



**Public Procurement and Disposal
of Public Assets Authority**



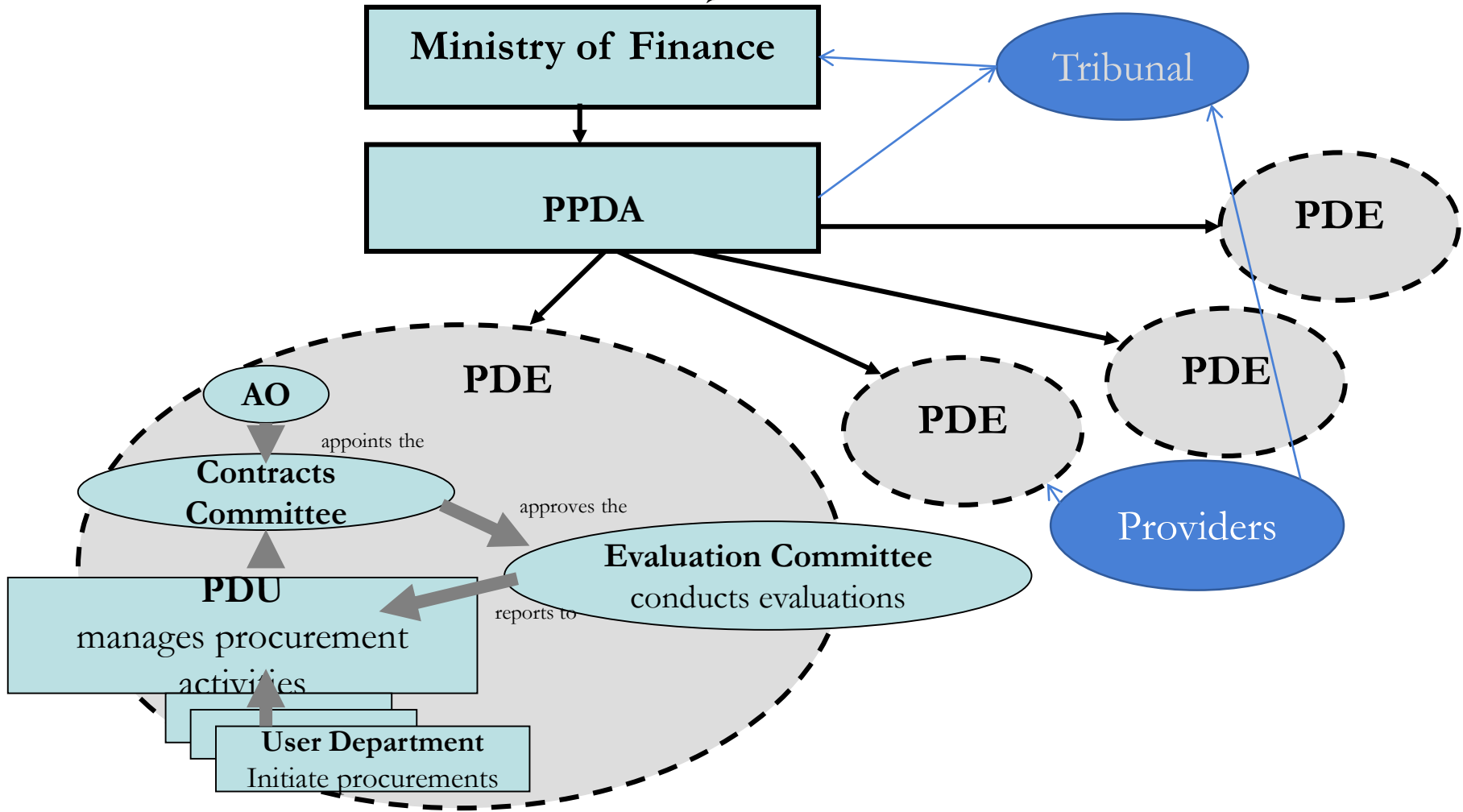
ROLES AND RESPONSIBILITIES OF KEY STAKEHOLDERS IN THE PROCUREMENT PROCESS

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MANAGER ADVISORY SERVICES**

**WEDNESDAY 16TH SEPTEMBER,
2020**



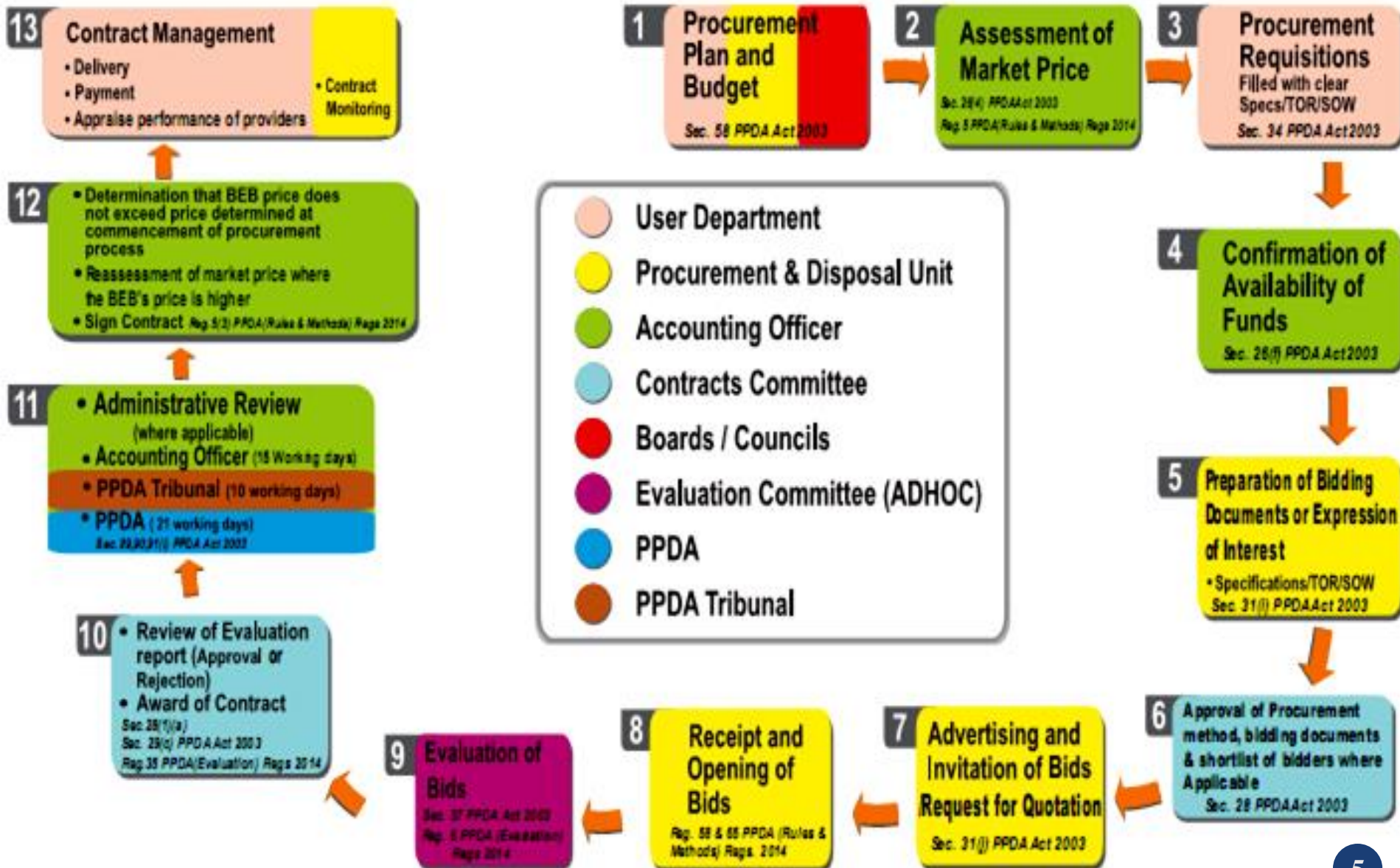
- Institutional Framework;
- Procurement Life Cycle;
- Roles of the Board;
- Roles of the Accounting Officer;
- Roles of the Contracts Committee;
- Roles of the PDU;
- Roles of the Evaluation Committee;
- Challenges.



PPDA PROCUREMENT PROCESS IN A PDE



- ❑ The procurement process begins with planning and identifying needs.
- ❑ It concludes with review of the performance of contract.
- ❑ There are a number of steps that are carried out by various stakeholders in their institutional structures.
- ❑ Each player needs to have a clear understanding of their roles & boundaries.





- To approve procurement and work plans.

- To monitor the implementation of work plans
e.g. through reports.



- ❑ The Entity's overall objectives also inform the intended activities in any given FY which will in turn inform the preparation of the annual budget and cash flow statement.
- ❑ Preparation of department/unit work plans must be in line with budgeted funds.
- ❑ Planning culminates into the preparation of a consolidated procurement plan. *Regulation 62* of the LG (PPDA) Regulations, 2006.



- ❑ An Accounting Officer (AO) must ensure that the assets of a PDE are reviewed on an annual basis to identify those which are obsolete.

- ❑ The AO should appoint a Board of survey.

- ❑ Two valuations of an asset should be obtained prior to the start of any disposal proceedings.

PPDA PROCUREMENT PLANNING BY USER DEPARTMENTS



- The User Departments must prioritize the requirements to fit in the available budget.
- Identify the sources of funding.
- Care should be taken to include all requirements to avoid emergency procurements (*no procurements allowed outside plan*).
- Forward the work plan to the Procurement and Disposal Unit.



PPDA PROCUREMENT WORK PLAN

USER DEPARTMENT



NAME OF PROCURING AND DISPOSING ENTITY

USER DEPARTMENT PROCUREMENT PLAN

Area/Section/Department:		Financial Year:							
S/N	Description of item to be procured	Quantity in units or TOR or Scope of works	Estimated Cost	Confirmed Source of Funding	Time Frame (When item is required)				
1									
2									
3									
4									
5									
6									
Prepared by User		Name:		Approval by Head of Department	Name:		Received by Head of PDU	Name:	
		Signature:			Signature:			Signature:	
		Date:			Date:			Date:	

*Attach any details that cannot fit in the boxes

CONSOLIDATED PROCUREMENT PLAN



PROCUREMENT PLAN FOR GOODS, WORKS AND NON CONSULTANCY SERVICES – FOR SUBMISSION TO TREASURY, PPDA AND PUBLICATION

Procuring and Disposing Entity:

Financial Year:

S/N	Subject of procurement	Currency	Estimated Cost	Source of funding	Procurement method	Contract type	Pre-qualification (Yes or No)	Apply reservation scheme? (Yes/No)	INVITATION AND AWARD OF BIDS				Contract signing date	Completion date
									Bid invitation date	Bid closing/opening date	Approval evaluation report date	Award notification date		
1														
2														
3														
4														
5														
6														
Prepared by			Name:											
			Signature:											
			Designation:		Head PDU									
			Date:											
Approved by			Name:											
			Signature:											
			Designation:		Accounting Officer									
			Date:											

PPDA CONSOLIDATED PROCUREMENT PLAN SVCS



PROCUREMENT PLAN FOR CONSULTANCY SERVICES FOR SUBMISSION TO THE SECRETARY TO TREASURY, PPDA AND PUBLICATION

Procuring and Disposing Entity:

Financial Year:

S/N	Subject of procurement	Currency	Estimated Cost	Source of funding	Procurement method	Apply reservation scheme? (Yes/No)	Contract type	REQUEST FOR EXPRESSION OF INTEREST				INVITATION OF PROPOSALS AND APPROVAL FOR AWARD				Contract signing date	Completion date
								Invitation of expressions of interest date	Closing-opening date	Approval of shortlist	Notification date	Invitation of Proposals	Submission/opening date	Approval of final evaluation report	Notification date		
1																	
2																	
3																	
4																	
5																	
6																	

	Prepared by	Name:		Approved by	Name:	
		Signature:			Signature:	
		Designation:	Head PDU		Designation:	Accounting Officer
		Date:			Date:	



- ❑ A PDE shall on a quarterly basis or where necessary review/update its procurement plan and submit to the Authority. In addition, monthly reports are mandated.
- ❑ By the end of the second quarter, the Entity ought to have implemented 50% of its plan.

PPDA THE ACCOUNTING OFFICER

SEC. 26



- Overall execution of the procurement and disposal process in a PDE.
- Establishes the Contracts Committee.
- Establishment of the PDU.
- Certifying the availability of funds.
- Communication of award decisions.
- Investigating complaints by providers.
- Appoint contract managers.
- May terminate CC member upon approval by PS/ST.



- Assessment of the market price of requirements for the entity.
- Delegation of any of the functions of the AO,CC,PDU to a sub-division or member of the PDE.
- Contracting out a PDE function to another PDE , or third party provider.
- Termination of contracts upon approval by the AG.

PPDA COMMON ERRORS BY ACCOUNTING OFFICERS



- Not approving availability of funds.
- Other stakeholders approving funds without delegated authority.
- Signing contracts not approved by the CC.
- Payment of providers without delivery of supplies or completion of works.
- Making advance payment without security.
- Usurping powers of other stakeholders.

PPDA CONTRACTS COMMITTEE

SEC. 28



- Approves procurement and disposal procedures.
- Approves members of the evaluation committee and negotiation team.
- Approves bidding and contracts documents.
- Awards contracts on approval of EC report.
- Approves contract variations/amendments.
- Approves termination of contracts prior to AGs approval.



- ❑ Procurement methods are described under Sec. 80-86 of the PPDA Act, 2003:

- ❑ The following methods are determined by thresholds:
 - Open Bidding;
 - Selective Bidding;
 - Quotation Method;
 - Micro Procurement;
 - Direct Procurement;
 - Community Purchase.



- Methods of disposal are provided for under Sec. 87 of the Act and Regulation 123 of the LG (PPDA) Regulations, 2006.
 - Public auction;
 - Public bidding;
 - Sale to public officer;
 - Destruction;
 - Direct negotiations;
 - Conversion;
 - Trade-in;
 - Transfer to another PDE and Donation.



- Retrospective approvals.
- Disregarding the evaluation report and erroneously awarding contracts.
- Approving the wrong bidding document.
- Unjustified approval of direct procurement method leading to - Costly procurements, no VFM, shoddy works, abandoned works, financial loss etc.
- Approving procurements that are not planned for: without justification.
- Not monitoring the term of CC members.

PPDA PROCUREMENT AND DISPOSAL UNIT SEC. 31



- Management of all procurement and disposal activities in the PDE.
- Attend CC meetings to offer clarifications.
- Implement decisions of the Contracts Committee.
- Plan Procurement and disposal activities of a PDE.
- Preparation, issue and receipt of Bid documents.
- Nominates members of the evaluation and Negotiation committees for CC approval.
- Preparation of contract documents.



- Check and prepare statements of Requirements.
- Prepare adverts of bid opportunities.
- Issue approved Contract documents.
- Maintain and archive records of the procurement and Disposal process.
- Prepare monthly reports for CC and final submission to PPDA.
- Maintain a providers list.



- Wrong choice of methods – ignoring thresholds.
- Requesting for irrelevant documents from bidders.
- Failure to identify right evaluation methodology.
- Not including Statements of Requirements.
- Use of wrong bidding periods.
- Unjustifiably inviting bidders not shortlisted.

PPDA THE USER DEPARTMENTS

SEC. 35



- Preparation of user work plans based on a draft budget.
- Initiation of the procurement process(form 5).
- Preparation of statements of requirements.
- Recommend to the AO the appropriate contract manager for appointment.
- Contract supervision and management.
- Recommend contract variations.
- Prepare contract amendments.



- Prepare any reports required for submission to the PDU,CC or AO.
- Issue change orders in accordance with the terms and conditions of the contract.
- Certify invoices for payment to providers.
- Undertake inspection/conformity assessments.
- Recommend suspension/termination of contracts.



- Failure to plan leading to ad-hoc procurements.
- Failure to appoint contract managers.
- Failure to document supervision of services/works.
- Issuance of unjustified completion certificates.
- Approval of shoddy works.
- Failure to constitute evaluation committees.

PPDA EVALUATION COMMITTEE

SEC. 37



- ❑ The Evaluation Committee to have a minimum of three members or more depending on the complexity of the procurement.
- ❑ The Evaluation Committee shall consist of a member of the PDU and a member from the User Department.

PPDA COMMON MISTAKES BY EVALUATION COMMITTEES



- Evaluation Committees not approved.
- Failure to follow the evaluation criteria stated in the Solicitation Documents.
- Failure to seek clarification from bidders.
- Delayed completion of evaluation process.
- Wrong application of material and non material deviations resulting in improper waiving of requirements.
- Failure to up hold confidentiality.
- Failure to communicate arithmetic errors.



- ❑ PDEs must build the capacity of all stakeholders in the procurement process.
- ❑ Integrity of stakeholders must be built. Conflict of interest-where users/stakeholders become bidders or develop interests should be avoided.
- ❑ Proper planning should be undertaken by PDEs to avoid delays of procurements.



Public Procurement and Disposal of Public Assets Authority



Thank You!

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