



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

**PROCUREMENT AUDIT REPORT OF BUKEDEA
DISTRICT LOCAL GOVERNMENT FOR FY 2019/20**

FEBRUARY 2021

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ACRONYMS

AO	Accounting Officer
CC	Contracts Committee
EC	Evaluation Committee
FY	Financial Year
GPP	Government Procurement Portal
LPO	Local Purchase Order
BEB	Best Evaluated Bidder
PDE	Procuring and Disposing Entity
PDU	Procurement and Disposal Unit
PPDA	Public Procurement and Disposal of Public Assets Authority

EXECUTIVE SUMMARY

The Public Procurement and Disposal of Public Assets Authority (PPDA) conducted a procurement and disposal audit of your Entity that covered twenty (20) sampled procurement transactions under the Financial Year 2019/20.

The overall objective of the procurement and disposal audit was to assess and establish the degree of compliance of Bukedea District Local Government procurement system, process and disposal process with the provisions of the PPDA Act 2003 and the Local Governments (PPDA) Regulations 2006 and assess the level of procurement performance over the audit period.

From the findings of the procurement audit exercise, the performance of Bukedea District Local Government for the Financial Year 2019/20 was **satisfactory** with overall weighted average risk rating of **28%**. The risk rating was weighted to determine the overall risk level of the Entity as detailed in chapter 3.

Despite the satisfactory performance, below are some of the exceptions that were noted:

- 1) The timelines set in the Entity's consolidated procurement plan were unrealistic since the Entity had the same planned date of initiation (25th June 2019) for all procurements under Open bidding and the same planned date of contract signature (13th August 2019) yet some procurements are supplies and others are works with different lead times. This may lead to the return of money to the treasury at the end of the Financial Year and failure to deliver government programs on time which in turn denies services to the intended beneficiaries thus unsatisfied stakeholders.
- 2) Specification by brand was noted in the procurement of four (4) motorcycles worth UGX 76,000,000 where the statement of requirements in the bidding documents specified the "Yamaha DT 125" brand. This results in to unfairness to other bidders and thus restricts competition which compromises the achievement of value for money and may expose the Entity to risks of delays due to complaints from providers supplying other brands.
- 3) The Entity irregularly contracted providers under framework arrangement using the prequalification process, contrary to the PPDA Guidance on use of Framework contracts for procurement of supplies, works and non-consultancy services issued on 26th September 2014 which causes a risk of providers failing to supply items since they do not commit themselves to the set unit prices and quantities which could result in to price adjustments and failure to timely achieve objectives of the framework arrangement.
- 4) Town Councils and Sub Counties did not report on procurements handled at their level to the District. Consequently, these were not reported to the Authority in the Entity's quarterly reports on procurement and disposal which compromises transparency and accountability in the Entity and also exposes the Entity to fraud in the procurement process.
- 5) Confirmation of availability of funding for three (3) procurements was done without evidence of formally delegated authority to the Officers thus the Entity risks having budget overruns which could affect implementation of other government projects and creation of domestic arrears since confirmation of funds may be done for non-available funds.
- 6) The Entity issued inadequate and unclear statement of requirements in two (2) procurements worth UGX 409,886,394, which were not specific to the requirements.

- 7) The Entity did not receive atleast three (3) bids in eleven (11) procurements worth UGX. 664,521,856 which may lead to costly procurements and deters achievement of value for money since there are limited options.

Recommendations:

- 1) The Accounting Officer should ensure that realistic timelines are set at the planning phase taking into account the nature, method and level of priority of each procurement to be conducted in accordance with Regulation 62 of the Local Governments (PPDA) Regulations 2006.
- 2) Use of brand names should not be repeated to encourage competition in the procurement process.
- 3) The Head, Procurement and Disposal Unit should ensure that all procurements under framework contracts are conducted in accordance with the PPDA Act, 2003 and Guidance on use of Framework Contracts for procurement of supplies, works and non-consultancy services issued by the Authority on 26th September 2014.
- 4) User Departments should desist from issuing call off orders to providers since it is a Procurement and Disposal Unit function and ensure that whenever need for those items arises, requisitions and call off orders are placed through the Procurement and Disposal Unit for completeness in reporting and transparency.
- 5) Confirmation of availability of funds should only be done by the Accounting Officer and where the authority is delegated to an Officer, the delegation of Authority should be done in accordance with Regulation 65 (7) of the Local Governments (PPDA) Regulations, 2006
- 6) Heads of User Departments should ensure that the statement of requirements defines the need precisely and in a manner that leaves no doubt or assumption by a bidder of the requirements of the Entity in accordance with Regulation 48 (2) of the Local Government (PPDA) Regulations 2006.
- 7) The Accounting Officer and Head, Procurement and Disposal Unit should prioritize engaging bidders to investigate why they are not participating in the procurement process and address the bidding practices and inappropriate requirements that deter competition in order to increase bidder participation

Bukedea District Local Government should implement the recommended action plan on **pages 26-28**.

CHAPTER 1: INTRODUCTION

Background

The Public Procurement and Disposal of Public Assets Authority (PPDA) conducted a procurement and disposal audit of your Entity that covered twenty (20) sampled procurement transactions under the Financial Year 2019/20. The audit involved a review of procurement structures, procurement and asset disposal processes, as well as contract performance following the provisions of the Public Procurement and Disposal of Assets Act 2003 and Local Governments (PPDA) Regulations 2006.

Main Audit Objectives

The overall objective of the procurement and disposal audit was to assess and establish the degree of compliance of Ministry of Agriculture, Animal Industry and Fisheries' procurement system and processes with the provisions of the PPDA Act 2003 and Regulations 2006 and assess the level of procurement performance over the audit period.

The specific objectives were:

- Establish the level of compliance by the PDE with the general provisions of the PPDA Act and Regulations;
- Establish the level of compliance with the PPDA Act, 2003 in the conduct of procurement and disposal activities; and
- Assess the level of efficiency and effectiveness in contract implementation.

Audit Scope

The audit involved a review of the procurement process, disposal process, general compliance issues and contract implementation on sample basis. The audit covered a representative sample of twenty (20) procurement transactions under Financial Year 2019/20. The list of sampled transactions is contained in **Annex 1**.

Table 1: Distribution of the transaction population and sample

Procurement method	Popn Value (UGX)	Sample Value (UGX)	% Value	Popn no	Sample no	% no.
Open Bidding	1,502,952,389	1,204,159,632	80	22	12	54
Selective National Bidding	694,174,821	82,098,714	12	46	4	9
Direct	110,935,500	46,703,000	42	9	2	2.4
Force Account	36,865,273	15,455,038	42	3	1	33
Total	2,344,927,983	1,348,416,384	56	80	19	23
Revenue sources	36,865,273	25,515,400	69	1	1	100

Audit Methodology

The auditors examined records and documents for each sampled procurement transaction and/or disposal and obtained the relevant evidence to derive audit conclusions. This involved a review of the Entity's procurement/disposal planning, initiation, bidding,

evaluation, contract placement and processes. At the end of the document review, a physical verification was undertaken to ascertain the level of contractual delivery and fit for purpose. Special attention was given to reporting mechanisms within the Entity and internal controls due to repeated failures by the Entity as highlighted in previous reports.

During the audit, the auditors held interviews with the staff from the Procurement and Disposal Unit (PDU) and User Departments that were necessary in obtaining crucial qualitative information about the internal control system and processes in place.

A debrief meeting to clear all pending issues that arose during the audit was held with the Entity management and staff on **13th August 2020** before the auditors could embark on preparation of the management letter. The auditors prepared the management letter, which was sent to the Entity on **29th September 2020** with a request to submit a management response by **25th October 2020**, which was submitted on **28th October 2020**. The exit meeting was held on **4th November 2020** at the Eastern Region Office - Mbale.

On completion of data collection and before writing the report, the audit manager reviewed the working papers for completeness. The working papers contain detailed chronology of findings on each of the sampled transactions. The audit report presents the key findings and conclusions arising from the audit.

Structure of the Entity

Bukedea District Local Government was established on 1st July 2006. It was carved out of Kumi District Local Government. It is bordered by Mbale, Kumi, Pallisa and Butebo Districts and Sironko.

According to Section 26 of the PPDA Act, 2003, the overall responsibility for the successful execution of procurement, disposal and contract management in a Procuring and Disposing Entity is the Accounting Officer. The Accounting Officer of Bukedea District Local Government during the financial year under review was Ms. Adong Roselyn Luhoni.

The PS/ST of Ministry of Finance, Planning & Economic Development approved the following members of the Contracts Committee who also acted during the period under review:

Table 2: Membership of the Contracts Committee

No	Name	Position in the Entity	Committee Position	Date of Appointment
1.	Mr. Francis Ongelech	Production Coordinator	Chairperson	29/05/2019
2.	Ms. Jane Beatrice Alupo	Records Officer	Member	29/05/2019
3.	Mr. Stephen Osomel	Health Inspector	Member	29/05/2019
4.	Mr. Micheal Opolot	Senior Agricultural Officer	Member	24/08/ 2020
5.	Mr. Simple Simon	Senior Assistant	Member	24/08/ 2020

	Okello	Secretary		
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According to Section 31 (a) of the PPDA Act,2003 all procurement or disposal activities of the procuring and disposing entity except adjudication and the award of contract are to be managed by the Procurement & Disposal Unit. The Procurement & Disposal Unit during the financial year under review was headed by Mr. Stephen Egwayu.

CHAPTER 2: KEY FINDINGS AND RECOMMENDATIONS

This Section presents the key findings arising from the inspection based on the specific objectives of the exercise.

2.1 To establish the level of compliance by the PDE with the general provisions of the PPDA Act, 2003 and Regulations, 2006.

2.1.1 Signing a contract above estimated price

The Accounting Officer signed the contract for construction of low cost seal of Bukedea-Kabarwa Road above the estimated price without evidence of conducting market price reassessment nor confirmation of availability of additional funding contrary Section 26 (5) of the PPDA Act 2003. Whereas the estimated price for this procurement was UGX 328,361,051, the contract was signed at UGX 330,239,590 implying a variance of UGX 1,878,540.

Implications

- This may result into failure to pay providers leading to possible penalties and domestic arrears
- Paying such providers may affect other planned procurements thus a risk of non-implementation of approved planned procurements.
- The Accounting Officer risks being penalised for contravening Section 26 of the PPDA Act which restricts signing contracts above estimated amounts.

Management Response

The Entity got additional funds from the works department to cover the variance however the user department and PDU did not update the Procurement plan which we have taken note to keep updating the procurement plan.

Recommendation

The Authority has noted the Entity's response and recommends that the Accounting Officer should ensure that where the estimated price is lower than the market price, confirmation of availability of additional funds should be done in accordance with Section 59 (2) of the PPDA Act 2003.

2.1.2 Lack of internet facilitation to the Procurement and Disposal Unit

The Authority noted that the Procurement and Disposal Unit was not adequately facilitated in terms of provision of internet connectivity which could affect the operations of the Unit for especially data entry on the Government Procurement Portal.

Implication

Lack of internet connectivity makes electronic communication for the Unit and rolling out of Electronic procurement systems difficult.

Management response

The district is signing an MOU with NITAU to be connected on the internet under the last mile project 2020/2021 and with this we hope to solve the problem.

Recommendation

The Accounting Officer should prioritize the provision of internet to the Procurement and Disposal Unit to improve efficiency and effectiveness in the procurement process.

2.1.3 Failure to fully implement previous PPDA recommendations

The Accounting Officer did not implement six (28%) and partially implemented five (23%) of the twenty one (21) previous recommendations for the audit of Financial Year 2017/2018 as indicated in Table 3:

Table 3: Status of implementation of previous audit recommendations

No.	Recommendation	Status of implementation
1.	The Accounting Officer should that confirmation of availability of funding is done in a timely manner conducted in a manner to promote efficiency in accordance with Regulation 43 (6) of the Local Governments (PPDA) Regulations, 2006.	Not implemented
2.	The Accounting Officer should ensure that full payments are made to providers in accordance with the contractual terms and Regulation 115 (1) of the Local Governments (PPDA) Regulations, 2006.	Not implemented
3.	The Accounting Officer should ensure that a system is put in place to monitor implementation of all recommendations issued by the Authority.	Not implemented
4.	The Contracts Committee should thoroughly scrutinize bidding documents before approval and authorization for issue in accordance with regulation 29 (a) (ii) of the Local Governments (PPDA) Regulations, 2006.	Partially implemented
5.	The Head Procurement and Disposal Unit should ensure that evaluation committees conduct detailed evaluation basing on terms, conditions or criteria included in the bidding documents in accordance with Regulation 78 (4) of the Local Governments (PPDA) Regulations, 2006.	Partially implemented
6.	The Accounting Officer should task Heads of User Departments to ensure that contracts are implemented within their contractual periods.	Partially implemented
7.	The Accounting Officer should ensure that all payments are made within their respective contractual periods.	Not implemented
8.	The Accounting Officer should ensure that all procurements implemented under the Force Account mechanism are complied with in accordance with Section 95A of the PPDA Act, 2003 and PPDA circular No. 3 to Local Governments on use of Force Account mechanism dated 21/09/2012.	Partially implemented
9.	The Accounting Officer should revoke the Delegated Authority from Heads of User Departments who do not report micro procurements.	Not implemented

No.	Recommendation	Status of implementation
10.	The Accounting Officer should ensure that all planned procurements are implemented before the end of the financial year and where need arises, a review of the plan should be undertaken in accordance with Section 58(4) of the PPDA Act, 2003.	Not implemented
11.	The Head, Procurement and Disposal Unit should ensure that the Entity's combined procurement plan includes the time required for each stage in the procurement cycle in accordance with Regulation 62(4) (a) (d) of the Local Governments (PPDA) Regulations, 2006.	Partially implemented

Implication

Implementation of audit recommendations aids strengthening of internal controls within the Entity and where recommendations are not implemented the Entity risks a weakened control environment. This could be related to having a weak implementation mechanism.

Management response

Management took note of the observations and pledged to put in place measures to monitor implementation of previous audit recommendations.

Recommendation

The Accounting Officer with the assistance of the Internal Auditor should closely monitor implementation of audit recommendations so as to strengthen internal controls in accordance with Regulation 28 of the Local Governments (PPDA) Regulations, 2006.

2.1.4 Inappropriate approval of the use of force account mechanism

The Contracts Committee irregularly approved the use of force account mechanism in the procurement for construction of market shade in Kongunga daily market worth UGX 15,455,038 yet the Entity did not have the required personnel and equipment as enshrined under Section 95A of the PPDA Act 2003. The Authority further noted that materials were procured directly by cash instead of acquiring them through a competitive procurement process by PDU.

Implication

Approval of inappropriate procurement procedures exposes public funds to risks of misuse which may fail achievement of the project objective.

Management response

The Contracts Committee gave consideration for force account with the view of the district having employed skilled personnel and the available budget and did not capture the Profit Margin, WHT & VAT which would increase the cost of the activity hence would fail the implementation noted was that the activity was not a very complex one.

Recommendations

- Contracts Committee should desist from approving the use of force account mechanism for works where the Entity does not have all the required personnel and equipment to carry out the works.
- The procuring and disposing entity should determine and justify whether the direct, indirect and overhead costs to be incurred are less than what would be incurred if the assignment was executed by a contractor.

2.1.5 Setting of unrealistic timelines in the consolidated procurement plan

The Authority noted that the Entity had the same planned date of initiation (25th June 2019) for all procurements under Open bidding and the same planned date of contract signature (13th August 2019) which was not realistic given the fact that some procurements are supplies and others are works with different lead times. For example, the timelines for the procurement for design of the low cost seal and construction of low cost seal of Bukedea - Kabarwa Road were the same yet one of the outputs of the design contract was to develop BOQs to be used in the construction works for the low cost seal.

Implication

Setting unrealistic timelines may lead to the return of money to the treasury at the end of the Financial Year and failure to deliver government programs on time which in turn denies services to the intended beneficiaries thus unsatisfied stakeholders.

Management response

Management took note of the observation and pledged to adjust accordingly

Recommendation

The Accounting Officer should ensure that realistic timelines are set by the PDU at the planning phase taking into account the nature, method and level of priority of each procurement to be conducted in accordance with Regulation 62 of the Local Governments (PPDA) Regulations 2006.

2.1.6 Use of a wrong evaluation methodology

The Evaluation Committee used a wrong evaluation methodology in the procurement for the design of a low cost seal of Bukedea – Kabarwa Road. Whereas the evaluation methodology stated in the Standard Bidding Document issued to bidders was Quality and Cost Based Selection, the Authority noted that the evaluation committee used Technical Compliance Selection on a pass or fail basis contrary to Regulation 79(a) of the Local Governments (PPDA) Regulations, 2006.

Implication

Use of a wrong evaluation methodology leads to award of contracts to non-compliant firms and unfair elimination of responsive bidders which may lead to litigation issues.

Management response

Management took note of the observation and indicated that plans had been made to have a training of the Evaluation Committees by PPDA to equip them with such knowledge

Recommendation

The Head, Procurement and Disposal Unit should guide the Evaluation Committee members to ensure that evaluation methodologies are correctly applied in accordance with Guideline

Number 7/2008 of the Local Government PPDA Guidelines 2008 and Regulation 79(3) of the Local Governments (PPDA) Regulations, 2006.

2.1.7 Use of Brand names

The User Department specified a brand in the procurement of four (4) motorcycles worth UGX 76,000,000. From a review of the statement of requirements in the bidding documents, it was found that the “Yamaha DT 125” brand was specified contrary to Regulation 48 (8) of the Local Governments (PPDA) Regulations, 2006.

Implication

Specification by brand results in to unfairness to other bidders and thus restricts competition which compromises the achievement of value for money and may expose the Entity to risks of delays due to complaints from providers supplying other brands.

Management Response

The user department took interest in the specific brand because they had tested different brands but got Yamaha DT Suitable on our roads eg the sub county of kamutur receives floods from the Elgon region flowing to this parts without raining on our side hence the cause for the brand was the bike is bit stable on poor soils however Advice taken and User Departments have been asked to take note of these issues.

Recommendation

This should not be repeated to encourage competition in the procurement process.

2.1.8 Failure to implement 53% of the Entities Procurement Plan

The Accounting Officer did not implement 53% of the Entity’s procurement plan for financial year 2019/2020. The planned procurements were worth UGX, 5,041,265,778 and as at 30th June 2020, only UGX 2,344,927,983 had been implemented as detailed in the table below:

Table 4: Analysis of procurement plan performance

Total procurement plan value inclusive VAT (UGX)	5,041,265,778
Total procurement spend value inclusive VAT (UGX)	2,344,927,983
Procurement Plan Implementation Rate	47%
Procurement Plan Implementation Variance (UGX)	2,696,337,795

Note: Total procurement spend was established basing on the reports provided to the Authority

Implication

Failure to fully implement the procurement plan exposes the Entity to risks of budgetary cuts for subsequent periods due to non-performance thus failure to meet planned objectives and unsatisfied stakeholders.

Management response

- i. The procurement plan captured Ugift projects worth 1,600,000,000/= which was met for payments of on-going works not projects as captured in error, 1,069,337,795/= is spending from user departments and lower local Governments but did not report to PDU for capturing and subsequent reporting to PPDA.
- ii. As accounting Officer I have instructed all user Departments, lower local Governments to initiate all projects in their plans and submit to PDU and no delegation shall be granted.

Recommendations

The Authority noted the Entity's response and recommends that;

- The Accounting Officer should task all User Departments and Lower Local Governments to periodically report on all procurements handled at their level for subsequent reporting to the Authority every quarter.
- The Accounting Officer should ensure that the procurement plan is regularly updated in accordance with Section 58(4) of the PPDA Act 2003 so as to reflect a more realistic position of the Entity.

2.1.9 Irregular use of the Pre-qualification list and process

The Authority noted that the Entity irregularly contracted providers under framework arrangement using the prequalification process, contrary to section 88(f) of the PPDA Act, 2003 and the PPDA Guidance on use of Framework contracts for procurement of supplies, works and non-consultancy services issued on 26th September 2014. The process was openly advertised without clear possible minimum requirements.

Implication

The Entity runs a risk of providers failing to supply items since they do not commit themselves to the set unit prices and quantities which could result in to price adjustments and failure to timely achieve objectives of the framework arrangement.

Management Response

Management took note of the issue and pledged to improve on the use of frame work contracts

Recommendation

The Head, Procurement and Disposal Unit should ensure that all procurements under framework contracts are conducted in accordance with the PPDA Act, 2003 and Guidance on use of Framework Contracts for procurement of supplies, works and non-consultancy services issued by the Authority on 26th September 2014.

2.1.10 Failure to report on micro procurements and other procurements conducted at the Town Councils and Sub Counties to the District

The Authority noted that whereas the Entity entered into framework contracts with providers for supply of different items such as printing, stationary, photocopying and binding, repairs and maintenance of vehicles, motorcycles and supply of fuel, User Departments such as Divisions and Town Councils placed call off orders directly to the providers whenever need

for such items arose without going through the Procurement and Disposal Unit contrary to Section 31 of the PPDA Act, 2003. Thus usurping the powers of the PDU. Consequently, these were not reported to the Authority in the Entity's quarterly reports on procurement and disposal. There was also no evidence of delegation of this function to the Users.

Implication

Failure to report procurement transactions conducted by lower local governments comprises transparency and accountability in the Entity which also exposes the Entity to fraud in the procurement process.

Management response

Management took note of this and pledged to inform user departments to stop by passing procurement unit. DDEG guidelines provide that LLGS shall follow the guidelines stipulated in the Local Government Finance and Accounting Regulations 2007 and the Public Finance Management Act 2015, particularly those on Community Procurement

Recommendation

User Departments should desist from issuing call off orders to providers since it is a Procurement and Disposal Unit function and ensure that whenever need for those items arises, requisitions and call off orders are placed through the Procurement and Disposal Unit for completeness in reporting and transparency.

2.2 To establish the level of compliance with the PPDA Act, 2003 and Regulations, 2006 in the conduct of procurement and disposal activities

The Authority reviewed twenty sampled procurements and noted the following:

2.2.1 Confirmation of Availability of funding without evidence of formally delegated authority to the Officers.

The Authority noted that confirmation of availability of funding was done by officers other than the Accounting Officer without evidence of formal delegated Authority in three procurements worth UGX 295,909,153, contrary to Regulation 65 (7) of the Local Governments (PPDA) Regulations, 2006. These are listed in the table below

Table 5: Procurements for which funds were confirmed without delegated authority

No.	Subject of Procurement	Provider	Contract Value (UGX)	Officer who confirmed availability of funds
1.	Drilling of 9 boreholes	Multec Consults Ltd	188,868,410	Mr. Ochom Joseph (Ag. PAS)
2.	Construction of 2 classroom block at Auruku-Kanyanga Ps	Alfa Agricultural Produce	81,525,343	Mr. Ochom Joseph (Ag.PAS)
3.	Revenue collection at Bukedea cattle market	Ocean One Enterprises	25,515,400	Ms Norah Anyakot

Implication

Confirmation of availability of funding by unauthorized officers places the Entity at risks of having budget overruns which could affect implementation of other government projects and creation of domestic arrears since confirmation of funds may be done for non-available funds.

Management response

True the two Officers confirmed funding because the Accounting Officer got transferred to another station and the New Officer was not at station and it was at the time when the National Assessment was being conducted at the Entity. However when the Accounting Officer reported for duty she took over the procurement processes award, contract signing to payments.

Recommendation

The Entity should ensure that this does not re-occur and where the authority is delegated to an Officer, the delegation of Authority should be done in accordance with Regulation 65 (7) of the Local Governments (PPDA) Regulations, 2006.

2.2.2 Issuance of inadequate and unclear statement of requirements

In two (2) procurements worth UGX 409,886,394, the Authority noted that the statements of requirements issued to bidders were not specific to the requirements as detailed in the table below:

Table 6: Procurements for which the statement of requirements issued were unclear

No.	Subject of Procurement	Provider	Contract Value (UGX)	Issues noted
1.	Construction of a two classroom block with an office at Auruku - Kanyang PS	Alfa Agricultural Produce	81,525,343	The SBD issued required bidders to allow for environmental mitigation to which the bidder quoted UGX 200,000. However the number and type of trees to be planted were not specified
2.	Construction of low cost seal of Bukedea - Kabarwa Road	Empa Associates Ltd	328,361,051	The Entity did not specify the qualifications required for each personnel but rather indicated Higher diploma for Site manager and Engineer , advanced certificate for foreman and certificate for trade men

Implication

The requirements were unclear to the bidders which could result into non- responsive bids and unfair treatment at evaluation.

Recommendation

The Heads of User Departments and PDU should ensure that the statement of requirements defines the need precisely and in a manner that leaves no doubt or assumption by a bidder of

the requirements of the Entity in accordance with Regulation 48 (2) of the Local Government (PPDA) Regulations 2006.

Management response

Management took note of the finding and pledged that user departments will be instructed to get clear guidance on the specifications from sectors specialized in these areas.

2.2.3 Low bidder Response under both selective and open bid invitations

The Authority noted low bidder response in 11 procurements worth UGX. 664,521,856 both under selective and open bid invitations which calls for a need to engage providers to investigate why they are not participating in the Entity’s procurement processes. The procurements for there was low bidder response are listed in the table below:

Table 7: procurements for there was low bidder response

No.	Procurement subject	Contract Value (UGX)	Procurement Method	Number of bids received
1.	Supply of one double cabin pickup to Education Department	199,833,160	Open Domestic bidding	2
2.	Supply of four motorcycles	76,000,000	Open Domestic bidding	1
3.	Supply of bitumen binder	87,850,000	Open Domestic bidding	1
4.	Construction of a two classroom block at Kakere - Gagama PS	75,250,083	Open Domestic bidding	1
5.	Construction of a 2 classroom block at Kaparis	75,520,524	Open Domestic bidding	
6.	Design of low cost seal of Bukedea Kabarwa Road	19,700,000	Open Domestic bidding	2
7.	Protection of (07) spring wells	48,269,375		
8.	Supply of 27 oxen	29,700,000	Selective bidding	1
9.	Construction of 5 stance pit latrine atKobale P/s	20,475,714	Selective bidding	1
10.	Supply of furniture to Kakere-Gagama and Kocheke Ps	12,346,000	Selective bidding	1
11.	Renovation of staff house at Kidongole Sub county	19,577,000	Selective bidding	1

Implication

This could be an indicator of lost trust in Entity by bidders which deters competition, may lead to costly procurements and deters achievement of value for money since there are limited options.

Management response

Management resolved to have a meeting with bidders to find out the cause of poor participation in the bidding process in the district.

Recommendation

The Accounting Officer and Head, Procurement and Disposal Unit should prioritise engaging bidders to investigate why they are not participating in the procurement process and address the bidding practices and inappropriate requirements that deter competition in order to increase bidder participation.

2.2.4 Disposal Process

Failure to dispose obsolete items

Although the Entity's board of survey report for FY 2018/2019 recommended boarding off of various items comprising seven (7) motor vehicles and forty seven (47) motorcycles, no disposal process was commenced during the Financial Year 2019/2020.

Implication

Failure to dispose assets which are obsolete exposes them to theft and continuous loss of value due to depreciation.

Recommendation

The Accounting Officer should expedite the disposal process for the assets identified to avoid further loss in value.

Management Response

Management is in process of collecting these equipment for assessment, tabling the disposal plan for approval and seeking authority from the line ministries to dispose of the items.

2.3 To assess the level of efficiency and effectiveness in contract implementation.

The Authority reviewed the procurement lead times that is, the period from initiation to contract signature against the indicative timelines provided by PPDA. The Entity took on average 88 working days for procurement of works under open domestic bidding and 50 working days for procurement of works using the selective bidding method.

The procurements under open domestic bidding were initiated by 30th April 2019 and contracts signed on 2nd September 2019. Those under selective bidding were initiated at different dates, however the average time was 50 working days. The time taken for procurements under Open bidding was above the indicative timelines provided by PPDA.

2.3.1 Delayed execution of a contract for supply of four (4) motor cycles

Whereas the intended contract completion date was 12th March 2020, actual delivery was not done as per the contractual terms. One motorcycle was delivered on 24th April 2020 and the others were delivered on 10th June 2020 thus a delay of over two months.

Implication

Delayed contractual completion results into delayed service delivery and failure to attain value for money.

Management response

The Contractor Delayed demanding for the LPO for assurance of payment and yet funds were being released quarterly so the LPO could not be generated as per his need and after he received the LPO he supplied

Recommendation



Contract supervisors should ensure timely completion of projects through enforcing clauses in the contracts like liquidated damages, recommending contract termination and appraising poor performers.



2.3.2 Quality of works during and after implementation

i. Failure to implement projects as per the specifications in the Bills of Quantities

The Authority conducted physical verification on fifteen (15) completed procurements worth UGX 1,289,634,794 and noted quality gaps in two (2) procurements worth UGX 87,802,067 as detailed in the table below:

Table 8: Procurements where defects were noted

No. 1	Contract Description	Construction of a two classroom block at Kakere -Gagama PS
	Name of Provider	Unified Holdings Limited
	Contract Value –VAT inclusive	75,250,083
	Contract Start date	14/11/2019
	Contract End date	14/04/2020
	Contract Manager	Amuya Steve Okwalinga
		
	Captioned above is the two classroom block at Kakere – Gagama PS	Defects noted; <ul style="list-style-type: none"> • The internal floor surfaces are cracked • Internal floor in one of the classes is curved in from the expansion joints • The ramp was poorly done at a lower level making it difficult for use by people with disabilities
No.2	Contract Description	Drilling, casting of 9 boreholes
	Reference No.	BUKE578/Wrks/19-20/00008

	Name of Provider	Multec Consult (U) Ltd
	Contract Value –VAT inclusive	188,868,410
	Location	Aligoi Sub County
	Contract Start date	9/2/2019
	Contract End date	6/26/2020
	Contract Manager	Amuya Steve Okwalinga
	 <ul style="list-style-type: none"> • Captioned above is one of the boreholes complete at Aligoi Sub County • The borehole is in use 	 <p>Gaps noted; The soak pit captioned above was left uncovered and it is now a breeding place for mosquitoes which exposes the community to malaria infections</p>

Management responses

- The floor cracks noted at Kakere Gagama are being monitored and the contractor has been notified to correct the defects before he is paid the retention money.
- The soak pit at Aligoi Borehole has been worked on because at the time of Audit the works were still pending due to interruptions caused by the COVID pandemic.

ii. Failure to enforce implementation of environmental mitigation measures such as planting trees as indicated in the contract

The Authority noted that contract supervisors and the Environmental Officer did not enforce implementation of the contractual terms on environmental mitigation in two of the sampled procurements;

Table 9: Contracts for which environmental mitigation was not done

No	Subject of procurement	Contractor	Contract Value (UGX)	Contractual terms not implemented
1.	Construction of a two classroom block at Kakere -	Unified Holdings Limited	75,250,083	There was no evidence that environmental mitigation was done (planting trees)

No	Subject of procurement	Contractor	Contract Value (UGX)	Contractual terms not implemented
	Gagama PS			
2.	Construction of a two classroom block with an office at Auruku - Kanyang PS	Alfa Agricultural Produce	81,525,343	There was no evidence that environmental mitigation was done (planting trees).

Implication

The intended beneficiaries will not get the desired effects of environmental mitigation such as shade for students as well as acting wind breakers for the classroom block.

Management response

The trees were planted but due to absence of staff at school due COVID restrictions the animals destroyed the seedlings. The contractor was asked to replant the trees with protection to prevent destruction from animals.

Recommendation

Contract Supervisors and the District Environmental Officer should ensure that contractors put in place the environmental mitigation measures such as planting trees on arrival to the site so that they look after the plants while still on site instead of planting trees after execution of all other works.

iii. Poorly constructed ramp at the entrances of a two classroom block at Kakere - Gagama Primary School

The Authority noted that the ramp at both entrance doors of the two classroom block was poorly constructed at a lower level making it difficult for use by people with disabilities.

Implication

This implies that the ramp cannot serve the intended purpose of improving the mobility of people with disabilities which may cause injuries and complaints from users.

Management response

The contractor has been asked to rectify the defect before he is paid retention money

Recommendation

The Contract manager and CAO should ensure that the Contractor immediately puts right the ramp as specified in the BOQs so that they serve their intended purpose.

2.3.3 Partial payments to providers after contract execution

The Entity made partial payments to the providers yet execution of contracts for procurements listed in the table below was completed contrary to GCC 43 which stated that the Employer would pay the Contractor the amounts certified by the Project Manager within thirty (30) days from the date of each certificate.

Table 10: Contracts with pending payments

No.	Subject of procurement	Contract Value(UGX)	Amount paid (UGX)	Amount not paid (UGX)
1.	Protection of (07) spring wells	48,269,375	25,911,000	17,613,250
2.	Drilling, casting and installation of 9 boreholes	188,868,410	131,427,674	57,440,736
3.	Construction of 5 stance pit latrine at Kobale P/S	20,475,714	8,600,000	11,875,714
4.	Construction of a 2 classroom block at Auruku- Kanyanga Ps	81,525,343	13,661,067	67,864,276
5.	Construction of production office Phase I	91,620,000	67,805,504	23,814,496

Implications

- Contractors may penalise the Entity on the pending payments which costs the tax payers.
- This may lead to providers losing interest in the Entity's subsequent procurement opportunities thus affecting competitiveness in the procurement process.

Management response

Management noted the audit finding and pledged to ensure strict adherence to contractual terms and proper planning

Recommendation

The Accounting Officer should ensure that full payments are made to providers to mitigate risks of penalties and also to attract more providers into the Entity's procurement processes.

2.3.4 Advance payment for fuel without advance payment guarantees from the provider

Whereas the Entity made advance payments to Filsan Petroleum Ltd for fuel to be consumed in subsequent periods, the provider did not furnish the Entity with advance payment guarantees for all monies advanced contrary to Regulation 115 (4) of the Local Governments (PPDA) Regulations, 200

Implication

Failure to obtain advance payment guarantees from providers to whom advance payments are made puts the Entity to risk of losing money in case of non-performance by the service provider.

Management response

Management has taken note of this for further action

Recommendation

The Accounting Officer should ensure that advance payment is done against an advance payment guarantee in line with Regulation 115 (4) of the Local Governments (Public Procurement and Disposal of Public Assets) Regulations, 2006.

CHAPTER THREE: OVERVIEW OF THE PERFORMANCE OF THE ENTITY

This section will present graphically the scores per area assessed under different audit questions

3.1 Overall Audit Conclusion

The performance of Bukedea District Local Government for the Financial Year 2019/20 was **satisfactory** with overall weighted average risk rating of **28%**.

The risk rating is as follows:

Risk Rating	Description of Performance
0-10%	Highly Satisfactory
11-40%	Satisfactory
41-79%	Unsatisfactory
80-100%	Highly Unsatisfactory

3.2 Entity's Performance

The risk rating was weighted to determine the overall risk level of the Entity. The weighting was derived using the average weighted index as shown below: -

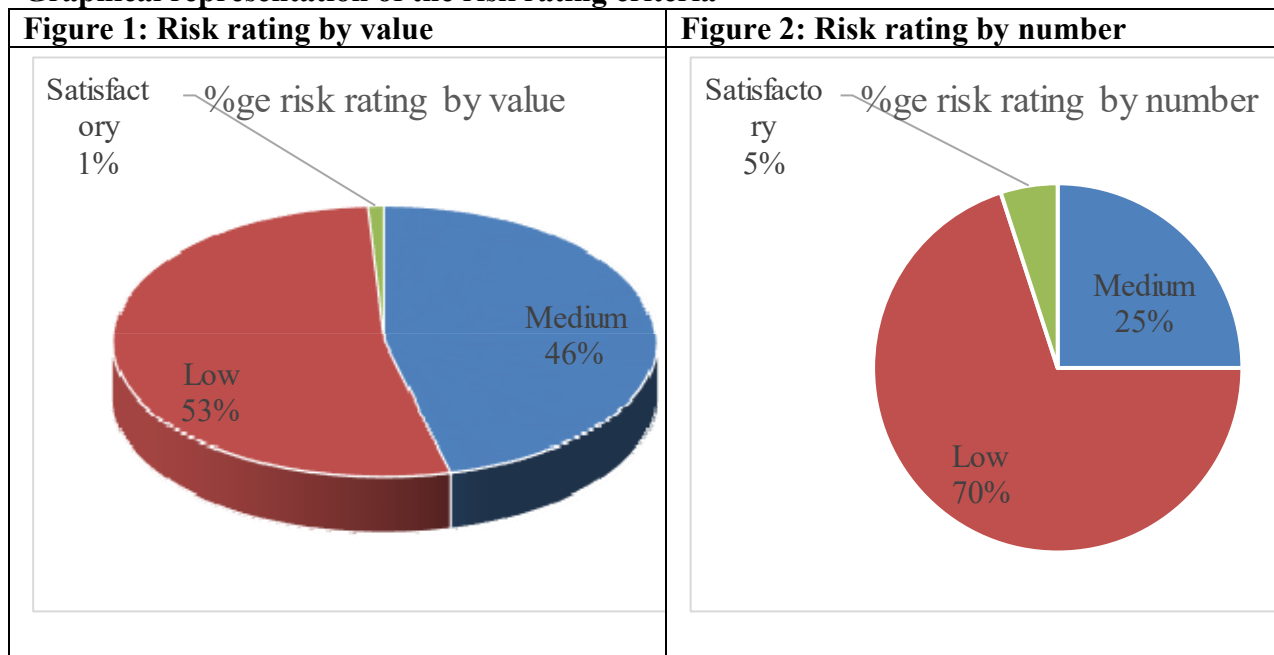
Risk Rating	%No	Weights	Weighted score by No.	%Value	Weights	Weighted score by value
High	0	0.6	0	0	0.6	0
Medium	25	0.3	7.5	46	0.3	13.8
Low	70	0.1	7	53	0.1	5.3
Satisfactory	5	0	0.00	1	0	0.00
Total	100	1	14.5	100	1	19.1

$$\text{Weighted Average (By no.)} = \frac{\sum \text{Weighted Score}}{60} \times 100 = \frac{14.5}{60} \times 100 = 24.2\%$$

$$\text{Weighted Average (By Value)} = \frac{\sum \text{Weighted Score}}{60} \times 100 = \frac{19.2}{60} \times 100 = 31.8\%$$

$$\text{Combined Weighted Average} = \frac{24.2 + 31.8}{2} = 28\%$$

Graphical representation of the risk rating criteria



3.3 Recommended Action Plan

Bukedea District Local Government should implement the following recommendations within the timeframe given in order to improve its performance in Procurement and Disposal.

No.	Recommendation	Action date
1.	The Accounting Officer should ensure that proper market assessment and adequate estimation of requirements is conducted at the initiation stage to ensure that the budgeted funds sufficiently cover the procurements and where the estimated price is lower than the market price, confirmation of availability of additional funds should be done in accordance with Section 59 (2) of the PPDA Act 2003	June 2021
2.	The Accounting Officer should prioritize the provision of internet to the Procurement and Disposal Unit to improve efficiency and effectiveness in the procurement process	June 2021
3.	The Accounting Officer with the assistance of the Internal Auditor should closely monitor implementation of audit recommendations so as to strengthen internal controls in accordance with Regulation 28 of the Local Governments (PPDA) Regulations, 2006	June 2021
4.	Contracts Committee should desist from approving the use of force account mechanism for works where the Entity does not have all the required personnel and equipment to carry out the works.	June 2021

No.	Recommendation	Action date
5.	The Accounting Officer should ensure that realistic timelines are set at the planning phase taking into account the nature, method and level of priority of each procurement to be conducted in accordance with Regulation 62 of the Local Governments (PPDA) Regulations 2006.	
6.	The Head, Procurement and Disposal Unit should ensure that evaluation methodologies are correctly applied in accordance with Guideline Number 7/2008 of the Local Government PPDA Guidelines 2008 and Regulation 79(3) of the Local Governments (PPDA) Regulations, 2006	June 2021
7.	The Head, Procurement and Disposal Unit should ensure that all procurements under framework contracts are conducted in accordance with the PPDA Act, 2003 and Guidance on use of Framework Contracts for procurement of supplies, works and non-consultancy services issued by the Authority on 26th September 2014	June 2021
8.	User Departments should desist from issuing call off orders to providers since it is a Procurement and Disposal Unit function and ensure that whenever need for those items arises, requisitions and call off orders are placed through the Procurement and Disposal Unit for completeness in reporting and transparency.	June 2021
9.	Confirmation of funding should only be done by the Accounting Officer and where the authority is delegated to an Officer, the delegation of Authority should be done in accordance with Regulation 65 (7) of the Local Governments (PPDA) Regulations, 2006.	June 2021
10.	The Heads of User Departments and PDU should ensure that the statement of requirements defines the need precisely and in a manner that leaves no doubt or assumption by a bidder of the requirements of the Entity in accordance with Regulation 48 (2) of the Local Government (PPDA) Regulations 2006.	June 2021
11.	The Accounting Officer and Head, Procurement and Disposal Unit should engage bidders to investigate why they are not participating in the procurement process and address the bidding practices and inappropriate requirements that deter competition in order to increase bidder	June 2021

No.	Recommendation	Action date
	participation.	
12.	Heads of User Departments should ensure that procurements are commenced in time in accordance with Section 34 of the PPDA Act 2003	June 2021
13.	<ul style="list-style-type: none"> • Contract managers and CAO should ensure that works conform to the requirements of the specifications in the BOQs before issuing payment certificates • Contract Supervisors and the District Environmental Officer should ensure that contractors put in place the environmental mitigation measures such as planting trees on arrival to the site so that they look after the plants while still on site instead of planting trees after execution of all other works. 	June 2021
14.	The Accounting Officer should ensure that full payments are made to providers to mitigate risks of penalties and also to attract more providers into the Entity's procurement processes	June 2021
15.	The Accounting Officer should ensure that advance payment is done against an advance payment guarantee in line with Regulation 115 (4) of the Local Governments (Public Procurement and Disposal of Public Assets) Regulations, 2006	June 2021

Annex 1: Findings and rating on the individual contracts reviewed

No.	MEDIUM RISK CONTRACTS	REASONS FOR MEDIUM RISK
1.	<p>Design of Low Cost seal of Bukedea-Kabarwa Road</p> <p>Procurement method: Open National Bidding Provider: Techno Design Engineering Limited Contract Value: 19,700,000 Contract date: 02/09/2019</p>	<p>Planning and initiation</p> <ul style="list-style-type: none"> Unrealistic timelines in the procurement plan i.e Set the same date for both the low cost sealing actual works and design yet the design had to come first <p>Evaluation</p> <ul style="list-style-type: none"> The Entity used a wrong evaluation methodology (Whereas the criteria in the SBD was QCBS, the evaluation report and worksheets indicate that TCS was used on a pass or fail basis)
2.	<p>Supply of 4 Motorcycles</p> <p>Procurement method: Open National Bidding Provider: Unified Holdings Limited Contract Value: 76,000,000 Contract date: 02/09/2019</p>	<p>Bidding document</p> <ul style="list-style-type: none"> Specification by brand for Yamaha DT 125 <p>Bidding process</p> <ul style="list-style-type: none"> Low bidder response with only one bidder responding which could have resulted from the specific brand required <p>Contract management</p> <ul style="list-style-type: none"> Delayed execution of the contract (whereas the completion was 12/3/2020, actual was made on 24th/4/2020 for one and two on 10/6/2020 a delay of two months)
3.	<p>Construction of a two classroom block with an office at Auruku-Kanyanga P/S</p> <p>Procurement method: Open National Bidding Provider: Alfa Agricultural Produce Contract Value: 81,525,343 Contract date: 02/09/2019</p>	<p>Initiation</p> <ul style="list-style-type: none"> Mr. Ochom Joseph (Ag PAS) confirmed funding without delegated authority. <p>Bidding document</p> <ul style="list-style-type: none"> Unclear statement of requirements (The SBD issued required bidders to allow for environmental mitigation to which the bidder quoted 200,000. However the number and type of trees to be planted were not specified) <p>Contract management</p> <ul style="list-style-type: none"> No evidence that environmental mitigation was done
4.	<p>Construction of Low Cost Seal of Bukedea-Kabarwa Road</p> <p>Procurement method: Open National Bidding Provider: Empa Associates Limited Contract Value: 328,361,051 Contract date: 14/11/2019</p>	<p>Initiation</p> <ul style="list-style-type: none"> Delay to initiate procurement, whereas the planned invitation date was 25/6/2019, actual was on 28/08/2019 4. , two months later <p>Bidding document</p> <ul style="list-style-type: none"> The Entity did not specify the qualifications required for each personnel but rather indicated Higher diploma for Site manager and Engineer, advanced certificate for foreman and certificate for trade men <p>Contracting</p>

No.	MEDIUM RISK CONTRACTS	REASONS FOR MEDIUM RISK
		<ul style="list-style-type: none"> Whereas the estimated price was UGX 328361,051 , the contract was signed above the estimated price at UGX 330,239, 590 (1,878,540 variance) Contract management <ul style="list-style-type: none"> Partial payment of UGX 254,952,894
5.	Drilling of nine boreholes Procurement method: Open National Bidding Provider: Multec Consults Ltd Contract Value: 188,868,410 Contract date: 02/09/2019	Initiation <ul style="list-style-type: none"> Mr. Ochom Joseph (Ag PAS) confirmed funding without delegated authority. Contract management <ul style="list-style-type: none"> Partial payment of UGX 131, 427 674 leaving a balance of UGX 57,440,736

No.	LOW RISK CONTRACTS	REASONS FOR LOW RISK
1.	Supply of Bitumen Binder K1 60 Procurement method: Open National Bidding Provider: Nyabuitai (U) Limited Contract Value: 88,000,000	Bidding process <ul style="list-style-type: none"> Low bidder response (received only one bidder under Open domestic bidding)
2.	Collection and Management at Bukedea Cattle Market Procurement method: Open National Bidding Provider: Ocean One Enterprises Contract Value: 25,515,400 Contract date: 01/11/2019	Initiation <ul style="list-style-type: none"> No delegation of Authority to MS Norah Anyakot to confirm availability of funds yet the AO is Roseline Adongo
3.	Construction of a two Classroom block with an office at Kakere-Gagama Primary School Procurement method: Open National Bidding Provider: Unified Holdings Ltd Contract Value: 75,250,063 Contract date: 02/09/2019	Contract management <ul style="list-style-type: none"> The ramp at one of the entrance doors of the two classroom block was poorly constructed at a lower level making it difficult for use by people with disabilities.
4.	Construction of Production Office phase 1 Procurement method: Open National Bidding Provider: Henrita Investments Ltd Contract Value: 91,620,000 Contract date: 17/09/2019	Initiation <ul style="list-style-type: none"> Delay to initiate the procurement (Planned invitation date was 25/6/2019 but initiation was on 8/30/2019 Contract management <ul style="list-style-type: none"> Partial payment of UGX 67,805,504 was made
5.	Construction of a 5 stance pit latrine at Kobale Primary School	Bidding <ul style="list-style-type: none"> Low bidder participation

No.	LOW RISK CONTRACTS	REASONS FOR LOW RISK
	Procurement method: Selective National Bidding Provider: Link Investments Limited Contract Value: 20,475,714 Contract date: 29/02/2020	
6.	Renovation of staff house at Kidongole Sub county Procurement method: Selective National Bidding Provider: Mbura (U) Limited Contract Value: 19,577,000 Contract date: 29/01/2020	Bidding <ul style="list-style-type: none"> Low bidder participation
7.	Construction of Market Shade in Kongunga daily market Procurement method: Force Account Provider: Town Engineer Contract Value: 15,455,038	Contracts Committee approved use of force account mechanism on 18th December 2019 yet the Entity did not have the required personnel and equipment for the execution of the contract
8.	Supply of fuel Procurement method: Open National Bidding Provider: Filsan Petroleum Agency Contract Value: 67,247,000	Contracting <ul style="list-style-type: none"> The Entity irregularly contracted providers under framework arrangement using the prequalification process Advance payment was made without obtaining an advancement payment guarantee.
9.	Supply of stationery to various departments Procurement method: Open National Bidding Provider: Alfa Agricultural Produce and Supplies Limited Contract Value: 45,000,000	Contracting <ul style="list-style-type: none"> The Entity irregularly contracted providers under framework arrangement using the prequalification process
10.	Construction of a two classroom block at Kaparis Primary School Procurement method: Open National Bidding Provider: Simpio Tech (U) Limited Contract Value: 73,479,886 Contract date: 02/09/2019	Initiation <ul style="list-style-type: none"> Delayed confirmation of funds, Confirmation of need was dated on 18/04/2019 while confirmation of funding was done on 28/08/2019 and hence a delay of 4 months.
11.	Supply of one Double Cabin Pickup to Education Department Procurement method: Open National Bidding Provider: Cooper Motors Corporation (U) Ltd Contract Value: 199,833,160 Contract date: 29/5/2020	Bidding <ul style="list-style-type: none"> Low bidder response
12.	Supply of 27 Oxen to Bukedea S/C	Bidding

No.	LOW RISK CONTRACTS	REASONS FOR LOW RISK
	Procurement method: Selective National Bidding Provider: Bao Financial and Contractors Limited Contract Value: 29,700,000 Contract date: 29/01/2020	<ul style="list-style-type: none"> • Low bidder participation
13.	Protection of 07 Spring Wells Procurement method: Selective National Bidding Provider: Obur Enterprises Limited Contract Value: 48,269,375 Contract date: 02/09/2019	Contract management <ul style="list-style-type: none"> • Partial payment of UGX 25,911,000 while the contract value was UGX 48,269,375.
14.	Supply of furniture to Kakere-Gagama Primary School Procurement method: Selective National Bidding Provider: Mega Axis Uganda Limited Contract Value: 12,346,000 Contract date: 16/04/2020	Bidding <ul style="list-style-type: none"> • Low bidder participation
No.	SATISFACTORY CONTRACTS	REASON FOR BEING SATISFACTORY
15.	Procurement of one Motorcycle for Education Department Procurement method: Direct procurement Provider: Unified Holdings Limited Contract Value: 19,000,000	No exceptions

Annex 2: Transaction list and rating per case

No	Reference Number	Subject of Procurement	Method of Procurement	Provider	Contract Amount (UGX)	Case rating
1.	BUKE578/Srvcs/19-20/0001	Design of Low Cost seal of Bukedea-Kabarwa Road	Open Bidding	Techno Design Engineering Limited	19,700,000	Medium risk
2.	BUKE578/Supls/19-20/0001	Supply of four Motorecycles	Open Bidding	Unified Holdings Limited	76,000,000	Medium risk
3.	BUKE578/19-20/0005	Construction of a two classroom block with an office at Auruku-Kanyanga P/S	Open Bidding	Alfa Agricultural Produce	81,525,343	Medium risk
4.	BUKE578/Wrks/19-20/0008	Construction of Production Office phase 1	Open Bidding	Henrita Investments Ltd	91,620,000	Low risk
5.	BUKE578/Servcs/19-20/00016	Collection and Management at Bukedea Cattle Market	Open Bidding	Ocean One Enterprises	25,515,400	Low risk
6.	BUKE578/WRKS/19-20/0007	Construction of a two Classroom block with an office at Kakere – Gagama Primary School	Open Bidding	Unified Holdings Ltd	75,250,083	Low risk
7.	BUKE578/Wrks/19-20/0010	Construction of Low Cost Seal of Bukedea-Kabarwa Road	Open Bidding	Empa Associate Limited	328,361,051	Medium risk

No	Reference Number	Subject of Procurement	Method of Procurement	Provider	Contract Amount (UGX)	Case rating
8.	BUKE578/Supls/19-20/0001	Supply of Bitumen Binder K1 60	Open Bidding	Nyabuitai (U) Limited	88,000,000	Low risk
9.		Construction of Market Shade in Kongunga daily market	Force Account	Town Engineer	15,455,038	Low risk
10.	BUKE578/Wrks/19-20/0015	Construction of a 5 stance pit latrine at Kobale Primary School	Selective Bidding	Link Investments Limited	20,475,714	Low risk
11.		Supply of fuel for various activities	Open Bidding	Filsan Petroleum Agency	67,247,000	Low risk
12.		Supply of stationery to various departments	Open Bidding	Alfa Agricultural Produce and Supplies Limited	45,000,000	Low risk
13.	BUKE578/Wrks/19-20/0009	Renovation of staff house at Kidongole Sub county	Selective bidding	Mbura (U) Limited	19,577,000	Low risk
14.	BUKE578/Wrks/19-20/0008	Construction of a two classroom block at Kaparis	open	Simpio Tech (U) Limited	73,479,886	Low risk
15.	BUKE578/Supls/19-20/0030	Supply of one Double Cabin Pickup to Education	Open Bidding	Cooper Motors Corporation (U) Ltd	199,833,160	Low risk

No	Reference Number	Subject of Procurement	Method of Procurement	Provider	Contract Amount (UGX)	Case rating
		Department				
16.	Buke578/Supls/19-20/0026	Supply of 27 Oxen to Bukedea S/C	Selective Bidding	Bao Financial and Contractors Limited	29,700,000	Low risk
17.	BUKE578/Wrks/19-20/00008	Drilling of nine boreholes	Open Bidding	Multec Consults Ltd	188,868,410	Medium risk
18.	BUKE578/Supls/19-20/00008	Procurement of one Motorcycle for Education Department	Direct Procurement	Unified Holdings Limited	19,000,000	Satisfactory
19.	BUKE578/Supls/19-20/0004	Protection of 07 Spring Wells	Open Bidding	Obur Enterprises Limited	48,269,375	Low risk
20.	BUKE578/Supls/19-20/0016	Supply of furniture to Kakere-Gagama Primary School	Selective Bidding	Mega Axis Uganda Limited	12,346,000	Low risk

Annex 3: List of Contracts Committee members, Procurement and Disposal Unit and User Departments

Composition of the Contracts Committee

No	Name	Position in the Entity	Committee Position	Date of Appointment
6.	Mr. Francis Ongelech	Production Coordinator	Chairperson	29/05/2019
7.	Ms. Jane Beatrice Alupo	Records Officer	Member	29/05/2019
8.	Mr. Stephen Osomel	Health Inspector	Member	29/05/2019
9.	Mr. Micheal Opolot	Senior Agricultural Officer	Member	Approval was done in August 2020
10.	Mr. Simple Simon Okello	Senior Assistant Secretary	Member	Approval was done in August 2020

Composition of the Procurement and Disposal Unit

No.	Name	Job Title	Academic Qualification	Appointment Date
1.	Egwayu Stephen	Senior Procurement Officer	Bachelor's Degree in Procurement and Logistics Management, Post Graduate Diploma in procurement	15/09/2019
2.	Wafula Richard	Procurement Officer	Bachelor's Degree in Procurement and Logistics Management	4/ 03/2020

User Departments

No.	Title of User Department	Head
1.	Administration	Ms. Adongo Roseline Luhoni
2.	Production	Dr. Francis Ongelech
3.	Works	Mr. Steven Amuya Okwalinga
4.	Education	Mr. Micheal Otoru
5.	Planning Unit	Mr. Stephen Ongaba
6.	Audit	Mr. Godfrey Tukei
7.	Finance	Mr. Isaac Atwarun
8.	Council	Mr. Bosco Oumo.
9.	Health	Mr. Stephen Ikodet
10.	Trade & Industry	Mr. Godfrey Otim
11.	Community Based Services	Ms. Marion Akwap