

PPDA/RGF/005

7<sup>th</sup> June 2023

To all Accounting Officers  
Central and Local Government Entities

**CIRCULAR NO. 1 OF 2023**

**GUIDANCE ON PROCUREMENT OF CONSULTANCY SERVICES**

Following the amendments of the PPDA Act in 2021, this is to clarify on the applicable methods for procurement of consultancy services. The circular is issued in the interim as the Ministry of Finance, Planning and Economic Development and the Authority finalize the PPDA (Procurement of Consultancy Services) Regulations and the Guidelines on thresholds for procurement methods respectively.

**1. Methods for Procurement of Consultancy Services**

- a) The procurement of consultancy services shall be done using any of the methods in Sections 80, 81, 82, 83, 84, 85 and 86 in accordance with Section 79(1)(a) of the PPDA Act, 2003.
- b) The methods for procurement of consultancy services are:
  - i. Open Domestic Bidding;
  - ii. Open International Bidding;
  - iii. Restricted Domestic Bidding;
  - iv. Restricted International Bidding;
  - v. Quotation;
  - vi. Direct procurement; and
  - vii. Micro procurement.
- c) There is no mandatory requirement for publication of a notice of Expression of Interest (EOI) when procuring consultancy services. Where an Entity requires to have a shortlist following publication of a notice of EOI, this can be undertaken using the Open Domestic Bidding or Open International Bidding methods.

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## 2. Applicable Thresholds

The following thresholds shall apply in the determination of the methods for procurement of consultancy services from an individual consultant or consulting firm:

- a) Open Domestic Bidding or Open International Bidding shall be used where the estimated value of the consultancy services is UGX 200 Million and above.
- b) Restricted Domestic Bidding or Restricted International Bidding shall be used where the estimated value of the consultancy services is UGX 100 Million and above but below UGX 200 Million.
- c) The Quotation Method shall be used where the estimated value of the consultancy services is above UGX 5 Million but below UGX 100 Million.
- d) Micro procurement shall be used where the estimated value of the consultancy services is UGX 5 Million and below.

## 4. Standard Bidding Documents

- a) The Standard Request for Proposals Document for Procurement of Consultancy Services Following Publication of a Notice of Expression of Interest shall be used with the necessary modification for procurement of consultancy services under the open bidding methods.
- b) The Standard Request for Proposals Document for Procurement of Consultancy Services without Publication of a Notice of Expression of Interest shall be used with the necessary modification for procurement of consultancy services under the restricted bidding methods or quotation method.

Any operational challenges in the implementation of the circular should be addressed to Executive Director of the Authority.

  
Uthman Segawa

**FOR: EXECUTIVE DIRECTOR**