

Our Ref: PPDA/MUBS/303

24th July 2026

The University Secretary
Makerere University Business School
Plot 21A Port Bell Road
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KAMPALA

BID PREPARATORY AUDIT EXERCISE FOR THE PROVISION OF CLEANING AND GARBAGE COLLECTION AT THE MUBS MAIN CAMPUS AND BUGOLOBI ANNEX

Reference is made to the above subject.

In accordance with Section 8 (1) (j) (i) of the Public Procurement and Disposal of Public Assets (PPDA) Act Cap. 205, the Public Procurement and Disposal of Public Assets Authority conducted a bid preparatory audit for provision of cleaning and garbage collection at MUBS campus and Bugolobi Annex, under framework contract arrangement for 36 months (Ref: MUBS/NCSVCS/26-27/00019). The audit was undertaken to assess compliance with the PPDA legal and regulatory framework, with the objective of identifying weaknesses that could compromise competition, transparency, accountability and value for money.

The objectives of the audit were to:

1. Establish whether the public procurement planning and initiation processes were conducted in a manner which promotes transparency, accountability and fairness in accordance with the PPDA Act Cap. 205, PPDA Regulations, 2023 and PPDA Guidelines; and
2. Establish whether the solicitation documents issued to the bidders were prepared in accordance with the provisions of the PPDA Act Cap. 205, PPDA Regulations, 2023 and PPDA Guidelines.

The scope of the bid preparatory audit entailed a review of the procurement plan, procurement requisition form, solicitation document, bid notice as well as approvals of the Contracts Committee of the procurement method, Evaluation Committee and solicitation document.

The Authority identified the following exceptions with regard to procurement planning, requisitioning and bidding document preparation for the attention of management.

1.0 Whether the public procurement and disposal planning and requisitioning processes were conducted in a manner which promotes transparency, accountability and fairness in accordance with the PPDA Act Cap. 205, PPDA Regulations, 2023 and PPDA Guidelines

The Authority found no exceptions at the planning and requisition processes in this procurement.

2.0 Whether the solicitation document issued to the bidders were prepared in accordance with the provisions of the PPDA Act Cap. 205, PPDA Regulations, 2023 and PPDA Guidelines

2.1 Irregularities in the bidding document

The audit identified irregularities in the bidding document that are likely to cause conflict during the procurement process. These are highlighted in Table 1 below:

Table 1: Irregularities in the bidding document

No	Irregularity	Recommendation
1.	3.2 (A) required bidders not currently registered by the Authority to submit a copy of the bidder's Trading License to deter bidders from submitting expired Trading Licenses.	Include valid on the requirement for Trading License
2.	GCC 38.4 of the Special Conditions of Contract provided that a performance security shall be discharged within 28 days after completion of a call off order. However, this contradicts GCC 38.3 which requires a Performance Securing Declaration as a form of performance security. Requiring a Performance Security instead of a Performance Securing Declaration may discourage national providers from bidding thus limiting competition.	Harmonise the document to indicate the requirement of Performance Security for foreign providers and Performance Securing Declaration for national providers.
3.	Use of brand names. Under Statement of requirements the toiletries required include; harpic, vim, jezzy, combat, jik in washrooms. The use of brand-specific specifications without permitting equivalent alternatives unnecessarily restricts competition by favouring particular manufacturers or distributors while excluding other suppliers capable of providing products that meet the	The Procurement and Disposal Unit, in consultation with the User Department, should revise the technical specifications to remove unnecessary references to brand names. Where compatibility or standardisation requires reference to a specific brand, the specifications should include the words " or equivalent " and clearly define the minimum functional, technical and performance requirements that equivalent products must satisfy in accordance with Regulation 38 of the

No	Irregularity	Recommendation
	required functional and performance standards.	PPDA (Rules and Methods for Procurement of Supplies, Works and Non-Consultancy Services) Regulations, 2023.

The solicitation document requires revision to address the identified non-compliance areas before the procurement further progresses. The Procurement and Disposal Unit should ensure that the amendments are approved by the Contracts Committee and the revised solicitation document or an addendum is issued. Please share with the Authority the revised bidding document after addressing the issues raised.

The Accounting Officer remains responsible for ensuring value for money and for the conduct of the procurement processes to completion in accordance with the provisions of the PPDA Law.



Miriam Bigirwa Nyakamadi

FOR: EXECUTIVE DIRECTOR

cc: The Chairman, Contracts Committee
cc: The Head, Procurement and Disposal Unit