

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: 6/2014
Guideline Subject: Monthly Reports on Procurement and Disposal
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 members of the
Procurement and Disposal Unit of the Procuring and Disposing Entity.*

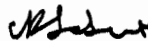
Guideline Subject: Monthly Reports on Procurement and Disposal

In accordance with the Regulation 20 of the Public Procurement and Disposal of Public Assets (Procuring and Disposing Entities) Regulations 2014, and Regulation 45(3) of the Public Procurement and Disposal of Public Assets (Disposal of Public Assets) Regulations, 2014, Procuring and Disposing Entities are required to submit monthly reports on procurement and disposal to the Authority.

The Authority provides the following guidance on filing monthly reports on Procurement and Disposal:

1. A procuring and disposing entity shall submit its monthly report on procurement and disposal to the Authority by the 15th day of each month for the previous month using Form 2 under the Public Procurement and Disposal of Public Assets (Procuring and Disposing Entities) Regulations, 2014 and Form 48 under the Public Procurement and Disposal of Public Assets (Disposal of Public Assets) Regulations, 2014. All parts of the Forms must be filled in by the Procuring and Disposing Entity and where it is not applicable, this should be stated;
2. Copies of minutes of the Contracts Committee for the month of reporting should also be attached to the monthly report;
3. Procurements reported in the monthly reports should be properly referenced.
4. Monthly reports of PDEs should include procurements carried out under delegated authority;
5. Signed monthly reports may be submitted to the Authority electronically at info@ppda.go.ug ; and
6. The Accounting Officer should sign the monthly report before submitting it to the Authority.

Signed:



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Chairman of the Board of Directors Executive Director