



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

"Procurement That Delivers"

PPDA/MSWNH/401

26th November 2025

The Executive Director
Mulago Specialized Women and Neonatal Hospital
P.O. Box 22081

KAMPALA

**BID PREPARATORY AUDIT EXERCISE FOR THE PROCUREMENT FOR
PREQUALIFICATION OF PROVIDERS FOR WORKS, SERVICES AND
SUPPLIES FOR FINANCIAL YEARS 2025/2026-2027/2028
(MSWNH/SRVC/WRKS/SUPLS/25-26/00026)**

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 for prequalification of providers for works, services and supplies for financial years 2025/2026-2027/2028 (MSWNH/SRVC/WRKS/SUPLS/25-26/00026).

The objectives of the audit were to:

1. Establish whether the public procurement planning and requisitioning processes were conducted in a manner which promotes transparency, accountability and fairness in accordance with the PPDA Act Cap. 205 and PPDA Regulations 2023; and
2. Establish whether the solicitation documents issued to the bidders were prepared in accordance with the provisions of the PPDA Act Cap. 205 and PPDA Regulations 2023.

The scope of the bid preparatory audit included a review of the procurement requisition forms, solicitation document, bid notice and the Contracts Committee's approval of the procurement method, Evaluation Committee and solicitation document. The areas of the solicitation document analyzed were - Instructions to Bidders, Bid Data Sheet, Evaluation Methodology and Criteria, Bidding Forms and the Special and General Conditions of Contract.

The Authority identified some exceptions for the attention of management. The purpose of this letter therefore is to communicate the following findings and recommendations for your attention and action:

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Page 1 of

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1.0 Whether the public procurement planning and requisitioning processes were conducted in a manner which promotes transparency, accountability and fairness in accordance with the PPDA Act Cap. 205 and PPDA Regulations 2023.

The audit noted that the Entity was compliant with the processes of procurement planning, requisitioning and obtaining the necessary approvals from the Contracts Committee.

2.0 Whether the solicitation documents issued to the bidders were prepared in accordance with the provisions of the PPDA Act Cap. 205, PPDA Regulations 2023 and PPDA Guidelines, 2024.

2.1 Erroneous request for bid security

In the bid notice published in the New Vision on 10th November 2025 and Section 5.1.4 of Part V: Opening and evaluation of applications (page 10) of the bidding document, the Entity required bidders to provide a bid security of UGX 5,000,000 valid up to 30th December 2025.

Whereas the prequalification was under the open domestic bidding procurement method, which method would have required a bid security, the Entity cannot ask for the same under prequalification because there is no known estimated value of procurement for determination of the bid security amount required by the Entity in accordance with Guideline 2.1(ii) of the PPDA Guideline on Bid, Performance and Advance Payment Securities, 2025.

The Entity should modify the bidding document by removing the requirement for bid security and thereafter issue an addendum for the same.

Conclusion:

The purpose of this letter is to forward to you the results of the bid preparatory audit exercise. In order to administer and enforce compliance with the provisions of the PPDA Act Cap. 205 and PPDA Regulations 2023, the Entity is required to implement the recommendations of the Authority contained in this letter.


Hilda K. Mwesigwa

FOR: EXECUTIVE DIRECTOR

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