



Public Procurement and Disposal of Public Assets Authority

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PPDA/M13/000

Our Ref:.....

Your Ref:.....

12th March 2015

To all Accounting Officers

RE: PROCEDURE FOR ADMINISTRATIVE REVIEW BY THE ACCOUNTING OFFICER CIRCULAR NO.3 OF 2015

Reference is made to the above subject.

The purpose of this circular is to guide Accounting Officers on notification of bidders who participated in the procurement subject to Administrative Review and payment of Administrative Reviews fees by the bidders.

The Authority advises that when reviewing an Application for Administrative Review, Accounting Officers should:

1. On receipt of an Application for Administrative Review, advise the Complainants on the required Administrative Review fees and where to pay the said fees;
2. Notify the best evaluated bidder and other bidders who participated in the procurement of the receipt of the Application for Administrative Review, provide the bidders with a copy of the complaint and request the bidders to submit any relevant information in respect to the complaint;
3. Adhere to the statutory timeframes in issuing the Administrative Review decisions, failure to do so will render the decision null and void. Ensure that the decision is issued to all bidders who participated in the process; and
4. Forward a copy of the decision to the Authority for review. The Authority has 15 working days within which to review the Accounting Officer's decision. Please note that under section 90(4) of the PPDA Act, Accounting Officers should not implement their

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administrative review decisions prior to getting a recommendation from the Authority or on the expiry of the 15 working days.

ck Sabiiti

Cornelia K Sabiiti
EXECUTIVE DIRECTOR

cc: Chairpersons, Contracts Committee
cc: Head, Procurement and Disposal Units