

**PPDA/NAKA/902**

15<sup>th</sup> September 2025

The Chief Administrative Officer  
Nakaseke District Council  
P.O Box 451  
**LUWERO.**

**BID PREPARATORY AUDIT EXERCISE FOR THE PROCUREMENT OF WORKS FOR THE DRILLING AND CONSTRUCTION OF FOUR DEEP BORE HOLES IN NAKASEKE DISTRICT LOCAL GOVERNMENT PROC. REF. NO. NAKA902/WRKS/25-26/00001 FINANCIAL YEAR 2025-26**

Reference is made to the above subject.

The Public Procurement and Disposal of Public Assets Authority (PPDA) in line with Section 8 (1) (j) (i) of the PPDA Act, Cap. 205, conducted a Bid Preparatory Audit following and email received from the Head Procurement and Disposal Unit Nakaseke District Local Government requesting for guidance.

The objective of the audit was to establish whether:

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

The scope of the bid preparatory audit entailed review of the procurement plan, procurement requisition forms and solicitation documents. The areas of the solicitation document analyzed were; Instruction to Bidders, Bid Data Sheet, Evaluation Methodology and Criteria, Bidding Forms, Special and General Conditions of the Contract.

The Authority identified a number of 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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**1. Whether the procurement planning and requisitioning process was conducted in a manner which promotes transparency, accountability and fairness in accordance with the PPDA Act Cap.205 and PPDA Regulations**

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

**2. Whether the solicitation document issued to bidders was prepared in accordance with the provisions of the PPDA Act CAP. 205, the PPDA Regulations, 2023 and attendant PPDA guidelines.**

**i. Stating the bid validity period in days instead of actual date**

The Authority noted that the bid validity date on page 5 of 36 stated that the bid must remain valid for 60 days contrary to Regulation 62 (1) of the PPDA (Rules and Methods for procurement of Supplies, works and Non-Consultancy Services) Regulations, 2023 which provides that the bidding documents shall state the date up to which a bid shall be valid.

**Implication**

This may confuse bidders during preparation of bids and processing of bid securities.

**Recommendation**

The Head Procurement and Disposal Unit should ensure that the bidding documents shall state the date up to which a bid shall be valid in accordance with Regulation 62 (1) of the PPDA (Rules and Methods for procurement of Supplies, works and Non-Consultancy Services) Regulations, 2023.

**ii. Failure to state the location of works in Section 4 and GCC 1.1(bb)**

The Authority noted that the Entity had not clearly stated the location/locations of the works which is supposed to guide the potential bidders during bid preparation.

**Implication**

This increases the risk of mis-quoting ultimately increasing the risk of the successful contractor requesting contract variations.

**Recommendation**

The Head Procurement and Disposal Unit should liaise with the User Department to indicate the location/locations where the drilling and construction of deep bore holes are going to be located.

**iii. Failure to include technical specification, Bills of quantiles and drawings in the bidding document**

The Authority noted that the bidding document shared by the Head Procurement and Disposal had no technical specification, Bills of quantities and drawings under the statement of requirements which is most likely to delay the bidding process.

**Implication**

This will delay the bidding process if the Bills of Quantities and technical specifications are not prepared and shared with the Procurement and Disposa Unit and also increases the risk of mis-procurement.

**Recommendation**

The Head Procurement and Disposal Unit liaise with the User Department to prepare and include technical specifications and bills of quantities in the bidding document.

**iv. Failure to indicate clearly the intended completion date for the works**

The Authority noted that GCC 17.1 the bidding document only stated that *'the Intended Completion Date for the whole of the Works shall be 4 months'* without an indicative start date.

**Implication**

Failure to explicitly state the contract period increases the risk of disagreements regarding the period of execution of the contract.

**Recommendation**

The Head Procurement and Disposal Unit should modify bidding document and amend GCC 17.1 to give clarity on when the four months contractual period should start and end.

**v. Failure to specify the period which the contractor shall submit the program for the works in the Special Conditions of Contract**

The Authority noted that GCC 27 of the bidding document specifying when the contractor is expected to submit an updated works program was left blank contrary to the General Conditions of contract.

**Implication**

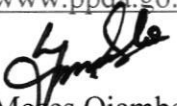
Failure to update the program of works will affect effective contract monitoring which may delay contract implementation.

**Recommendation**

The Head Procurement and Disposal Unit should liaise with the District Engineer and have the date or time for the updated program of works included in the bidding document.

The purpose of this letter is to forward the findings of the bid preparatory audit exercise. In order to administer and enforce compliance with the provisions of the PPDA Act Cap. 205, Regulations, 2023 and Guidelines, the Entity should review the solicitation documents, include all the relevant information, before issue of the bidding document.

In addition, following the amendment of the PPDA Act Cap. 205, the PPDA Regulations of 2023 and the 2024 guidelines, this is to inform you that new amended standard bidding documents were issued and commended on 8<sup>th</sup> September 2025 and have uploaded on the PPDA's website [www.ppda.go.ug](http://www.ppda.go.ug).

  
Moses Ojambo

**Fo: EXECUTIVE DIRECTOR**

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