



**PUBLIC PROCUREMENT AND DISPOSAL
OF PUBLIC ASSETS AUTHORITY**

"Procurement That Delivers"

Your Ref:

Our Ref:

PPDA/UBOS/143

11th November 2022

The Executive Director
Uganda Bureau of Statistics
P. O. Box 7186
KAMPALA.

BID PREPARATORY AUDIT INTO THE PROVISION OF CLEANING SERVICES UNDER A FRAMEWORK CONTRACT FOR THREE YEARS RENEWABLE ANNUALLY UPON SATISFACTORY PERFORMANCE (UBOS-ADMIN/SRVCS/22-23/00272)

Reference is made to the above subject.

On 9th November 2022, the Public Procurement and Disposal of Public Assets Authority (PPDA) in accordance with Section 7 (j) (i) of the PPDA Act 2003 as amended conducted a bid preparatory audit for the provision of cleaning services under a framework contract renewable annually upon satisfactory performance.

The objectives of the audit were to:

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

The scope of the bid preparatory audit entailed a review of the procurement requisition form, solicitation document and bid notice as well as approvals of the Contracts Committee of the procurement method, Evaluation Committee and solicitation document. The areas of the

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solicitation document analyzed were - Instructions to Bidders, Bid Data Sheet, Evaluation Methodology and Criteria, Bidding Forms and the Special and General Conditions of Contract.

The Authority identified the following exceptions with regard to the procurement planning and requisition processes, and the solicitation document for the attention of management:

1.0. *To establish whether the public procurement planning and requisitioning processes were conducted in a manner which promotes transparency, accountability and fairness in accordance with the Public Procurement and Disposal of Public Assets Act 2003 as amended, the PPDA Regulations 2014 and relevant guidelines*

1.1. Delayed initiation of the procurement exercise

The Entity stated in the procurement plan that the start date for this procurement would be 1st July 2022 and the lead time would be one (1) month; however, it was initiated on 19th October 2022.

Inefficiency in the procurement process leads to delays in service delivery.

The Authority recommends that the Head, Procurement and Disposal Unit should monitor the procurement plan and ensure that User Departments initiate and forward their requirements to the Unit in a timely manner in accordance with Section 34 of the PPDA Act 2003 as amended.

1.2. Inconsistencies between the Contracts Committee minutes and the Bidding Document.

The audit noted that there was a discrepancy between the bidding document and the Contracts Committee minutes. The bidding document stated the cost of the Bidding document was UGX 50,000 whereas the form submitted to the Contracts Committee stated that the cost of the same document was UGX 100,000.

This implies a lack of checks and balances during the preparation of documents by the Procurement and Disposal Unit.

The Authority recommends that the Head Procurement and Disposal Unit should ensure that the documents are scrutinized during preparation so as to detect such discrepancies and avoid unnecessary complaints.

2.0. *To establish whether the solicitation document issued to bidders was prepared in accordance with the provisions of the Public Procurement and Disposal of Public Assets Act, 2003 as amended, the PPDA Regulations 2014 and relevant guidelines*

2.1. Errors in the Bidding document.

The Entity stated in the bidding document that one of the requirements for this procurement was a Manufacturer's Authorization, which depicts a copy and paste error.

Also, under Section 3, Evaluation Methodology and Criteria, B (Preliminary examination criteria) the entity stated as part of the Eligibility Criteria:

m) An insurance cover/policy for safety of the vehicles while in custody of the Garage


n) Evidence of possession of a spacious garage with a perimeter fence and its relevant equipment/tools

o) Possession of fire fighting equipment at the garage

This implies a lack of checks and balances during the preparation of documents by the Procurement and Disposal Unit.

The Authority recommends that the error in the Bidding Document be corrected.

The purpose of this letter is to forward the findings of the bid preparatory audit exercise. In order to administer and enforce compliance with the provisions of the PPDA Act 2003, Regulations and Guidelines, the Entity is required to implement the recommendations of the Authority contained in this letter.



Dr. Aloysius M. Byaruhanga (PhD)

For: EXECUTIVE DIRECTOR

cc: Chairperson, Contracts Committee

cc: Head, Procurement and Disposal Unit