

The Public Procurement and Disposal of Public Assets Guidelines

*Guidelines issued by the Public Procurement and Disposal of
Public Assets Authority under Section 97 of the Public
Procurement and Disposal of Public Assets Act, 2003.*

Details covered in this Guideline:

Guideline Reference: 2/2014

Guideline Subject: Reference Numbers for Procurement and
Disposal Transactions

Date of commencement: 3rd March 2014

*Guidelines are distributed to all Accounting Officers who are responsible for
distributing copies of this Guideline to the Contracts Committee and the Head of
the Procurement and Disposal Unit of the Procuring and Disposing Entity.*

Guideline Subject: Reference Numbers for Procurement and Disposal Transactions

In accordance with Regulation 3(3) of the Public Procurement and Disposal of Public Assets (Rules and Methods for Procurement of Supplies, Works and Non- consultancy Services) Regulations, 2014, Regulation 3(3) of the Public Procurement and Disposal of Public Assets (Procurement of Consultancy Services) Regulations, 2014 and Regulation 5 (a) of the Public Procurement and Disposal of Public Assets (Disposal of Public Assets) Regulations, 2014, Procuring and Disposing Entities shall use the following guidance in assigning reference numbers to procurement and disposal requirements.

The reference numbers shall be used in the identification, tracking, monitoring and auditing of procurement and disposal activities.

1. Institutional arrangements

- 1.1. To enable the system described below to function effectively, the Head of the Procurement and Disposal Unit (HPDU) shall be responsible for allocating the reference numbers.
- 1.2. The HPDU shall maintain a register of the reference numbers allocated to procurement and disposal requirements of the Entity. Where a department/project or person is delegated a procurement or disposal function, all procurements or disposal requirements shall be allocated reference numbers in accordance with this guideline.
- 1.3. A reference numbers shall be allocated to procurement or disposal requirements after the approval of the requisition by the Accounting Officer.

2. Reference Numbers

- 2.1. There shall be two types of Reference Numbers, one for procurement and the other for disposal requirements. The format and content of each shall be as detailed below.

3. Reference Numbers for procurement requirement

- 3.1. The procurement reference number shall be allocated when a procurement requisition has been approved by the Accounting officer and used on all correspondence and records related to the procurement requirement.
- 3.2. A procurement reference number shall not be reused where a procurement requirement is cancelled.
- 3.3. The basic procurement reference number shall consist of four parts:
 - (a) A predetermined code for the Procuring and Disposing Entity. A list of codes is provided under Attachment A;

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Attachment A

Procuring and Disposing Entity Codes for Procurement and Disposal Reference Numbers

NO.	MINISTRIES	Code
1.	Ministry of Agriculture, Animal Industry & Fisheries	MAAIF
2.	Ministry of Defence	MOD
3.	Ministry of East African Community Affairs	MEACA
4.	Ministry of Education and Sports	MOES
5.	Ministry of Energy & Mineral Development	MEMD
6.	Ministry of Finance, Planning & Economic Development	MOFPED
7.	Ministry of Foreign Affairs	MOFA
8.	Ministry of Gender, Labour & Social Development	MOGLSD
9.	Ministry of Health	MOH
10.	Ministry of Information and Communications Technology	MOICT
11.	Ministry of Internal Affairs	MOIA
12.	Ministry of Justice & Constitutional Affairs	MOJA
13.	Ministry of Lands, Housing and Urban Development	MOLHUD
14.	Ministry of Local Government	MOLG
15.	Ministry of Public Service	MOPS
16.	Ministry of Trade, Industry and Cooperatives	MOTIC
17.	Ministry of Tourism Wildlife and Antiquities	MOTWA
18.	Ministry of Water & Environment	MWE
19.	Ministry of Works and Transport	MOWT
STATUTORY BODIES		
20.	Bank of Uganda	BOU
21.	Capital Markets Authority	CMA
22.	Civil Aviation Authority	CAA
23.	Cotton Development Organisation	CDO
24.	Diary Development Authority	DDA
25.	Directorate of Public Prosecutions	DPP
26.	Electricity Regulatory Authority	ERA
27.	Inspectorate of Government	IG
28.	Insurance Regulatory Authority	IRA
29.	Kampala Capital City Authority	KCCA
30.	National Agricultural Advisory Services (NAADS)	NAADS
31.	National Agricultural Research Organization	NARO
32.	National Animal Resource Genetic Centre and Databank	NAGRIC
33.	National Curriculum Development Centre	NCDC
34.	National Drug Authority	NDA
35.	National Environment Management Authority (NEMA)	NEMA
36.	National Forest Authority	NFA
37.	National Information Technology Authority Uganda	NITA
38.	National Medical Stores	NMS
39.	National Planning Authority	NPA
40.	National Social Security Fund	NSSF
41.	Office of the Auditor General	OAG
42.	Public Procurement and Disposal of the Public Assets	PPDA

- (b) An abbreviation of up to 5 letters, identifying the type of the procurement requirement. For instance 'Supls' for supplies; 'Wrks' for works; 'NCons' for non consultancy services and 'Srvcs' for consultancy services;
- (c) The Financial/Budget Year. For instance '13/14' for FY 2013/14, '14/15' for FY 2014/ 2015;
- (d) A five-digit unique number allocated sequentially from 00001 onwards; and
- (e) Where a single requisition is divided into separate lots, a separate number shall be added following the four digit number e.g. lot 01, 02, 03 etc.

4. Reference Numbers for disposal transactions

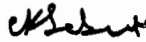
- 4.1. The disposal reference number shall be allocated when a disposal requisition is approved by the Accounting Officer to proceed and shall be used on all correspondence and records related to the disposal requirement.
- 4.2. A disposal reference number shall not be reused where a disposal requirement is cancelled.
- 4.3. The basic disposal reference number shall consist of four parts:
 - (a) A predetermined code for the Procuring and Disposing Entity given under Attachment A;
 - (b) The Financial/Budget Year. For instance '13/14' for FY 2013/14, '14/15' for FY 2014/ 2015; and
 - (c) A five-digit number allocated sequentially from 00001 onwards.

Examples of procurement/ Disposal Reference numbering are provided under Attachment B.

Signed:



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Chairman of the Board of Directors



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Executive Director

Attachments to this Guideline

- Attachment A - List of Procuring and Disposing Entity Codes
- Attachment B - Examples of Procurement/ Disposal Reference Numbering

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	Authority	
43.	Rural Electrification Agency	REA
44.	Uganda Blood Transfusion Services	UBTS
45.	Uganda Bureau of Statistics	UBOS
46.	Uganda Coffee Development Authority	UCDA
47.	Uganda Investment Authority	UIA
48.	Uganda Industrial Research Institute	UIRI
49.	Uganda National Bureau of Standards	UNBS
50.	Uganda National Roads Authority	UNRA
51.	Uganda Registration Services Bureau	URSB
52.	Uganda Revenue Authority	URA
53.	Uganda Road Fund	URF
54.	Uganda Wildlife Authority	UWA
STATE ENTERPRISES		
55.	Amber House Company Ltd	AHC
56.	Kilembe Mines	KM
57.	Micro Finance Support Centre	MFSC
58.	Nakivubo Stadium	NAKS
59.	Nambole Stadium	NAMS
60.	National Enterprise Corporation	NEC
61.	National Housing & Construction Company	NHCC
62.	National Water & Sewerage Corporation	NWSC
63.	Post Bank	PB
64.	Posta Uganda	PSTU
65.	Pride Microfinance	PMF
66.	Private Sector Foundation	PSF
67.	Uganda Air Cargo	UAC
68.	Uganda Electricity Distribution Company	UEDCL
69.	Uganda Electricity Generation Company	UEGCL
70.	Uganda Electricity Transmission Company	UETCL
71.	Uganda Printing & Publishing Corporation	UPPC
72.	Uganda Property Holdings	UPHL
73.	Uganda Railways Corporation	URC
74.	Uganda Wildlife Education Centre	UWEC
COMMISSIONS		
75.	Amnesty Commission	AC
76.	Education Service Commission	ESC
77.	Electoral Commission	EC
78.	Health Service Commission	HSC
79.	Judicial Service Commission	JSC
80.	Uganda Law Reform Commission	ULRC
81.	Local Government Finance Commission	LGFC
82.	Public Service Commission	UHRC
83.	Uganda Human Rights Commission	UHRC
84.	Uganda Land Commission	ULC
85.	Uganda Aids Commission	UAC
86.	Uganda Communications Commission	UCC
HOSPITALS		
87.	Arua Referral Hospital	AH

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88.	Butabika Hospital	BH
89.	Butabika, School of Psychiatric Nursing	BSPN
90.	Fort Portal Referral Hospital	FH
91.	Gulu Referral Hospital	GH
92.	Masaka Referral Hospital	MSKRH
93.	Mbale Referral Hospital	MBLRH
94.	Mbarara Referral Hospital	MBRRH
95.	Hoima Referral Hospital	HMRH
96.	Jinja Referral Hospital	JRRH
97.	Kabale Referral Hospital	KBLRH
98.	Moroto Referral Hospital	MRTRH
99.	Mubende Referral Hospital	MBDRH
100.	Mulago Hospital Complex	MHC
101.	Lira Referral Hospital	LRRH
102.	Soroti Referral Hospital	SRTRH
COUNCILS		
103.	National Council for Children	NCC
104.	National Council for Higher Education	NCHE
105.	National Council for Science & Technology	NCST
106.	National Council of Sports	NCS
BOARDS		
107.	Uganda Allied Examinations Board	
108.	Uganda Exports Promotions Board	UEPB
109.	Uganda National Examinations Board	UNEB
110.	Uganda Nurses and Midwives Examination Board	UNMEB
111.	Uganda Tourist Board	UTB
112.	Uganda Veterans Assistance Board	UVAB
TRAINING INSTITUTIONS		
113.	Busitema University	BU
114.	East African Civil Aviation Academy Soroti	EACAA
115.	Gulu University	GU
116.	Hotel and Tourism Training Institute	HTTI
117.	Joint Clinical Research Centre	JCRC
118.	Kabale National Teachers College	KBLTC
119.	Kaliro National Teachers College	KLRTC
120.	Kyambogo University	KYU
121.	Law Development Centre	LDC
122.	Makerere University	MUK
123.	Makerere University Business School	MUBS
124.	Management Training & Advisory Centre	MTAC
125.	Mbarara University of Science and Technology	MUST
126.	Mubende National Teachers College	MBNTC
127.	Mulago School of Nursing & Midwifery	MSNW
128.	Muni National Teachers College, Arua	MUNTC
129.	Uganda Management Institute	UMI
130.	Uganda Institute of Information and Communications Technology	UIICT
131.	Unyama National Teachers College, Gulu	UNTC

GOVERNMENT AGENCIES		
132.	Courts of Judicature	COJ
133.	Directorate of Ethics and Integrity	DEI
134.	National Citizenship and Immigration Control	NCIC
135.	External Security Organization	ESO
136.	Internal Security Organisation	ISO
137.	Office of the President	OP
138.	Office of the Prime Minister	OPM
139.	Parliament of Uganda	POU
140.	Population Secretariat	POPSEC
141.	Privatization Unit	PU
142.	State House	SH
143.	Uganda Cancer Institute	UCI
144.	Uganda Development Bank	UDB
145.	Uganda Heart Institute	UHI
146.	Uganda Police Force	UPF
147.	Uganda Prisons Service	UPS

FOREIGN MISSIONS		
148.	Uganda Mission at the United Nations, New York	UM- UN
149.	Uganda High Commission in the United Kingdom	UHC- UK
150.	Uganda High Commission in Canada	UHC- CND
151.	Uganda High Commission in India	UHC- IND
152.	Uganda High Commission in Egypt	UHC-EGT
153.	Uganda High Commission in Kenya	UHC- KEN
154.	Uganda High Commission in Tanzania	UHC- TZ
155.	Uganda High Commission in Nigeria	UHC-NIG
156.	Uganda High Commission in South Africa	UHC-ZA
157.	Uganda Embassy in the United States of America	UE – USA
158.	Uganda Embassy in Ethiopia	UE – ETH
159.	Uganda Embassy in China	UE – CHN
160.	Uganda Embassy in Rwanda	UE – RWD
161.	Uganda Embassy in Geneva	UE – GNV
162.	Uganda Embassy in Japan	UE – JPN
163.	Uganda Embassy in Libya	UE – LIB
164.	Uganda Embassy in Riyadh	UE – RYD
165.	Uganda Embassy in Denmark	UE – DMK
166.	Uganda Embassy in Belgium	UE – BLG
167.	Uganda Embassy in Italy	UE – ITA

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168.	Uganda Embassy in Democratic Republic of Congo	UE – DRC
169.	Uganda Embassy in Sudan	UE – SDN
170.	Uganda Embassy in France	UE – FRC
171.	Uganda Embassy in Germany	UE – GEM
172.	Uganda Embassy in Iran	UE – IRN
173.	Uganda Embassy in Russia	UE – RUS
174.	Uganda Embassy in Australia	UE – AUS
175.	Uganda Embassy in Juba	UE – JBA

Note

Exclusion from this list does not indicate that the Public Procurement and Disposal of Public Assets Act, 2003 does not apply to an Entity. Any dispute or queries as to the application of the Act should be submitted to the Authority in accordance with Section 2 (2) of the PPDA Act, 2003.

Attachment B

Examples of Procurement Reference Numbering

To assist in the provision of Procurement Reference Numbers the grid shown below indicates the format of the complete Reference Number. This Grid appears on all draft forms as a prompt for the Reference Number to be included.

PROCUREMENT REFERENCE NUMBER			
Code of Procuring and Disposing Entity	Wrks/Srvcs/Supls	Financial Year	Sequence Number

In creating a Procurement Reference Number the following process is followed by the person nominated to assign the reference numbers:

- (a) The Procuring and Disposing Entity Code as provided in Attachment A;
- (b) The abbreviation for Works (Wrks), Non Consultancy Services (NCons), Consultancy Services (Cons) or Supplies (Supls);
- (c) The Financial Year in which the procurement requirement is initiated;
- (d) The five-digit sequence number allocated for this requirement. Please note that the number starts with 00001 for the first supply requisition in a financial year, 00001 for the first works requisition in a financial year etc;

Illustration:

The Uganda Law reform Commission has requisitioned for printing of the blue volume of the laws of Uganda. The procurement reference number would be stated as follows:

PROCUREMENT REFERENCE NUMBER			
Code of Procuring and Disposing Entity	Wrks/Srvcs/Supls	Financial Year	Sequence Number
ULRC	NCons	13/14	00001

If within the same Entity, another user department requisitions for consultancy services for reviewing the mandate of the Commission, then the procurement reference number would be stated as follows:

PROCUREMENT REFERENCE NUMBER			
Code of Procuring and Disposing Entity	Wrks/Srvcs/Supls	Financial Year	Sequence Number
ULRC	Cons	13/14	00001

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Examples of Disposal Reference Numbering

To assist in the provision of Disposal Reference Numbers the grid shown below indicates the format of the complete Reference Number. This Grid appears on all draft forms as a prompt for the Reference Number to be included.

PROCUREMENT REFERENCE NUMBER		
Code of Procuring and Disposing Entity	Financial Year	Sequence Number
ULRC	13/14	00001

In creating a Procurement Reference Number the following process is followed by the person nominated to assign the reference numbers:

- (a) The Procuring and Disposing Entity Code as provided in Attachment A;
- (b) The Budget Year in which the disposal requirement is to be undertaken;
- (c) The five-digit sequence number allocated for this requirement. Please note that the number starts with 00001 for the first disposal requisition in a financial year; and
- (d) The lot number where the disposal requirement is lotted for the various items.

Illustration:

Uganda Law reform Commission has planned to dispose of the following assets:

1. Three motor vehicles which are divided into three lots i.e. Lot 1: Double Cabin Pick up; Lot 2: Station Wagon; Lot 3: Saloon vehicle
2. Office furniture which is also provided in 4 lots of various categories of furniture as below:

Lot 1: 3 tables; Lot 2: 2 Swivel Chairs; Lot 3: 1 file cabinet; Lot 4: 1 book shelf

The disposal references will be allocated as follows:

Asset	Disposal Reference Number			
	PDE Code	Financial Year	Sequence Number	Lot Number
Double Cabin Pick up	ULRC	13/14	00001	1
Station Wagon	ULRC	13/14	00001	2
Saloon vehicle	ULRC	13/14	00001	3
Tables	ULRC	13/14	00002	1
Swivel Chairs	ULRC	13/14	00002	2
File cabinet	ULRC	13/14	00002	3
Book shelf	ULRC	13/14	00002	4