

Registration Fees

Applicants will be registered under the following three categories and will pay fees for registration as follows:

- i. Works Ug. Shs. 187,500 or USD 125
- ii. Services Ug. Shs. 150,000 or USD 100
- iii. Supplies Ug. Shs. 150,000 or USD 100

Providers may apply for registration under more than one category. In such cases the providers will pay separate registration fees for each additional category at a discounted rate of 50%.

Providers registering as small scale enterprises shall be required to pay a subsidized registration fee of 40% of the fee required to be paid by national providers.

Receipts of registration fees shall be secured from the PPDA offices. Registration fees shall be paid to Stanbic Bank PPDA Register of Providers Account No. 0140067912301. A copy of the receipt for fees paid shall be submitted with the application form.

Bidders will be required to renew their registration status annually by paying an annual renewal fee of Ug. Shs. 50,000 or USD 50 per category of registration.

Where to pick registration forms or seek further information

1. Public Procurement and Disposal of Public Assets Authority (PPDA)
5th Floor UEDCL Tower
Plot 37 Nakasero Road
P. O. Box 3925 Kampala, Uganda
Tel: +256 414 311100, 311162
E-mail: info@ppda.go.ug
Website: www.ppda.go.ug
Further information may be obtained at www.ppdaproviders.ug and info@ppdaproviders.ug

Tender Portal

Under regulation 14(b) and 43(3) of the PPDA (Rules and Methods) Regulations, Entities are required to post bid notices on the PPDA website. Regulation 3(4) of the PPDA (contracts) Regulations, 2014 requires an entity to post a contract award notice on the PPDA website while Regulation 4(1)(c) of the PPDA (contracts) Regulations, 2014 requires an entity to post the best evaluated bidder notice on the PPDA website.

The Authority created a special portal on its website where the public can access this information referred to as tender portal.

The portal also gives bidders the opportunity to know which tenders are available, and which contracts have been awarded.

This information can be freely accessed at www.ppda.go.ug/tenderportal

Contact Us

Public Procurement and Disposal of Public Assets Authority (PPDA)
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Public Procurement & Disposal of Public Assets Authority

**PPDA REGISTER OF PROVIDERS IS
ENSURING TRANSPARENCY
AND
CREATING BUSINESS OPPORTUNITIES**

What is the Register of Providers?

The Public Procurement and Disposal of Public Assets Authority under Section 7 (h) of the PPDA Act and Regulations 8 and 9 of the PPDA Regulations is required to maintain a Register of Providers of works, services and supplies.

The Register of Providers is an on-line database of providers of works, services and goods to Government. The purpose is to offer reliable, verified and up-to-date information on their competencies.

Benefits of the Register of Providers (RoP)

The register of provider offers the following benefits to registered providers:

1. Increased opportunities for providers by providing visibility for their works, services and supplies.
2. Provide exemption from the requirement to submit a Certificate of Incorporation and a trading license when bidding for as long as the bidder's registration status has not expired and the trading license is still valid.
3. The register will be used as a source of information on providers by the Procuring and Disposing Entities when developing their shortlists.
4. Help identify eligible providers to participate in preference and reservation schemes thus promoting national and local business development and capacity in Uganda.
5. Provide instant on-line access to all bid opportunities in Government for all registered providers, through their e-mail addresses when bid opportunities are announced within their business sectors.

6. Offer a more transparent and reliable providers' data bank for all key stakeholders in public procurement.
7. Provide PDEs with a record of current and past contract performance of the providers.
8. Serve as a primary tool for PDEs in the identification of ownership of companies dealing with the public sector and hence ensuring the integrity of bidders.

Eligibility for Registration

Applicants (providers) shall be required to meet the following minimum criteria: to be eligible for registration:

- (a) The applicant must have legal capacity to enter into a contract and may be a company, partnership, firm, government owned Entity or sole proprietor duly registered and licensed to undertake a trade/profession in accordance with the applicable laws in their country of origin.
- (b) The applicant must not be insolvent, under receivership, bankrupt or being wound up.
- (c) The applicant should not be suspended by the Authority or any other governing body.
- (d) The applicant must have fulfilled their obligation to pay taxes and social security contributions.

N.B.: Documentary evidence shall be required to certify that an applicant fulfills the above eligibility requirements.

Categories of Registration

There are two general categories of registration as listed below:

1. National providers
2. Small scale enterprises

The criteria for determining small scale enterprises shall be based on the following:

- (a) The turnover per annum indicated in the audited profit and loss statement of the provider;
- (b) Previous projects carried out by the provider;
- (c) Number of staff employed by the provider;
- (d) The region of operation of the provider.

Registration Procedure

Providers to Procuring and Disposing Entities interested in being registered may obtain application forms from the Authority's websites at www.ppdaproviders.ug or www.ppda.go.ug

Providers may also fill the application forms online and print an electronically filled form for submission to the Authority's office.

Filled application forms shall be submitted to the Authority's address at the back of this brochure. Each provider will be issued with a registration number on submission of a responsive application.

The Authority has the mandate to reject any application which is not responsive to the requirements and the criteria for registration.

The Authority shall notify each applicant in writing within 21 working days from the date of receipt of the registration form whether their application has been accepted or not.

An applicant whose registration is rejected may submit another application.