



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

"Procurement That Delivers"

Our Ref: PPDA/NARO/142

8th April 2025

The Accounting Officer
National Agricultural Research Organization
P.O. Box 295
KAMPALA

BID PREPARATORY AUDIT FOR THE PROCUREMENT TO SUPPLY AND INSTALL ASSORTED COMPUTER HARDWARE AND SOFTWARE (LOT 1) AND DESIGN, DEVELOPMENT AND IMPLEMENTATION OF AN INTEGRATED MANAGEMENT INFORMATION SYSTEM – NARO/SUPLS/24-25/00153.

Reference is made to the above subject.

The Authority has noted that National Agricultural Research Organization is in the process of procuring assorted computer hardware and software (Lot 1) and design, development and implementation of an integrated management information system (Lot 2) – NARO/SUPLS/24-25/00153

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

The purpose of the audit is 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 reviewed the bidding document and observed the following exceptions;

Lot 1 – Supply and Installation of assorted computer hardware and software.

The Authority noted;

1.1 Contradictions in delivery period

The Authority noted that Part 2: Section 6, the delivery and completion schedule required bidders to complete delivery within three months contrary to SCC 12 of the Special Conditions of Contract which required delivery to be made within two months after contract signature.

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1.2 Unclear clauses in the conditions of contract

The Authority noted vague clauses in the General Conditions of Contract. Clause GCC 2.1(f) states that *“The other documents forming part of the Contract are: The documents deemed to form the contract shall be as stated in GCC 2.1 (f) and in the same order of priority”* this leaves the actual documents in context unclear to both parties.

1.3 Development of specifications that are brand specific

The Authority noted that the Entity developed specifications are pertinent to a particular brand. The specifications such as the M3 chip with an 8-core CPU and the operating system requirement (macOS) are all proprietary technology that are exclusive to a particular brand and therefore inclined to that particular brand. This is contrary to Section 38 (1) of PPDA Rules and Methods for procurement of Supplies, Works and Non-Consultancy Services Regulations, 2023 which states that *“Specifications shall not be issued with reference to a particular trademark, brand name, patent, design, type, specific origin, producer, manufacturer, catalogue or numbered item.”*

2. Lot 2 - Design, development and implementation of an integrated management information system.

2.0 Inadequate evaluation criteria

The Authority observed that the Entity did not include the requirement for submission of a NITA(U) certificate contrary to Circular No. 1 of 2017 dated issued on 8th February 2017 which requires PDEs to always include a certification of bidder by NITA U as part of the documentary evidence for eligibility of bidders when procuring IT services, supplies or works.

In the light of the above, the Authority recommends the following;

- i. The Entity should ensure that the solicitation documents have clear and precise clauses to ensure that bidders are not misled into preparing of non-responsive bids.
- ii. The Entity should ensure that specifications are not brand specific and where there is no other sufficient way of drafting the specification requirements, the description should be followed by the words “or equivalent” in accordance with Section 38 (2) of the PPDA (Rules And Methods For Procurement of Supplies, Works And Non-Consultancy Services), 2023.
- iii. The Entity should include the requirement for bidders to submit a valid NITA(U) certification, in compliance with Circular No. 1 of 2017 issued on 8th February 2017.

The above recommendations should be implemented immediately and bidders notified of the changes before bid closure.

The purpose of this letter is to request you to improve on the bidding document and include the recommendations made therein.



Dr. Aloysius M. Byaruhanga

FOR: EXECUTIVE DIRECTOR

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