



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: Standard Notice Formats

Guideline Reference: 9/2024

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: Standard Notice Formats

In accordance with section 7 (1)(d) of the PPDA Act, 2003 which provides the Authority with the function of preparing, updating and issuance of authorized versions of the standardized bidding documents, procedural forms and any other attendant documents to procuring and disposing entities, the following formats shall be used for publication on the procurement and disposal notice boards, entity's websites where applicable and the website of the Authority with respect to procurement and disposal proceedings:

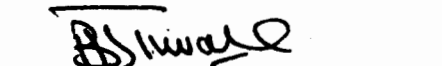
Procurement Notices

1. Notice of Shortlisted Bidders.
2. Notice Following Technical Evaluation for Consultancy Services.
3. Notice of Best Evaluated Bidder for Procurements of Works, Supplies and Non-consultancy Services.
4. Notice of Best Evaluated Bidder for Procurements of Consultancy Services.

Disposal Notices

1. Notice of Public Auction.
2. Notice of Best Evaluated Bidder.


.....
Julius K. Ishungisa
BOARD CHAIRMAN


.....
Benson Turamye
EXECUTIVE DIRECTOR

4th January 2024
.....
DATE

Attachments to this Guideline

Procurement and Disposal Notices

NOTICE OF SHORTLISTED BIDDERS

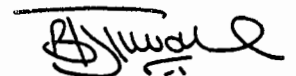
The bidders listed below have been shortlisted for the procurement requirement detailed below:

Procurement Reference number	
Subject of Procurement	
Method of Procurement	
SHORTLISTED BIDDERS AND ADDRESS	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Date for Display:	
Date for Removal:	

Authorised for Display on Procurement and Disposal Notice Board:

Signature: _____ Name: _____
Position: _____ Date: _____



**NOTICE FOLLOWING TECHNICAL EVALUATION FOR
CONSULTANCY SERVICES**

The bidder(s) named below have been evaluated and scored above the minimum technical score. The Procuring and Disposing Entity intends to open the financial bids after working days from the date of display below:

Procurement Reference Number: _____

Subject of Procurement: _____

No.	Bidder	Technical Score

Unsuccessful bidders

No.	Bidder	Technical Score
1.		
2.		
3.		

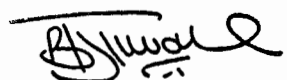
Date for Display	
Date for Removal	

Unsuccessful bidders can request for a debrief on the reasons for the disqualification of the proposals and the weaknesses of the proposal against the evaluation criteria in accordance with the PPDA (Procurement of Consultancy Services) Regulations, 2023.

Authorised for Display on Procurement and Disposal Notice Board:

Signature: _____ Name: _____

Position: _____ Date: _____



NOTICE OF BEST EVALUATED BIDDER

(For procurements of works, supplies and non- consultancy services)

The bidder(s) named below has/ have been awarded as the best evaluated bidder(s) for the procurement requirement(s) indicated. The Procuring and Disposing Entity intends to place a contract with the bidder(s) after working days from the date for display below:

Procurement Reference number	Subject of Procurement	Method of Procurement	Best Evaluated Bidder	Total Contract Price and Currency

Unsuccessful bidders

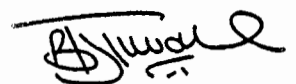
No.	Procurement Reference number	Bidder	Stage of Elimination	Reason for Elimination
1.				
2.				
3.				

Date for Display:	
Date for Removal:	

Display of this notice does not constitute a contract. The contract shall be signed in accordance with the PPDA (Contracts) Regulations, 2023.

Authorised for Display on Procurement and Disposal Notice Board:

Signature: _____ Name: _____
 Position: _____ Date: _____



NOTICE OF BEST EVALUATED BIDDER
(For procurements of consultancy services)

The bidder(s) named below has/ have been awarded as the best evaluated bidder(s) for the procurement requirement(s) indicated. The Procuring and Disposing Entity intends to place a contract with the bidder(s) after working days from the date for display below:

Procurement Reference Number	
Subject of Procurement	
Method of Procurement	

No.	Best Evaluated Bidder	Combined Score	Total Contract Price and Currency

Unsuccessful Bidders

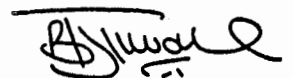
No.	Bidder	Combined Score	Reason for Elimination
1.			
2.			
3.			

Date for Display	
Date for Removal	

Display of this notice does not constitute a contract. The contract shall be signed in accordance with the PPDA (Contracts) Regulations, 2023.

Authorised for Display on Procurement and Disposal Notice Board:

Signature: _____ Name: _____
Position: _____ Date: _____



DISPOSAL NOTICES

NOTICE OF PUBLIC AUCTION

Notice of Sale of Public Assets by Public Auction

Disposal Reference number:

The *[insert name of Procuring and Disposing Entity]* intends to sell *[insert description of asset(s)]* by public auction. The assets shall be sold on an “as is, where is” basis and the Procuring and Disposing Entity shall have not have further liability after sale.

The auction will be conducted by *[insert name of auctioneer]* at *[insert location of auction]* on *[insert date of auction]* at *[insert time of auction]*.

Interested bidders may inspect the *[insert description of asset(s)]* at *[insert location for inspection]* on *[insert date(s) for inspection]* from *[insert hours for inspection]*.

Further information can be obtained from *[insert name and address of auctioneer]*.

Where the auctioneer publishes an alternative notice, this notice should be displayed on the procuring and disposing entity's notice board.

NOTICE OF BEST EVALUATED BIDDER

(For Disposal of Public Assets)

The bidder(s) named below has/ have been awarded as the best evaluated bidder(s) for the public asset(s) indicated. The Procuring and Disposing Entity intends to place a contract with the bidder(s) after working days from the date for display below:

Disposal Reference Number	Description of Public Asset	Method of Disposal	Best Evaluated Bidder	Contract Price and Currency

Unsuccessful Bidders

No.	Disposal Reference number	Bidder	Stage of Elimination	Reason for Elimination
1.				
2.				
3.				

Date for Display	
Date for Removal	

Display of this notice does not constitute a contract. The contract shall be signed in accordance with the PPDA (Contracts) Regulations, 2023.

Authorised for Display on Procurement and Disposal Notice Board:

Signature: _____ Name: _____
 Position: _____ Date: _____

