



**PUBLIC PROCUREMENT AND DISPOSAL
OF PUBLIC ASSETS AUTHORITY**

"Procurement That Delivers"

PPDA/RGF/005

21st October 2025

Accounting Officers
Central and Local Government Entities

Circular No. 2 of 2025

GUIDANCE ON THE PROCUREMENT OF GRAIN AND GRAIN PRODUCTS FROM PROVIDERS NOT CERTIFIED BY THE UGANDA NATIONAL BUREAU OF STANDARDS

Reference is made to the above subject and the Guideline issued by the Authority on 23rd August 2024, requiring Procuring and Disposing Entities (PDEs) to procure grain and grain products from providers certified by the Uganda National Bureau of Standards (UNBS).

Further reference is made to concerns raised by various bidders that the above guideline excluded some providers from participating in such procurements due to the stringent licensing requirements of UNBS.

To address the concerns while maintaining procurement integrity and ensuring compliance with quality and safety standards, the Authority guides as follows:

1. Providers who do not possess UNBS certification may participate in the procurements for the supply of grain and grain products, provided that they supply grain and grain products from manufacturers or producers or processors that have been certified by UNBS.
2. Providers not certified by UNBS for grain or grain products must demonstrate, in their bid, that they have been duly authorised by a UNBS certified manufacturer/producer/processor to supply the grain or grain products to the PDE.
3. PDEs should indicate in the bidding document that bidders are required to submit evidence that the provider is authorised by a UNBS certified Manufacturer/producer/processor for grain and grain products to deal in such supplies.
4. PDEs should accept bids from Bidders not certified by UNBS that participate in the procurements for the supply of grain and grain products, provided that they have submitted evidence of authorisation to supply grain and grain products by UNBS certified manufacturers/producers/processors for the supplies tendered.

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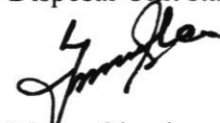
Western Regional Office
RDC's Building, Bishop Stretcher Road,
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Eastern Regional Office
Oval Plaza, Plot 1, Court Road
P.O. Box 2173, Mbale, Uganda
Tel: +256-417-890100
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5. The PDE should only accept evidence of certification and authorisation if the certificate is issued by UNBS and the Manufacturer's/Producer's/Processor's authorisation is in the form issued by the Authority. The form of authorisation is hereto attached as **Annex 1**.
6. The PDE should undertake due diligence on bidders to verify the authenticity of the certification and authorisation documents submitted by the Bidders. The due diligence process is aimed at mitigating risks associated with procuring grain and grain products from unlicensed providers and ensuring that all supplies delivered meet the required quality and safety standards as set by UNBS.
7. Uncertified providers should visit UNBS and complete the certification process for the grain and grain products they trade in.

You are requested to bring the contents of this circular to the attention of your Procurement and Disposal Unit staff and Contracts Committee.



Moses Ojambo

FOR: EXECUTIVE DIRECTOR

cc.: Permanent Secretary/Secretary to the Treasury
Ministry of Finance, Planning and Economic Development

Annex 1

[This authorization should be on the letterhead of the UNBS certified Manufacturer/Producer/Processor of Grain and Grain Products and should be signed by a person with the proper authority to sign such an authorization and should be included by the Bidder in its bid for supply of Grain and Grain Products].

Manufacturer's/Producer's/Processor's Authorisation

Date: *[insert date (as day, month and year) of bid submission]*

Procurement Reference No.: *[insert Procurement Reference Number]*

To: *[insert complete name of Procuring and Disposing Entity]*

WHEREAS *[insert complete name of UNBS certified Manufacturer/Producer/Processor]*, who are official manufacturers/producers/Processor of *[insert type of grain or grain products manufactured]*, having factories at *[insert full address of UNBS certified Manufacturer/Producer/Processor]*, do hereby authorise *[insert complete name of Bidder]* to submit a bid in relation to the Procurement Reference No. indicated above, the purpose of which is to negotiate and sign the Contract and subsequently supply *[insert name or brief description of the grain or grain products]* manufactured/produced/processed by us.

We hereby extend our full guarantee for and accept to be bound and assume responsibility for non-compliance with Uganda National standards of any and all grain and grain products supplied by any persons/providers authorised herein by us provided these are delivered in similar conditions dispatched or supplied to such authorised persons or providers.

Signed: *[signature of person whose name and capacity are shown below]*

Name: *[insert complete name of person signing the Manufacturer's/Producer's/Processor's Authorisation]*

In the capacity of *[insert legal capacity of person signing the Manufacturer's/Producer's/Processor's Authorisation]*

Duly authorised to sign the Manufacturer's /Producer's/Processor's Authorisation for and on behalf of: *[insert complete name of Manufacturer/Producer/Processor]*

Dated on _____ day of _____, _____ *[insert date of signing]*