



**PUBLIC PROCUREMENT AND DISPOSAL  
OF PUBLIC ASSETS AUTHORITY**  
"Procurement That Delivers"

**Our Ref: PPDA/BOU/101**

2<sup>nd</sup> September 2025

The Governor  
Bank of Uganda  
P.O. Box 7120  
KAMPALA

**BID PREPARATORY AUDIT EXERCISE FOR THE SUPPLY OF MOTOR  
VEHICLES TO BANK OF UGANDA (BOU/SUPLS/25-26/00014)**

Reference is made to the above subject.

The Public Procurement and Disposal of Public Assets Authority (PPDA) conducted a bid preparatory audit for the procurement of two executive station wagons (Lot 1), four double cabin pickups (Lot2) and a single double cabin pickup (Lot 3) in accordance with Section 8 (1) (j) (i) of the Public Procurement and Disposal of Assets Act Cap 205.

The objectives of the audit were to:

- i. Identify any gaps in the preparation of the solicitation document and advise on appropriate improvements; and
- ii. Establish whether the advertised procurement was on the plan and approved by all the necessary stakeholders.

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

**1. Provision for performance security above the mandated threshold**

PPDA Guideline No.3/2024 on bid and performance securities provides that where performance security in the form of a Bank Guarantee is required, it shall be expressed in the Special Conditions of Contract in the bidding document as a percentage of the contract price and shall not exceed 5% of the contract price. However, SCC (GCC) 19.1 of the bidding document of this procurement indicated the amount of the performance security as 10% of the total contract price which is contrary to the guideline.

The Head Procurement and Disposal Unit should revise the bidding document and adhere to PPDA Guideline No.3/2024.

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## **2. Unfair bid security amount**

According to ITB 21.2 of the bidding document, the amount of bid security required by the Entity was UGX 24,000,000. ITB 1.1 indicated that the number and identification of lots comprised in the bidding document were three. It further indicated that the minimum and maximum number of lots a bidder may bid for were one and three respectively. The Authority noted that whereas the procurement comprised of three separate lots, the bid security requested by the Entity was calculated against the estimated aggregate value for the three lots. This would be unfair for bidders bidding for less than three lots.

The Head Procurement and Disposal Unit should revise the solicitation document and indicate the bid security amount per lot.

## **3. Inconsistencies in the bidding document:**

### **a) Deadline for receipt of requests for clarification**

According to the planned procurement schedule, the deadline for receipt of requests for clarifications was 29<sup>th</sup> August 2025. This was further emphasized under ITB 7. However, the standard invitation to bidders indicated that any inquiries concerning the tender would be submitted not later than 15<sup>th</sup> September 2025.

### **b) Bid opening time**

The standard invitation to bidders (No.7) stated that bids would be opened at 3:15pm on 15<sup>th</sup> September 2025 whereas ITB 27.1 indicated the bid opening time as 3:30pm.

The Head Procurement and Disposal Unit should re align the dates and time in the bidding document to avoid confusion to the bidders.

## **Conclusion**

The purpose of this letter is to forward the findings of the bid preparatory audit exercise. The Authority recommends that the above findings are immediately rectified, necessary approvals obtained where applicable and bidders notified of the changes before bid closure.



Simon Businge

**FOR: EXECUTIVE DIRECTOR**

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