



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

**Our Ref: PPDA/NDA/25**

15<sup>th</sup> September 2025

The Accounting Officer  
National Drug Authority  
P.O Box 23096

**KAMPALA**

**BID PREPARATORY AUDIT FOR THE SUPPLY, DELIVERY, INSTALLATION, COMMISSIONING, QUALIFICATION AND TRAINING FOR LABORATORY EQUIPMENT UNDER GLOBAL FUND PROJECT REF: NDA/SUPLS/25-26/00025**

Reference is made to the above subject.

On 8<sup>th</sup> September 2025, the Public Procurement and Disposal of Public Assets Authority (PPDA) in accordance with Section 8 (1) (j) (i) of the PPDA Act Cap 205 conducted a bid preparatory audit for the supply of Lot 1-BioAccord LC/MS System and UPLC System, Lot 2-Capillary Electrophoresis (CE) System for Biopharmaceuticals, Lot 3-Next Generation sequencer and Lot 4-Automated Dissolution Tester.

The objective of the audit was to establish whether the Procuring and Disposing Entity satisfied the principles of transparency, accountability and fairness in accordance with the PPDA Act, Cap 205 and PPDA Regulations, 2023 in preparation of the solicitation document.

The Authority identified the following exceptions with regard to the solicitation document for the attention of management as detailed below:

**1.1. The form of evidence of good financial standing not clearly stated**

The Authority noted that in Part 1: Section 2, Bid Data Sheet (ITB 11(i) of the solicitation document, the Entity required submission of evidence of good financial standing from a reputable financial institution without stating the form of evidence. This could result into subjectivity at evaluation of bids and determining sufficient evidence becomes complicated and left at the discretion of the Evaluation team.

The Head Procurement and Disposal Unit should state the form of evidence of good financial standing required under ITB 11 (i) of the bid data sheet and notify all bidders.

**1.2. Failure to state the form of evidence of performance for required 20 similar assignments**

The Authority noted that in Part 1: Section 3, Evaluation Methodology and Criteria (E) of the solicitation document, the Entity required submission of evidence of bidders' past performance of at least 20 similar assignments without stating the form of evidence required, the lot to which it is applicable, the period of execution and the minimum value required for the assignments.

**Head Office**  
PPDA - URF Towers, Plot 39  
Nakasero Road  
P.O.Box 3925, Kampala Uganda  
Tel: +256-414-311100  
Email: info@ppda.go.ug

**Western Regional Office**  
RDC's Building , Bishop Stretcher Road,  
Opposite BOU Currency Centre, Mbarara-Kasale Road  
P.O. Box 1353, Mbarara, Uganda.  
Tel: +256-417-733800  
Email: mbararaoffice@ppda.go.ug

**Northern Regional Office**  
Plot 1, Lower Churchill Drive  
P.O. Box 999, Gulu, Uganda  
Tel: +256-417-432010  
Email: guluoffice@ppda.go.ug

**Eastern Regional Office**  
Oval Plaza, Plot 1, Court Road  
P.O. Box 2173, Mbale, Uganda  
Tel: +256-417-890100  
Email: mbaleoffice@ppda.go.ug

Validation of the required assignments could be compromised at evaluation where the form of evidence of performance of 20 similar assignments is not clearly given. The 20 required similar assignments appear to be too many and could be restrictive.

The Head Procurement and Disposal Unit should state the form of evidence of past performance of 20 similar contracts and consider reducing the number of similar assignments required under post qualification and notify all bidders.

**Other observations were noted in regard to the supply of Lot 1-BioAccord LC/MS System and UPLC System, Lot 2-Capillary Electrophoresis (CE) System for Biopharmaceuticals, Lot 3-Next Generation sequencer and Lot 4-Automated Dissolution Tester for the attention of management as given below;**

**2.1. Incorrect procurement reference number**

The Authority noted that in Part 1: Section 2, Bid Data Sheet (ITB 1.1) of the solicitation document, the Entity indicated the Reference number as NDA/SUPLS/25-26/00025 yet the procurement was lotted comprising of Lot 1-BioAccord LC/MS System and UPLC System, Lot 2-Capillary Electrophoresis (CE) System for Biopharmaceuticals, Lot 3-Next Generation sequencer and Lot 4-Automated Dissolution Tester. This was contrary to clause 2.1.2 (e) of the (PDDA) Guideline 2/2024 which requires a separate number to be added following a five-digit number for example lot 01, 02, 03,04 e.t.c. where a requisition is divided into separate lots. Incorrect referencing makes identification, tracking and review of individual procurement requirements difficult.

The Head Procurement and Disposal Unit should correct the reference number provided for under ITB 1.1 of the Bid Data Sheet and throughout the bidding document.

**2.2. Requiring validity dates for both the Bid Security and Bid Securing Declaration**

The Authority noted that in Part 1: Section 2, Bid Data Sheet (ITB 21.3) of the solicitation document, the Entity required both the Bid Security and Bid Securing Declaration to be valid up to 16<sup>th</sup> April 2026 yet ITB 21.1 indicate that only Bid securities shall be required.

The Head Procurement and Disposal Unit should rectify provision of ITB 21.3 and require validity date of only the bid security and notify all bidders.

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



Dr. Aloysius M. Byaruhanga  
**FOR: EXECUTIVE DIRECTOR**

cc: Chairperson Contracts Committee  
cc: Head, Procurement and Disposal Unit