

Your Ref:  
Our Ref: PPDA/UCC/44

3<sup>rd</sup> August 2022

The Executive Director  
Uganda Communications Commission  
P.O Box 7376  
**KAMPALA**

**RE: BID PREPARATORY AUDIT EXERCISE FOR THE PROCUREMENT FOR  
SUPPLY AND DELIVERY OF 2000 TABLET DEVICES FOR THE UNSERVED  
AND UNDERSERVED HOUSEHOLDS IN VARIOUS PARTS OF THE  
COUNTRY REFERENCE NO.: UCC/SUPLS/21-22/00131.**

Reference is made to the above subject.

The Public Procurement and Disposal of Public Assets Authority (PPDA) on 27<sup>th</sup> July 2022 conducted a bid preparatory audit for the supply and delivery of 2000 tablet devices for the unserved and underserved households in various parts of the country which is to be undertaken this financial year (2022/23). The audit exercise involved a review of the procurement planning, requisition/initiation and 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 requisition 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.

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*Objective: To establish whether the public procurement planning and requisition process 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 Procurement Planning and Initiation Process**

### **1.1 Procurement Plan for FY 2022/2023**

The Authority reviewed the Entity's procurement plan for the FY 2022/23 and noted that the procurement for devices for poor households was not included in the plan but had been included in the approved procurement plan of FY 2021/22 and was informed that the implementation of the procurement was rolled over to FY 2022/2023. The Authority noted that whereas the initial procurement was budgeted at UGX. 3,600,000,000 and implemented fully during the year, additional resources were identified for the same requirement and a new procurement process initiated on 23<sup>rd</sup> June 2022 seven days to the end of FY 2021-2022, at an estimated cost of UGX. 1,500,000,000.

It was further noted that the procurement for supply and delivery of devices for poor households was advertised in the current Financial Year under open domestic bidding method in the Daily Monitor Newspaper of 22<sup>nd</sup> July 2022 with a bid submission deadline of 19<sup>th</sup> August 2022. The 2022/2023 plan was not available for review since it was under preparation. The item was a result of a request for update of 2021/22 plan which was duly approved by Contracts Committee but spilling over to FY 2022/23.

#### **Implication**

Procurements outside the plan affect other planned activities and may lead to delayed service delivery and creation of domestic arrears.

The Authority recommends that the Accounting Officer and Management should regularly carry out a review of the implementation of the procurement plan to avoid initiating procurements when the Financial Year is ending and where necessary the plan is updated to include emergency procurements in accordance with Section 58(4) of the PPDA Act, 2003.

### **1.2 Special Conditions of Contract**

The following gaps were observed in the Special Conditions of Contract:

- i. The type of contract was not stated.
- ii. Documents that will form part of the contract need to be stated.

The Authority recommends that the Head Procurement and Disposal Unit should harmonise the areas mentioned above in the procurement plan and the Special Conditions of Contract.

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.

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Aloysius M. Byaruhanga (PhD)

For: **EXECUTIVE DIRECTOR**

c.c. Chairperson, Contracts Committee

c.c. Head Procurement and Disposal Unit

