



"Promoting Value for Money."

Together, We Fight

COVID

-19

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Public Procurement & Disposal of Public Assets Authority

Public Notice

CIRCULAR NO. 3/2020 ON GUIDANCE ON UNDERTAKING PROCUREMENTS DURING THE COVID-19 LOCKDOWN

To all accounting officers

Central and Local Government Procuring and Disposing Entities

Reference is made to the circular **Ref: PPDA/RGF/OO6** issued by the authority on **1st April 2020** on how to conduct procurement activities during **COVID-19** Period. Following the protracted extension of the lockdown period, the Authority has reviewed the circular and guidelines as follows.

Invitation to Bid Procuring and Disposing entities can resume the invitations to bid under the various procurement methods in accordance with **Regulation 6** (rules and methods for procurement of supplies, works and non consultancy services) regulations 2014 and Regulation 33 of the local governments (PPDA) Regulations,2006.

Pre Bid and Site Inspection Meetings. Where the bidding documents provide for pre-bid meetings, entities can make use of virtual online meetings using Zoom or other similar applications. Bidders should be requested for email addresses at issuance of the bidding documents where invitations to attend such meetings shall be sent. Site inspection meetings for works procurements can be held and should observe the Standards Operating Procedures issued by the Ministry of Health.

Bid Submissions Bidding documents should allow submission of bids by hard copy or soft copy formats. Bidders who are unable to reach the location of bid submission could appoint agents to receive the bidding document and submit bids on their behalf.

Bid Receipt The Procurement and Disposal unit should receive bids from bidders either in hard or soft copy formats. Entities should put in place adequate facilities to receive the bids and that these are accessible to the bidders. Foreign bidders that are not able to submit bids in their formats are advised to grant unconditional Powers of Attorney to local representative to submit the bid.

Bid Opening. Bid opening sessions should observe the Standards Operating Procedures issued by Ministry of Health. The record of bid opening should be transmitted electronically by

email or other platforms such as Whatsapp where applicable to the bidders who submitted bids. Where this is not applicable, bid opening can be done using teleconferencing facilities clearly displaying information required to be read out.

Evaluation. Evaluations should be processed to be undertaken in accordance with the PPDA (evaluation) **Regulations 2014** and the Local Government (PPDA) **Regulations 2006** while observing Standards Operating Procedures by Ministry of Health.

Contract Management. Where there are contractual requirements to undertake pre-shipment inspections, the requirement should be amended to provide for use of pre-shipment verification firms such as **SGS** on behalf of entities.

Administrative Reviews at Entity and Authority Levels. Bidders seeking administrative reviews should continue lodging complaints at the Accounting Officers and the Authority which shall be handled as required by the **PPDA Act, 2003**. The Authority shall resume the handling of Administrative Reviews previously lodged before it. Applications before the Authority shall continue to be received in hard copy or soft copy at crc@ppda.go.ug. Parties shall be requested to make written submissions and to attend virtual hearings by Zoom application. The statutory time for review by the Authority shall effectively resume from the date of this circular.

Contracts and evaluation committee meetings. The meetings of the committees should observe the Standards Operating Procedures issued by the Ministry of Health.

Reporting. Procuring and Disposing Entities are expected to submit all outstanding reports on procurement and disposal activities to the Authority in hard copy or soft copy. The Authority expects total adherence to the principles of public procurement of fair competition, transparency, accountability and achievement of value for money.

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