

STATUTORY INSTRUMENTS SUPPLEMENT

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S T A T U T O R Y I N S T R U M E N T S

2023 No. 98.

**THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS
(PROCURING AND DISPOSING ENTITIES) REGULATIONS, 2023.**

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STATUTORY INSTRUMENTS

2023 No. 98.

The Public Procurement and Disposal of Public Assets (Procuring and Disposing Entities) Regulations, 2023

(Made under sections 96(1) and 96A of the Public Procurement and Disposal of Public Assets Act, 2003, Act No 1 of 2003).

IN EXERCISE of the powers conferred upon the Minister responsible for finance by sections 96(1) and 96A of the Public Procurement and Disposal of Public Assets Act, 2003, in consultation with the Minister responsible for the Kampala Capital City Authority and the Minister responsible for local governments, and on the recommendation of the Authority, these Regulations are made, this 26th day of September, 2023.

1. Title and commencement.

(1) These Regulations may be cited as the Public Procurement and Disposal of Public Assets (Procuring and Disposing Entities) Regulations, 2023.

(2) These Regulations shall come into force on the 5th day of February, 2024.

2. Interpretation.

In these Regulations, “Act” means the Public Procurement and Disposal of Public Assets Act, 2003.

3. Membership of Contracts Committee.

(1) A person shall be a member of a Contracts Committee in his or her individual capacity, and not by virtue of his or her position or designation.

(2) A member of a Contracts Committee who is not able to attend a meeting of the Contracts Committee shall not nominate a representative or proxy, for purposes of the meeting.

(3) Where a procuring and disposing entity has a governing body, a member of the governing body shall not be a member of the Contracts Committee of the procuring and disposing entity.

4. Appointment of members of Contracts Committee.

(1) An Accounting Officer shall, using the format in Form 1 of the Schedule, appoint a member of the Contracts Committee of the procuring and disposing entity.

(2) The appointment under subregulation (1) shall be after the approval of the member, by the Secretary to the Treasury.

(3) A person appointed member of the Contracts Committee shall be a member of the procuring and disposing entity, or where this is not possible, a member of another procuring and disposing entity.

(4) A person appointed under subregulation (3) shall, have a proven track record of sound judgment and be at an appropriate level of seniority and have experience in decision-making.

(5) A Contracts Committee shall have among its members—

(a) a person with experience in the functions of the procuring and disposing entity; and

(b) a person with experience in public procurement and disposal.

(6) A Contracts Committee shall not have more than two of its members from the same department.

(7) The head of the Procurement and Disposal Unit shall not be a member or the Secretary, of the Contracts Committee.

(8) In reappointing members to the Contracts Committee, the Accounting Officer shall take into account the need for continuity of the membership of the Contracts Committee.

(9) An Accounting Officer may during the subsistence of the tenure of a member of a Contracts Committee, change the designation of the member, without the requirement to seek the approval of the Secretary to the Treasury.

(10) Any changes to the composition of the Contracts Committee shall be submitted to the Secretary to the Treasury and the Authority for information.

5. Termination of office of member of the Contracts Committee.

(1) The Accounting Officer may only terminate the appointment of a member of the Contracts Committee—

- (a) for abuse of office;
- (b) for corruption;
- (c) for incompetence;
- (d) for physical or mental incapacity which renders the member incapable of performing his or her duties;
- (e) for failure to attend three consecutive scheduled meetings without reasonable grounds;
- (f) for conviction of an offence involving moral turpitude;
- (g) where the member is declared a bankrupt by a court of law; or
- (h) for any other justifiable reason.

(2) The termination of the appointment of a member of a Contracts Committee by an Accounting Officer shall be subject to prior approval of the Secretary to the Treasury.

6. Member of Contracts Committee to declare conflict of interest.

(1) Where a member of a Contracts Committee has any pecuniary or other interest that may conflict with the performance of the functions of the member, the member shall disclose the conflict of interest at the meeting.

(2) Where a member has or discloses conflict of interest in any matter before the Contracts Committee, that member shall not take part in the proceedings or exercise of any powers by the committee relating to the item or the matter in which the member has conflict of interest.

7. Conduct of meetings of Contracts Committee.

(1) The chairperson shall chair the meetings of the Contracts Committee and in the absence of the chairperson, the members shall elect from amongst themselves a member to chair the meeting.

(2) The quorum for a meeting of the Contracts Committee shall be any three members present at a meeting.

(3) The Contracts Committee shall within ten working days, issue a decision on any matter or request submitted to it by the Procurement and Disposal Unit.

(4) Where the Contracts Committee is not able to issue a decision within the time period prescribed in subregulation (3), the Contracts Committee shall, in writing, give an explanation for the delay to the Accounting Officer and request for extension of the time.

8. Records of Contracts Committee meetings.

(1) The secretary of a Contracts Committee shall record the minutes of a meeting of the Contracts Committee.

(2) The minutes of a meeting of a Contracts Committee shall include—

- (a) a register of attendance signed by the members and the advisers, which shall indicate whether attendance by a member was for the entire meeting or for only part of the meeting and where a member attended only part of the meeting, indicate the items on the agenda in which the member participated;
- (b) the discussion in relation to each item on the agenda, including any advice given by an adviser and any disagreement between the members; and
- (c) the decisions made for each item on the agenda including, the conditions, if any, given for a request that is approved, or the reasons for rejecting a request, which shall be recorded in the relevant Forms.

9. Co-opting of advisers to meetings of the Contracts Committee.

(1) Where a Contracts Committee co-opts an adviser to assist it in the discharge of its functions, the adviser shall not take part in the decisions of the Contracts Committee or vote and shall only attend the part of the meeting where the matter on which advice is required, is considered.

(2) A Contracts Committee may request a member of User Department, an Evaluation Committee or a negotiation team to attend a meeting of the Contracts Committee, as an adviser, to offer clarification on a submission.

(3) An adviser who attends a Contracts Committee meeting shall sign the register of attendance.

10. Performance of functions by Contracts Committee.

In the performance of its functions, a Contracts Committee shall confirm that—

- (a) a statement of requirements is complete and suitable for the procurement or disposal;
- (b) the proposed evaluation methodology and criteria contained in the bidding documents are appropriate and applicable to the procurement or disposal requirement;
- (c) the type of contract proposed for the procurement or disposal is appropriate;
- (d) the special conditions of the contract proposed in respect of a contract are appropriate; and
- (e) the proposed bidding period is reasonable, having regard to the complexity of the procurement process and the requirement of the Public Procurement and Disposal

of Public Assets (Rules and Methods for Procurement of Supplies, Works and Non-Consultancy Services) Regulations, 2023, the Public Procurement and Disposal of Public Assets (Procurement of Consultancy Services) Regulations, 2023 and the Public Procurement and Disposal of Public Assets (Procurement of Medicines and Medical Supplies) Regulations, 2014, as the case may be.

11. Submissions to Contracts Committees.

(1) A request by a Procurement and Disposal Unit to the Contracts Committee shall be made using the appropriate Forms specified in the Regulations made under the Act.

(2) A Contracts Committee shall consider each request based on the information contained in the Form submitted and the supporting documents, and may approve or reject the request.

(3) Where a Contracts Committee rejects a request, the Contracts Committee shall indicate the reasons for rejecting the request.

(4) A Contracts Committee may give conditional approval to a submission, where there is a correction to be effected.

(5) A decision of a Contracts Committee shall be unanimous but, where unanimity cannot be achieved, the decision shall be by a simple majority of the members present.

12. Disagreement between Accounting Officer and Contracts Committee.

(1) Where the Accounting Officer does not agree with a decision of the Contracts Committee in respect of the application or interpretation of a procurement or disposal process or method, the Accounting Officer shall return the decision, with reasons for the rejection, to the Contracts Committee for review.

(2) Where the Contract Committee does not agree with the decision of the Accounting Officer made under subregulation (1), the decision of the Accounting Officer, on the matter shall be binding on the procuring and disposing entity.

13. Management of procurement and disposal process by Procurement and Disposal Unit.

(1) A Procurement and Disposal Unit shall manage the procurement or disposal process up to the point of contract placement.

(2) For each procurement or disposal requirement, a User Department shall nominate an official who shall work with the Procurement and Disposal Unit on all matters relating to that procurement or disposal requirement.

(3) Unless otherwise indicated by a user department, the officer who signs a Form specified in this subregulation, for or on behalf of the user department, shall be the officer nominated for the purposes of this Regulation—

- (i) Part 1 of Form 5 of the Public Procurement and Disposal of Public Assets (Rules and Methods for Procurement of Supplies, Works and Non-Consultancy Services) Regulations, 2023;
- (ii) Part 1 of Form 18 of the Public Procurement and Disposal of Public Assets (Procurement of Consultancy Services) Regulations, 2023; or
- (iii) Form 28 of the Public Procurement and Disposal of Public Assets (Disposal of Public Assets) Regulations, 2023.

14. Cancellation of procurement or disposal process.

(1) A Procurement and Disposal Unit may, on its own initiative, or a user department, shall make a recommendation to a Contracts Committee, for cancellation of a procurement or disposal process.

(2) A recommendation for cancellation of a procurement or disposal process in sub-regulation (1) shall indicate—

- (a) the reference number and the subject of the procurement or disposal;
- (b) detailed reasons for the recommendation to cancel the procurement or disposal;
- (c) the status of the procurement or disposal process;
- (d) the alternative procurement or disposal process recommended, if any; and
- (e) any other relevant information.

(3) Subject to subregulation 2(b), in case of a procurement, the reasons for cancellation shall be—

- (a) lack of adequate funding;
- (b) a significant change in the technical details of the procurement requirement; or
- (c) a significant change in the circumstances of the procurement requirement.

(4) A procuring and disposing entity shall not cancel a procurement or disposal process, prior to obtaining the approval of a Contracts Committee.

(5) A procuring and disposing entity shall cancel a procurement process or a disposal process, at any time, before a contract is awarded to the best evaluated bidder.

15. Annual and monthly reports on procurement.

(1) A procuring and disposing entity shall for each month, using the format of Form 2 of the Schedule, submit to the Authority, by the fifteenth day of the following month, a report on the procurement activities undertaken by the procuring and disposing entity in the month

which shall include information on the providers who undertook the procurement.

(2) The Authority shall for each financial year submit to the Minister, a report on the procurements of each procuring and disposing entity.

16. Delegation of procurement and disposal functions by Accounting Officer.

(1) An Accounting Officer may delegate a procurement function or a disposal function of the Accounting Officer, Contracts Committee or the Procurement and Disposal Unit of the procuring and disposing entity to a subdivision of the procuring and disposing entity or a member of staff of the procuring and disposing entity.

(2) The Contracts Committee or the Procurement and Disposal Unit may request the Accounting Officer to delegate a procurement or disposal function of the Contracts Committee or of the Procurement and Disposal Unit, respectively.

(3) A request for delegation of a procurement function shall be made using Part I of Form 3 in the Schedule and Part I of Form 4 in the Schedule for delegation of a disposal function.

(4) On receipt of a request for delegation of function, the Accounting Officer shall issue his or her decision within ten working days using Part II of Form 3 in the Schedule for delegation of a procurement function and Part II of Form 4 in the Schedule for delegation of a disposal function.

(5) An Accounting Officer may at his or her own initiative or following a written recommendation by the Contracts Committee or the Procurement and Disposal Unit, revoke a delegation of functions.

(6) A delegation of functions shall be revoked through written instructions to the person to whom the delegation was made and shall have immediate effect unless otherwise stated.

17. Procurement and disposal notice board of procuring and disposing entity.

(1) A procuring and disposing entity shall position its procurement and disposal notice board at a location within its premises, which is freely accessible to members of the public.

(2) The procuring and disposing entity shall display on the procurement and disposal notice board the following information—

- (a) the annual procurement plan of the procuring and disposing entity;
- (b) the pre-qualification notices, where applicable;
- (c) the bid notices;
- (d) shortlists for the pre-qualified providers;
- (e) records of the bid opening processes; and
- (f) notices of the best evaluated bidders.

(3) Where a procuring and disposing entity has a website, it may in addition to displaying the information in subregulation (2), on the procurement and disposal notice board, post the information on the website.

(4) The use of a notice board or website shall not relieve a procuring and disposing entity of its responsibility to publish a relevant notice publicly in the media or on the website of the Authority where this is required under the Act or regulations made under the Act.

18. Contracting out of procurement or disposal function to another procuring and disposing entity.

(1) An Accounting Officer may contract out a procurement function or a disposal function of the Contracts Committee, the Procurement and Disposal Unit or the user department to another procuring and disposing entity.

(2) Where a procurement or a disposal function of the Procuring and Disposing Entity is contracted out to another procuring and disposing entity, the Accounting Officers of the two procuring and disposing entities shall, in writing, agree on—

- (a) the functions to be contracted out;
- (b) the mechanisms for implementation of the procurement or disposal function;
- (c) the mode of payment;
- (d) the procedures for reporting and monitoring;
- (e) the procedure for approving the procurement or disposal function;
- (f) the limitations or exceptions to the contract, if any; and
- (g) the costs to be paid, if any.

(3) Notwithstanding subregulation (2), the Accounting Officer of the procuring and disposing entity whose function is contracted out to another procuring and disposing entity, shall be accountable for the decisions taken by the procuring and disposing entity to which a procurement or disposal function is contracted out.

19. Conditions for contracting out procurement or disposal function to another procuring and disposing entity.

A procurement or a disposal function of a procuring and disposing entity may be contracted out to another procuring and disposing entity—

- (a) where that other procuring and disposing entity has specialised knowledge, expertise or experience in the subject matter of the procurement or disposal;
- (b) where the procurement or disposal is common to both procuring and disposing entities;
- (c) where a project is implemented by both procuring and disposing entities jointly;

- (d) where it would be more economical or efficient to contract out a procurement of disposal function; or
- (e) for any other justifiable reason.

20. Engagement of third party procurement and disposal services to perform functions of procuring and disposing entity.

(1) Where there is lack of technical capacity an Accounting Officer may engage third party procurement and disposal services to perform the functions of a procuring and disposing entity.

(2) Where an Accounting Officer is to engage third party procurement and disposal services, the Accounting Officer shall select the third party from the providers pre-qualified by the Authority.

(3) The contracting out of a procurement or disposal function to a third party shall be in accordance with the procurement rules and methods in the Act, regulations made under the Act and the relevant guidelines.

(4) Notwithstanding subregulation (2), where none of the providers pre-qualified by the Authority is competent to provide the required procurement or disposal function, a procuring and disposing entity may contract another person to provide the required procurement or disposal function.

(5) The procuring and disposing entity shall, before contracting another person to provide the required procurement or disposal function, make an application to the Authority requesting the Authority to pre-qualify that person as a provider.

(6) The third party contracted under this regulation shall submit a report of the procurement or disposal function undertaken, to the Accounting Officer.

21. Contract for third party procurement and disposal services.

Where an Accounting Officer engages third party procurement and disposal services, the Accounting Officer shall enter into a contract with the provider, which shall state—

- (a) the procurement or disposal function to be undertaken by the third party which may be defined by value, type, procurement or disposal method or any other criteria;
- (b) that the procurement or disposal function to be undertaken by the third party shall be in accordance with the Act, regulations made under the Act and the relevant guidelines;
- (c) the fee or unit rate to be paid for the services of the third party by the procuring and disposing entity;
- (d) whether a function may be sub-contracted by the third party and where this is allowed the requirement for the prior written approval of the Accounting Officer;
- (e) that the records of the procurement or disposal are the property of the procuring and disposing entity;
- (f) the procedural arrangements for implementing the procurement or disposal function; and
- (g) any other appropriate contract provisions, based on the standard solicitation document for services.

22. Procurement with another procuring and disposing entity of items used in common.

(1) A procuring and disposing entity may undertake procurement with another procuring and disposing entity for supplies, works or services which are used in common with that other procuring and disposing entity.

(2) The procuring and disposing entities that undertake procurement under subregulation (1) shall make an agreement on—

- (a) the funds available for the procurement;
- (b) the mode of payment for the requirements;
- (c) the reimbursement of the costs of the procurement including the advertising costs, photocopying costs and the cost of the personnel, to the procuring and disposing entity that conducts the procurement; and
- (d) the appropriate contract, including the delivery arrangements.

23. Procedure for applying for a deviation from use of standard documents.

(1) A procuring and disposing entity may, where the standard bidding documents, procedural forms or any other attendant documents are not suitable for a procurement or disposal process, apply to the Authority, in writing, for approval to deviate from the use of these documents.

- (2) An application for deviation shall—
 - (a) indicate the standard bidding document, procedural form or other attendant document for which a procuring and disposing entity requests for a deviation;
 - (b) state the reasons for requesting for a deviation, including an explanation of the relevant specialised requirements, market conditions and industry standards, which affect the requirement;
 - (c) indicate the proposed alternative document, and how the alternative document differs from the standard bidding document, procedural form or other attendant document and the advantages of using the proposed alternative document; and
 - (d) indicate whether the deviation is required for a single procurement or disposal requirement or for a number of procurement or disposal requirements of the same class, over a period of time.

24. Procedure for applying for accreditation of alternative procurement and disposal system.

(1) A procuring and disposing entity which is not able to comply with a particular procurement or disposal procedure required for the procurement or disposal under the Act, shall, in writing, apply to the Authority for authorisation to use an alternative system.

(2) The application under subregulation (1) shall—

- (a) state the procurement or disposal procedure that the procuring and disposing entity is not able to comply with;
- (b) state the alternative system sought by the procuring and disposing entity; and
- (c) include an analysis of how the alternative system sought, differs from the relevant procurement and disposal procedure required under the Act.

(3) The Authority may authorise a procuring and disposing entity to use an alternative system.

25. Customisation of standard documents.

(1) Subject to subregulation (2), a procuring and disposing entity may customize a standard bidding document or any other document issued by the Authority.

(2) The customisation of a standard bidding document or any other document issued by the Authority shall be limited to—

- (a) the entry of the contact details of a procuring and disposing entity such as, the name and address of the procuring and disposing entity; and
- (b) the addition of a logo or any other form of identification of a procuring and disposing entity.

(3) A procuring and disposing entity shall not, when customising a standard bidding document or any other document

issued by the Authority, alter or amend the content or substance of the document, without the prior approval, in writing, of the Authority.

26. Due diligence.

(1) A procuring and disposing entity may undertake due diligence on a bid, at any time, from the commencement of the evaluation process to before the signing of the contract.

(2) A due diligence test shall cover any area of operation of a provider or any area of the bid that the procuring and disposing entity determines requires verification or checking, in exercising due care in a procurement or disposal process.

27. Role of internal audit department.

The internal audit department of a procuring and disposing entity shall audit—

- (a) the method used for a procurement and the payment made to establish whether the supplies, works or services are properly ordered, received, verified and paid for in accordance with the Public Finance Management Act, 2015 and the other applicable laws; and
- (b) the method used for a disposal to establish whether the disposal was appropriate and that where applicable, payment to the procuring and disposing entity was effected.

28. Revocation and transition.

(1) The Public Procurement and Disposal of Public Assets (Procuring and Disposing Entities) Regulations, 2014 are revoked.

(2) A process that had commenced under the Public Procurement and Disposal of Public Assets (Procuring and Disposing Entities) Regulations, 2014 and the Local Governments (Public Procurement and Disposal of Public Assets) Regulations, 2006 shall be continued and completed under these Regulations.

SCHEDULE

FORMS

FORM 1

Regulation 4 (1)

THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS
ACT, 2003

LETTER OF APPOINTMENT TO THE CONTRACTS COMMITTEE

Date:

[*Name of person appointed to Contracts Committee*]

[*Position on the Contract Committee - Chairperson/Member/Secretary*]

APPOINTMENT TO CONTRACTS COMMITTEE

I confirm your appointment as the [*Chairperson /Member/Secretary*] of the Contracts Committee for [*Name of Procuring and Disposing Entity*] following the approval of your nomination by the Secretary to the Treasury dated.....

The terms of reference for this appointment shall be in accordance with the Public Procurement and Disposal of Public Assets Act, 2003.

If you accept this appointment, please sign this letter in the space availed below and a copy of the Code of Ethical Conduct in Business and return the copies to these documents to the undersigned.

The term of this appointment shall be three years effective from

[Name]

Accounting Officer

I accept the appointment:

.....Date:.....

[*Signature*]

c.c.: Permanent Secretary/Secretary to Treasury, Ministry of Finance,
Planning and Economic Development

c.c.: Executive Director, Public Procurement and Disposal of Public Assets
Authority

FORM 2

Regulation 15(1)

THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS ACT, 2003

MONTHLY REPORT ON PROCUREMENT

(Insert Name of Procuring and Disposing Entity)

Month of Reporting	
Financial Year	

PART I A: CONTRACTS AWARDED (except Micro Procurement)										
Procurement Reference Number	Subject of Procurement	Method of Procurement	Provider	Reservation/ Preference Schemes (Yes/ No)	Category of Provider (Foreign/ National/ Resident)	Date of Award	Market Price of the Procurement	Bid price at Opening	Contract value (Currency and Amount)	Beneficial Ownership (Names and Address)
TOTAL										

PART IB: CONTRACT AWARDS TO TARGET GROUPS (WOMEN, YOUTH, PERSONS WITH DISABILITY) (except Micro Procurement)

Procurement Reference Number	Subject of Procurement	Method of Procurement	Provider	Target Group (Women/ Youth/ Persons with Disability)	Date of Award	Market Price of the Procurement	Contract value (Currency and Amount)	Beneficial Ownership (Names and Address)
TOTAL								

PART II: CONTRACTS AMENDED

Procurement Reference Number	Subject of Procurement	Provider	Date of Amendment	Value of Amendment (Currency and Amount if Applicable)	Revised Contract Value and Currency if Applicable)

PART III: CONTRACTS COMPLETED

Procurement Reference Number	Subject of Procurement	Provider	Reservation or Preference Schemes (Yes/No)	Category of Provider (Foreign or National Resident)	Date of Completion	Total amount Paid and Currency	Contract Value (Currency and Amount)
TOTAL							

PART IV A: MICRO PROCUREMENTS

No	Procurement Reference Number	Subject of Procurement	Provider	Preference/Reservation Scheme	Category of Provider (Foreign or National or Resident)	Invoice and Date of Completion	Contract Value (Currency and amount)	Beneficial Ownership (Names and Address)
TOTAL								

PART IV B: MICRO PROCUREMENTS TO TARGET GROUPS (WOMEN, YOUTH, PERSONS WITH DISABILITY)

Procurement Reference Number	Subject of Procurement	Method of Procurement	Provider	Target Group (Women, Youth or Persons with Disability)	Date of Award	Market Price of the Procurement	Contract Value (Currency and Amount)	Beneficial Ownership (Names and Address)
TOTAL								

DECLARATION

I hereby certify that the above information is a true and accurate record of the procurements undertaken by the Entity within the month.

Name: _____ Title: _____

Signature: _____ Date: _____

Accounting Officer

Attach relevant minutes of the Contracts Committee

Copy: Contracts Committee

FORM 3

Regulation 16(3) and (4)

THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS
ACT, 2003

**DELEGATION OF PROCUREMENT FUNCTIONS BY
ACCOUNTING OFFICER_**

**PART I: REQUEST OF CONTRACTS COMMITTEE/
PROCUREMENT AND DISPOSAL UNIT**

A request for the delegation of a procurement function of the Contracts Committee or Procurement and Disposal Unit to a sub-division or member of staff of the procuring and disposing entity indicated below:

Sub-division/member of staff _____

Commencement date of delegation: _____

Duration of delegation: _____

Type of Procurement Function to be delegated	Yes/No	Value Limitation	Other limitations*
Entire procurement function			
Approval of procurement method			
Approval of bidding document			
Approval of evaluation report			

Reporting requirements and any other requirements, conditions or limitations*:

Signature:

Chairperson Contracts
Committee/ Head Procurement
and Disposal Unit

Date: _____

- *1. If necessary, provide details on separate pages and attach.*
- 2. All attachments must be signed in the same way as this form.*

PART II: DECISION OF ACCOUNTING OFFICER

DECISION of Accounting Officer

(State reasons if request is rejected. State name of sub-division/member of staff to which/whom delegation is made, if request is approved).

Authority is delegated to you in the attached Part 1 of this form. No further delegation of this authority is permitted.

You are required to comply with the Public Procurement and Disposal of Public Assets Act, 2003 and to notify the Contracts Committee immediately when you become unable to comply with the delegation.

This delegation of authority may be revoked at any time in writing.

Signature: _____ Date: _____
(Accounting Officer)

FORM 4

Regulation 16(3) and (4)

THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS
ACT, 2003

**DELEGATION OF DISPOSAL FUNCTIONS BY ACCOUNTING
OFFICER**

**PART I: REQUEST BY CONTRACTS COMMITTEE/
PROCUREMENT OR DISPOSAL UNIT**

A request for the delegation of a disposal function of the Contracts Committee/Procurement and Disposal Unit to a sub-division / member of staff of the procuring and disposing entity indicated below:

Sub-division/member of _____
staff:

Commencement date of _____
delegation:

Duration of delegation: _____

Type of disposal function to be delegated	Yes/No	Value limitation	Other limitations*
Entire disposal function			
Approval of disposal method			
Approval of auctioneer			
Approval of bidding document			
Approval of evaluation report			

Approval of Transfer Agreement			
Signature: _____ Date: _____			
<i>Chairperson Contracts Committee/ Head Procurement and Disposal Unit</i>			

PART II: DECISION OF ACCOUNTING OFFICER

DECISION of Accounting Officer

(State reasons if request is rejected. State name of sub-division/member of staff to which/whom delegation is made, if request is approved).

Authority is delegated to you in the attached Part 1 of this form. No further delegation of this authority is permitted.

You are required to comply with the Public Procurement and Disposal of Public Assets Act, 2003 and to notify the Contracts Committee immediately when you become unable to comply with the delegation.

This delegation of authority may be revoked at any time in writing

Signature: _____

Date: _____

(Accounting Officer)

- *1. *If necessary provide details on separate pages and attach.*
2. *All attachments must be signed in the same way as this form*

MATIA KASAIJA
Minister of Finance, Planning and Economic Development