



**PUBLIC PROCUREMENT AND DISPOSAL
OF PUBLIC ASSETS AUTHORITY**

"Regulating For Results"

PPDA/AMUU/808

21st September 2026

The Chief Administrative Officer,
Amuru District Local Government,
P.O Box 1074,
GULU

**BID PREPARATORY AUDIT EXERCISE FOR THE PROCUREMENT OF WORKS FOR
THE EXPANSION OF MINI PIPED SOLAR WATER SUPPLY IN LANGETA - AMURU
DISTRICT LOCAL GOVERNMENT PROC. REF. AMURU808/wrks/2026-2027/00005
FINANCIAL YEAR 2026-2027.**

Reference is made to the above subject matter.

The Public Procurement and Disposal of Public Assets Authority (PPDA) in line with Section 8 (l) (j) (i) of the PPDA Act, Cap. 205, conducted a Bid Preparatory Audit for the procurement of works for Expansion of mini piped solar water supply in Pawel Langeta.

The objectives of the audit were to establish whether:

1. The procurement planning and requisitioning process was conducted in a manner which promotes transparency, accountability and fairness in accordance with the PPDA Act Cap.205 and PPDA Regulations.
2. The solicitation document to be issued to bidders was prepared in accordance with the provisions of the PPDA Act, Cap. 205, the PPDA Regulations, 2023 and Guidelines.

The scope of the Bid Preparatory Audit entailed the review of the procurement plan, procurement requisition forms and solicitation documents. The areas of the solicitation document analyzed were; Instruction to Bidders, Bid Data Sheet. Evaluation Methodology and Criteria, Bidding Forms, Special and General Conditions of the Contract.

The Authority identified a few exceptions for the attention of management. The purpose of this letter therefore is to communicate the following findings and recommendations for your attention and action:

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1. **Whether the procurement planning and requisitioning process was conducted in a manner which promotes transparency, accountability and fairness in accordance with the PPDA Act, Cap. 205 and PPDA Regulations.**

1.1 No approved annual procurement plan

Regulation 2 of the PPDA (Procurement Planning) Regulations, 2023 requires that a Procuring and Disposing Entity shall have an annual procurement plan for each financial year.

The Authority observed that Amuru District Local Government initiated a procurement for financial year 2026-2027 without an approved annual procurement plan contrary to Regulation 2 of the PPDA (Procurement planning) Regulations, 2023 and Section 60 (1) of the PPDA Act, Cap. 205.

Implication

This may weaken procurement control and oversight, as procurement of works may proceed without assurance that the procurement is aligned with the Entity's approved annual procurement priorities.

Recommendation

The Accounting Officer should always ensure that the procurement plan is prepared, approved, and submitted to the Authority by 31st July of each financial year, in accordance with Section 60 (1) of the PPDA Act, Cap. 205 and PPDA Circular No. 5 of 2025 on Electronic Submission of Procurement Plan issued on 28th July 2026.

Section 60 (1) of the PPDA Act, Cap. 205 requires a Procuring and Disposing Entity to prepare and submit to the Secretary to the Treasury and to the Authority, its annual procurement plan for the following financial year. The Accounting Officer is therefore advised to submit the procurement plan for the Financial Year 2026/2027 in accordance with the PPDA Act.

Section 60 (7) of the PPDA Act, Cap. 205 provides that a Procuring and Disposing Entity shall, on a quarterly basis and in any other case, wherever necessary, review and update its procurement plan. The Procuring and Disposing Entity may update the annual procurement plan in accordance with Section 60 (7) of the PPDA Act, Cap. 205.

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

2.1 Section 8. Special Conditions of Contract

Regulation 33 (3) (b) of the PPDA (Rules and Methods for Procurement of Supplies, Works and Non-Consultancy Services) Regulations, 2023 provides that: *"The following rules shall apply to preparation of bidding documents for each procurement: changes to the General Conditions of Contract shall be effected only by an entry to the Special Conditions of a Contract."*

The Authority noted that GCC 62.1 stated that, the Performance Security and if applicable, ESHS Performance Security shall be **5%** of the contract price which is contrary to Guideline 3 of 2026.

Implication.

This may discourage eligible providers from bidding, resulting in reduced competition.

Recommendation

The Head, Procurement and Disposal Unit should revise the solicitation documents to require a Performance Securing Declaration for local providers, where applicable, instead of the 5% performance security, in accordance with PPDA Guideline No. 3 of 2026 on Bid, Performance and Advance Payment Securities, issued on 1st July 2026.

Audit Conclusion

The purpose of this letter is to forward the findings of the Bid Preparatory Audit exercise. In order to administer and enforce compliance with the provisions of the PPDA Act, Cap. 205, Regulations, 2023 and Guidelines, the Entity should review the solicitation documents, include all the relevant information, before issuing the bidding document.



Moses Ojambo

FOR. EXECUTIVE DIRECTOR

c.c.: Chairperson, Contracts Committee

c.c.: Head, Procurement and Disposal Unit