



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

Your Ref: PPDA/UCDA/160
Our Ref:

12th August 2022

The Executive Director
Uganda Coffee Development Authority
P.O Box 7267
KAMPALA

**RE: BID PREPARATORY AUDIT EXERCISE FOR THE PROCUREMENT FOR
CONSULTANCY SERVICES TO CONDUCT A CAPACITY NEEDS ASSESSMENT
FOR COFFEE FARMER ORGANISATIONS IN UGANDA BY UCDA**

Reference is made to the above subject.

The Public Procurement and Disposal of Public Assets Authority (PPDA) on 9th August 2022 conducted a bid preparatory audit for the procurement of Consultancy Services for firms to conduct capacity needs assessment for coffee farmer organisations in Uganda which is to be undertaken this financial year (2022/23). The audit exercise involved a review of procurement planning, requisitioning/initiation and the solicitation document issued to bidders following the Public Procurement and Disposal of Assets Act, 2003 as amended, the PPDA Regulations and relevant Guidelines.

The objectives of the audit were to:

1. Ensure that public procurement planning and requisitioning was conducted in a manner which promotes transparency, accountability and fairness in accordance with the PPDA Act, 2003 as amended, the Central Governments (PPDA) Regulations, 2014 and attendant Guidelines; and
2. Establish whether the solicitation document issued to bidders was prepared in accordance with the provisions of the PPDA Act 2003, the Central Governments (PPDA) Regulations, 2014 and attendant Guidelines.

The Authority identified some 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.

Head Office
PPDA - URF Towers, Plot 39
Nakasero Road
P.O.Box 3925, Kampala Uganda
Tel: +256-414-311100
Email: info@ppda.go.ug

Western Regional Office
RDC's Building, Bishop Stretcher Road,
Opposite BOU Currency Centre, Mbarara-Kabale Road
P.O. Box 1353, Mbarara, Uganda.
Tel: +256-417-733800
Email: mbararaoffice@ppda.go.ug

Northern Regional Office
Plot 1, Lower Churchill Drive
P.O. Box 999, Gulu, Uganda
Tel: +256-417-432010
Email: guluoffice@ppda.go.ug

Eastern Regional Office
Oval Plaza, Plot 1, Court Road
P.O. Box 2173, Mbale, Uganda
Tel: +256-417-890100
Email: mbaleoffice@ppda.go.ug

Page 1 of 2

Objective: To establish whether the public procurement planning, requisitioning process and bidding was conducted in a manner which promotes transparency, accountability and fairness in accordance with the Public Procurement and Disposal of Public Assets Act 2003, the PPDA Regulations 2014 and relevant Guidelines

1.0 Inadequate Expression of Interest

The Authority noted that the Expression of Interest (EOI) published was inadequate as it indicated that the Entity required the services of a firm yet the requirement of the proposed personnel experience was for the Team leader without other members of the team.

Secondly, the short listing criteria only indicated the eligibility requirements of the firm and did not specify the following parameters which are key in the short listing exercise:

- i. General Experience of the firm in undertaking assignments of similar nature;
- ii. Evidence of availability of required experts for the assignment (attach CVs and copies of academic certificates/ transcripts);
- iii. Fulfilment of obligations to pay social security contributions in Uganda (attach evidence);
- iv. Specific experience of the firm; Evidence of at least No.... of previous similar assignments undertaken in the last years. This evidence shall be in the form of Certificates of completion of assignment or signed contracts or Local Purchase orders (LPOs); and
- v. Recommendation letters from previous clients. These should be in line with similar assignments.

Implication

The failure to specify in detail the criteria in respect of all the experts required, specific experience of the firm, number and value of previous contracts required meant that the short listing criteria did not seek to evaluate the firm's competences and experience in similar assignments and personnel qualification. Irregularities at evaluation may lead to unfair award of contracts and could also result into contracting incompetent Consultants.

The Authority recommends that the Head Procurement and Disposal Unit should harmonise the areas mentioned above in the EOI to ensure that the procurement is conducted in a manner which promotes transparency, accountability and fairness in accordance with the PPDA Act, 2003.

The purpose of this letter is to forward to you the findings from the bid preparatory audit exercise for your implementation to allow potential bidders sufficient time to prepare responsive bids.



Simon Businge

For: EXECUTIVE DIRECTOR

c.c. Chairperson, Contracts Committee
c.c. Head Procurement and Disposal Unit