



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

Our Ref: PPDA/UIICT/13/15

20th November 2025

The Principal
Uganda Institute of Information and Communications Technology
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**BID PREPARATORY AUDIT FOR THE PROCUREMENT SUPPLY AND DELIVERY
OF FULLY FURNISHED, CUSTOMIZED AND ICT-EQUIPPED TRAINING BUS -
UICT/SUPLS/2025-2026/00010**

Reference is made to the above subject.

The Authority has noted that Uganda Institute of Information and Communications Technology is in the process of procuring a fully furnished, customized and ICT- equipped training Bus – UICT/SUPLS/2025-2026/00010.

In accordance with Section 8 (1) (j) (i) of the Public Procurement and Disposal of Public Assets (PPDA) Act, Cap 205, the Authority selected the above procurement for a bid preparatory audit.

The purpose of the audit was 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 identified the following exceptions for the attention of management;

1.1 Margin of preference

The Authority noted that a margin of preference was not provided for under Part 1: Section 2, Bid Data Sheet (ITB 33.1) of the bidding document. The Clause expressly provided that a margin of preference **shall not** apply as opposed to making it mandatory which is in breach of Section 62 (1) (a) of the PPDA Act, Cap 205 that requires that preference schemes shall be applied in respect of goods, works and non-consultancy services, where the open domestic or open international bidding methods are used with a specified margin of preference being added during the financial comparison stage of the evaluation process to the evaluated price of the bid which does not qualify

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for preference. This denies a chance to Local firms from attaining a competitive advantage in the event that foreign firms participate hence affecting national development.

Recommendation

The Head, Procurement and Disposal Unit should revise the requirement by making a margin of preference applicable in the document for proposes of attaining a competitive advantage to local firms in the event that foreign firms participate and in open domestic or open international bidding methods in accordance with Section 62 (1)(a) of the PPDA Act, Cap 205 and notify the bidders of the changes.

1.2 Omission and errors noted in the Bid Data sheet

- i. The Authority noted that the Entity did not specify the currency of the bid under Part 1: Section 2, Bid Data Sheet (ITB 19.1 (b)) contrary to Regulation 65 of the PPDA (Rules and Methods for Procurement of Supplies, Works and Non-Consultancy Services) Regulations, 2023 that requires the Entity to state any limitations on the currency of the bid and the payment that shall apply to the procurement proceedings and the contract. This creates ambiguity for bidders regarding how prices should be quoted and evaluated.
- ii. The Authority observed that the Evaluation Methodology and Criteria under Part 1, Section 3 (clause 3.2) of the bidding document required bidders to submit a current and valid Tax Clearance Certificate specifically addressed to the Office of the Director of Public Prosecutions (ODPP), which has no connection to the subject procurement. This requirement is irregular, irrelevant to the instant procurement, and imposes an unjustified eligibility condition that restricts competition and contravenes the principles of fairness, transparency, and equal treatment under the PPDA Act and Regulations. This denies the Entity a chance to fair the benefits of open and fair competition.

Recommendation

The Head, Procurement and Disposal Unit should rectify the errors/omissions immediately and bidders notified of the changes.

1.3 Development of specifications that are brand specific

The Authority noted that the Entity developed specifications that are pertinent to a particular brand. The specifications such as the supply of a brand-new ISUZU FVR34P chassis which is proprietary technology that is exclusive to one manufacturer. This is contrary to Regulation 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.*” Branding deters competition which may deny the Entity an opportunity of attaining value for money and new technologies and innovations in the market.

Recommendation

The Head, Procurement and Disposal Unit 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 Regulation 38 (2)

of the PPDA (Rules and Methods for Procurement of Supplies, Works and Non-Consultancy Services) Regulations, 2023.

1.4 Inadequate specifications

The Authority noted that Section 6 (Statement of Requirements) of the bidding document did not clearly state the specifications for other items that were to be contained in the training bus. This may deny bidders a chance to prepare responsive bids and could lead to subjectivity at evaluation contrary to Regulation 35 (2) (a) of the PPDA (Rules and Methods for Procurement of Supplies, Works and Non-Consultancy Services) Regulations, 2023 that requires specifications to contain a complete, precise and unambiguous description of the supplies required and include a clear definition of the scope of the supplies. The details are indicated in Table 1 below:

Table 1: Items that lacked clear and detailed descriptions of the size, dimensions and capacity

Item	Description in the Bidding Document	Missing Descriptions
ICT Equipment & Digital Classroom Setup	Install a 55-inch Smart TV for instructional use	<ul style="list-style-type: none"> • Minimum resolution • Refresh rate • Smart OS and required apps • Connectivity standards (HDMI versions, Wi-Fi standard) • Mounting type
	Provide 21 networked student computers/laptops and 1 trainer workstation	<ul style="list-style-type: none"> • Minimum RAM and storage size • Screen size and resolution • Operating system and pre-installed software • Networking requirements (e.g. Gigabit Ethernet, Wi-Fi)
	Install audiovisual systems, including DJ box, amplifier, and speakers	<ul style="list-style-type: none"> • Amplifier power output (watts RMS) • Number, size, and type of speakers Frequency response range • Connectivity (Bluetooth, AUX, USB, etc.) • Integration with TV and computers
Interior Furnishing & Ergonomics	Install 21 learner workstations with comfortable rotating chairs facing the windows	<ul style="list-style-type: none"> • Workstation dimensions and material • Ergonomic standards (height-adjustable, cable management) • Chair specifications: load capacity, adjustability (height, tilt, lumbar support), upholstery material

Item	Description in the Bidding Document	Missing Descriptions
		<ul style="list-style-type: none"> • Exact layout/orientation relative to windows and power outlets
Power Systems & Sustainability	Install a generator of sufficient capacity to run all ICT equipment and environmental systems	<ul style="list-style-type: none"> • Minimum kVA/kW rating based on total load calculation • Fuel type (diesel/petrol) • Noise level (dBA) • Automatic or manual start • Runtime at full load • Emission standards
	Provide a solar power backup system to reduce reliance on fuel	<ul style="list-style-type: none"> • Minimum solar panel capacity (kWp) • Battery storage capacity (kWh) and type • Inverter rating and type • Minimum autonomy (days/hours) • Panel efficiency and mounting requirements
	Integrate UPS/inverter systems for uninterrupted training sessions	<ul style="list-style-type: none"> • Minimum VA/Watt rating per unit or total • Required backup runtime at full load • Number of outlets and covered equipment • Battery type

Recommendation

The Head, Procurement and Disposal Unit should ensure that the inadequate/incomplete specifications are rectified immediately and bidders notified of the changes.

1.5 Contradictory clauses

The Authority noted that the bidding document contained contradictory clauses on advance payment. Section 2, Bid Data Sheet (ITB 53) explicitly provided advance payment as "Not Applicable," whereas the General Conditions of Contract (GCC 16.1) provided for a substantial 70% advance payment upon contract signing and chassis procurement contrary to Regulation 43 (4) of the PPDA (Contracts) Regulations 2023 that requires the Entity to seek the approval of the Secretary to the Treasury to make an advance payment of more than thirty percent of the contract price. This inconsistency creates ambiguity in the financial terms of the contract such as conflicting instructions which may mislead bidders during bid preparation, distort price competitiveness and cause disputes during contract negotiation and execution.

Recommendation

The Head, Procurement and Disposal Unit should rectify the errors immediately and bidders notified of the changes.

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


Hilda K. Mwesigwa**FOR: EXECUTIVE DIRECTOR**

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