



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

PPDA/RGF/005

25th April, 2022

To all Accounting Officers
Central and Local Government Entities

**RE: CIRCULAR ON SUBMISSION OF BENEFICIAL OWNERSHIP
INFORMATION FOR FIRMS WHICH ARE AWARDED GOVERNMENT
CONTRACTS (CIRCULAR NO. 4 OF 2022)**

Reference is made to the above subject and to circular No. 1 of 2021 that was issued by the Authority on the above subject on 15th December 2021.

Section 6 of the PPDA Act, 2003 mandates the Public Procurement and Disposal of Public Assets Authority (herein after referred to as the Authority) to monitor compliance of the procuring and Disposing Entities (PDEs).

It is in this regard that the Authority issued the circular on submission of beneficial ownership information for firms which are awarded Government Contracts. It is envisaged that this will help the Government of Uganda to understand and know the persons it is dealing with for purposes of risk mitigation, fighting corruption, fraud and tax evasion to achieve greater transparency.

In a bid to strengthen efficiency and effectiveness in monitoring compliance of Procuring and Disposing Entities, the Authority is now issuing revised reporting templates for the procurement and disposal monthly and quarterly reports. The electronic copy of these reporting templates can be found on our website www.ppda.go.ug at hyperlink [Central Government revised reporting template.doc](#) and [Local Government revised reporting template.doc](#)

Benson Turamye
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PDE ENTITY NAME AND CODE. **Report for Quarter: (Indicate months and year).**

QUARTERLY REPORT ON PROCUREMENT¹ (except Micro Procurements)

SOURCE OF FUNDING:

Procurement Reference No	Subject of Procurement	Method of Procurement	Provider/ Purchaser	Reservation/ Preference Schemes (Yes/No)	Category of Provider (Foreign/ National/ Resident)	Date of Award	Contract Value (In Uganda Shillings)	Estimated Contract Value (Ug. shs)	Beneficial Ownership (Names and Address)	Procurement Status

This Report was prepared by: Name: _____ Position: _____ Signature: _____

I hereby certify that the above is a true and accurate record of the procurement transactions for this Procuring and Disposing Entity.

Name: _____ Signature: _____ Position: _____ Date: _____

¹ Quarterly Reports are to be submitted by the 15th of the month that immediately follows the quarter to be reported on. Reports shall be submitted for each of the 4 quarters of a financial year i.e. July to September, October to December, January to March and April to June.
 2.The Status column should indicate whether the procurement/disposal contract has been placed, amended, varied, completed or cancelled during the quarter
 3.This report shall have an accompanying cover letter duly signed by the Accounting Officer.

PDE ENTITY NAME AND CODE:		Report for Quarter(indicate months and year)				
Quarterly Report on Procurements (Micro Procurements and Community Purchase)						
Procurement/ Reference No	Subject of Procurement	Method of Procurement	Provider/ Purchaser	Invoice No. and Date	Total (Ug.shs.)	Beneficial Ownership (Names and Address)

I hereby certify that the above is a true and accurate record of the micro procurement transaction under my delegated authority

Signature: _____ Name: _____ Date: _____
 Position: _____

1. Entity should ensure aggregation of procurements when reporting micro and community purchase procurements e.g. food items.
2. This is a Report for submission to the Contracts Committee



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FORM 2

Regulation 20(2)

THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS ACT, 2003

MONTHLY REPORT ON PROCUREMENT
(Insert Name of Procuring and Disposing Entity)

Month of Reporting	
Financial year	

PART I: CONTRACTS AWARDED (except Micro Procurement)									
Procurement Reference Number	Subject of procurement	Method of procurement	Provider	Reservation/ Preference Schemes (Yes/No)	Category of Provider (Foreign/ National/ Resident)	Date of award of contract	Market price of the procurement	Contract value (Currency and amount)	Beneficial Ownership (Names and Address)
							TOTAL		

PART II: CONTRACTS AMENDED OR VARIED

Procurement Reference Number	Subject of procurement	Indicate Amendment or variation	Provider	Date of amendment or variation	Value of A/V (currency and amount if applicable)	Revised contract value and currency if applicable)	Beneficial Ownership (Names and Address)

PART III: CONTRACTS COMPLETED								
Procurement Reference Number	Subject of procurement	Provider	Reservation/ Preference Schemes (Yes/No)	Category of Provider (Foreign/ National/ Resident)	Date of completion	Total amount paid and currency	Contract value (Currency and amount)	Beneficial Ownership (Names and Address)
					TOTAL			

PART V: REPORT ON DISPOSAL								
No	Disposal reference number	Subject of disposal	Method of disposal	Name of buyer	Date of award	Reserve price	Contract price (Currency and amount)	Beneficial Ownership (Names and Address)
TOTAL								

PART V: SUB-CONTRACTING						
Procurement Reference Number	Subject of procurement	Name of Foreign Provider	Contract value (Currency and Amount)	Name of Sub-Contractor	Contract Value sub-contracted to National or Resident Company	Beneficial Ownership (Names and Address)

Declaration

I hereby certify that the above information is a true and accurate record of the micro procurement transactions undertaken by the user departments within the month.

Name: _____

Title: _____

Signature: _____

Date: _____

Accounting Officer

Attach relevant minutes of the Contracts Committee

Copy: Contracts Committee