

## Table of Contents

### 1.1 Contents

EXECUTIVE SUMMARY .....	v
CHAPTER 1: INTRODUCTION .....	1
1.1 Structure of the Entity .....	1
1.2 Background .....	1
1.3 Main Audit Objectives .....	1
1.4 Audit Scope .....	2
1.5 Audit Methodology .....	2
CHAPTER 2: AUDIT FINDINGS .....	4
2.1 Compliance with the general provisions of the PPDA Act, 2003 as amended and Local Governments (PPDA) Regulations, 2006 .....	4
2.1.1 Failure to implement 50% of the previous audit recommendations .....	4
2.1.2 Non-implementation of 39% of the procurement plan .....	5
2.1.3 Role of Internal Audit .....	6
2.2 To establish the level of compliance with the PPDA Act, 2003 in the conduct of procurement and disposal activities .....	6
2.2.1 Failure to develop statement of requirements .....	6
2.2.2 Unjustified use of direct procurement method .....	6
2.2.3 Inadequate solicitation documents .....	7
2.2.4 Irregularities at evaluation .....	9
1. Unfair Evaluation .....	9
2. Failure to carry out technical evaluation .....	10
2.3 To assess the level of efficiency and effectiveness in contract implementation .....	11
2.3.1 Failure to enforce the requirement for performance security .....	11
2.3.2 Failure to realize contracted revenue amounts .....	12
2.3.3 Physical verification .....	13
i. Failure to implement Gender, Environment and Social Inclusion Issues .....	13
ii. Failure to demarcate and install signposts at sites where works procurements were on going .....	14
2.3.4 Slow progress of works .....	15
3.0 CHAPTER THREE: OVERVIEW OF THE PERFORMANCE OF THE ENTITY ....	17
3.1 Overall Audit Conclusion .....	17
3.2 Entity's Performance .....	17
3.3 Graphical representation of Entity's performance .....	18

Recommended Action Plan.....	19
Annex 1: Case by case analysis .....	21
Annex 2: Sample list for Kamuli Municipal Council Performance Audit FY 2021/2022 .....	25
Annex 3: Contracts Committee Membership .....	29

**List of Tables**

Table 1: Distribution of the transactions population and sample for audit..... 2  
Table 2: Implementation of previous audit recommendations ..... 4  
Table 3: Procurement Plan Implementation Rate ..... 5  
Table 4 showing procurements where direct procurement method was used ..... 7  
Table 5: Procurements with inadequate solicitation documents..... 7  
Table 6: Procurements where non-compliant bidders were deemed compliant by the Evaluation Committees ..... 9  
Table 7: Procurements with insufficient evaluation ..... 10  
Table 8: Procurements where performance securities were not submitted in totality ..... 11  
Table 9: Remittance of Local Revenue from local revenue sources ..... 12  
Table 10: Contracts for which GESI and ESHS issues were not implemented..... 13  
Table 11: Contracts for which signposts/boards were not installed ..... 14  
Table 12: Weighted risk rating ..... 17  
Table 13: Action plan ..... 19

**List of Figures**

Figure 1 showing graphical representation of Entity’s performance by number ..... 18  
Figure 2 showing graphical representation of Entity’s performance by value ..... 18

**Acronyms**

CC	Contracts Committee
EC	Evaluation Committee
FY	Financial Year
GCC	General Conditions of Contract
LPO	Local Purchase Order
NOBEB	Notice of Best Evaluated Bidder
PPDA	Public Procurement and Disposal of Public Assets Authority
PDU	Procurement and Disposal Unit

## **EXECUTIVE SUMMARY**

The Public Procurement and Disposal of Public Assets Authority (PPDA) carried out a Procurement and Disposal audit of Kamuli Municipal Council. The audit covered a representative sample of twenty (20) procurement transactions under Financial Year 2021/2022.

The overall objective of the procurement and disposal audit was to assess and establish the degree of compliance of Kamuli Municipal Council's procurement system and processes with the provisions of the PPDA Act, 2003 and Local Governments (PPDA) Regulations, 2006 and assess the level of procurement performance over the audit period.

From the findings of the procurement audit exercise, the performance of Kamuli Municipal Council for the Financial Year 2021/22 was **Moderately Satisfactory** with an overall weighted average risk rating of **39.27%**. The risk rating was weighted to determine the overall risk level of the Entity as detailed in Chapter 3 of the audit report.

### **The following key exceptions were noted:**

1. Failure to implement 50% of the previous audit recommendations which affects improved performance of the procurement function of the Entity;
2. The Entity did not implement 23% of the consolidated procurement plan for the financial year 2021/2022 which implied that the intended beneficiaries were denied services;
3. Issuance of inadequate solicitation documents in three (3) procurements worth UGX 580,739,705 which hinder bidders from preparing and submitting responsive bids;
4. Irregularities at evaluation in five (5) procurements worth UGX 168,216,715 which is indicative of lack of fairness and could lead to award of contracts to bidders without capacity;
5. The Internal Audit Unit did not audit the procurement function contrary to Regulation 28 of the Local Governments (PPDA) Regulations, 2006 which implies that the Entity has a weak internal control environment which may result into fraud going unnoticed at the earliest opportunity;
6. The User Department did not prepare statement of requirements for the procurement for supply of sports gear, uniforms and related supplies/items worth UGX 6,669,000 which implied that an inadequate solicitation document with insufficient specifications for the procurement was issued to bidders;
7. Failure to enforce the requirement of performance security in three (3) procurements worth UGX 1,117,324,180 which exposes the Entity to a risk of lack of a fallback position in the event that the contractor does not perform on the contract;
8. Irregularities during contract management in three (3) procurements such as; failure to ensure compliance with the Gender Equity and Social Inclusion(GESI) and Environmental Social Health and Safety (ESHS) requirements in procurements for works worth UGX 891,849,783 as per the signed contracts. In addition to that, all the sampled procurement transactions did not have contract implementation plans which could result in improper contract supervision and monitoring of the procurement implementation.

**In light of the above exceptions, the Authority recommends that:**

1. The Accounting Officer takes corrective action and engages all stakeholders to develop strategies on implementation of all the Authority's recommendations in accordance with Section 9 (1) (a) of the PPDA Act, 2003;
2. The Accounting Officer should regularly carry out a review of the implementation of the procurement plan and update the procurement plan in accordance with Section 58 (4) of the PPDA Act, 2003 (amended) to ensure improved performance;
3. User Departments should always propose technical specifications to the Procurement and Disposal Unit that are generic and make no reference to a particular trademark or brand name in accordance with Regulation 48 (8) of the Local Governments (PPDA) Regulations, 2006 in order to promote competition;
4. The Head Procurement and Disposal Unit and User Departments should ensure that the right evaluation methodology with sufficient and comprehensive criteria is set in the solicitation documents in order to assess the bidders' technical and financial capabilities to execute the contract, the Head Procurement and Disposal Unit should ensure that all evaluations are conducted in line with the criteria set in the bidding document in accordance with Regulations 73 (1) (2) and (3) of the Local Governments (PPDA) Regulations, 2006; and Evaluation Committees should conduct evaluation in accordance with Regulation 76 Local Governments (PPDA) Regulations, 2006;
5. The Accounting Officer should ensure that the Internal Audit department carries out comprehensive periodic reviews of the procurement and disposal processes and system in accordance with Regulation 28 of the Local Governments (PPDA) Regulations, 2006;
6. User Departments should always recommend statement of requirements to the Procurement and Disposal Unit at initiation of a procurement in accordance with Regulation 26 (1) (b) and (c) of the PPDA Local Government Regulations, 2006 and Procurement and Disposal Unit should ensure that the amount of bid security is determined in accordance with Regulation 50 (2) of the Local Governments (PPDA) Regulations, 2006 and Guideline 3/2014 Guidance on Bid and Performance Securities;
7. The Accounting Officer should ensure that all conditions for contract effectiveness are met promptly by providers; and where the bidder fails or refuses to furnish a performance security within 28 working days of contract signature, the Entity should proceed to award the contract to the next Best Evaluated Bidder as required by Regulation 89 (2) of the Local Governments (PPDA) Regulations, 2006; and
8. The Accounting Officer and the Head Procurement and Disposal Unit should ensure that the Entity's Environmental Officer and the Labour Officer are involved in the entire procurement process and not only at bid preparation but also during the contract implementation process in order to incorporate GESI issues and Contract Supervisors should task contractors to implement the Environment and Social Management Plan.

Kamuli Municipal Council should implement the recommended action plan on **pages 19 - 20**.

## CHAPTER 1: INTRODUCTION

### 1.1 Structure of the Entity

Kamuli Municipal Council is a Local Government Entity under the Ministry of Local Government. The Entity receives funding from the Government of Uganda, Uganda Support to Municipal Infrastructure Development (USMID) and generates funds from local revenue sources.

According to Section 26 of the PPDA Act, 2003, the overall responsibility for the successful execution of procurement, disposal and contract management in a Procuring and Disposing Entity is the Accounting Officer. The Accounting Officer of Kamuli Municipal Council during the financial year under review was Mr. Authman Sebadduka.

The Permanent Secretary/Secretary to Treasury of Ministry of Finance, Planning & Economic Development approved the following members of the Contracts Committee who also acted during the period under review.

#### Contracts Committee members

No	Name	Date of Appointment	Committee Position
1.	Mr. Kaleebi Jacob Nankoza	20 <sup>th</sup> May 2020	Chairperson
2.	Mr. Kantale Anthony Eric	20 <sup>th</sup> May 2020	Member
3.	Mr. Kalulu Aaron	20 <sup>th</sup> May 2020	Member
4.	Ms. Byobona Immaculate	12 <sup>th</sup> January 2022	Member
5.	Mr. Kunya Robert	5 <sup>th</sup> April 2021	Member

According to Section 31 (a) of the PPDA Act, 2003 all procurement or disposal activities of the Procuring and Disposing Entity except adjudication and the award of contract are to be managed by the Procurement & Disposal Unit. The Procurement & Disposal Unit during the financial year under review was headed by Mr. Robert Mukisa.

### 1.2 Background

The Public Procurement and Disposal of Public Assets Authority (PPDA) carried out a Procurement and Disposal performance audit of Kamuli Municipal Council. The audit covered a representative sample of twenty (20) procurement transactions carried out during the Financial Year 2020/2021. The audit involved a review of procurement structures, procurement and asset disposal processes, as well as contract performance following the provisions of the Public Procurement and Disposal of Public Assets Act 2003 and Local Governments (PPDA) Regulations 2006.

### 1.3 Main Audit Objectives

The overall objective of the procurement and disposal audit was to assess and establish the degree of compliance of Kamuli Municipal Council's procurement system and processes with the provisions of the PPDA Act 2003 and Local Governments (PPDA) Regulations 2006 and assess the level of procurement performance over the audit period.

The specific objectives were to:

- Establish the level of compliance by the PDE with the general provisions of the PPDA Act and Regulations;
- Establish the level of compliance with the PPDA Act, 2003 in the conduct of procurement and disposal activities; and
- Assess the level of efficiency and effectiveness in contract implementation.

#### 1.4 Audit Scope

The audit involved a review of the procurement process, disposal process, general compliance issues and contract implementation on a sample basis. The audit covered a representative sample of twenty (20) procurement transactions under the Financial Year 2020/21. The list of sampled transactions is contained in **Annex 2**. The distribution of the transaction population and sample is as tabulated below;

**Table 1: Distribution of the transactions population and sample for audit**

Method	Population		Sample		Percentages	
	Number	Value (UGX)	Number	Value (UGX)	% Number	% Value
Open National Bidding	19	17,316,560,075	12	17,274,750,551	63.2	99.7
Direct procurements	6	292,635,306	5	292,635,306	30.0	35.7
Framework contracts	10	100,841,229	3	36,000,280	100.0	100.0
<b>Total</b>	<b>35</b>	<b>17,710,036,610</b>	<b>20</b>	<b>17,603,386,137</b>	<b>58.8</b>	<b>99.4</b>

#### 1.5 Audit Methodology

The auditors examined records and documents for each sampled procurement transaction and obtained the relevant evidence to derive audit conclusions. This involved a review of the Entity's procurement/disposal planning, initiation, bidding, evaluation, contract placement and processes. At the end of the document review, a physical verification was undertaken to ascertain the level of contractual delivery and fit for purpose. Special attention was given to reporting mechanisms within the Entity and internal controls due to repeated failures by the Entity as highlighted in previous reports.

During the audit, the auditors held interviews with the staff from the Procurement and Disposal Unit (PDU) and User Departments that were necessary in obtaining crucial qualitative information about the internal control system and processes in place.

A debrief meeting to clear all pending issues that arose during the audit was held with the Entity management and staff on **10<sup>th</sup> November 2022** before the auditors could embark on preparation of the management letter. The auditors prepared the management letter, which was sent to the Entity on **6<sup>th</sup> January 2022** with a request to submit a management response by **13<sup>th</sup> January 2022**, which was submitted on **16<sup>th</sup> January 2022**. The exit meeting was held on **16<sup>th</sup> January 2022** at PPDA Headquarters.

On completion of data collection and before writing the report, the audit manager reviewed the working papers for completeness. The working papers contain a detailed chronology of findings on each of the sampled transactions. The audit report presents the key findings and conclusions arising from the audit.

## CHAPTER 2: AUDIT FINDINGS

### 2.1 Compliance with the general provisions of the PPDA Act, 2003 as amended and Local Governments (PPDA) Regulations, 2006

#### 2.1.1 Failure to implement 50% of the previous audit recommendations

The Authority conducted a performance audit of the Entity for the Financial Year 2020/21 and a report was issued May 2022. Whereas sixteen (16) recommendations were made, eight (5) representing 50% were implemented and eight (8) recommendations representing 50% of the total recommendations were not implemented as indicated below:

**Table 2: Implementation of previous audit recommendations**

No.	Recommendation	Status
1.	The Accounting Officer should put in place a mechanism to monitor the implementation of the Authority's recommendations within all departments of the Entity.	Not implemented
2.	Where performance securities are required as part of the contractual obligations, the Accounting Officer should task all providers to furnish the Entity with the required performance securities before contracts are signed with the firms in accordance with Regulation 102 of the Local Governments (PPDA) Regulations, 2014.	Not implemented
3.	The Head Procurement and Disposal Unit should desist from use of brand names in order to create fair and open competition.	Partially implemented
4.	The Head Procurement and Disposal Unit should prepare quality solicitation documents in accordance with Regulation 48 of the Local Governments (PPDA) Regulations, 2014.	Partially implemented
5.	The Contracts Committee should always scrutinize bidding documents for completeness, correctness, clarity and accuracy before approval.	Partially implemented
6.	The Heads of User Departments should task contract supervisors to prepare contract implementation plans in accordance with Regulation 119 (3) of the Local Governments (PPDA) Regulations, 2014.	Not implemented
7.	The Heads of User Departments should prevail over Contract Supervisors to prepare reports on contract implementation and forward them to the Procurement and Disposal Unit in accordance to Regulation 119 (10) (f) of the Local Governments(PPDA) Regulations, 2014.	Not implemented
8.	The Internal Audit Department should audit the procurement and disposal processes as required under Regulation 28 of the Local Government (PPDA) Regulations 2014.	Not implemented

**Implication**

Failure to fully implement audit recommendations affects improved performance of the procurement function.

**Management response**

*Management acknowledged the finding and stated that it was gradually starting the implementation of the Authority's recommendations as noted above and are committed to continue doing the same as a mechanism of improving performance.*

**Recommendation**

The Accounting Officer should take corrective action and engage all stakeholders to develop strategies on implementation of all the Authority's recommendations in accordance with Section 9 (1) (a) of the PPDA Act, 2003.

**2.1.2 Non-implementation of 23% of the procurement plan**

The audit established that for the Financial Year 2021/2022 the Entity implemented 77% of the procurement plan by value. Procurements worth UGX 5,275,732,159 were not procured. The details are given in the table below:

**Table 3: Procurement Plan Implementation Rate**

Total procurement plan value inclusive of VAT (UGX)	22,937,230,845
Total procurement spend value inclusive of VAT (UGX)	17,661,498,686
Procurement plan implementation rate (%)	77%
Implementation variance (UGX)	5,275,732,159
Procurement plan implementation variance (%)	23%

**Implication**

Failure to fully implement the procurement plan denies services to the intended beneficiaries.

**Management response**

*Management acknowledged the finding and stated that the failure to fully implement the procurement plan occurred as a result of shortfalls in the Entity's budget which in most cases is dependent on releases from the Centre. The Entity is however committed to ensuring that services are offered by implementing 100% the planned activities.*

**Recommendation**

The Accounting Officer should regularly carry out a review of the implementation of the procurement plan and update the procurement plan in accordance with Section 58 (4) of the PPDA Act, 2003 (amended) to ensure improved performance.

### **2.1.3 Role of Internal Audit**

There was no evidence that the Internal Audit Department reviewed the Entity's procurement process contrary to Regulation 32 of the PPDA Procuring and Disposing Entity's Regulations 2014.

#### **Implication**

This is indicative of a weak internal control environment within the Entity.

#### **Management response**

*Management acknowledged the finding and stated that the department had previously been under staffed with only one staff but has since recruited two staff and hopes that the gaps shall be bridged going forward.*

#### **Recommendation**

The Accounting Officer should ensure that the Internal Audit department carries out comprehensive periodic reviews of the procurement and disposal processes and system in accordance with Regulation 32 of the PPDA Procuring and Disposing Entity's regulations, 2014.

## **2.2 To establish the level of compliance with the PPDA Act, 2003 in the conduct of procurement and disposal activities**

### **2.2.1 Failure to develop statement of requirements**

In the procurement for supply of sports gear, uniforms and related supplies/items worth UGX 6,669,000 the User Department initiated the procurement without attaching the specifications.

#### **Implication**

This could result in preparation of an inadequate solicitation document hence leading ineffective responses/bid submissions from the bidders.

#### **Management response**

*Management stated that this procurement was unique in the entire Kamuli District where consultations with the District Local Government yielded no results for which the procurement was an emergency there by leaving the user a short time to continue and put together statement of requirements.*

#### **Recommendation**

The Authority took note of the Entity's response however maintains that the User Department should recommend statement of requirements to the Procurement and Disposal Unit at initiation of a procurement in accordance with Regulation 26 (1) (b) and (c) of the Local Governments (PPDA) Regulations, 2006.

### **2.2.2 Unjustified use of direct procurement method**

In the three procurements worth UGX 41,703,762 Procurement and Disposal Unit used direct method of procurement without justification. The procurements are indicated in table 4 below;

**Table 4 showing procurements where direct procurement method was used**

No.	Procurement details	Amount (UGX)
1.	Supply of Public address system for the Council Hall and a laptop computer for southern Division	5,048,100
2.	Supply of sports gear, uniforms and related supplies	6,669,000
3.	Supply of medical equipment	29,986,662
<b>Total</b>		<b>41,703,762</b>

**Implication**

This inhibits competition and may hinder achievement of value for money.

**Management response**

- *Supply of sports gear, uniforms and related supplies and supply of Public address system for the Council Hall and a laptop computer for southern division, the procurements were initiated on 11/05/2022. Given the time and with good intentions of fulfilling the procurement needs to serve the intended departmental purpose and close of the financial year, the only remaining option to use was direct procurement method hence justifying our action;*
- *Supply of medical equipment, the justification relates to the communication dated 18<sup>th</sup> March 2019 from the office of the Permanent Secretary Dr. Diana Atwine guiding on the procurement of essential medicines and health supplies by health facilities.*

**Recommendation**

The Authority took note of the Entity’s response however maintains that all procurements should be conducted in a manner that maximizes competition in order to achieve value for money in accordance with Section 46 of the PPDA Act, 2003.

**2.2.3 Inadequate solicitation documents**

In three procurements worth UGX 580,739,705, the following exceptions were noted in the issued solicitation documents

**Table 5: Procurements with inadequate solicitation documents**

No.	Procurement Details	Exceptions	Management response
1.	Construction of a two classroom block, a staff house, waterborne toilet and Renovation of a head teacher’s house plus supply of classroom furniture at Busoga High under UGIF-P4R2021/22 UGX 554,076,600	PPDA Guideline 3/2014 Guidance on Bid and Performance Securities requires that a bid security shall be between 1% and 2% of the estimate amount for a procurement, whereas the bid security for the procurement whose estimate value was UGX 652,769,000 should have	<i>Securities requires that a bid security shall be between 1% and 2% of the estimate amount for a procurement, and for the case of the project in question, the bid Bid security was</i>

No.	Procurement Details	Exceptions	Management response
		been at least UGX 6,527,690, the Entity set the bid security ay UGX 4,000,000	<i>determined basing on subtotal of UGX. 448,769,000 not the right figure of UGX 652,769,000. Which was calculated in error and regrettable. There were two LG PP Forms.</i>
2.	Supply of Medical equipment for Busota Health Centre III UGX 18,616,339 UGX 29,986,662	The issued solicitation document for the procurement did not indicate date of expiry of bid validity, eligibility requirements or technical evaluation criteria	<i>Basing on the fact that a direct procurement method was used as per the directive from the permanent secretary Dr Diana Atwine. The document issued was a list of requirements considering the fact that the source was eligible to offer a service.</i>
3.	Supply of Public address system for the council hall and a laptop computer for southern division UGX 5,048,100	Specification by brand; the statement of requirements in the issued solicitation document needed a laptop computer of 7 <sup>th</sup> Generation with camera, processor i5 HP, RAM capacity 8GB, storage device 1TB	<i>As earlier stated, the auditing process found the Procurement unit in transit from one officer to another which is its present. During that process a lot of document were not traced</i>

No.	Procurement Details	Exceptions	Management response
			<i>but now retrieved for your review</i>

### Implications

- Preparation of inadequate solicitation documents could result in bidders preparing non-responsive bids
- Use of brand names may deter competition in the procurement process.

### Management response

*Management responded as tabulated above*

### Recommendations

The Authority noted the Entity's response, however, no records were availed by the Authority for verification. Therefore, it is maintained that:

- User Departments should always propose technical specifications to the Procurement and Disposal Unit that are generic and make no reference to a particular trademark or brand name in accordance with Regulation 48 (8) of the Local Governments (PPDA) Regulations, 2006 in order to promote competition.
- Procurement and Disposal Unit should ensure that the amount of bid security is determined in accordance with Regulation 50 (2) of the Local Governments (PPDA) Regulations, 2006 and Guideline 3/2014 Guidance on Bid and Performance Securities.

## 2.2.4 Irregularities at evaluation

### 1. Unfair Evaluation

In two (2) procurements worth UGX 126,512,953, the appointed Evaluation Committees did not adhere to the evaluation criteria and bidders were evaluated as compliant without meeting the criteria set in the issued solicitation documents as indicated below:

**Table 6: Procurements where non-compliant bidders were deemed compliant by the Evaluation Committees**

No	Procurement details	Exception		
		Criteria	Bid submitted by BEB	Management response
1.	KMC789/WRKS/2021-22/00002 Construction of a community hall Southern Division UGX 70,400,953.	Acceptability of Code of Conduct for Contractor's Personnel Form	Submitted but not signed by bidder's legal representative.	<i>The bids submission sheet was signed by the bidder's legal representative in the name of Mr. Musenero Fredrick to which having not signed</i>

No	Procurement details	Exception	
			<i>the Acceptability of Code of Conduct for Contractor's Personnel Form was just an oversight.</i>
2.	Fencing of Buterimire Primary School in Northern division UGX 56,112,000	<b>Exception</b> During preliminary evaluation, Roidah Technical Services was eliminated for not submitting a trading licence a matter for which the Entity would have sought clarification.	<b>Management response</b> <i>Since a trading licence is treated as a historical document, this was an oversight on the side of the evaluation team. In future clarity will be sought from the bidder</i>

## 2. Failure to carry out technical evaluation

In three (3) procurements worth UGX 41,703,762, evaluation committees did not carry out preliminary and technical evaluation. The contracts were awarded basing only on price comparison.

**Table 7: Procurements with insufficient evaluation**

No.	Procurement details	Amount (UGX)
1.	Supply of Public Address system for the Council Hall and a Laptop Computer for Southern Division	5,048,100
2.	Supply of sports gears, uniforms and related supplies/items	6,669,000
3.	Supply of Medical Equipment	29,986,662
		<b>41,703,762</b>

### Implications

- This is an indicator of unethical tendencies and practices within the Entity.
- Wrong evaluation criterion may result into awarding of contracts to providers that are not capable of delivering as per the requirements of the User.

### Management response

1. *Management responded as tabulated above.*
2. *Management regretted the anomaly and pledged to carry out more capacity building among Evaluation Committee members.*

### Recommendations

- The Head Procurement and Disposal Unit and User Departments should ensure that the right evaluation methodology with sufficient and comprehensive criteria is set in the solicitation documents in order to assess the bidders' technical and financial capabilities to execute the contract;

- The Heads of User Departments should ensure that the evaluation criteria recommended is fit for the purpose of the procurements in accordance with Regulation 48 of the Local Governments (PPDA) Regulations, 2006;
- The Head Procurement and Disposal Unit should ensure that all evaluations are conducted in line with the criteria set in the bidding document in accordance with Regulations 73 (1) (2) and (3) of the Local Governments (PPDA) Regulations, 2006; and
- Evaluation Committees should conduct evaluation in accordance with Regulation 76 Local Governments (PPDA) Regulations, 2006.

### 2.3 To assess the level of efficiency and effectiveness in contract implementation

#### 2.3.1 Failure to enforce the requirement for performance security

In three (3) procurements worth UGX 1,117,324,180, whereas GCC 61.1 stated that Performance Security shall be 10% of the contract price, there was no evidence of submission of performance securities worth 10% of the contract sums but rather less or no securities were submitted as indicated below:

**Table 8: Procurements where performance securities were not submitted in totality**

No.	Procurement details	Contract Sum (UGX)	Submitted Performance Security (UGX)	Required Performance Security (UGX)
1.	Construction of a two (2) classroom block, a staff house, waterborne toilet and renovation of a head teacher's house plus supply of classroom furniture at Busoga High under UGIF P4R2021/22	554,076,600	44,362,128	55,407,660
2.	Construction of a solar powered water system, supply and installation of solar security lights at Busoga High School and a Hydro Powered Water System at Busota Health Centre III.	295,875,350	23,670,028	29,587,353
3.	Construction of OPD Medical waste pit, incinerator, gate house door plus chain link at Busoga HCIII and 5 stance pit latrine at Kamuli Youth Centre HCII.	267,372,230	None	26,737,223

#### **Implication**

Failure to provide performance security may put the Entity at risk in the event of shoddy work or contractor abandoning the works without any fall-back position for the Entity.

#### **Management response**

*Management took note of the Authority's finding and promised to improve.*

#### **Recommendations**

- The Accounting Officer should ensure that all conditions for contract effectiveness are met promptly by providers; and
- Where the bidder fails or refuses to furnish a performance security within 28 working days of contract signature, the Entity should proceed to award the contract to the next Best Evaluated Bidder as required by Regulation 89 (2) of the Local Governments (PPDA) Regulations, 2006.

### 2.3.2 Failure to realize contracted revenue amounts

Whereas the Entity entered into contracts with providers to collect revenue from various local revenue sources, there was no evidence that funds were remitted and contractual terms being adhered to. This was due to poor contractual terms such as failing to require contractors to remit funds in advance and absence of a quarterly renewal clause in the contract depending on the performance of the provider.

**Table 9: Remittance of Local Revenue from local revenue sources**

No	Subject of Procurement	Contractor	Contracted Amount from July 2021 to June 2022 per month (UGX)
1.	Slaughter House (Abattoir)	Kamuli Municipal Cattle Traders' Association	2,010,000
2.	Kamuli Central Market	Woir Francis	1,100,000
3.	Street parking	Mapping Africa	550,000

#### Implications

- Failure by the contractors to remit local revenue affects the implementation of the Entity's planned activities funded by local revenue. Hence failure to deliver services to the people.
- This could be an indicator of fraud and collusion between the contractors and the Lower Local Governments to embezzle public funds since no action was taken against the nonperformance.

#### Management response

*Remittance of revenue is done on a quarterly basis as per contract agreements. However, at the time of the audit the receipts had not been obtained from the respective Divisions:-*

#### Recommendations

The Authority reviewed the evidence submitted by the Entity and found it unsatisfactory as most receipts presented was evidence of collections of FY 2022/2023 contrary to the period in review that is FY 2021/2022 and maintains that:

- The Contract Supervisors should ensure that the Contractors remit their payments according to the terms and conditions of contract and the non-compliant ones are appraised and action taken against them.
- The Entity should consider requiring contractors to remit revenue in advance on a quarterly basis and quarterly renewals of the contract done subject to satisfactory performance as a best practice to enhance revenue performance.

### 2.3.3 Physical verification

For the financial year 2021/2022 there was no evidence that contract supervisors prepared contract implementation plans and reports as a result the following anomalies were noted during the physical verification of nine (9) sampled projects worth UGX 16,398,737,251

#### i. Failure to implement Gender, Environment and Social Inclusion Issues

The Audit team conducted a physical verification process and noted that the contract implementation process did not ensure compliance with the Gender Equity and Social Inclusion (GESI) and Environmental Social Health and Safety (ESHS) requirements in procurements for works worth UGX 891,849,783 as per the signed contracts and yet these were included in the BOQs against which contracts are signed as indicated below:

**Table 10: Contracts for which GESI and ESHS issues were not implemented**

No.	Procurement Details	Amount for GESI and ESHS issues (UGX)
1.	Construction of a community hall southern division UGX 70,400,953	648,000
2.	Construction of OPD, Medical waste pit, incinerator, gate house door plus chain link at Busoga HCIII and 5 stance pit latrine at Kamuli Youth Centre HCII UGX 267,372,230	5,000,000
3.	Construction of a 2 No. two classroom block, a staff house, waterborne toilet and Renovation of a head teacher's house plus supply of classroom furniture at Busoga High under UGIF-P4R2021/22 UGX 554,076,600	6,950,000
<b>Total</b>		<b>12,598,000</b>

#### **Implications**

- Failure to put in place environment and social mitigation measures puts the communities where the projects are located at risk of harmful effects of environmental degradation such as climate change, destruction of eco systems, air pollution and depletion of natural resources.
- Failure to ensure social inclusion for disadvantaged groups such as women, the vulnerable puts them at risk of being left behind in terms of social and economic progress of society.
- Failure to ensure safety and health of workers puts them at risk of injuries while on the job some of which may result into permanent disability.
- Possible financial loss to the Entity worth UGX 12,598,000 which disrupts the principle of economy in the procurement process.

#### **Management response**

*Management took note the observation with great concern and vouched going forward, in the subsequent projects emphasis would be accorded to GESI and ESHS issues*

### Recommendations

- The Accounting Officer and the Head Procurement and Disposal Unit should ensure that the Entity's Environmental Officer and the Labour Officer are involved in the entire procurement process and not only at bid preparation but also during the contract management process in order to incorporate GESI issues;
- Contract Supervisors should task contractors to implement the Environment and Social Management Plan that includes planting of trees for the mentioned procurements; and
- The Accounting Officer should task Contract Supervisors to ensure Contractors adhere to their Environment and Social Management Plan and money paid to Contractors worth UGX 12,598,000 should be recovered.

### ii. Failure to demarcate and install signposts at sites where works procurements were on going

The Authority discovered that four (4) sites worth UGX 976,464,903 that were visited where works were on going did not have sign posts installed by the contractors indicating that there were works on going yet these were costed in the Bills of Quantities.

**Table 11: Contracts for which signposts/boards were not installed**

No.	Procurement Details	Amount for sign boards (UGX)
1.	Construction of a community hall southern division UGX 70,400,953	150,000
2.	Fencing of Buterimire Primary School UGX 56,112,000	150,000
3.	Construction of a 2 No. two classroom block, a staff house, waterborne toilet and Renovation of a headteacher's house plus supply of classroom furniture at Busoga High under UGIF-P4R2021/22 UGX 554,076,600	500,000
4.	Construction of a solar powered water system, supply and installation of solar security lights at Busoga High School and a Hydro Powered Water System at Busota Health Centre III UGX 295,875,350	200,000
<b>Total</b>		<b>1,000,000</b>

### Implications

There would be no awareness created in the communities where such projects were being implemented by Government.

### Management response

*Signposts were installed at various sites where works projects were executed. However, there was a massive stealing of metallic sign posts by the scrap dealers within the Kamuli community.*

### **Recommendations**

The Authority took note of the Entity's response however this could not be verified and therefore maintained that:

- The Accounting Officer should ensure that the appointed Contract Supervisors are briefed on their roles and should ensure that all contractual terms and conditions including scope of works are implemented in line with the provisions in the contract to ensure achievement of value of money.
- The Accounting Officer should task works department to develop specification for project signposts that are less prone to theft with in the community

#### **2.3.4 Slow progress of works.**

The audit team noted that the progress reports of the Entity indicated a progress rate of 24% on the execution of works against used time of 65% according to the signed contract in the procurement for construction works Upgrade of other selected roads in Kamuli Municipal Council to Asphalt concrete pavement under batch II worth UGX 14,921,485,018.

*Image 1 showing ongoing works for the Upgrade of selected other roads in Kamuli Municipal Council to Asphalt concrete pavement under batch II*





**Physical progress noted:**

- Clearing of top soil
- Transportation of equipment

**Implication**

Delayed contractual execution results into delayed service delivery and failure to attain value for money.

**Management response**

*The delay was as a result of design review but this was concluded with a design review report presented 2/01/2023. Still to note the contractor hit a snag whereby the subcontractor abandoned site and it disorganised the main contractor as time was consumed in during the spell of securing another sub-contractor.*

**Recommendation**

The Accounting Officer should ensure that contract management is strengthened within the Entity and Contract Supervisors should ensure that projects are well supervised and completed in time. Any challenges affecting the timely execution of the project should be brought to the attention of the Accounting Officer in time for appropriate redress.

### 3.0 CHAPTER THREE: OVERVIEW OF THE PERFORMANCE OF THE ENTITY

This section will present graphically the scores per area assessed under different audit questions

#### 3.1 Overall Audit Conclusion

The performance of Kamuli Municipal Council for the Financial Year 2020/21 was **moderately satisfactory** with overall weighted average risk rating of **39.27%**.

The risk rating is as follows:

Risk Rating (%)	Description of Performance
0 – 30	Satisfactory
31 – 70	Moderately Satisfactory
71 – 100	Unsatisfactory

#### 3.2 Entity's Performance

The risk rating was weighted to determine the overall risk level of the Entity. The weighting was derived using the average weighted index as shown below:

**Table 12: Weighted risk rating**

Risk Rating	Number	%Number	Weights	Weighted score by No.	Value (UGX)	%Value	Weights	Weighted score by value
High	11	55	0.6	33	1,348,077,234	7.6	0.6	4.56
Low	2	10	0.1	1	15,110,433,223	85.6	0.1	8.56
Satisfactory	7	35	0	0	1,185,136,280	6.7	0	0
Total	20	100	1	34	17,643,646,737	100		13.12

$$\text{Weighted Average (By no.)} = \frac{\sum \text{Weighted Score}}{60} \times 100 = \frac{34 \times 100}{60} = 56.67\%$$

$$\text{Weighted Average (By Value)} = \frac{\sum \text{Weighted Score}}{6060} \times 100 = \frac{13.12 \times 100}{6060} = 21.87\%$$

$$\text{Combined Weighted Average} = \frac{56.67 + 21.87}{2} = 39.27\%$$

### 3.3 Graphical representation of Entity's performance

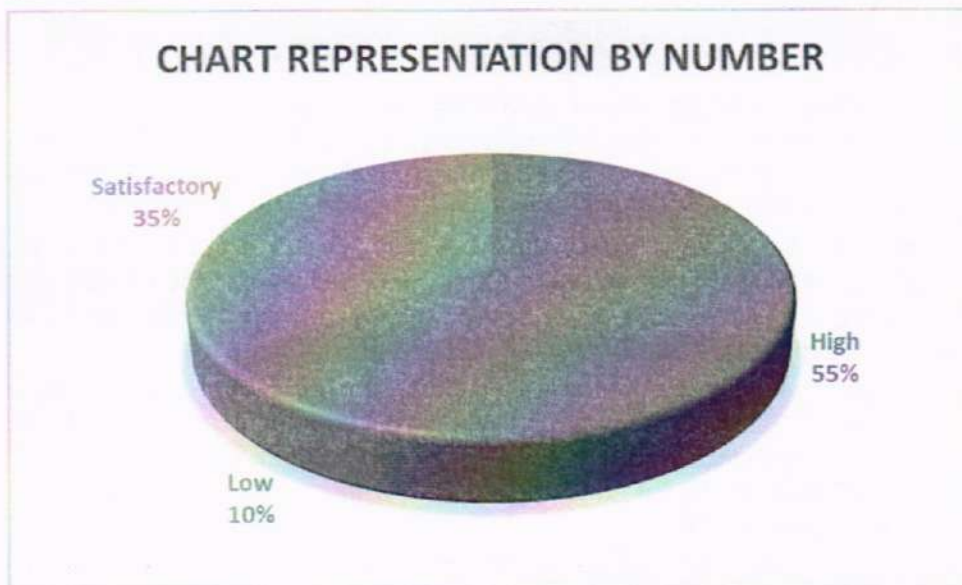


Figure 1 showing graphical representation of Entity's performance by number

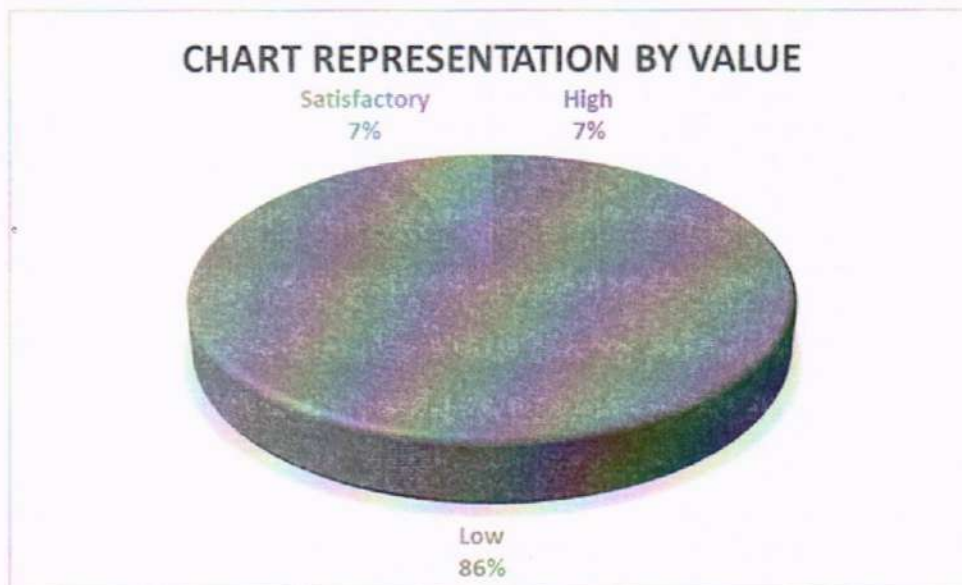


Figure 2 showing graphical representation of Entity's performance by value

### Recommended Action Plan

Kamuli Municipal Council should implement the following recommendations within the timeframe given in order to improve its performance in Procurement and Disposal.

Table 13: Action plan

Origin	Recommended Action
Accounting Officer	<ul style="list-style-type: none"><li>• The Accounting Officer should take corrective action and engage all stakeholders to develop strategies on implementation of all the Authority's recommendations in accordance with Section 9 (1) (a) of the PPDA Act, 2003;</li><li>• The Accounting Officer should regularly carry out a review of the implementation of the procurement plan and update the procurement plan in accordance with Section 58 (4) of the PPDA Act, 2003 (amended) to ensure improved performance;</li><li>• The Accounting Officer should ensure that the Internal Audit department carries out comprehensive periodic reviews of the procurement and disposal processes and system in accordance with Regulation 32 of the PPDA Procuring and Disposing Entity's regulations, 2014;</li><li>• The Accounting Officer should ensure that all conditions for contract effectiveness are met promptly by providers;</li><li>• The Accounting Officer and the Head Procurement and Disposal Unit should ensure that the Entity's Environmental Officer and the Labour Officer are involved in the entire procurement process and not only at bid preparation but also during the contract management process in order to incorporate GESI issues;</li><li>• The Accounting Officer should task Contract Supervisors to ensure Contractors adhere to their Environment and Social Management Plan and money paid to Contractors worth UGX 12,598,000 should be recovered;</li><li>• The Accounting Officer should ensure that the appointed Contract Supervisors are briefed on their roles and should ensure that all contractual terms and conditions including scope of works are implemented in line with the provisions in the contract to ensure achievement of value of money;</li><li>• The Accounting Officer should task works department to develop specification for project signposts that are less prone to theft with in the community; and</li><li>• The Accounting Officer should ensure that contract management is strengthened within the Entity and Contract Supervisors should ensure that projects are well supervised and completed in time. Any challenges affecting the timely execution of the project should be brought to the attention of the Accounting Officer in time for appropriate redress.</li></ul>
Procurement and Disposal Unit	<ul style="list-style-type: none"><li>• Procurement and Disposal Unit should ensure that the amount of bid security is determined in accordance with Regulation 50 (2) of the Local Governments (PPDA) Regulations, 2006 and Guideline 3/2014 Guidance on Bid and Performance Securities;</li><li>• The Head Procurement and Disposal Unit and User Departments</li></ul>

Origin	Recommended Action
	<p>should ensure that the right evaluation methodology with sufficient and comprehensive criteria is set in the solicitation documents in order to assess the bidders' technical and financial capabilities to execute the contract;</p> <ul style="list-style-type: none"> <li>• The Head Procurement and Disposal Unit should ensure that all evaluations are conducted in line with the criteria set in the bidding document in accordance with Regulations 73 (1) (2) and (3) of the Local Government (PPDA) Regulations, 2006; and</li> <li>• The Head Procurement and Disposal Unit should ensure where the bidder fails or refuses to furnish a performance security within 28 working days of contract signature, the Entity should proceed to award the contract to the next Best Evaluated Bidder as required by Regulation 89 (2) of the Local Governments (PPDA) Regulations, 2006.</li> </ul>
User Departments	<ul style="list-style-type: none"> <li>• User Department should recommend statement of requirements to the Procurement and Disposal Unit at initiation of a procurement in accordance with Regulation 26 (1) and (2) of the PPDA Local Government Regulations, 2006;</li> <li>• User Departments should propose technical specifications to the Procurement and Disposal Unit that are generic and make no reference to a particular trademark or brand name in accordance with Regulation 48 (8) of the Local Governments (PPDA) Regulations, 2006 in order to promote competition; and</li> <li>• The Heads of User Departments should ensure that the evaluation criteria recommended is fit for the purpose of the procurements in accordance with Regulation 48 of the Local Government (PPDA) Regulations, 2006;</li> <li>• The User Departments should ensure that the appointed Contract Supervisors should task contractors to implement the Environment and Social Management Plan that includes planting of trees for the mentioned procurements.</li> </ul>

**Annex 1: Case by case analysis  
HIGH RISK CASES**

No.	Procurement details	Reasons for high risk rating
1.	<p>KMC789/WRKS/2021-22/00004 Construction of a 2 No. two classroom block, a staff house, waterborne toilet and Renovation of a head teacher's house plus supply of classroom furniture at Busoga High under UGIF-P4R2021/22 Open National Bidding Unique Civil Engineering Services Ltd UGX 554,076,600</p>	<p><b>Bidding</b> Inadequate solicitation document; the issued solicitation documents charged an insufficient bid security for the procurement</p> <p><b>Contract management</b></p> <ul style="list-style-type: none"> <li>• Failure to enforce the requirement for performance security</li> <li>• Failure to implement Gender, Environment and Social Inclusion Issues</li> </ul>
2.	<p>KMC789/SUPLS/2021-22/00004/a/b Supply of Medical equipment for Busota Health Centre III Direct procurement Joint Medical stores UGX 48,603,001</p>	<p><b>Bidding</b></p> <ul style="list-style-type: none"> <li>• Unjustified use of direct procurement method was used</li> <li>• Inadequate solicitation document; The issued solicitation document for the procurement did not indicate date of expiry of bid validity, eligibility requirements or technical evaluation criteria</li> </ul> <p><b>Evaluation</b> Technical evaluation was not conducted for the procurement</p>
3.	<p>KMC789/WRKS/2021-22/00002 Construction of a community hall southern division Open National Bidding Interbuilding Technical Services Ltd UGX 70,400,953</p>	<p><b>Evaluation</b> Passing of a non-compliant bidder; BEB submitted a bid that had an unsigned ethical code of conduct</p>
4.	<p>KMC789/WRKS/2021-22/00005 Fencing of Buterimire Primary School Open Domestic Bidding Lungo Engineering Services Ltd UGX 56,112,000</p>	<p><b>Evaluation</b> Unfair elimination of a bidder</p>
5.	<p>KMC789/SUPLS/2021-22/00007 Supply of Public Address system for the Council Hall and a Laptop Computer for Southern Division Direct procurement Bupiina Investments (U) Ltd 5,048,100</p>	<p><b>Bidding</b></p> <ul style="list-style-type: none"> <li>• Unjustified use of direct procurement method was used</li> <li>• Inadequate solicitation document; Specification by brand; the statement of requirements in the issued solicitation document needed a laptop computer of 7th Generation with camera, processor i5 HP, RAM capacity 8GB, storage device 1TB</li> </ul>

No.	Procurement details	Reasons for high risk rating
		<b>Evaluation</b> Technical evaluation was not conducted for the procurement
6.	KMC789/SUPLS/2021-22/00008 Supply of sports gears, uniforms and related supplies/items Direct procurement Dataline Graphics Ltd 6,669,000	<b>Initiation</b> User Department initiated the procurement without attaching the specifications <b>Bidding</b> Unjustified use of direct procurement method was used <b>Evaluation</b> Technical evaluation was not conducted for the procurement
7.	KMC789/SRVCS/2021-22/00011 Slaughter House (Abattoir) Open Domestic Bidding Kamuli Municipal Cattle Traders' Association UGX 2,010,000 per month	<b>Contract management</b> Failure to realize contracted revenue amounts
8.	KMC789/SRVCS/2021-22/00005 Kamuli Central Market Open Domestic Bidding Woir Francis UGX 1,100,000 per month	<b>Contract management</b> Failure to realize contracted revenue amounts
9.	KMC789/SRVCS/2021-22/00009 Street parking Open Domestic Bidding Mapping Africa UGX 550,000 per month	<b>Contract management</b> Failure to realize contracted revenue amounts
10.	KMC789/WRKS/2021-22/00003 Construction of OPD, Medical waste pit, incinerator, gate house door plus chain link at Busoga HCIII and 5 stance pit latrine at Kamuli Youth Centre HCII Open National Bidding Meak Construction and Engineering Services Ltd UGX 267,372,230	<b>Contract management</b> <ul style="list-style-type: none"> <li>• Failure to enforce the requirement for performance security</li> <li>• Failure to implement Gender, Environment and Social Inclusion Issues</li> </ul>
11.	KMC789/WRKS/2021-22/00006 Construction of a solar powered water system, supply and installation of solar security lights at Busoga High School and a Hydro Powered Water System at Busota Health Centre III Open Domestic bidding Jofah Associates Ltd UGX 295,875,350	<b>Contract management</b> <ul style="list-style-type: none"> <li>• Failure to enforce the requirement for performance security</li> <li>• Failure to implement Gender, Environment and Social Inclusion Issues</li> </ul>

### LOW RISK CASES

No	Procurement details	Reasons for low risk rating
12.	KMC789/WRKS/2021-22/00001 Upgrade of other selected roads in Kamuli Municipal Council to Asphalt concrete pavement under batch II Open Domestic Bidding Zhongmei Engineering Group Co. Ltd UGX 14,921,485,018	<b>Contract management</b> Slow progress of works
13.	KMC789/SRVCS/2021-22/00005 Preparation and production of detailed physical development plans for the wards of Buwanume, Namisambya II, Nakulyaku and kasoigo and the Production and supply of 1000 abridged summary physical development plan booklets in both English and Lusoga for Kamuli Municipal Council Direct procurement Gipea Africa Ltd UGX 188,948,205	<b>Bidding</b> Unjustified use of direct procurement method

### SATISFACTORY CASES

No.	Procurement details	Amount (UGX)
14.	KMC789/SUPLS/2021-22/00003 Supply of in calf dairy heifers, piglets, 1 motorized feed chopper, boer goats crosses and exotic rabbits Open National Bidding Bensa Investments Ltd	20,357,000
15.	KMC789/SRVCS/2021-22/00002 Construction services for monitoring, supervision and appraisal of capital works under USMID – AF Batch II Open Domestic Bidding Professional Engineering Consultants	900,412,000
16.	KMC789/SUPLS/2021-22/00001 (1) Supply of fuel for the rehabilitation of Kawugu Road 437km with a swamp Open Domestic Bidding under Framework Total Uganda Ltd	28,500,000
17.	KMC789/SUPLS/2021-22/00001 (2) Supply of fuel for IFMS generator Open Domestic Bidding under Framework Total Uganda Ltd	4,000,280
18.	KMC789/SUPLS/2021-22/00008 Supply of a tipper Truck for Kamuli Municipal Council	185,000,000

No.	Procurement details	Amount (UGX)
	Open National bidding Tata Uganda Ltd	
19.	KMC789/SUPLS/2021-22/00006 supply of Furniture for Kamuli Municipal Council Head Offices, Northern Division, and Busota Health Centre III Direct procurement Uganda Prisons Industries	43,367,000
20.	KMC789/SRVCS/2021-22/00003/4 Hotel and catering services for workshop of School Management Committee members on their roles and responsibilities in managing Education. Open Domestic Bidding Under Framework Arrangement Open Domestic Bidding under Framework Arrangement Malamu Centre ltd	3,500,000

**Annex 2: Sample list for Kamuli Municipal Council Performance Audit FY 2021/2022**

S/N	Procurement Reference	Subject of Procurement	Method of Procurement	Contractor	Amount (UGX)	Risk rating
1.	KMC789/SUPLS/2021-22/00003	Supply of in-calf dairy heifers, piglets, 1 motorized feed chopper, Boer goats crosses and exotic rabbits	Open National Bidding	Bensa Investments Ltd	20,357,000	Satisfactory
2.	KMC789/WRKS/2021-22/00002	Construction of a community hall southern division	Open National Bidding	Interbuilding Technical Services Ltd	70,400,953	Low
3.	KMC789/WRKS/2021-22/00004	Construction of a 2 No. two classroom block, a staff house, waterborne toilet and Renovation of a Head teacher's house plus supply of classroom furniture at Busoga High under UGIF-P4R2021/22	Open National Bidding	Unique Civil Engineering Services Ltd	554,076,600	High
4.	KMC789/WRKS/2021-22/00003	Construction of OPD, Medical waste pit, incinerator, gate house door plus chain link at Busoga HCIII and 5 stance pit latrine at Kamuli Youth Centre HCII	Open National Bidding	Meak Construction and Engineering Services Ltd	267,372,230	Medium
5.	KMC789/WRKS/2021-22/00005	Fencing of Buterimire Primary School	Open Domestic Bidding	Lungo Engineering Services Ltd	56,112,000	Satisfactory
6.	KMC789/WRKS/2021-22/00006	Construction of a solar powered water system,	Open Domestic bidding	Jofah Associates Ltd	295,875,350	Medium

S/N	Procurement Reference	Subject of Procurement	Method of Procurement	Contractor	Amount (UGX)	Risk rating
		supply and installation of solar security lights at Busoga High School and a Hydro Powered Water System at Busota Health Centre III				
7.	KMC789/SRVCS/2021-22/00002	Construction services for monitoring, supervision and appraisal of capital works under USMID – AF Batch II	Open Domestic Bidding	Professional Engineering Consultants	900,412,000	Satisfactory
8.	KMC789/WRKS/2021-22/00001	Upgrade of other selected roads in Kamuli Municipal Council to Asphalt concrete pavement under batch II	Open Domestic Bidding	Zhongmei Engineering Group Co. Ltd	14,921,485,018	Low
9.	KMC789/SUPLS/2021-22/00001 (1)	Supply of fuel for the rehabilitation of Kawugu Road 437km with a swamp	Open Domestic Bidding under Framework	Total Uganda Ltd	28,500,000	Satisfactory
10.	KMC789/SUPLS/2021-22/00001 (2)	Supply of fuel for IFMS generator	Open Domestic Bidding under Framework	Total Uganda Ltd	4,000,280	Satisfactory
11.	KMC789/SRVCS/2021-22/00011	Slaughter House (Abattoir)	Open Domestic Bidding	Kamuli Municipal Cattle Traders' Association	2,010,000 per month	Medium
12.	KMC789/SRVCS/2021-22/00005	Kamuli Central Market	Open Domestic Bidding	Woirra Francis	1,100,000 per month	Medium
13.	KMC789/SRVCS/2021-22/00009	Street parking	Open Domestic Bidding	Mapping Africa	550,000 per month	Medium

S/N	Procurement Reference	Subject of Procurement	Method of Procurement	Contractor	Amount (UGX)	Risk rating
14.	KMC789/SUPLS/2021-22/00004/a/b	Supply of Medical equipment for Busota Health Centre III	Direct procurement	Joint Medical stores	18,616,339 29,986,662	High
15.	KMC789/SUPLS/2021-22/00006	supply of Furniture for Kamuli Municipal Council Head Offices, Northern Division, and Busota Health Centre III	Direct procurement	Uganda Prisons Industries	43,367,000	Satisfactory
16.	KMC789/SUPLS/2021-22/00007	Supply of Public Address system for the Council Hall and a Laptop Computer for Southern Division	Direct procurement	Bupiina Investments (U) Ltd	5,048,100	High
17.	KMC789/SUPLS/2021-22/00008	Supply of a tipper Truck for Kamuli Municipal Council	Open National bidding	Tata Uganda Ltd	185,000,000	Satisfactory
18.	KMC789/SUPLS/2021-22/00008	Supply of sports gears, uniforms and related supplies/items	Direct procurement	Dataline Graphics Ltd	6,669,000	High
19.	KMC789/SRVCS/2021-22/00005	Preparation and production of detailed physical development plans for the wards of Buwanume, Namisambya II, Nakulyaku and Kasoigo and the Production and supply of 1000 abridged summary physical development plan	Direct procurement	Gipea Africa Ltd	188,948,205	Satisfactory

S/N	Procurement Reference	Subject of Procurement	Method of Procurement	Contractor	Amount (UGX)	Risk rating
		booklets in both English and Lusoga for Kamuli Municipal Council				
20.	KMC789/SRVCS/2021-22/00003/4	Hotel and catering services for workshop of School management Committee members on their roles and responsibilities in managing Education.	Open Domestic Bidding Under Framework Arrangement	Malamu Centre Ltd	3,500,000	Satisfactory
<b>Total</b>					<b>17,643,646,737</b>	<b>39.27</b>

**Annex 3: Contracts Committee Membership**

No	Name	Date of Appointment	Designation	Committee Position
1.	Mr. Kaleebi Jacob Nankoza	20 <sup>th</sup> May 2020	Senior Physical Planner	Chairperson
2.	Mr. Kantale Anthony Eric	20 <sup>th</sup> May 2020	Senior Community Development Officer	Member
3.	Mr. Kalulu Aaron	20 <sup>th</sup> May 2020	Assistant Librarian	Member
4.	Ms. Byobona Immaculate	12 <sup>th</sup> January 2022	Municipal Planner	Member
5.	Mr. Kunya Robert	5 <sup>th</sup> April 2021	Principal Health Inspector	Member

**Annex 4: Staffing in the Procurement and Disposal Unit**

No.	Name	Position	Qualifications
1.	Mr. Robert Mukisa Bogezi	Senior Procurement Officer	PGD Procurement Bachelor of Procurement and Logistics
2.	Mr. Eriot Ivan Mutiibwa	Procurement Officer	PGD Procurement Bachelor of Procurement and Logistics