



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

Our Ref: PPDA/URA/141

9th July 2026

The Accounting Officer
Uganda Revenue Authority
P.O. Box 7279
KAMPALA

**BID PREPARATORY AUDIT REPORT FOR VARIOUS PROCUREMENTS AT
UGANDA REVENUE AUTHORITY**

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 in three procurement transactions below:

1. Provision of support and maintenance of primary data center (URA/NCONS//2025-2026/04649);
2. Provision of outsourced printing, photocopying and scanning services under framework contract-retender (URA/NCONS/2025-2026/00830); and
3. Provision of auctioneers, court bailiffs, distraint agents and administrative receivers for TAM under framework contract (URA/NCONS/2025-2026/003316).

The objectives of the audit were to:

- i. 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
- ii. 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 forms, solicitation documents, bid notices as well as approvals of the Contracts Committee of the procurement method, Evaluation Committee and solicitation document.

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Audit Findings:

The procurements were reflected in the procurement plan for FY 26/27 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 Delays at initiation stage by an average of 19 working days**

Section 51 of the PPDA Act Cap. 205 provides that *"all procurements should be conducted in a manner which promotes economy, efficiency and value for money"*. In two procurements detailed below, the Authority noted delays by the Heads of User Departments in approving the procurement requests which increased the risk of delayed contract award, implementation hence leading to untimely service delivery.

- Provision of support and maintenance of primary data center (URA/NCONS//2025-2026/04649): Whereas the procurement was initiated on 27th April 2026, confirmation of the request by the Head of Department (Legal Services and Board Affairs Department) was granted on 28th May 2026, after 21 working days; and
- Provision of Auctioneers, court bailiffs, distraint agents and administrative receivers for TAM under framework contract (URA/NCONS/2025-2026/003316): Whereas the procurement was initiated on 10th March 2026, confirmation of the request by the Head of Department (Information Technology and Innovation Department) was granted on 4th April 2026, after 17 working days.

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 period within which payment will be made**

Regulation 40 (1) (d) of the PPDA (Contracts) Regulations, 2023 states that *"a contract shall specify the payment terms to apply to the contract including the payment period"*. However, in the solicitation document for the procurement for provision of support and maintenance of primary data center (URA/NCONS//2025-2026/04649), the Entity did not specify the payment period within which the payments would be effected by the Entity. Failure to specify the payment period can cause conflict between the Entity and the provider during contract implementation.

2.2 Providing for price adjustment after eight months of contract implementation

Regulation 39 (1) (d) of the PPDA (Contracts) Regulations, 2023 states that *"a Procuring and Disposing Entity shall include a provision on price adjustment in a contract extending beyond eighteen months, where it is more economical for a Procuring and Disposing Entity to accept the inflation risk than to pay an additional cost for the supplier to accept the risk"*. However, in ITB 14.7 of the solicitation document for procurement for provision of outsourced printing, photocopying and scanning services under frame work contract-retender ((URA/NCONS/2025-2026/00830), the Entity indicated that *"the price quoted by the bidder shall be fixed during the bidder's implementation of the contract and shall only be subject to contract variation after eight months of contract implementation"*. This may cause unnecessary contract price escalations during contract implementation.

2.3 Inconsistent clauses in respect to Performance Security

In the Special Conditions of Contract (SCC) (GCC18.1) of the solicitation document for the procurement of provision of outsourced printing, photocopying and scanning services under frame work contract-retender (URA/NCONS/2025-2026/00830), the Entity indicated that a *"Performance Security shall not be required"*. 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 (GCC18.1) is bound to confuse the bidders as they prepare their bids.

The Procurement and Disposal Unit should amend the bidding documents to appropriately address the above highlighted issues.

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