



PPDA/KASE/521

10th September 2025

The Chief Administrative Officer
Kasese District Local Government
P. O. Box 250,
KASESE

RE: BID PREPARATORY AUDIT FOR THE CONSTRUCTION OF MATERNITY WARD AT KARAMBI HCIV IN KARAMBI SUB COUNTY PHASE 1

Reference is made to the above subject.

The Public Procurement and Disposal of Public Assets Authority conducted a bid preparatory audit for the construction of maternity ward at Karambi HCIV in Karambi Sub County Phase 1 estimated at UGX 332,500,000, in accordance with section 8(1)(j)(i) of the PPDA Act, Cap 205. The audit exercise involved a review of the procurement plan, requisition form, shortlisting procedures, and solicitation document to be issued to bidders following the Public Procurement and Disposal of Assets Act, Cap. 205, the attendant PPDA Regulations, 2023, and Guidelines 2024.

The objectives of the audit were to:

1. Ensure that public procurement planning, requisition, and shortlisting were conducted in a manner which promotes transparency, accountability, and fairness in accordance with the PPDA Act, Cap.205, the attendant PPDA Regulations 2023, and Guidelines 2024; and
2. Establish whether the solicitation document issued to bidders was prepared in accordance with the provisions of the PPDA Act Cap.205, the attendant PPDA Regulations 2023, and Guidelines 2024.

The Authority identified a number of 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.

The Authority found the following anomalies in the bidding document as detailed in Table 1 below:

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RDC's Building , Bishop Stretcher Road,
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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
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Table 1: Anomalies found in the bidding document

No.	Anomalies found	Recommendations
Instruction to Bidders (ITB)		
1.	<p>Inadequate eligibility criteria</p> <p>Bidders were required to;</p> <ul style="list-style-type: none"> i. Submit a copy of the bidder’s Tax Clearance Certificate as evidence of fulfilment of their obligations to pay taxes. The Entity did not however, explicitly state the period required for the Tax Clearance Certificate. ii. To demonstrate availability of personnel for the key positions. However, the Entity did not include the requirement for the bidder to submit detailed curriculum vitae for the key personnel, academic qualifications as well as documents evidencing the required work experience. <p>The criteria lacked a requirement;</p> <ul style="list-style-type: none"> iii. For the bidders to submit Powers of Attorney with their bids as a written confirmation of authorisation to sign on behalf of the bidder. iv. Did not include a requirement for the bidder to submit evidence of ownership, lease or hire of the required equipment. 	<p>The Procurement and Disposal Unit should amend the eligibility criteria to include a requirement for submission of:</p> <ul style="list-style-type: none"> i) A Valid Tax Clearance Certificate ii) Include a requirement for bidder’s representatives to submit Powers of Attorney with their bids as a written confirmation of authorisation to sign on behalf of the bidder. iii) Detailed curriculum vitae for all the key personnel with clear evidence of previous work experience and their academic qualifications. iv) Include a requirement for bidders to submit evidence of ownership, lease or hire of the required equipment. E.g. logbook, lease agreement etc.
2.	<p>Management of Environmental, Social Health and Safety (ESHS) aspects.</p> <ul style="list-style-type: none"> i. Bills of quantities (BOQs) lacked ESHS aspects to be implemented. ii. The evaluation criteria did not indicate how ESHS issues would be evaluated i.e. the requirement for bidders to submit an Environmental and Social Management Plan on how to address the environmental and social issues. 	<p>The District Environment Officer should ensure that a detailed environmental, social health and safety assessment is conducted to identify possible risks and ensure that environmental protection and social inclusion issues applicable to the procurement requirements are included in the Bill of Quantities for costing in accordance with Regulation 44 (b) (iii) of the PPDA (Rules and Methods for Procurements of Supplies, Works and Non consultancy Services) Regulations, 2023</p>

No.	Anomalies found	Recommendations
3.	The Entity did not include the requirement of submission of Beneficial Ownership Declaration by the bidder contrary to PPDA Circular No.1 of 2021.	The Entity should include in the bidding document, under documents evidencing eligibility, the requirement for Beneficial Ownership Declaration in accordance with the PPDA Circular No. 1 of 2021. A Beneficial Owner is defined to mean the natural person who has final ownership and control of a company, or an individual on whose behalf a transaction is conducted in a company.
Special Conditions of Contract (SCC)		
4.	Clause GCC 53 of the Special Conditions of Contract requires the bidder to submit a bid securing declaration. However, the Entity did not include the bid securing declaration form in the bidding document.	The Entity should include, in the bidding document, the bid securing declaration form in the format issued by the Authority, and can be found on the website.

The purpose of this letter is to forward to you the findings from the bid preparatory audit exercise for your implementation. In order to administer and enforce compliance with the provisions of the PPDA Act, Cap. 205, the Accounting Officer should ensure that revisions are made to the bidding document before it is issued to the bidders.



Moses Ojambo

For: EXECUTIVE DIRECTOR

cc: Chairperson Contracts Committee

cc: Head Procurement and Disposal Unit