

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 No 1 of 2003;*

Details covered in this Guideline:

Guideline Subject: Administrative Review Fee
Guideline Reference: 6/2003
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*Guidelines are distributed to all Accounting Officers who are responsible for
distributing copies of this Guideline to at least the Chairpersons of the Contracts
Committee and the Head of the Procurement and Disposal Unit of the Procuring
and Disposing Entity.*

Guideline Subject: Administrative Review Fee

In accordance with Regulation 345(3) of the Public Procurement and Disposal of Public Assets Regulations 2003, fees shall be charged for all applications for administrative review.

1. Institutional arrangements

- 1.1. Administrative Review applications are submitted to Accounting Officers in the first instance. Accounting Officers are required to ensure that there are adequate facilities to ensure the immediate receipt of fees accompanying Administrative Review requests.

2. Administrative Review Fees

- 2.1 Post contract: Value of the contract is known:

- (a) Under Ug Sh 10 million, the Administrative Review Fee shall be one percent (1%) of the contract value.
- (b) Between Ug Sh 10 million and Ug Sh 100 million, the Administrative Review Fee shall be one half of one percent (0.5%) of the contract value.
- (c) Over Ug Sh 100 million, the Administrative Review Fee shall be one tenth of one percent (0.1%) of the contract value.

- 2.2 Pre contract: Value of the contract is not known:

- (d) Works: The Administrative Review Fee shall be 50 Currency Points.
- (e) Services: The Administrative Review Fee shall be 25 Currency Points.
- (f) Supplies: The Administrative Review Fee shall be 10 Currency Points.

3. Currency Points

For clarity, one currency point is defined in the First Schedule of the Act as

Ug. Sh 20,000	making 100 currency points Ug Sh 2,000,000
50 currency points	Ug Sh 1,000,000
25 currency points	Ug Sh 500,000
10 currency points	Ug Sh 200,000

4. Reimbursement of Administrative Review Fee

The Administrative Review Fee is refundable if the complaint is upheld following completion of the Administrative Review procedure.

Signed:

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Chairman of the Board of Directors

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Executive Director of the Authority

Public Procurement and Disposal of Public Assets Authority