

**PPDA/GULU/833**

27<sup>th</sup> August 2025

The Chief Administrative Officer  
 Gulu District Local Government  
 P. O. Box 2,  
**GULU**

**BID PREPARATORY AUDIT EXERCISE FOR SELECTED PROCUREMENTS UNDER FRAMEWORK CONTRACTS FY 2025/2026**

Reference is made to the above subject and our letter of 14<sup>th</sup> August 2025.

The Public Procurement and Disposal of Public Assets Authority (PPDA) noted that Gulu District Local Government is in the process of conducting procurement to establish framework contracts for supply of office furniture and fixtures (tables, chairs-wooden or metal, plastic chairs, filing cabinets, shelves, black board and cupboard) in FY 2025/2026. In line with Section 8 (1) (j) (i) of the PPDA, Cap. 205, the Authority instituted a bid preparatory audit covering two procurements under framework arrangement at Gulu District Local Government as detailed in table 1 below;

**Table 1: Sampled procurements under framework contracts**

| No. | Reference Number                  | Subject of procurement  |
|-----|-----------------------------------|---|
| 1.  | Gulu833/SupFW/2025-2026/ 00004(D) | Supply of office furniture and fixture (tables, chairs-wooden or metal, plastic chairs, filing cabinets, shelves, black board and cupboard)                             |
| 2.  | Gulu833/SupFW/2025-2026/ 00006(D) | Supply of building materials (local & manufactured) e.g., cement, aggregate, stone chipping, sand, assorted tools, gravels, culverts, gabion boxes, and hardcore, etc.) |

The objectives of the bid preparatory audit were to establish whether:

1. The procurement planning and initiation process was conducted in a manner which promotes transparency, accountability and fairness in accordance with the PPDA Act, Cap. 205, PPDA Regulations, 2023, and attendant Guidelines; and
2. The solicitation document was prepared in accordance with the provisions of the PPDA Act, Cap. 205, PPDA Regulations, 2023 and the attendant Guidelines.

The audit exercise involved reviewing the procurement planning, requisition/initiation process, the Contracts Committee's approval of the solicitation document, procurement method, members of the Evaluation Committee, and Bid notice. Key areas of the solicitation document analyzed

included instructions to Bidders, Bid Data Sheet, Evaluation Methodology and Criteria, Bidding Forms, Statement of Requirements, Special Conditions of Contract and General Conditions of Contract.

The Authority undertook this audit on 15<sup>th</sup> August 2025 and identified several exceptions for the attention of management. The purpose of this letter is to communicate the findings and recommendations for your action.

**1.0 SUPPLY OF OFFICE FURNITURE AND FIXTURE (TABLES, CHAIRS-WOODEN OR METAL, PLASTIC CHAIRS, FILING CABINETS, SHELVES, BLACK BOARD AND CUPBOARD) - GULU833/SupFW/2025-2026/ 00004(D)**

**1.1 Whether the procurement planning and initiation process was conducted in a manner which promotes transparency, accountability and fairness in accordance with the PPDA Act, Cap. 205, PPDA Regulations, 2023, and attendant guidelines**

**1.1.1 No evidence of approved procurement plan FY 2025 – 2026**

Gulu District Local Government advertised for the procurements under framework contracts, without an approved procurement plan for the Financial Year 2025 - 2026, contrary to Section 60 (1) of the PPDA Act, Cap. 205 and Regulation 2 of the PPDA (Procurement planning) Regulations, 2023.

**Recommendation**

The Accounting Officer should ensure that the procurement plan is prepared and submitted to the Authority by 31<sup>st</sup> July in each financial year in line with Section 60 (1) of the PPDA Act, Cap. 205 and PPDA Circular No. 5 of 2025 on Electronic Submission of Procurement Plan issued on 28<sup>th</sup> July 2025.

**1.2 Whether the Solicitation document was prepared in accordance with the provisions of the PPDA Act, Cap. 205, the PPDA Regulations, 2023 and the attendant guidelines**

**1.2.1 Section 2: Bid Data Sheet**

The Authority found anomalies under Section 2: Bid Data Sheet. Table 2 below shows the findings and recommendations for consideration by the Head, Procurement and Disposal Unit:

**Table 2: Anomalies in the Bid Data Sheet and corresponding recommendations**

| Instruction to Bidders Reference | Exceptions noted   | Recommendations  |
|----------------------------------|--|--|
| ITB 1.1                          | The subject of procurement was wrongly described as: <i>“The subject of procurement is a framework</i> | The Head, Procurement & Disposal Unit (HPDU) should edit the subject of procurement to read: |

| Instruction to Bidders Reference | Exceptions noted  | Recommendations  |
|----------------------------------|---|--|
|                                  | <p><i>contract for: 2025 – 2026 for a period of 1 year”</i></p> <p>The procurement reference number was ambiguously stated as: <i>The procurement reference number of the bidding document is: <b>Gulu833/SupFW/2025-2026/00004(D)</b></i></p>  | <p>Supply of office furniture and fixture (tables, chairs-wooden or metal, plastic chairs, filing cabinets, shelves, black board and cupboard) for FY 2025 / 2026 (1 year period) under framework arrangement.</p> <p>The HPDU should state clearly the procurement reference number in line with PPDA Guideline No. 2 of 2024 on Reference Numbers for Procurement and Disposal Transactions issued on 5<sup>th</sup> February 2024, e.g., Gulu833/Supls/25-26/00004.</p>   |
|                                  | <p>The number and identification of lots was ambiguously stated as: <i>“The number &amp; identification of lots comprising this bidding document is: <b>supply of office furniture and fixture (tables, chairs-wooden or metal, plastic chairs, filing cabinets, shelves, black board and cupboard)</b>”.</i></p> | <p>The HPDU should edit this Instructions To Bidders (ITB) Clause to clearly state the number and identification of the lots if so necessary or if not indicate e.g., NOT APPLICABLE.</p>  |
| ITB 11.1(h)                      | <p>ITB Clause 11.1(h) on additional documents to be submitted by bidders alongside their bid was left blank.</p>  | <p>This Clause should be amended to clearly state the additional documents to be submitted by bidders alongside their bid e.g.,</p> <ol style="list-style-type: none"> <li>a) a copy of the Bidder’s valid Trading licence for the year 2025;</li> <li>b) a copy of the Bidder’s Certificate of Registration/certificate of incorporation or equivalent;</li> <li>c) a copy of the Bidder’s valid income tax clearance certificate for 2025.</li> <li>d) a copy of general receipt of evidence of payment of non-refundable fees.</li> <li>e) a copy of recent bank statement for at least 3 months.</li> <li>f) a copy of audited books of account for the last two years.</li> </ol> |
| ITB 14.5                         | <p>ITB Clause 14.5 on Incoterm’s edition was ambiguously stated as: <b>N/A</b></p>  | <p>The HPDU should amend this Clause to read: The Incoterms edition was: <b>Incoterms 2020 Edition.</b></p>  |
| ITB 14.6(a)(i)                   | <p>ITB Clause 14.6(a)(i) on the requirements of Incoterms was ambiguously stated as: <b>DDP, FOB, DPU &amp; FCA.</b></p>  | <p>This Clause should be amended to clearly read: <i>For Supplies, the Bidder shall quote prices using the following Incoterms: e.g., “Delivered Duty Paid (DDP) Gulu District</i></p>   |

| Instruction to Bidders Reference | Exceptions noted   | Recommendations  |
|----------------------------------|--|--|
|                                  |  | <b>Local Government Headquarters Main Store”.</b>  |
| ITB 14.7                         | ITB Clause 14.7 on the prices quoted by the Bidder was ambiguously stated as: <b>In Uganda Shillings</b> | The HPDU should amend this Clause to read: <i>The prices quoted by the Bidder shall be: <b>Fixed during the bidder’s performance of the Contract.</b></i>  |
| ITB 22.2                         | ITB Clause 22.2 on written confirmation of authorisation to sign on behalf of the Bidder was left blank. | The HPDU should amend this Clause to read: <i>The written confirmation of Authorization to sign on behalf of the Bidders shall consist of: <b>A Registered Power of Attorney with Donor and Donee Signatures or a notarized Power of Attorney for foreign companies.</b></i> |

### 1.2.2 Section 3: Evaluation Methodology and Criteria

The Authority found anomalies under Section 3: Evaluation Methodology and Criteria. Table 3 below shows the findings and recommendations for consideration by the Head, Procurement and Disposal Unit.

**Table 3: Anomalies under evaluation criteria and corresponding recommendations**

| Description                                | Exceptions noted  | Recommendations  |
|--|---|--|
| <b>B: Preliminary Examination Criteria</b> | Section 3.2 on the documentation required to provide evidence of eligibility was ambiguously stated as:<br>(a) a copy of the bidder’s trading licence 2025 or equivalent;<br>(c) a copy of the bidder’s income tax clearance certificate 2025 – 2026 or equivalent; | The HPDU should amend this section to specifically read;<br>1. A copy of the bidder’s valid trading licence for the year 2025;<br>2. A copy of the bidder’s valid income tax clearance certificate for the year 2025.<br>3. A copy of Registered Power of Attorney with Donor and Donee signatures or notarized Power of Attorney for foreign companies. |

| Description                            | Exceptions noted   | Recommendations  |
|--|--|--|
|  | (g) a copy of Power of Attorney.                         |  |
| <b>C: Detailed Evaluation Criteria</b> | Section 6 on Technical Criteria was left blank.          | The HPDU should state the Entity's requirement for technical evaluation criteria in this Section in accordance with Instruction to Bidders (ITB) Clause 33(3) of the solicitation document.  |
| <b>E: Post-Qualification Criteria</b>  | Section E on Post-qualification Criteria was left blank. | The HPDU should state the Entity's requirement for post-qualification criteria in this Section in accordance with Instruction to Bidders (ITB) Clause 38 of the solicitation document. Where this requirement is not necessary, the Entity should clearly state: NOT APPLICABLE. |

### 1.2.3 Section 4: Bidding Forms

The Authority found anomalies under Section 4: Bidding Forms. Table 4 below shows the findings and recommendations for consideration by the Head, Procurement and Disposal Unit.

**Table 4: Anomalies in bidding forms and corresponding recommendations**

| Description  | Exceptions noted  | Recommendations   |
|--|---|---|
| <b>Bid Notice</b>  | The Authority found that the solicitation document had no bid notice included.  | The HPDU should include the bid notice in the solicitation document.  |
| <b>Code of Ethical Conduct for Bidders and Providers</b> | The Authority found that the solicitation document had no Code of Ethical Conduct for Bidders and Providers form contrary to PPDA Guideline No. 4 of 2024 on compliance to submission and signing of the Code of Ethical Conduct for Bidders and Providers issued on 5 <sup>th</sup> February 2025. | The HPDU should include the Code of Ethical Conduct for Bidders and Providers form in the solicitation document in accordance with PPDA Guideline No. 4 of 2024 on compliance to submission and signing of the Code of Ethical Conduct for Bidders and Providers issued on 5 <sup>th</sup> February 2024. |
| <b>Beneficial Ownership Declaration form</b>             | The Authority found that the solicitation document had no beneficial ownership declaration form contrary to PPDA Circular No.1 of 2021 on submission of beneficial ownership information for firms issued on 15 <sup>th</sup> December 2021.  | The HPDU should include the beneficial declaration form in the solicitation document in accordance with PPDA Circular No.1 of 2021 on submission of beneficial ownership information for firms.   |

### 1.2.4 Section 6. Statement of Requirements

The Authority found anomalies under Section 6: Statement of Requirements. Table 5 below shows the findings and recommendations for consideration by the Head, Procurement and Disposal Unit.

**Table 5: Anomalies in Statement of Requirements and corresponding recommendations**

| Description                               | Exceptions noted   | Recommendations  |
|---|--|--|
| <b>Delivery &amp; Completion Schedule</b> | The response time for each call-off order was left blank.      | The HPDU should clearly state the minimum requirement of the entity's response time for each call off order in the delivery and completion schedule.   |
| <b>Specification and Compliance Sheet</b> | The specification and compliance sheet section was left blank. | The HPDU should clearly state the minimum requirement of the entity's technical specifications in the specifications and compliance sheet section.   |
| <b>Inspections and Tests</b>              | The inspections and tests section was left blank.              | The HPDU should clearly provide for the entity's inspections and tests in the inspections and tests section for e.g., <i>Items subject to inspections and tests; type of inspection or tests and standards to be met; location of the inspections or tests; inspections agency; timing of the inspections; notification or documentation required from the provider; provision of any samples for inspections; cost of inspections; and arrangements and costs for any re-inspection required.</i> |

### 1.2.5 Section 8. Special Conditions of Contract

The Authority found anomalies under Section 8: Special Conditions of Contract. Table 6 below shows the findings and recommendations for consideration by the Head, Procurement and Disposal Unit.

**Table 6: Anomalies in Special Conditions of Contract and corresponding recommendations**

| GCC clause reference | Exceptions noted   | Recommendations   |
|----------------------|--|---|
| <b>GCC 1.1(o)</b>    | SCC (GCC Clause 1.1 (o)) on the requirement for Site for delivery was ambiguously stated as: <i>The Site(s) is/are: Gulu District (Refer to the Bid document).</i> | The HPDU should amend this SCC (GCC Clause) to read: <i>The Site for delivery of the supplies is: <b>Gulu District Local Government Headquarters Main Store</b></i> |

| GCC clause reference | Exceptions noted   | Recommendations   |
|----------------------|--|---|
|                      | Whereas in SCC, the Site for delivery is referenced as GCC 1.1(o)), the Authority also found that GCC 1.1 (o) was lacking instead the Site for delivery was found under GCC 1.1(n) of the solicitation document. | The HPDU should harmonize the SCC (GCC 1.1(o)) and GCC 1.1(n) on the Site of delivery of the supplies.  |
| <b>GCC 4.2(b)</b>    | SCC (GCC 4.2(b)) on version of Incoterms was ambiguously stated as: <b>N/A.</b>  | The HPDU should amend this Clause to read: The version of Incoterms shall be: <b>Incoterms 2020.</b>  |
| <b>GCC 10.2</b>      | SCC (GCC 10.2) on formal mechanism for resolution of disputes was ambiguously stated as: <b>1 month.</b>   | The HPDU should amend this SCC (GCC Clause) to read: <i>The formal mechanism for the resolution of disputes shall be:</i> <b>The Arbitration and Conciliation Act, 2000 of Uganda.</b>  |
| <b>GCC 12.1</b>      | SCC (GCC 12.1) on shipping and other documents to be furnished by the Provider for each call-off order was left blank.   | The HPDU should amend the second paragraph of this SCC (GCC Clause) to read: <i>The shipping and other documents to be furnished by the Provider for each call-off order are:</i> <b>Statement of Requirements, Bidder's Price Schedule.</b>  |
| <b>GCC 16.3</b>      | SCC (GCC 16.3) on Payment period was ambiguously stated as: <b>1 month.</b>  | The HPDU should amend this SCC (GCC Clause) to read: <i>The payment period shall be:</i> <b>Within 30 days after submission of certified invoice and requisite support documents and completion of all supplies and GRN signed by the Authorised Gulu District Local Government representative.</b> |
| <b>GCC 23.2</b>      | SCC (GCC 23.2) on packing, marking and documentation within and outside the packages was left blank  | The HPDU should amend this SCC (GCC Clause) to read: <i>The packing, marking and documentation within and outside the packages shall be:</i> <b>N/A.</b>  |
| <b>GCC 25.1</b>      | SCC (GCC 25.1) on Incoterms was ambiguously stated as: <b>N/A</b>  | The HPDU should amend this SCC (GCC Clause) to read: <i>The Incoterms shall be:</i> <b>DDP Gulu District Local Government Headquarters Main Store.</b>  |
| <b>GCC 26.2</b>      | SCC (GCC 26.2) on Location of conducting inspections and tests was ambiguously stated as: <b>Gulu District</b>   | The HPDU should amend this SCC (GCC Clause) to read: <i>The location of conducting inspections and tests shall</i>  |

| GCC clause reference | Exceptions noted | Recommendations  |
|----------------------|------------------|--|
|                      |                  | <i>be: Gulu District Local Government Headquarters Main Store.</i> |

**2.0 SUPPLY OF BUILDING MATERIALS (LOCAL & MANUFACTURED) E.G., CEMENT, AGGREGATE, STONE CHIPPING, SAND, ASSORTED TOOLS, GRAVELS, CULVERTS, GABION BOXES, AND HARDCORE, ETC) - GULU833/SupFW/2025-2026/00006(D)**

**2.1 Whether the procurement planning and initiation process was conducted in a manner which promotes transparency, accountability and fairness in accordance with the PPDA Act, Cap. 205, PPDA Regulations, 2023, and attendant guidelines**

**2.1.1 No evidence of approved procurement plan FY 2025 / 2026**

The Authority found that the Entity had no approved procurement plan for financial year 2025 - 2026 contrary to Section 60 (1) of the PPDA Act, Cap. 205 and Regulation 2 of the PPDA (Procurement planning) Regulations, 2023.

**Recommendation**

The Accounting Officer should ensure that the procurement plan for the Entity is prepared and submitted to the Authority by 31<sup>st</sup> July in each financial year in line with Section 60 (1) of the PPDA Act, Cap. 205 and PPDA Circular No. 5 of 2025 on Electronic Submission of Procurement Plan issued on 28<sup>th</sup> July 2025.

**2.2 Whether the Solicitation document was prepared in accordance with the provisions of the PPDA Act, Cap. 205, the PPDA Regulations, 2023, and the attendant guidelines.**

**2.2.1 Section 2: Bid Data Sheet**

The Authority found anomalies under Section 2: Bid Data Sheet. Table 2 below shows the findings and recommendations for consideration by the Head, Procurement and Disposal Unit:

**Table 7: Anomalies in the Bid Data Sheet and corresponding recommendations**

| Instruction to Bidders Reference | Exceptions noted   | Recommendations  |
|----------------------------------|--|--|
| ITB 1.1                          | The subject of procurement was wrongly described as: <i>"The subject of procurement is a framework contract for: 2025 – 2026 for a period of 1 year"</i> | The Head, Procurement and Disposal Unit (HPDU) should edit the subject of procurement to read:<br><br>Supply of building materials (local & manufactured) e.g., cement, aggregate, reinforcement bars & BRC, stone |

| Instruction to Bidders Reference | Exceptions noted  | Recommendations   |
|----------------------------------|---|---|
|                                  |   | chipping, sand, assorted tools, gravels, culverts, gabion boxes, and hardcore, bricks, poles, Iron sheets, nails, & timber for FY 2025 / 2026 (1 year period) under framework contract.   |
| ITB 1.1                          | The procurement reference number was ambiguously stated as: <i>The procurement reference number of the bidding document is: <b>Gulu833/SupFW/2025-2026/00006(D)</b></i>   | The HPDU should state clearly the procurement reference number in line with PPDA Guideline No. 2 of 2024 on Reference Numbers for Procurement and Disposal Transactions issued on 5 <sup>th</sup> February 2024, e.g., Gulu833/Supls/25-26/00006.   |
| ITB 1.1                          | The number and identification of lots was ambiguously stated as: <i>"The number &amp; identification of lots comprising this bidding document is: <b>supply of building materials (local &amp; manufactured) e.g., cement, aggregate, reinforcement bars &amp; BRC, stone chipping, sand, assorted tools, gravels, culverts, gabion boxes, and hardcore, bricks, poles, Iron sheets, nails, &amp; timber.</b></i> | The HPDU should amend this Instructions To Bidders (ITB) Clause to have 2 lots e.g., Lot 1 for local building materials (i.e., aggregate, stone chipping, lake sand, river sand, gravels, concrete culverts, gabion boxes, hardcore, bricks, poles, timbers) and Lot 2 for manufactured building materials (i.e., cement, reinforcement bars & BRC, iron sheet, nails) separately indicated in order to maximize competition and value for money.   |
| ITB 11.1(h)                      | ITB Clause 11.1(h) on additional documents to be submitted by bidders alongside their bid was left blank.   | This ITB Clause should be amended to clearly state the additional documents to be submitted by bidders alongside their bid e.g., <ul style="list-style-type: none"> <li>a) a copy of the Bidder's valid Trading licence for the year 2025;</li> <li>b) a copy of the Bidder's Certificate of Registration/certificate of incorporation or equivalent;</li> <li>c) a copy of the Bidder's valid income tax clearance certificate for 2025.</li> <li>d) a copy of general receipt of evidence of payment of non-refundable fees.</li> <li>e) a copy of recent bank statement for at least 3 months.</li> <li>f) a copy of audited books of account for the last two years.</li> </ul> |

| <b>Instruction to Bidders Reference</b> | <b>Exceptions noted</b>   | <b>Recommendations</b>   |
|---|---|--|
| ITB 14.5                                | ITB Clause 14.5 on Incoterm's edition was ambiguously stated as: <b>N/A</b>                                       | The HPDU should amend this Clause to read: The Incoterms edition is: <b>Incoterms 2020 Edition.</b>  |
| ITB 14.6(a)(i)                          | ITB Clause 14.6(a)(i) on the requirements of Incoterms was ambiguously stated as: <b>DDP, FOB, DPU &amp; FCA.</b> | This ITB Clause should be amended to clearly read: <i>For Supplies, the Bidder shall quote prices using the following Incoterms: e.g., "Delivered Duty Paid (DDP) Gulu District Local Government Headquarters Main Store".</i>   |
| ITB 14.7                                | ITB Clause 14.7 on the prices quoted by the Bidder was ambiguously stated as: <b>In Uganda Shillings</b>          | The HPDU should amend this Clause to read: <i>The prices quoted by the Bidder shall be: <b>Fixed during the bidder's performance of the contract.</b></i>  |
| ITB 22.2                                | ITB Clause 22.2 on written confirmation of authorisation to sign on behalf of the Bidder was left blank.          | The HPDU should amend this ITB Clause to read: <i>The written confirmation of Authorization to sign on behalf of the Bidders shall consist of: <b>A Registered Power of Attorney with Donor and Donee Signatures or a notarized Power of Attorney for foreign companies.</b></i> |

### 2.2.2 Section 3: Evaluation Methodology and Criteria

The Authority found anomalies under Section 3: Evaluation Methodology and Criteria. Table 3 below shows the findings and recommendations for consideration by the Head, Procurement and Disposal Unit.

**Table 8: Anomalies under evaluation criteria and corresponding recommendations**

| <b>Description</b>                         | <b>Exceptions noted</b>   | <b>Recommendations</b>   |
|--|---|--|
| <b>B: Preliminary Examination Criteria</b> | Section 3.2 on the documentation required to provide evidence of eligibility was ambiguously stated as:<br>(a) a copy of the bidder's trading licence 2025 or equivalent;<br>(c) a copy of the bidder's income tax clearance certificate 2025 – 2026 or equivalent; | The HPDU should amend this section to specifically read;<br>1. A copy of the bidder's valid trading licence for the year 2025;<br>2. A copy of the bidder's valid income tax clearance certificate for the year 2025.<br>3. A copy of Registered power of attorney with Donor and Donee Signatures or notarized Power of Attorney for foreign companies. |

| Description                            | Exceptions noted   | Recommendations  |
|--|--|--|
|  | (g) a copy of power of attorney.                         |  |
| <b>C: Detailed Evaluation Criteria</b> | Section 6 on Technical Criteria was left blank.          | The HPDU should state the entity's requirement for technical evaluation criteria in accordance with Instruction to Bidders (ITB) Clause 33(3) of the solicitation document.  |
| <b>E: Post-Qualification Criteria</b>  | Section E on Post-qualification Criteria was left blank. | The HPDU should state the entity's requirement for post-qualification criteria in this Section in accordance with Instruction to Bidders (ITB) Clause 38 of the solicitation document. Where this requirement is not necessary, the Entity should clearly state: NOT APPLICABLE. |

### 2.2.3 Section 4: Bidding Forms

The Authority found anomalies under Section 4: Bidding Forms. Table 4 below shows the findings and recommendations for consideration by the Head, Procurement and Disposal Unit.

**Table 9: Anomalies in bidding forms and corresponding recommendations**

| Description  | Exceptions noted  | Recommendations   |
|--|---|---|
| <b>Bid Notice</b>  | The Authority found that the solicitation document had no bid notice included.  | The HPDU should include the bid notice in the solicitation document.  |
| <b>Code of Ethical Conduct for Bidders and Providers</b> | The Authority found that the solicitation document had no Code of Ethical Conduct for Bidders and Providers form contrary to PPDA Guideline No. 4 of 2024 on compliance to submission and signing of the Code of Ethical Conduct for Bidders and Providers issued on 5 <sup>th</sup> February 2024. | The HPDU should include the Code of Ethical Conduct for Bidders and Providers form in the solicitation document in accordance with PPDA Guideline No. 4 of 2024 on compliance to submission and signing of the Code of Ethical Conduct for Bidders and Providers issued on 5 <sup>th</sup> February 2024. |
| <b>Beneficial Ownership Declaration form</b>             | The Authority found that the solicitation document had no beneficial ownership declaration form contrary to PPDA Circular No.1 of 2021 on submission of beneficial ownership information for firms issued on 15 <sup>th</sup> December 2021.  | The HPDU should insert the beneficial declaration form in the solicitation document in accordance with PPDA Circular No.1 of 2021 on submission of beneficial ownership information for firms issued on 15 <sup>th</sup> December 2021.   |

## 2.2.4 Section 6. Statement of Requirements

The Authority found anomalies under Section 6: Statement of Requirements. Table 5 below shows the findings and recommendations for consideration by the Head, Procurement and Disposal Unit.

**Table 10: Anomalies in Statement of Requirements and corresponding recommendations**

| <b>Description</b>                        | <b>Exceptions noted</b>  | <b>Recommendations</b>   |
|---|--|--|
| <b>Delivery &amp; Completion Schedule</b> | The response time for each call-off order was left blank.      | The HPDU should clearly state the minimum requirement of the entity's response time for each call-off order in the delivery and completion schedule.   |
| <b>Specification and Compliance Sheet</b> | The specification and compliance sheet section was left blank. | The HPDU should clearly state the minimum requirement of the entity's technical specifications in the specifications and compliance sheet section.   |
| <b>Inspections and Tests</b>              | The inspections and tests section was left blank.              | The HPDU should clearly provide for the entity's inspections and tests in the inspections and tests section for e.g., <i>Items subject to inspections and tests; type of inspection or tests and standards to be met; location of the inspections or tests; inspections agency; timing of the inspections; notification or documentation required from the provider; provision of any samples for inspections; cost of inspections; and arrangements and costs for any re-inspection required.</i> |

## 2.2.5 Section 8. Special Conditions of Contract

The Authority found anomalies under Section 8: Special Conditions of Contract. Table 6 below shows the findings and recommendations for consideration by the Head, Procurement and Disposal Unit.

**Table 11: Anomalies in Special Conditions of Contract and corresponding recommendations**

| <b>GCC clause reference</b> | <b>Exceptions noted</b>   | <b>Recommendations</b>  |
|-----------------------------|---|---|
| <b>GCC 1.1(o)</b>           | SCC (GCC Clause 1.1 (o)) on the requirement for Site for delivery was ambiguously stated as: <i>The Site(s)</i> | The HPDU should amend this SCC (GCC Clause) to read: <i>The Site for delivery of the supplies is: <b>Gulu District Local Government Headquarters Main Store</b></i> |

| GCC clause reference | Exceptions noted  | Recommendations  |
|----------------------|---|--|
|                      | <p><i>is/are: Gulu District (Refer to the Bid document).</i></p> <p>Whereas in SCC, the Site for delivery is referenced as GCC 1.1(o)), the Authority also found that GCC 1.1 (o) is lacking instead the Site for delivery was found under GCC 1.1(n) of the solicitation document.</p> | <p>The HPDU should harmonize the SCC (GCC 1.1(o)) and GCC 1.1(n) on the Site of delivery of the supplies.</p>  |
| <b>GCC 4.2(b)</b>    | <p>SCC (GCC 4.2(b)) on the version of Incoterms was ambiguously stated as: <b>N/A.</b></p>  | <p>The HPDU should amend this Clause to read: The version of Incoterms shall be: <b>Incoterms 2020.</b></p>  |
| <b>GCC 10.2</b>      | <p>SCC (GCC 10.2) on the formal mechanism for resolution of disputes was ambiguously stated as: <b>1 month.</b></p>   | <p>The HPDU should amend this SCC (GCC Clause) to read: <i>The formal mechanism for the resolution of disputes shall be: <b>The Arbitration and Conciliation Act, 2000 of Uganda.</b></i></p>  |
| <b>GCC 12.1</b>      | <p>SCC (GCC 12.1) on the shipping and other documents to be furnished by the Provider for each call-off order was left blank.</p>   | <p>The HPDU should amend the second paragraph of this SCC (GCC Clause) to read: <i>The shipping and other documents to be furnished by the Provider for each call-off order are: <b>Statement of Requirements, Bidder's Price Schedule.</b></i></p>  |
| <b>GCC 16.3</b>      | <p>SCC (GCC 16.3) on Payment period was ambiguously stated as: <b>1 month.</b></p>  | <p>The HPDU should amend this SCC (GCC Clause) to read: <i>The payment period shall be: <b>Within 30 days after submission of certified invoice and requisite support documents and completion of all supplies and GRN signed by the Authorised Gulu District Local Government representative.</b></i></p> |
| <b>GCC 23.2</b>      | <p>SCC (GCC 23.2) on the packing, marking and documentation within and outside the packages was left blank</p>  | <p>The HPDU should amend this SCC (GCC Clause) to read: <i>The packing, marking and documentation within and outside the packages shall be: <b>N/A.</b></i></p>  |
| <b>GCC 25.1</b>      | <p>SCC (GCC 25.1) on the Incoterms was ambiguously stated as: <b>N/A</b></p>  | <p>The HPDU should amend this SCC (GCC Clause) to read: <i>The Incoterms shall be: <b>DDP Gulu District Local Government Headquarters Main Store.</b></i></p>  |
| <b>GCC 26.2</b>      | <p>SCC (GCC 26.2) on Location of conducting inspections and tests was ambiguously stated as: <b>Gulu District</b></p>   | <p>The HPDU should amend this SCC (GCC Clause) to read: <i>The location of conducting inspections and tests shall be:</i></p>  |

| GCC clause reference | Exceptions noted | Recommendations  |
|----------------------|------------------|--|
|                      |                  | <b>Gulu District Local Government Headquarters Main Store.</b> |

**Audit 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, PPDA Regulations 2023, and attendant Guidelines. The Entity is required to implement the recommendations contained in this letter, and inform the Authority on the action taken.



Moses Ojambo

**For: EXECUTIVE DIRECTOR**

c.c.: Chairperson, Contracts Committee

c.c.: Head, Procurement and Disposal Unit