

guidelines or a lower limit set by the Contracts Committee.

4. Witness opening and closure of submission of bids and attend pre-bid meetings.
5. As contract managers, submit to the Accounting Officer a monthly progress report on all contracts with a copy to the PDU and provide appraisal reports on providers
6. Also as contract managers, recommend termination of a contract to the Accounting Officer where they are satisfied that a contract should be terminated.
7. Initiate the disposal process by making a request for the disposal of a public asset to the Accounting Officer.
8. Represent the department on evaluation committees.



Public Procurement & Disposal of Public Assets Authority

**Amendments To The PPDA Law:  
New Roles Of The Accounting Officer,  
Contracts Committee, Procurement and  
Disposal Unit and User Department in  
the Procurement Process**

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## **Amendment to the PPDA Law: New Roles of the Accounting Officer, Contracts Committee, Procurement and Disposal Unit and User Departments in the Procurement Process**

The Public Procurement and Disposal of Public Assets Act 1 of 2003 set up the Public Procurement and Disposal of Public Assets Authority (PPDA) as the principal regulatory body for public procurement and disposal of public assets in Uganda. The amendments to the PPDA Law have created additional roles and responsibilities for the Accounting Officer, Contracts Committee, Procurement and Disposal Unit and User Departments in the procurement process.

### **Additional roles of the Accounting Officer in the Procurement Process**

1. Undertake assessment of market price prior to commencement of the procurement process.
2. Confirm that the contract price is not higher than the market price established prior to commencement of the procurement process.
3. In an emergency situation, the Accounting Officer may sign a contract without a decision by the Contracts Committee, where the Contracts Committee is unable to meet.
4. Terminate a contract upon consultation with the Attorney General.

5. Submit to the Permanent Secretary/ Secretary to the Treasury and the Authority its procurement plan and notify them of any changes made to the plan during the financial year.
6. Submit administrative review decisions to the Authority for review.
7. Cause the Entity's assets to be reviewed each financial year to identify items to be disposed of.

### **Additional Roles of the Contracts Committee**

1. Approve procurement plans and any subsequent amendments to the plan.
2. Send a representative to attend pre-bid meetings, and witness bid closure and opening.
3. Approve Procurement Plans and any Subsequent amendments to the plan.

### **Additional Role of the Procurement and Disposal Unit**

1. Manage the procurement and disposal process up to the point of contract placement.
2. Manage the opening and closure of bids and pre-bid meetings.
3. Attend the Contracts Committee meetings to offer clarification on any submissions.

4. Submit quarterly reports to the Accounting Officer on all contracts signed by the Procuring and Disposing Entity, highlighting the problems encountered in managing the contracts.
5. Recommend termination of a contract to the Accounting Officer where the Procurement and Disposal Unit is satisfied that a contract should be terminated.
6. Display the approved procurement plan and the updated plan on the Entity's notice board for not less than 20 working days and post a copy on PPDA's website.
7. On a quarterly basis, or wherever necessary update the Procuring and Disposal Entity's procurement plan.
8. Post bid notices, contract award notices and notice of best evaluated bidder on the Authority's website.

### **User Department**

1. Initiate procurements
2. For each procurement or disposal requirement, nominate an official to work with the Procurement and Disposal Unit on all matters relating to that procurement or disposal.
3. Undertake micro procurements delegated to it of a value specified in