



Guideline issued by the Public Procurement and Disposal of Public Assets Authority under Section 97 of the Public Procurement and Disposal of Public Assets Act, 2003

Details covered in this Guideline:

Guideline Subject: Procurement and Disposal Records to be Kept by the Procuring and Disposing Entity

Guideline Reference: 10/2024

Commencement Date: 5th February 2024

Guidelines are issued to all Accounting Officers who are responsible for distributing copies to the Contracts Committee, user departments and Procurement and Disposal Units of the Procuring and Disposing Entities.

This Guideline can be accessed on the PPDA website at www.ppda.go.ug

Guideline Subject: Procurement and Disposal Records to be Kept by the Procuring and Disposing Entity

Section 41 of the PPDA Act, 2003 requires procuring and disposing entities to maintain records on the procurement and disposal proceedings. In accordance with Section 97, the Authority guides on the specific records to be kept by the Procurement and Disposal Unit.

The records to be kept shall adhere to the standard bidding documents, procedural forms contained in the various PPDA Regulations and the guidelines on standard formats.

The records may be maintained in hard copy or electronic form. Where the latter is done, the procuring and disposing entity shall provide or enable access, reading and printing of the records to the Authority and other competent authorities in accordance with Section 41(4) of the PPDA Act, 2003.

General Records

1. Consolidated Procurement Plan;
2. Disposal Plan;
3. Departmental procurement plans;
4. Contracts Committee Composition;
5. Procurement and Disposal Unit Personnel Details.

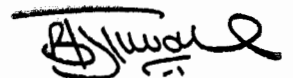
Procurement Records

1. A summary report for each procurement contract containing records indicated in Section 41(1a) of the PPDA Act, 2003;
2. Initiation of procurement - Form 5 or 18;
3. Contracts Committee approval of the procurement method, bidding document, evaluation committee and shortlist of providers where applicable;
4. Bidding document and any amendments or clarifications;
5. Copy of the published advertisement or shortlist;
6. Record of issuance of bidding document;
7. Record of pre-bid meetings;
8. Record of receipt of bids;
9. Record of opening of bids;
10. Copies of bids received;

11. Evaluation meetings and Evaluation Report;
12. Notice following technical evaluation for consultancy services;
13. Record of negotiations;
14. Notice of best evaluated bidder;
15. Submission of contract to the Attorney General for clearance where applicable;
16. Approval by the Attorney General where applicable;
17. Contract and amendments thereto;
18. Contract Management Records;
19. Contracts Committee minutes relating to the procurement; and
20. Correspondences between a procuring and disposing entity and the bidder(s);

Disposal Records

1. Initiation of disposal - Form 28;
2. Contracts Committee approval of the disposal method, bidding document, evaluation committee and shortlist of providers where applicable;
3. Bidding document and any amendments or clarifications;
4. Copy of the published advertisement or shortlist;
5. Record of issuance of bidding document;
6. Record of receipt of bids;
7. Record of opening of bids;
8. Copies of bids received;
9. Evaluation meetings and Evaluation Report;
10. Record of negotiations;
11. Notice of best evaluated bidder;
12. Submission of contract to the Attorney General for clearance where applicable;



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13. Approval by the Attorney General where applicable;
14. Contract and amendments thereto;
15. Contract Management Records;
16. Contracts Committee minutes relating to the procurement; and
17. Correspondences between a procuring and disposing entity and the bidder(s).


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Julius K. Ishungisa
BOARD CHAIRMAN


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Benson Turamye
EXECUTIVE DIRECTOR


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DATE