



**Public Procurement and Disposal of Public Assets Authority**

Plot 37 Nakasero Road, UEDCL Tower 5th floor, P.O. Box 3925, Kampala, Uganda

Tel: +256 (0414) 311100 Fax: +256 (0414) 344858

Our Ref:..... **PPDA/4002** .....

Your Ref:.....

19<sup>th</sup> June 2015

To all Accounting Officers  
Central and Local Government

**RE: CIRCULAR TO PROCURING AND DISPOSING ENTITIES ON DESIGNATION OF NITA-U AS CENTRAL SOURCE FOR MICROSOFT LICENSES.**

Reference is made to the above subject matter.

The Information Technology (IT) Rationalisation Program was approved by Cabinet under the under the Cabinet minute 261 (CT 2012) in relation to the rationalisation and harmonisation of IT services in Government.

The program provided for 5 strategies that if implemented would result into harmonisation of Government systems across Government and reduction of duplication and cost of running the systems. In an effort to implement the strategies, in 2014 the National Information Technology Authority - Uganda (NITA-U) embarked on a process to enter into an enterprise agreement with Microsoft to enable the reduction of the cost of licenses to government and also activate various benefits from Microsoft in addition. This is in line with strategy No.4 of the rationalization program that recommends consolidation and bulk licensing of applications and software licenses.

NITA-U concluded the negotiations and signed a contract with Microsoft on 20<sup>th</sup> February, 2015 following the approval of the contract by the Solicitor General, the Authority and the Ministry of Finance, Planning and Economic Development.

In his letter dated 16<sup>th</sup> February, 2015 the Permanent Secretary/Secretary to the Treasury directed NITA-U to confirm that entities had sufficient funds budgeted to pay for their licenses, and to work with the Desk Officer to ensure that adequate funds are budgeted for by entities and to share the proposed budget implications of the exercise for entities.

As part of implementation of the above mentioned strategies, the Authority issues this circular to advise PDEs to liaise with NITA-U with respect to all procurement of Microsoft licenses for Ministries, Departments and Agencies.

Cornelia K. Sabiiti  
**EXECUTIVE DIRECTOR**

c.c: Permanent Secretary/Secretary to Treasury Ministry of Finance, Planning and

PA/sn

Page 1 of 2

Economic Development

- c.c: Solicitor General, Ministry of Justice and Constitutional Affairs
- c.c: Auditor General
- c.c: Inspector General of Government
- c.c: Chairpersons Contracts Committees
- c.c: Heads of Procurements and Disposal Units