



**PUBLIC PROCUREMENT AND DISPOSAL
OF PUBLIC ASSETS AUTHORITY**

"Procurement That Delivers"

PPDA/UWA/62

29th August 2025

The Executive Director
Uganda Wildlife Authority
P.O. Box 3539
KAMPALA

**BID PREPARATORY AUDIT FOR THE SUPPLY OF ASSORTED MOTOR
VEHICLES REF: UWA/SUPLS/2025-2026/00003**

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 procurement of Motor vehicles in accordance with Section 8 (1) (j) (i) of the PPDA Act Cap 205 and the audit involved the review of procurement process and the solicitation document to ensure that public procurement planning and requisition 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. Failure to seek Technical Advice from Ministry of Works and Transport

The Authority noted that Uganda Wildlife Authority did not seek technical advice from the Ministry of Works and Transport contrary to PPDA Circular dated 5th September 2014 which guided entities to seek technical advice from Chief Mechanical Engineer on specifications.

2.0. Failure to Seek Clearance from Ministry of Public Service

The Authority noted that Uganda Wildlife Authority did not seek clearance from the Ministry contrary to Ministry of Public Service Circular Standing Instruction No. 1 of 1999 and Establishment Notice No. 1 of 2003 on Standardization of Government Vehicles.

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

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

Page 1 of 1