



Public Procurement and Disposal of Public Assets Authority

Plot 37 Nakasero Road, UEDCL Tower 5th floor, P.O. Box 3925, Kampala, Uganda

Tel: +256 (0414) 311100 Fax: +256 (0414) 344858

Our Ref:..... **PPDA/006/002**

Your Ref:.....

30th April 2014

To All Accounting Officers
Central and Local Government Procuring and Disposing Entities

RE: CIRCULAR TO ACCOUNTING OFFICERS ON CHECKLIST FOR CONTRACT SIGNATURE No. 2 OF 2014

Reference is made to the Public Procurement and Disposal of Public Assets Act, 2003 as amended and the Public Procurement and Disposal of Public Assets Regulations, 2013 which came into force on 3rd March 2014.

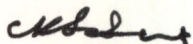
The Authority has developed the following checklist for Accounting Officers to refer to prior to signature of contracts or issuance of Local Purchase Orders:

1. A copy of the decision of the Contracts Committee awarding the contract stating the provider and contract price;
2. Evidence that the copy of the notice of best evaluated bidder was communicated to bidders and forwarded to the Authority for publication on the website of the Authority except under the direct procurement, micro procurement, and procurements under emergency situations;
3. Expiry of the period for display of the Best Evaluated Bidder Notice where applicable;
4. Confirmation that the proposed contract price is not higher than the market price;
5. Confirmation that the procurement process is not subject to any administrative review, either at Entity level, PPDA level or at the PPDA Appeals Tribunal;
6. Confirmation that funds have been committed.¹; and

¹Except where payment to a provider shall be effected in a subsequent financial year; or in the case of a framework contract, funds are committed at the time of issue of each specific call off order; or where the Secretary to the Treasury confirms in writing that the required funding shall be made available in accordance with a specified schedule of payment.

7. Approval by all relevant agencies, including the Attorney General in cases where the value of the contract is above the threshold set by the Attorney General which is currently UGX. 50 million.

Please use the above check list to avoid breach of the PPDA Act and Regulations.



Cornelia Sabiiti
EXECUTIVE DIRECTOR

c.c. Permanent Secretary/Secretary to the Treasury, Ministry of Finance, Planning and Economic Development