

28th June 2024

All Accounting Officers

Central and Local Government Procuring and Disposing Entities

CIRCULAR No. 1/2024: REVISED PROCUREMENT PLAN TEMPLATE

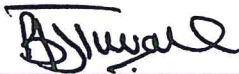
Reference is made to the subject above:

Section 58 of the PPDA Act 2003 and Regulation 2 of the PPDA (Procurement Planning) Regulations 2023 require Procuring and Disposing Entities to prepare and submit to the Secretary to the Treasury and the Authority an annual procurement plan for each financial year. Following the amendments to the PPDA law, the Authority has revised the procurement plan template to require information on:

- i. Multi-year procurements; and
- ii. Procurements reserved to local providers and special interest groups.

In order to implement, track and monitor the procurement plans with effectiveness and efficiency, all Entities are required to submit their annual procurement plans by 31st July of the new financial year. All entities on the electronic government system are reminded that the planning cycle on the system has been opened and are required to upload and publish their plans on the system.

This is to therefore communicate these changes and request you to submit your approved procurement plan using the revised template (a copy is here attached) and a soft copy can be downloaded from the Authority's website www.ppda.go.ug. A soft copy of the approved procurement plan should be submitted at any PPDA office or sent to compliance@ppda.go.ug and an acknowledgement of receipt will be made. You are further reminded to also complete and submit your annual disposal plan, the disposal plan template remains unchanged.



Benson Turamye
EXECUTIVE DIRECTOR

Encl. Revised procurement plan template

Cc: Permanent Secretary, Secretary to the Treasury, Ministry of Finance Planning
and Economic Development

Cc: Chairperson, Contracts Committee

Cc: Head Procurement and Disposal Unit

Head Office

PPDA - URF Towers, Plot 39
Nakasero Road
P.O.Box 3925, Kampala Uganda
Tel: +256-414-311100
Email: info@ppda.go.ug

Western Regional Office

RDC's Building, Bishop Stretcher Road,
Opposite BOU Currency Centre, Mbarara-Kabale Road
P.O. Box 1353, Mbarara, Uganda.
Tel: +256-417-733800
Email: mbararaoffice@ppda.go.ug

Northern Regional Office

Plot 1, Lower Churchill Drive
P.O. Box 999, Gulu, Uganda
Tel: +256-417-432010
Email: guluoffice@ppda.go.ug

Eastern Regional Office

Oval Plaza, Plot 1, Court Road
P.O. Box 2173, Mbale, Uganda
Tel: +256-417-890100
Email: mbaleoffice@ppda.go.ug

