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

Our Ref: PPDA/PMF/40

15th July 2026

The Accounting Officer
Pride Bank Limited
P.O. Box 7566
KAMPALA

BID PREPARATORY AUDIT REPORT FOR VARIOUS PROCUREMENTS AT PRIDE BANK LIMITED

Reference is made to the above subject.

In accordance with Section 8 (1) (j) (i) of the Public Procurement and Disposal of Assets Act Cap. 205, the Public Procurement and Disposal of Public Assets Authority (PPDA) conducted a bid preparatory audit of selected procurement processes at Pride Bank Limited. The audit was undertaken to assess compliance with the PPDA legal and regulatory framework with the overall objective of identifying weaknesses that could compromise competition, transparency, accountability and value for money.

The following three procurements were selected for the assessment:

1. Provision of electrical maintenance services under a three-year frame work contract (PRIDE/NCONS//2026/00705);
2. Provision of managed print services under a three-year frame work contract (PRIDE/NCONS//2026/00715); and
3. Supply, installation and commissioning of data center infrastructure - primary and secondary sites (PRIDE/SUPLS//2026/00716/1 /2).

The objectives of the audit were to:
1. Establish whether the public procurement and disposal 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.

Head Office :
PPDA - URF Towers,
Plot 39, Nakasero Road
P.O. Box 3925, Kampala, Uganda
Tel: +256-414-311100
Email : info@ppda.go.ug

Western Regional Office :
RDC's Building, Bishop Stretcher Road,
Opposite BOU Currency Centre,
Mbarara-Kabale Road,
P.O. Box 1353, Mbarara, Uganda
Tel: +256-417-733800
Email : mb副araoffice@ppda.go.ug

Northern Regional Office :
Plot 1, Lower Churchill Drive,
P.O. Box 999, Gulu, Uganda
Tel: +256-417-432010
Email : guluoffice@ppda.go.ug

Eastern Regional Office :
Oval Plaza, Plot 1, Court Road,
P.O. Box 2173, Mbale, Uganda
Tel: +256-417-890100
Email : mbaleoffice@ppda.go.ug

PPDA Uganda @PPDAUganda PPDA Uganda info@ppda.go.ug www.ppda.go.ug

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

Audit Findings:
The procurements were reflected in the procurement plan for the FY 2026 and the necessary approvals from the relevant stakeholders were obtained. By audit time, the bidding documents were being issued to bidders.

The Authority identified some exceptions for the attention of management as detailed below:

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

1.1 Inconsistence in procurement reference numbering
Regulation 3 (6) of the PPDA (Rules and Methods for Procurement of Supplies, Works and Non-Consultancy Services) Regulations, 2023 provides that, *"a specific reference number shall be allocated to each procurement requirement at the initiation stage, using the numbering system prescribed by the Authority in the guidelines"*. PPDA Guideline 2/2024 states that, *"the procurement reference number shall be allocated when a procurement requisition is raised and used on all correspondence and records related to the procurement requirement."*
Whereas on the procurement requisition (Form 5) and the Bid Data Sheet (ITB 1.1), the procurement for the supply installation commissioning of data center infrastructure (primary and secondary sites) was referenced as PRIDE/SUPLS/26/00716, on the cover page of the bidding document and in the Special Conditions of Contract it was referenced as PRIDE/SUPLS/26/00716/1/2. This implied that the bidding document was containing requirements for two different procurements thus resulting into confusion of bidders as to during preparation of bids and may result into unnecessary disagreements which could result into cancellation of the procurement.

The Head, Procurement and Disposal Unit should consistently allocate reference number on all correspondence and records related to the procurement requirement in accordance with PPDA Guideline 2/2024.

2.0 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.

2.1 Failure to indicate the tax period of the Tax Clearance Certificates.

According to the Evaluation Methodology and Criteria under Section 3.2 (b) of the respective bidding documents of two procurements (provision of managed print services under a three-year frame work contract and provision of electrical maintenance services under a three-year frame work contract), bidders were required to submit "*a copy of the bidder's Tax Clearance Certificate to Pride Bank Limited*" as a requirement for preliminary examination criteria. However, the tax period of the Tax Clearance Certificate was not specified. This may cause disagreements during evaluation.

The Head, Procurement and Disposal Unit should specify the tax period of the Tax Clearance Certificate.

2.2 Inconsistent clauses in respect to Performance Security and Performance Securing Declaration

In the Special Conditions of Contract (GCC18.3) for the two solicitation documents for provision of managed print services under a three-year frame work contract and provision of electrical maintenance services under a three-year frame work contract, the Entity indicated that the forms of acceptable Performance Securities required were "*Performance Securing Declaration*". However, in SCC (GCC 18.4), the Entity provided that "*discharge of the Performance Security shall take place not later than twenty-eight (28) days following the date of completion of the Provider's performance obligations under the Contract. The Performance Security shall be reduced in value following completion of the Provider's obligations under each call-off order, by an amount proportionate to the value of the contract price represented by the call-off order*" This was contradictory to SCC (GCC18.3) and is bound to confuse the bidders as they prepare their bids.

The Procurement and Disposal Unit should amend the Special Conditions of Contract (GCC 18.4) to exclude the requirement for discharge of the Performance Security since bidders are required to submit Performance Securing Declaration as indicated in Special Conditions of Contract (GCC18.3).

The Head, Procurement Unit should appropriately address the above highlighted issues and inform the bidders accordingly.

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.

Please share with the Authority the revised bidding document after addressing the issues raised.

Dr. Aloysius M. Byaruhanga
FOR: EXECUTIVE DIRECTOR

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