



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: Periodic Reporting on Procurement and Disposal Activities

Guideline Reference: 8/2024

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

Guideline Subject: Periodic Reporting on Procurement and Disposal Activities

Regulation 15 (1) of the Public Procurement and Disposal of Public Assets (Procuring and Disposing Entities) Regulations 2023, Regulation 46 (3) of the Public Procurement and Disposal of Public Assets (Disposal of Public Assets) Regulations, 2023 require Procuring and Disposing Entities to submit periodic reports on procurement and disposal activities undertaken to the Authority respectively.

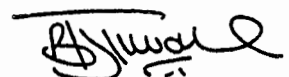
This guideline provides guidance on the submission of reports by procuring and disposing entities.

1.0 Period of Reporting and Format

- i. A procuring and disposing entity in Uganda shall submit a monthly report on procurement and disposal activities of the previous month on the 15th day of each month.
- ii. A procuring and disposing entity outside Uganda such as missions abroad shall submit a quarterly report on procurement and disposal activities of the previous quarter on the 15th day of preceding month after the quarter.
- iii. The reports shall be as prescribed in the schedule to the PPDA (Procuring and Disposing Entities) Regulations, 2023, the PPDA (Disposal of Public Assets) Regulations, 2023 and the PPDA (Procuring and Disposing Entities Outside Uganda) Regulations, 2014.
- iv. Local Government Entities shall submit a copy of the report to the Permanent Secretary, Ministry of Local Government while entities outside Uganda shall submit a copy to the Permanent Secretary, Ministry of Foreign Affairs.
- v. The Contracts Committee minutes for the period of reporting shall also be submitted to the Authority with the monthly or quarterly report as the case may be.

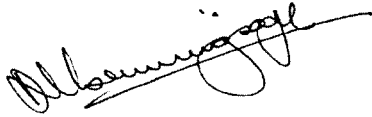
2.0 Reports by Procuring and Disposing Entities on the Electronic Government Procurement System

- i. Procuring and disposing entity undertaking procurement and disposal activities using the Electronic Government Procurement System are exempt from the requirement of submission of monthly reports to the Authority.
- ii. The above notwithstanding, a procuring and disposing entity on Electronic Government Procurement System shall submit monthly reports to the Authority for procurements that could have been undertaken outside the system such as some development partner funded projects.

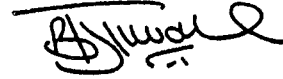


3.0 Revocation of Guideline No. 6 of 2014 and No. 6 of 2008

Guidelines No.6 of 2014 and No. 6 of 2008 on monthly and quarterly reporting respectively are revoked.



Julius K. Ishungisa
BOARD CHAIRMAN



Benson Turamye
EXECUTIVE DIRECTOR

4th January 2024
DATE