



Public Procurement & Disposal
of Public Assets Authority

THE ABC OF BID PREPARATION

Are you a provider of goods, services and supplies to Government? Did you know that submission of a responsive bid is the key to winning a tender? To prepare a bid every provider must know and understand the standard bidding document. (SBD). The SBD is divided into nine (9) sections;

- **Bid Notice/ Invitation to Bid:** This section contains information that enables a potential bidder to decide whether or not to participate in a bidding process.
- **Instructions to Bidders (ITB):** This contains information relating to the procedures for bidding and evaluation up to the point of contract award.
- **Bid Data Sheet:** This section supplements the ITB by specifying details relevant to an individual bidding document such as bid submission date, form of bid security required, bid validity etc.
- **Evaluation Methodology and Criteria:** This section informs the bidder of the methodology and criteria that the Procuring and Disposing Entity will use to evaluate the bids and determine the best evaluated bidder.
- **Statement of Requirements/ Terms of Reference:** This section when completed will form part of the contract. It consists of sub-sections such as list of supplies and related services, delivery and completion schedule, specification and compliance sheet, drawings, Inspections and Tests.
- **General Conditions of Contract (GCC):** This section identifies standard provisions applicable to an individual contract and forms part of the contract.
- **Special Conditions of Contract (SCC):** The Special Conditions of Contract supplement the General Conditions of Contract by modifying conditions such as amount of performance security, payment terms, period of warranty applicable to an individual contract.
- **Contract Forms:** This section contains standard forms such as the Agreement, Performance Security and Advance Payment Security.

It is your responsibility as a bidder to read and understand the standard bidding document and ensure that your bid fulfills all the requirements stated in the bidding document before you submit your bid. When in doubt seek for clarification from the government institution that is carrying out the procurement.

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