

**The Public Procurement**

**and**

**Disposal of Public Assets**

**Guidelines**

*Guidelines issued by the Public Procurement and Disposal of Assets  
Authority under Section 91 of the Public Procurement and Disposal of  
Assets Act No 1 of 2003;*

**Details covered in this Guideline:**

<b>Guideline Subject:</b>	<b>Pre-qualification/Short listing of Providers</b>
<b>Guideline Reference:</b>	<b>1/2005</b>
<b>Guideline Issue Date:</b>	<b>5<sup>th</sup> May 2006</b>
<b>Total number of pages</b>	<b>3</b>

*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: Pre-qualification/Short listing of Providers**

In accordance with Regulation 126, of the Public Procurement and Disposal of Public Assets Regulations 2003 Statutory Instrument No. 70, Procuring and Disposing Entities are required to develop a shortlist of providers from which bidders are obtained to bid. The details are given below:

**1. Standard Bidding Document on Pre-qualification/Short listing:**

- i. The short listing standard bidding document is used where works, services or supplies are of a routine nature or bidding is for a group of similar contracts.
- ii. The short listing standard bidding document shall be open to all providers.
- iii. It shall be mandatory for Procuring and Disposing Entities to use the short listing Standard Bidding Document.

**2. The Pre-qualification/Short listing process:**

- i. Procuring and Disposing Entities shall pre-qualify/short list providers once every three years.
- ii. Thresholds in the guidelines shall be observed where there is a pre-qualified list of providers.
- iii. A pre-qualification/short list notice shall be published in at least one publication of wide circulation to ensure effective competition at least two months before the end of the third financial year.

**3. Management of the List:**

- i. A fair and equal opportunity shall be accorded to all providers and there shall be no barrier created to deter competition.
- ii. Procuring and Disposing Entities shall ensure that there is a rotation of different providers on successive shortlists.

**4. Updating the List:**

- i. Procuring and Disposing Entities may update their providers' lists annually.
- ii. Existing providers should re-submit current documents in accordance with Regulation 186 (3) namely:
  - Trading licence;
  - Certificate of registration;
  - Income tax clearance;
  - VAT registration;
  - Signed statement of no conflict of interest; and

- Any other relevant documents.

**5. Adding New Entrants to the List:**

Opportunity shall be afforded to possible new entrants to be added on the shortlist. To ensure this, the Procuring and Disposing Entity shall utilise the provisions of Regulation 142 of the Regulations but will as much as possible-

- Liaise with other Procuring and Disposing Entities;
- Research in the market;
- Use its own knowledge of the market; and
- Use the Authority's list of providers.

**6. Non-Performing Providers:**

The Procuring and Disposing Entity shall strike out from the list those providers that perform below that Procuring and Disposing Entity's expectations or fail to comply with the provisions of Regulation 186 (3).

**7. National Providers Register:**

- PPDA shall annually compile a comprehensive national list of providers which Procuring and Disposing Entities may access.
- Procuring and Disposing Entities shall consult the National Providers' Register.
- New providers should be allowed to register annually.

**8. Non-Registered Providers:**

All Government providers shall be registered with the relevant authorities, these including but not limited to-

- The Registrar of Companies;
- Uganda Revenue Authority;
- Controlling Authorities in the respective areas(*where applicable*);
- Any other statutory/professionally recognised body/association.

**9. Sharing Lists among Procuring and Disposing Entities:**

Small Procuring and Disposing Entities may use another Procuring and Disposing Entity's list of pre-qualified/short listed providers or the National Provider's Register.

**10. Communication to Successful/Non-Successful Providers :**

Procuring and Disposing Entities shall notify all providers in writing whether or not they have been pre-qualified/short listed.

Signed:

.....  
Chairman of the Board of Directors                      Executive Director of the Authority  
Public Procurement and Disposal of Public Assets Authority