



**PUBLIC PROCUREMENT AND DISPOSAL
OF PUBLIC ASSETS AUTHORITY**
"Procurement That Delivers"

PPDA/UPS/145

5th March 2026

The Accounting Officer
Uganda Prisons Service
P.O. Box 7182
KAMPALA

**BID PREPARATORY AUDIT EXERCISE AT UGANDA PRISONS SERVICE FOR
SELECTED PROCUREMENTS: UPN/SUPLS/25-26/00189 FOR THE FINANCIAL YEAR
2025/2026**

Reference is made to the above subject.

The Public Procurement and Disposal of Public Assets Authority (PPDA) instituted an audit in the bid preparatory process for the framework contract for procurement of Lot 1: Tractors and implements repair and spare parts, Lot 2: Oils and Lubricants and Lot 3: Tractor and trailer tyres and tubes in accordance with Section 8 (1) (j) (i) of the PPDA Act Cap. 205. The audit involved the review of procurement process and the solicitation document to ensure that public procurement planning and requisitioning was conducted in a manner which promotes transparency, accountability and fairness.

The Authority noted that there were no major exceptions identified in the solicitation documents. However, two compliance issues were identified as shown below:

1.0. Requirement for providers to submit performance security for call-off orders

The Authority noted that the bidding document under SCC (GCC) 18.1 required the provider to provide performance security of 10% on each call-off order. This requirement is likely to present practical challenges such as delays in contract implementation as a result of delays or failure by providers to provide the performance security.

Regulation 11 (1) of the PPDA (Contracts) Regulations, 2023 provides that the bidding documents shall state the requirement for a performance security or a performance securing declaration.

Recommendation

Where the Entity needs to protect against non-performance, use of a performance securing declaration should be considered.

Page 1 of 2

Head Office
PPDA - URF Towers, Plot 39
Nakasero Road
P.O.Box 3925, Kampala Uganda
Tel: +256-414-311100
Email: info@ppda.go.ug

Western Regional Office
RDC's Building, Bishop Stretcher Road,
Opposite BOU Currency Centre, Mbarara-Kabale Road
P.O. Box 1353, Mbarara, Uganda.
Tel: +256-417-733800
Email: mbararaoffice@ppda.go.ug

Northern Regional Office
Plot 1, Lower Churchill Drive
P.O. Box 999, Gulu, Uganda
Tel: +256-417-432010
Email: guluoffice@ppda.go.ug

Eastern Regional Office
Oval Plaza, Plot 1, Court Road
P.O. Box 2173, Mbale, Uganda
Tel: +256-417-890100
Email: mbaleoffice@ppda.go.ug

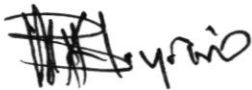
2.0. Period for evaluating bids stated in the Bidding Document

The Authority noted that the planned procurement schedule in the bidding document indicated that the evaluation process would take 15 working days from bid closure which is contrary to Regulation 4(1) (a) of the PPDA (Evaluations) Regulations, 2023 which states that evaluation will take ten working days from the date of the opening of the bids, for the procurement of supplies or non-consultancy service.

Recommendation

The Authority should revise the planned procurement schedule to adhere to Regulation 4(1) (a) of the PPDA (Evaluations) Regulations, 2023.

The purpose of this letter is to forward to you the findings from the bid preparatory audit exercise for your implementation.



Dr. Aloysius M. Byaruhanga

For: EXECUTIVE DIRECTOR

c.c. Chairperson, Contracts Committee
c.c. Head Procurement and Disposal Unit