



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

*"Procurement That Delivers"*

**PPDA/UWA/62**

4<sup>th</sup> December 2025

The Executive Director  
Uganda Wildlife Authority  
P.O. Box 3539  
**KAMPALA**

**BID PREPARATORY AUDIT REPORT FOR SUPPLY OF DIGITAL CAMOUFLAGE  
FIELD UNIFORMS(UWA/SUPLS/25-26/0030) AND COMPLETION WORKS FOR  
THE CONSTRUCTION OF KARUA AND KAEKEM OUTPOSTS IN KIDEPO  
NATIONAL PARK (UWA/WORKS/25-26/0029 LOT 1 &2)**

Reference is made to the above subject.

The Authority in accordance with Section 8 (1) (j) (i) of the PPDA Act, Cap. 205 conducted a bid preparatory audit for supply of digital camouflage field uniforms and construction works for Karrua and Kaekem outposts in Kidepo National Park.

The scope of the audit entailed a review of procurement process and the solicitation document to ensure that public procurement planning and requisition was conducted in a manner which promotes transparency, accountability and fairness.

The objective of the audit was to 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 review of the procurement plan for Financial Year 2025/2026, requisition forms, solicitation documents, bid notices and the Contracts Committee approval of the procurement method, Evaluation Committee and solicitation documents. The areas of the solicitation document analysed 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:

**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-Kabale 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

Page 1 of 3

**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**

In a review of the bidding document for construction works for Karrua and Kaekem outposts in Kidepo National Park, the Authority noted the following;

**1. Insufficient time for clarification requests**

Regulation 60 (4) of the PPDA (Rules and Methods for Procurement of Supplies, Works and Non-Consultancy Services) Regulations, 2023 requires an Entity to allow sufficient time before the deadline for bidding to enable a bidder to take any additional information into account in preparing the bid. The Entity scheduled a pre-bid meeting on 11<sup>th</sup> December 2025, and bid closing is on 17<sup>th</sup> December 2025. ITB 13.1 required clarification requests to be received no later than five days before bid submission. The Authority observed that there were only four working days between the pre-bid meeting date and bid closing date, the potential bidders may not get ample time before the date of bid closing for clarifications to be provided and for bidders to incorporate any changes. Bidders may be disadvantaged potentially affecting bid quality and could also lead to disputes due to insufficient time for clarifications.

The Head Procurement and Disposal Unit should revise the bidding document and issue an addendum allowing sufficient time for clarifications after the pre-bid meeting, aligning with ITB 13.1 and PPDA Regulations, 2023.

**2. Conflicting site visit requirements**

The Audit team noted that ITB 9.3 of the bid document stated that site visits were compulsory, while ITB 9.5 stated that site visit were not mandatory. Bidders were at the same time strongly advised to visit and examine the site of works. The conflicting information may result in disqualification of some bidders thus affecting competition.

The Entity should clarify site visit requirement in an addendum by either making it compulsory (if intended) or removing "strongly advised" if not mandatory, hence ensuring consistency.

**3. Inconsistencies in stating completion date**

The audit team noted that GCC 22.1 in the bid document stated completion date as "Within a period of four (06) months". The word ("four") and figure ("06") don't match which may make bidders interpret them differently causing confusion, potential disputes or contract interpretation issues.

The Entity should issue an addendum correcting GCC 22.1 to align words and figures hence ensuring clarity and consistency.

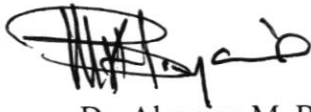
**4. Missing time for program submission**

The audit team noted that GCC 37.1 stated "The contractor shall submit the program for the works within the time specified in the Contract". However, there was no time specified in the Special Conditions of Contract. Lack of a defined submission timeline for program of works may delay project start, cause disputes, or affect contractor performance due to unclear expectations.

The Entity should revise the bidding document to incorporate in the expected submission date and issue an addendum specifying the timeframe for program submission in GCC 37.1 while ensuring that the timelines given aligns with project planning and UWA's requirements.

In a review of the bid document for digital camouflage field uniforms, the Authority noted that a pre-bid meeting was to take place on 11<sup>th</sup> December 2025. However, the location of the meeting was not stated. This is contrary to Regulation 60 (2) of the PPDA (Rules and Methods for Procurement of Supplies, Works and Non-Consultancy Services) Regulations, 2023 which states that where holding a pre-bid meeting is required, the notice to attend the meeting shall be included in the bidding document. Bidders may miss the meeting due to lack of information affecting their understanding of the bid, potentially disadvantaging them.

The purpose of this letter is to forward to you the findings from the bid preparatory audit exercise for your implementation.



Dr. Aloysius M. Byaruhanga

**For: EXECUTIVE DIRECTOR**

c.c. Chairperson, Contracts Committee  
c.c. Head Procurement and Disposal Unit