



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

PPDA/NSSF/30

3<sup>rd</sup> September, 2025

The Managing Director  
National Social Security Fund  
P.O. Box 7140  
**KAMPALA**

**BID PREPARATORY AUDIT EXERCISE FOR PROCUREMENT OF A CYBER  
AI NETWORK DETECTION AND RESPONSE PLATFORM-  
NSSF/NCONS/2024-2025/00708 AND PROVISION OF TELEVISION  
ADVERTISING SERVICES UNDER FRAMEWORK CONTRACT FOR A  
PERIOD OF THREE (03) YEARS -NSSF/NON-CONS/2024-2025/00751**

Reference is made to the above subject.

The Public Procurement and Disposal of Public Assets Authority (PPDA) conducted a bid preparatory audit for two procurements in the calendar year 2025, namely; Procurement of A Cyber AI Network Detection and Response Platform-NSSF/NCONS/2024-2025/00708 And Provision of Television Advertising Services Under Framework Contract for a Period of Three (03) Years -NSSF/NON-CONS/2024-2025/00751.

The objective of the audit was to establish whether the solicitation documents issued to the bidders were prepared in accordance with the provisions of the PPDA Act Cap. 205 and PPDA Regulations 2023.

The scope of the bid preparatory audit included review of the procurement requisition forms, solicitation documents, bid notices and the Contracts Committee approval of the procurement method, Evaluation Committee and solicitation documents. The areas of the 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 some exceptions for the attention of management. The purpose of this letter therefore is to communicate the following findings and recommendations for your attention and action:

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**Whether the solicitation documents issued to the bidders were prepared in accordance with the provisions of the PPDA Act 2003, PPDA Regulations 2014 and PPDA Guidelines**

**1. Discrepancy in the bid opening date in the bidding document and advert.**

The Authority noted inconsistencies in the bid opening date in the Procurement of a Cyber-AI network detection and response platform. In the bid advert, the bid opening date was indicated as 15<sup>th</sup> August 2025 while the same was indicated in section 6 of the bid notice in the bidding document and ITB 25.1 of the Bid Data Sheet in the bidding document as 18<sup>th</sup> September 2025. Such inconsistencies may cause confusion among bidders.

The Head, Procurement and Disposal Unit should amend the bid opening date in the bidding document with view of ensuring uniformity of the information provided to bidders in accordance with Regulation 33 of the PPDA (Rules and Methods for Procurement of Supplies, Works and Non-Consultancy Services) Regulations, 2023.

**2. Failure to request for experience and financial requirements in the evaluation criteria**

Regulation 47(3) of the PPDA (Rules and Methods for Procurement of Supplies, Works and Non-Consultancy Services) Regulations, 2023 states that *“the evaluation criteria shall be used to assess compliance with the statement of requirements, the technical and financial ability of a bidder to perform the contract and the availability of the required resources.”*

The Authority noted that Part 1 Section 3: Evaluation Criteria and Methodology in the bidding document for the Provision of Television Advertising services under framework contract for a period of three years does not have any requirement in the evaluation criteria to assess a bidder’s experience and financial ability, contrary to the above Regulation.

Failure to request for requirements that allows an Entity to assess a bidder’s experience and financial capacity may result into awarding contracts to bidders without the necessary competence and financial resources to carry out a contract.

The Head, Procurement and Disposal Unit should amend the evaluation criteria in the bidding document to include experience and financial ability requirements in accordance with Regulation 47(3) of the PPDA (Rules and Methods for Procurement of Supplies, Works and Non-Consultancy Services) Regulations, 2023.

**3. Use of INCOTERMS where it was non-applicable**

The Authority noted that in the procurement of Provision of Television Advertising Services Under Framework Contract for a Period of Three (03) Years, the Entity indicated the INCOTERMS to be used under ITB 14.5 (Section 2: Bid Data Sheet) and GCC 4.2(b) of the Special Conditions of the Contract as Delivery Duty Paid, which should not have been applicable under this procurement.

The Head, Procurement and Disposal Unit should amend ITB 14.5 of the Bid Data Sheet and GCC 4.2(b) of the Special Conditions of the Contract to indicate that INCOTERMS will not be applicable under this procurement.

**4. Failure to state the actual date within which a bidder can seek clarification.**

Regulation 59 (l) of the PPDA (Rules and Methods for Procurement of Supplies, Works and Non-Consultancy Services) Regulations, 2023 states that "*bidding documents shall state that a bidder may seek clarification on the bidding documents and shall state the date by which the clarification shall be sought*". The audit noted that the Entity contravened this Regulation in two procurements.

In ITB 7.1 of the Bid Data Sheet in the bidding document for Procurement of a Cyber AI Network Detection and Response Platform, the Entity stated that the Procuring and Disposing Entity will respond to any request for clarification provided that such request is received no later than 07 (seven) days from the bid closing date. This implied that the Entity will respond to request for clarifications seven days after bid closing date, which is erroneous and violates the procurement principles of fairness, transparency and accountability.

In ITB 7.1 of the Bid Data Sheet in the bidding document for procurement for Provision of Television Advertising services under framework contract for a period of three years, the Entity indicated that it will respond to any request for clarification provided that such request is received no later than seven (07) days prior to the deadline for submission of Bids. In doing this, they did not provide the actual date for clarifications, contravening Regulation 59 (l) of the PPDA (Rules and Methods for Procurement of Supplies, Works and Non-Consultancy Services) Regulations, 2023.

Failure to provide the actual date for clarifications might cause unnecessary complaints from bidders and may also impact on the quality of bids.

The Head, Procurement and Disposal Unit should amend ITB 7.1 of the Bid Data Sheet in the bidding document of the above two procurements clearly providing dates by when clarification shall be sought in accordance with Regulation 59 (l) of the PPDA (Rules and Methods for Procurement of Supplies, Works and Non-Consultancy Services) Regulations, 2023.

**5. Exclusion of the bid notice from the bidding document**

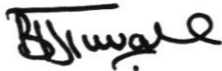
In the procurement for Provision of Television Advertising services under framework contract for a period of three years, the Authority noted that Entity excluded the bid notice from the bidding document being issued to bidders, contrary to Regulation 33(1) of the PPDA (Rules and Methods for Procurement of Supplies, Works and Non-Consultancy Services) Regulations, 2023.

Issuance of incomplete bidding documents to bidders results into provision of incomplete information to bidders, which may result into poor quality bids and potential future conflicts. Similarly, misalignments of sections in the bidding documents may confuse bidders when preparing their bids.

The Head, Procurement and Disposal Unit should amend the bidding document for Provision of Television Advertising services under framework contract for a period of three years by incorporating the Bid Notice as provided for in the Standard Bidding Document for Non-Consultancy Services.

**Conclusion:**

The purpose of this letter is to forward to you the results of the bid preparatory audit exercise. In order to administer and enforce compliance with the provisions of the PPDA Act Cap. 205 and PPDA Regulations 2023, the Entity is required to implement the recommendations of the Authority contained in this letter.



Benson Turamye

**EXECUTIVE DIRECTOR**

cc: The Chairman, Contracts Committee

cc: The Head, Procurement and Disposal Unit