity; and
- vi. Withhold from giving information to the Procuring and Disposing Entity during contract execution to the detriment of the Procuring and Disposing Entity.

## **9. Labor, Human Rights and Social Responsibility**

### ***Labor***

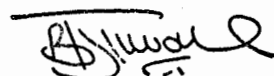
Bidders and Providers must not engage in forced or compulsory labor in all its forms. Bidders and Providers must not employ children below 18 years of age.

Bidders and Providers must ensure the payment of wages in legal tender, at regular intervals directly to the employees concerned. Bidders and Providers should keep an appropriate record of such payments.

### ***Harassment***

Bidders and Providers and their employees must not engage in any form of harassment, including sexual harassment, mental or physical coercion, or verbal abuse of staff of Procuring and Disposing Entities and contractors including employees.

Bidders and Providers should report allegations of harassment or sexual harassment by Procuring and Disposing Entities staff to the Employer or the Authority. The reporting can be anonymous. Bidders and Providers must not



dissuade or penalize their employees from reporting harassment or sexual harassment allegations.

***Non-discrimination***

Bidders and Providers will not engage in unlawful discrimination based on race, color, age, gender, ethnicity or national origin, disability, pregnancy, religion, political affiliation, union membership, or marital status in hiring and employment practices such as wages, promotions, rewards, and access to training.

**10. Health and Safety Conduct**

Bidders and Providers will provide adequate occupational safety training for employees and will identify, assess and control potential exposure to safety hazards. Personal protective equipment and educational materials will be provided where hazards cannot be adequately controlled.

**11. Environmental Policy**

***Environmental Conduct***

In order to contribute to waste reduction and to increase the development and awareness of environmentally sound purchasing, wherever possible, Bidders and Providers will strive to use durable products, reusable products and products (including those used in provision of services) that contain the maximum level of post-consumer waste, post-industrial and/or recyclable content, without significantly affecting the intended use of the goods or services.

***Pollution prevention and resource reduction***

Bidders and Providers will utilize strategies to deliver the product or service that minimizes the emissions and discharges of pollutants and generation of waste. Bidders and Providers should strive to conserve [scarce] natural resources, including water, fossil fuels, minerals, and virgin forest products.

I..... (name of the authorised signatory)  
agree to comply with the above code of ethical conduct of providers and bidders.

.....  
**AUTHORISED SIGNATORY**

.....  
**NAME OF THE BIDDER/PROVIDER**

