

PPDA/UPS/145

29<sup>th</sup> October 2024

The Under Secretary  
Uganda Prisons Service  
P.O. Box 7182  
KAMPALA

**REPORT ON THE BID PREPARATORY AUDIT FOR THE PROCUREMENT OF  
POLYPROPYLENE BAGS AND SISAL ROLLS UNDER A FRAMEWORK CONTRACT**

Reference is made to the above subject.

The Public Procurement and Disposal of Public Assets Authority (PPDA) instituted a bid preparatory audit for the procurement of polypropylene bags and sisal rolls under a framework contract: Procurement Reference No.:UPN/SUPLS/24-25/00041.

The audit was conducted in accordance with Section 8 (j) (ii) of the PPDA Act Cap. 205 and involved a review of the bidding process and the solicitation document issued to bidders.

The objective of the audit was to establish whether the procurement process was being done in accordance with the PPDA Act Cap. 205, and the Regulations, 2023.

The Authority identified some exceptions for the attention of management as detailed below:

***Objective 1: To establish whether the solicitation document issued to bidders was prepared in accordance with the provisions of the PPDA Act Cap. 205 and the Regulations, 2023***

**1.0. Erroneous provision of a margin of preference**

The bidding document under ITB 35.1 stated that a margin of preference shall apply. It further stated that if a margin of preference applies, the application methodology and the level of margin shall be as stated in Section 3 Evaluation Methodology and Criteria.

The Authority noted that under Section 3 Evaluation Methodology and Criteria, Part 1, Sub-section No.9, the bidding document stated that a margin of preference was applicable. However the Entity did not state the application methodology and the level of margin.

The Entity clarified to the Authority that the reference to a margin of preference in the bidding document was erroneous and it was not their intention to apply such a preference.

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**Implication:**

Faulty information can mislead bidders which can have negative consequences for the Entity.

**Recommendation:**

The Entity should issue an addendum to the bidding document indicating that a margin of preference is not applicable.

**2.0. Failure to indicate in the bidding document the expected Response time**

The Authority observed that the Entity did not state the response/delivery time in the bidding document under Section 6 of the Statement of Requirements.

**Implication:**

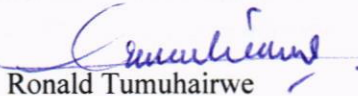
Bidders will propose different delivery times which will make comparison of bids subjective during the evaluation process.

**Recommendation**

The Entity should issue an addendum to the bidding document indicating the response time, which is the period for delivery of the Supplies or Services, calculated from the date of a call-off order

The purpose of this letter is to forward to you the findings from the bid preparatory audit exercise for your implementation.

Please share with the Authority the revised bidding document after addressing the issues raised.



Ronald Tumuhairwe

**FOR. EXECUTIVE DIRECTOR**

c.c. Chairperson, Contracts Committee

c.c. Head Procurement and Disposal Unit