

**Our Ref: PPDA/EC/102**

21<sup>st</sup> November 2024

The Secretary  
Electoral Commission  
P.O. Box 22678  
**KAMPALA**

**BID PREPARATORY AUDIT REPORT FOR THE UPGRADE OF THE ENTERPRISE  
ARCGIS FROM STANDARD TO ADVANCED**

Reference is made to the above subject.

In accordance with Section 8 (j) (i) of the Public Procurement and Disposal of Public Assets (PPDA) Act, Cap. 205, the Authority conducted a bid preparatory audit for the above procurement.

The purpose of the audit was to establish whether the solicitation document issued to the bidders was prepared in accordance with the provisions of the PPDA Act Cap 205 and PPDA Regulations, 2023.

The Authority identified the following exceptions with regard to procurement planning, requisitioning and bidding document preparation for the attention of management.

**1.1 Failure to require bidders to submit NITA Certification**

Regulation 3 (1) of the NITA-U (Certification of providers of Information Technology products and Services) Regulations, 2016 states that a person shall not provide information technology products or services unless that person is certified in accordance with the NITA-U Act and the Regulations.

Regulation 4 (1) of the NITA-U (Certification of providers of Information Technology Products and Services) Regulation 2016 states that the Authority (NITA-U) shall be responsible for the certification of providers of information technology products or services.

PPDA Circular No. 1 of 2017 in regards to the need for certification of all Information Technology service providers for Government by NITA-U advised Procuring and Disposing Entities to always include certification of bidders by NITA-U as part of the documentary evidence for eligibility of the bidders when procuring Information Technology services.

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The Authority observed that the eligibility criteria stated in Section 3.2 of the bidding document did not include the requirement for bidders to have NITA-U certification contrary to the above legal provisions.

**Implication**

The Entity may contract with a provider who is not able to meet the minimum requirements or standards.

**Recommendation**

The Head Procurement and Disposal Unit (HPDU) should ensure that the eligibility criteria includes NITA-U certification to provide the required services in accordance with the PPDA Circular No. 1 of 2017 in regards to the need for certification of all Information Technology service providers for Government by NITA-U.

**1.2 No provision for a pre-bid meeting**

The Authority observed that the bidding document did not provide for a pre-bid meeting. The Authority noted that given the nature of the service, it would have been prudent for bidders to be given an opportunity to gain better understanding of the scope in order to prepare more responsive bids. Bidders would obtain insights on the existing hardware, operating system and associated software (e.g., database, web server) in order to provide more responsive bids.

**Implication**

Bidders may not fully understand the requirements of the Entity and hence prepare non-responsive bids.

**Recommendation**

The Entity should provide an amendment to the bidding document providing for a pre-bid meeting.

**1.3 Incomplete Statement of Requirements**

The Statement of Requirements under Section 6 required bidders to provide Arc GIS Enterprise upgrade licenses. The Authority however observed that the bidding document did not include the requirement for the bidder to demonstrate authorisation to distribute the licence.

**Implication**

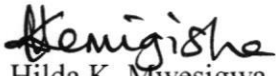
The Entity may contract a provider who is not authorized to provide the license and thus disrupt contract implementation.

**Recommendation**

The Entity should provide an addendum to the bidding document requiring bidders to provide evidence that they are authorized to provide the licenses.

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

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



Hilda K. Mwesigwa

**FOR: EXECUTIVE DIRECTOR**

cc: The Chairman, Contracts Committee  
cc: The Head, Procurement and Disposal Unit