

The Public Procurement and Disposal of Public Assets Guidelines, 2025



Guideline issued by the Public Procurement and Disposal of Public Assets Authority under section 134 of the Public Procurement and Disposal of Public Assets Act, Cap 205

Guideline Details:

Guideline Reference: 3/2025

Guideline Subject: Guideline on Disposal of Electronic Assets and E-Waste

Date of commencement: 15th September 2025

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.

Guideline Subject: Disposal of E-Waste Assets

1.0 BACKGROUND

1. The National Public Sector Procurement Policy, 2015 requires public sector procurement and disposal system to embrace sustainable procurement and disposal practices. Section 66 of the PPDA Act, Cap 205, provides that a Procuring and Disposing Entity (PDE) shall for each procurement take into account environmental protection, social inclusion and stimulating of innovation as may be prescribed by regulations made under the Act.
2. The Ministry of Information and Communications Technology and National Guidance issued the E-Waste Management Policy, 2012 and issued Guidelines for E-Waste Management in Uganda 2016 to operationalise the policy.
3. Government Ministries, Departments, Agencies and Local Government on an annual basis plan for disposals which include electronic assets and e-waste.
4. There has been laxity in ensuring that the disposal of electronic assets and e-waste in undertaken in a sustainable manner to protect the environment. By sustainability, the Authority recommends a pattern of resource use that aims to meet human needs while preserving the environment so that these needs can be met not only in the present, but also for future generations.
5. The PPDA (Disposal of Public Assets) Regulations, 2023 provides for various methods for disposal of public assets which include:
 - i. Public auction;
 - ii. Public bidding;
 - iii. Direct negotiations;
 - iv. Sale to public officers;
 - v. Destruction of the assets;
 - vi. Conversion or classification of assets into another form for disposal by sale;
 - vii. Trade-in;
 - viii. Electronic auctioning;
 - ix. Transfer to another procuring and disposing entity; and
 - x. Donation.
6. Some public assets in possession of the procuring and disposing entities are 'e-waste' assets which have exhausted or are near end of their useful lifetime.
7. In this guideline, e-waste'' means electronic assets that are at or near the end of their useful life and are due for disposal.

2.0 OBJECTIVE OF THE GUIDELINE

The guidelines provide procedural direction to PDEs while undertaking disposal of electronic assets and e-waste to preserve and safeguard against the negative effects of the assets on human/public health and environment and hence promote development of sustainable procurement practices.

3.0 ELECTRONIC ASSETS AND E-WASTE

1. Electronic assets and e-waste encompass all discarded electrical and electronic assemblies, scrap, components and batteries; some of which may contain hazardous materials such as cadmium, mercury, lead and polychlorinated biphenyl.
2. E-waste includes electronic devices such as refrigerators, air conditioners, cellular phones, desk phones, fax machines, radio/stereos, consumer electronics – Televisions, monitors, microwave ovens and computers.
3. The Authority adopts the categories of e-waste under Appendix B of the Electronic Waste Management Policy for Uganda, 2012 which is attached as Annex 1 to this Guideline.

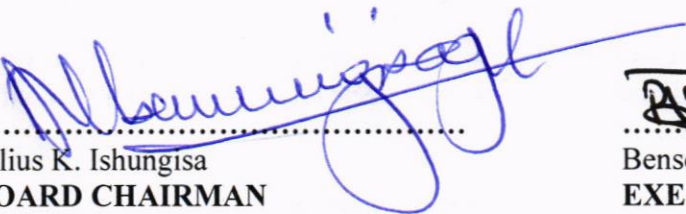
4.0 DISPOSAL METHODS FOR ELECTRONIC ASSETS AND E-WASTE

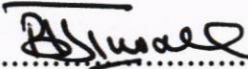
Four principles should be applied to optimise benefits and minimise effects of electronic assets and e-waste during disposal i.e. Reduce; Repair; Re-use and Recycle.

1. Where the electronic assets can be repaired and reused, the following disposal methods shall be applied:
 - i. Public bidding;
 - ii. Direct negotiations;
 - iii. Sale to public officers;
 - iv. Public auction; and
 - v. Transfer to another procuring and disposing entity.
2. Where the electronic assets or e-waste assets have no residual value for further usage for the original purpose but can be recycled, the following disposal methods shall be applied:
 - i. Direct negotiations;
 - ii. Destruction;
 - iii. Conversion or classification of assets into another form for disposal by sale;
3. Where the methods in paragraph 2 are used, the Procuring and Disposing Entities shall:
 - i. Dispose the E-Waste to a licensed refurbisher by the National Environment Management Authority; or

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- ii. Take-back equipment to the manufacturer, importer or assembler, if they allow it; or
 - iii. Dump the e-waste at the licensed dumping site specified for the E-Waste.
4. Where conversion or classification of assets into another form for disposal by sale is used, the Procuring and Disposing Entity shall dispose the assets to a licenced informal sector e-waste collectors.
 5. Where the destruction method is to be used, the destruction should be undertaken by licenced e-waste disposal facilities which shall provide a certificate of destruction.


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Julius K. Ishungisa
BOARD CHAIRMAN


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Benson Turanye
EXECUTIVE DIRECTOR

5th September 2025
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DATE

Encl.

Appendix B: Categories of E-Waste generated from Electrical and Electronic Equipment

| Category | Used electrical & electronic equipment | E-Waste |
|----------|--|--|
| Cat - A1 | Large household appliances | <ul style="list-style-type: none"> ○ Refrigerators and freezers ○ Other appliances used for refrigeration, conservation and storage of food ○ Washing machines ○ Clothes dryers ○ Dish washing machines ○ Cooking ranges/stoves ○ Electric hot plates ○ Microwaves ○ Other appliances used for cooking and other processing of food ○ Electric heating appliances ○ Electric radiators ○ Other fanning, exhaust ventilation and conditioning equipment |

| | | |
|---------|------------------------------------|--|
| Cat- A2 | Small household appliance | <ul style="list-style-type: none"> ○ Vacuum cleaners ○ Carpet cleaners ○ Other appliances used for cleaning ○ Appliances used for sewing, knitting, weaving, and other processing for textiles ○ Iron and other appliances used for ironing and care of clothing ○ Toasters ○ Fryers ○ Grinders, coffee machines and equipment for opening or sealing containers or packages ○ Electric knives ○ Appliances for hair cutting, hair drying, tooth ○ ○ brushing, shaving, massage and other body care appliances ○ Digital clocks, watches and equipment for the purpose of measuring indicating of registering time scales |
| Cat -A3 | Toys, leisure and sports equipment | <ul style="list-style-type: none"> ○ Electric trains or car racing sets ○ Hand-held video game consoles ○ Video games ○ Computer for biking, diving, running, rowing, etc ○ Sports equipment with electric or electronic components ○ Coin slot machines |

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|--------|--|---|
| Cat-A4 | Electrical and electronic tools (except large-scale stationary industrial tools) | <ul style="list-style-type: none"> ○ Drills ○ Saws ○ Sewing machines ○ Equipment for turning, milling, sanding, grinding, sawing, cutting, shearing, drilling, making holes, punching, folding, bending or similar processing of wood, metal and other materials ○ Tools for riveting, nailing or screwing or removing rivets, nails, screws or similar uses ○ Tools for welding, soldering or similar use ○ Equipment for spraying, spreading, dispersing or other treatment of liquid or gaseous substances by other means ○ Tools for mowing or other gardening activities |
| Cat-A5 | Medical devices (except implanted and infected products) | <ul style="list-style-type: none"> ○ Radiotherapy equipment ○ Cardiology ○ Dialysis ○ Pulmonary ventilators ○ Nuclear medicine ○ Laboratory equipment for in-vitro diagnosis ○ Analysers ○ Freezers ○ Fertilization tests ○ Other appliances for detecting, preventing, monitoring, treating, alleviating illness, injury or disability |

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|--------|------------------------------------|--|
| Cat-A6 | Monitoring and control instruments | <ul style="list-style-type: none"> ○ Smoke detector ○ Heating regulators ○ Thermostats ○ Measuring, weighing or adjusting appliances for household or as laboratory equipment ○ Other monitoring and control instruments used in industrial installation (e.g. in control panels) |
| Cat-A7 | Automatic dispensers | <ul style="list-style-type: none"> ○ Automatic dispensers for ○ beverages ○ hot /cold bottles or cans ○ solid products ○ money ○ All appliances which deliver automatically all kind of products |