



**PUBLIC PROCUREMENT AND DISPOSAL
OF PUBLIC ASSETS AUTHORITY**
"Procurement That Delivers"

PPDA/BUNY/823

22nd October 2024

The Chief Administrative Officer
Bunyangabu District Local Government
P. O. Box 148
FORT PORTAL

BID PREPARATORY AUDIT FOR THE EXTENSION OF PIPED WATER (POHE GFS) FROM KITENGYA TO KABULINDA-NYARUGONGO AND KATOMA-NSOROORO IN KABONERO SUB-COUNTY FOR THE FINANCIAL YEAR 2024/25

Reference is made to the above subject.

The Public Procurement and Disposal of Public Assets Authority conducted a bid preparatory audit for the extension of piped water (Pohe Gfs) from Kitengya to Kabulinda-Nyarugongo and Katoma-Nsorooro in Kabonero Sub-County for the financial year 2024/2025 planned at UGX 84,239,629.

The audit exercise involved a review of the procurement plan, requisition form, shortlisting procedures, and solicitation document to be issued to bidders following the Public Procurement and Disposal of Assets Act, Cap. 205, the attendant PPDA Regulations, 2023, and Guidelines 2024.

The objectives of the audit were to:

1. Ensure that public procurement planning, requisition, and shortlisting were conducted in a manner which promotes transparency, accountability, and fairness in accordance with the PPDA Act, Cap.205, the attendant PPDA Regulations 2023, and Guidelines 2024; and
2. Establish whether the solicitation document issued to bidders was prepared in accordance with the provisions of the PPDA Act Cap.205, the attendant PPDA Regulations 2023, and Guidelines 2024.

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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1.1. Anomalies observed during the planning, initiation and solicitation document

The Authority found the following anomalies in the procurement plan, initiation form and the solicitation document for the extension of piped water (Pohe Gfs) from Kitengya to Kabulinda-Nyarugongo and Katoma-Nsororo in Kabonero Sub-County for the financial year 2024/2025.

Table 1: Anomalies found in the plan, initiation form and solicitation document.

No.	Anomalies found	Recommendations
A. Anomalies found in the plan		
1.	<p>The Entity incorrectly classified:</p> <ul style="list-style-type: none"> i. The procurement method to be applied as selective bidding contrary to Section 85 (1) of the PPDA Act, Cap. 205, and ii. The type of contract as lumpsum yet the solicitation document under GCC 2.3 of the Special Conditions of the Contract classifies it as admeasurement contract. 	<p>The Procurement and Disposal Unit should update the procurement plan and reclassify:</p> <ul style="list-style-type: none"> i. The procurement method as Quotation Method in accordance with Section 85 (1) and 90 of the PPDA Act, Cap. 205, and ii. The contract type as admeasurement as communicated under GCC 2.3 of the Special Conditions of the Contract in the solicitation document to be issued to bidders.
2.	<p>Discrepancy between the procurement plan and the solicitation document. whereas the procurement plan indicates that the contract duration is five months, the solicitation document had the following information:</p> <ul style="list-style-type: none"> i. Three months stated under the technical evaluation criteria; ii. Four months under Part 2: Statement of requirements, and iii. 16 weeks under GCC 17.1 of the Special Conditions of the Contract. 	<p>The Entity should:</p> <ul style="list-style-type: none"> i. Harmonise the solicitation document with the procurement plan. ii. The contract shall where required include adequate and clear delivery, acceptance and handover or commissioning arrangements in accordance with Regulation 9 (1) (e) of the PPDA (Contracts) Regulations, 2023.
B. Anomalies found during the initiation phase		
3.	<p>The User Department did not use the standard form while making the requisition for the extension of piped water (Pohe Gfs) from Kitengya to Kabulinda-Nyarugongo and Katoma-Nsororo in Kabonero Sub-County. Instead LG PP Form 1 was used which is no longer valid.</p>	<p>The Procurement and Disposal Unit should ensure that the User Departments have access to all the procurement forms in Schedule 1 of the PPDA (Rules and Methods for Procurements of Supplies, Works and Non-consultancy Services) Regulations, 2023.</p>
C. Anomalies found in the solicitation document		
4.	<p>The letter of request for quotation, in the solicitation document states that the display and communication of best evaluated bidder notice will be within 10 working days from Contracts Committee award contrary to Regulation 3 (1) of the PPDA (Contracts) Regulations, 2023.</p>	<p>The Entity should within five working days after award decision of the Contracts committee, display the notice of the best evaluated bidder on the notice board of the Procuring and Disposing Entity for 10 working days in accordance with Regulation 3 (1) of the PPDA (Contracts) Regulations, 2023.</p>
5.	<p>The location for bid submission was not</p>	<p>The Entity should explicitly state the office</p>

No.	Anomalies found	Recommendations
	<p>explicitly stated in the bidding procedures (submission of bids)</p> <p>The bidding document indicates that: Bids should be submitted to the address below, no later than the date and time of the deadline below. Late Bids will be rejected.</p> <p>Date of deadline: 23rd October 2024</p> <p>Time of deadline: 11:30 (Am)</p> <p>Address: Bunyangabu District Local Government P.O. Box 148, Fort Portal</p>	<p>and the room number where bids shall be submitted in accordance with Regulation 44 (a) (iv) of the PPDA (Rules and Methods for Procurements of Supplies, Works and Non-consultancy Services) Regulations, 2023.</p>
6.	<p>Contradicting information.</p> <p>The bidding document under detailed technical and commercial evaluation stated that the bidders are required to submit a work schedule for the project within 3 months. However, the following were observed:</p> <ol style="list-style-type: none"> i. Part 2: Statement of requirements (scope of works) in the same document states that the schedule of works is for four months; and ii. GCC 17.1 of the Special Conditions of the Contract states that the intended completion date for the whole of the Works shall be: Sixteen (16) weeks after commencement of works 	<p>The Entity should harmonise the detailed technical and commercial evaluation criteria and Part 2: Statement of requirements with GCC 17.1 of the Special Conditions of the Contract so as to ensure that the delivery period is clear in accordance with Regulation 9(1)(e) of the PPDA (Contracts) Regulations, 2023.</p>
7.	<p>Wrong documentation for Performance Securing Declaration attached to the solicitation document.</p> <p>GCC 52.1 of the Special Conditions of the Contract states that a Performance Security shall be required. Where performance security is required, it shall be in the form of: Performance declaration. However, the Entity attached to the bidding document, a Performance Security form and not performance securing declaration form as referred to in GCC 52.1.</p>	<p>The Procurement and Disposal Unit should attach the form for the Performance Securing Declaration in accordance with Circular No. 4 of 2024 on the format for Bid bond, Performance bond and Performance Securing Declaration.</p>

The purpose of this letter is to forward to you the findings from the bid preparatory audit exercise for your implementation. In order to administer and enforce compliance with the provisions of the PPDA Act, Cap. 205, the Accounting Officer should ensure that revisions are made to the bidding document before it is issued to the bidders.



Moses Ojambo

For: **EXECUTIVE DIRECTOR**

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