

Our Ref: PPDA/OPM/003

2nd September 2025

The Accounting Officer
Office of the Prime Minister
P.O. Box 341
KAMPALA

BID PREPARATORY AUDIT EXERCISE FOR VARIOUS PROCUREMENTS AT OFFICE OF THE PRIME MINISTER

Reference is made to the above subject.

In accordance with Section 8 (1) (j) (i) of the Public Procurement and Disposal of Assets Act Cap 205, the Public Procurement and Disposal of Public Assets Authority (PPDA) conducted a bid preparatory audit for three procurements detailed in table 1 below:

Table 1: List of advertised procurements

No.	Procurement Reference Number	Subject of Procurement
1.	OPM/SUPLS/25-26/00015	Supply of Iron sheets
2.	OPM/SUPLS/25-26/00003	Procurement of Assorted Tyres & Batteries
3.	OPM/NCONS/25-26/00002	Procurement of Motor Vehicle repair and Maintenance

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. Inconsistencies in bid security validity date

The bid notice for all the three procurements advertised in the New Vision of 28th August 2025 indicated that bid securities must be valid until 28th November 2025. However, ITB 21.1 of the bidding documents issued to bidders required that the bid securities must be valid until 28th January 2026.

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2. Inconsistencies in procurement reference numbers

In the bid notice for the procurement of motor vehicle repair and maintenance, the Entity referenced the procurement as **OPM/NCONS/25-26/00003** whereas the same procurement is referenced as **OPM/NCONS/25-26/00002** in the bidding document.

3. Failure to state the actual date within which a bidder can seek clarification.

Regulation 59 (1) of the PPDA (Rules and Methods for Procurement of Supplies, Works and Non-Consultancy Services), Regulations 2023 provides that the bidding documents shall state that a bidder may seek clarification on the bidding documents and shall state the date by which the clarification shall be sought. ITB 7.1 of the bidding document indicates that the period in which a bidder can seek clarification is not later than 10 days prior to the deadline for submission of bids instead of stating the actual date.

The Head Procurement and Disposal Unit should amend the bidding documents to correct the above inconsistencies.

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