



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

"Regulating For Results"

PPDA/RGF/005

15th September 2026

All Accounting Officers
Central and Local Government Entities

INDICATIVE PRICES FOR COMMON USER ITEMS, 2026- CIRCULAR NO. 6 OF 2026

Reference is made to the above subject.

In accordance with Section 8(1)(n) of the PPDA Act, Cap 205, the Authority is mandated, where applicable, to determine the prices of works, services and supplies that are commonly used by two or more Procuring and Disposing Entities (PDEs) and may be subject to common procurement, and to review such prices as may be necessary.

Pursuant to this mandate, the Authority conducted a market price survey to establish indicative procurement prices for common user items. The survey was carried out in Kampala, Jinja, Mbale, Masaka, Mbarara, Hoima, Gulu and Arua, covering the Central, Eastern, Western and Northern regions, and covered the following categories:

- i. Office Stationery and Supplies;
- ii. Office Furniture and Fittings;
- iii. Office Uniforms;
- iv. Engraving Services;
- v. Printed Stationery, Designing, Secretarial and Binding Material;
- vi. Newspaper Advertising;
- vii. TV and Radio Advertising; and
- viii. Courier Services.

The indicative prices were determined using the Authority's procurement price determination model. The average market prices obtained from surveyed outlets were adjusted by a procurement adjustment factor of 1.245 to cater for costs and risks inherent in public procurement, including delayed payment, applicable taxes, transportation, and prevailing market conditions.

PDEs shall use these indicative prices as a reference point during procurement planning, budgeting, preparation of cost estimates, and evaluation of bids. Where the quoted prices significantly exceed the indicative prices, PDEs should undertake further due diligence to establish whether the variation is justified by the specific circumstances of the procurement.

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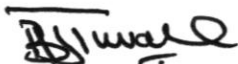


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The detailed report on the Indicative Prices for Common User Items, 2026 is available on the Authority's website at <https://www.ppda.go.ug/wp-content/uploads/2026/08/REPORT-ON-INDICATIVE-PRICES-FOR-COMMONLY-PROCURED-USER-ITEMS-IN-GOVERNMENT-PROCURING-AND-DISPOSING-ENTITIES-2.pdf>

Please bring the contents of this circular to the attention of your respective Procurement and Disposal Units, Contracts Committees and User Departments.



Canon Benson Turamye
EXECUTIVE DIRECTOR

c.c.: The Permanent Secretary/ Secretary to the Treasury

c.c.: The Auditor General