

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:	Format for Standard Notices
Guideline Reference:	2/2004
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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: Format for Standard Notices

Regulation 7 (1) of the Public Procurement and Disposal of Public Assets Regulations 2003, provides that the Authority shall avail the documents listed in the Third, Fourth, Fifth, Sixth and Seventh Schedules to a procuring and disposing entity in both paper and electronic form.

List of Standard Notice Formats:

Procurement:

1. Prequalification Notice
2. Bid Notice
3. Shortlist Notice
4. Best Evaluated Bidder Notice
5. Notification of Contract Award for Procurement

Disposal:

6. Notification of Auction Notice
7. Bid Notice for Disposal by Public Bidding
8. Bid Notice for Disposal by sale to Public Officers
9. Contract Award Notice

INVITATION TO PRE-QUALIFY FOR [Subject of Procurement] – R39(2)(a),R121 (3)

[Insert Procurement Reference number].

The *[insert name of procuring and disposing entity]* has allocated/received funds *[if received state source]* and intends to apply part of the proceeds of these funds towards the cost of *[insert description of works/services/supplies to be procured]*.

The *[insert name of procuring and disposing entity]* now invites suitably qualified bidders to submit sealed pre-qualification submissions/expressions of interest for *[insert description of works/services/supplies to be procured]*.

[Insert brief narrative of works/services/supplies required, normally four to six lines, including quantities, time period, location of project and other information necessary to enable potential bidders to decide whether to respond to the invitation.]

[Insert details of the pre-qualification criteria, including specific experience, capabilities, qualifications, facilities or capacity required etc.]

Pre-qualification submissions/expressions of interest will be evaluated in accordance with the Public Procurement and Disposal of Public Assets Act, 2003 of the Government of Uganda. Pre-qualification is open to all eligible bidders. *[If there are any restrictions on eligibility, such as source countries, include these here. Also include any preference or reservation scheme that will apply.]*

{Where there is a pre-qualification document}

Interested eligible bidders may obtain further information from *[insert name of procuring and disposing entity]* and inspect the pre-qualification documents at the address given below, *[insert address at end of document]* from *[insert office hours]*.

The pre-qualification documents in *[insert language]* may be purchased by interested bidders on the submission of a written application to the address below *[state address at the end of document]* and upon payment of a non-refundable fee of *[insert amount in local currency]* or *[insert amount in specified convertible currency]*. The method of payment will be *[insert method of payment]*. The document will be sent by *[insert delivery procedure]*. No liability will be accepted for loss or late delivery.

{Where there is no pre-qualification document and bidders are to submit expressions of interest directly}

Interested eligible bidders may submit expressions of interest to *[insert name of procuring and disposing entity]*, including *[insert details of information or documentation required]*.

Pre-qualification submissions/expressions of interest must be delivered to the address below at or before *[insert time and date]*. Late submissions shall be rejected.

[Insert name of office and name of officer]

[Insert postal address] and/or [Insert street address]

[Insert telephone and facsimile number, indicate country and city code]

STANDARD FORMAT FOR BID NOTICE – R39(2)(b),R140 (1)

[BRIEF DESCRIPTION OF THE WORKS/SERVICES/SUPPLIES]

[Procurement Reference number]

1. The *[insert name of Procuring and Disposing Entity]* has allocated/received funds *[if received state source]* to be used for the acquisition of *[insert description of works/services/supplies to be procured]*.
2. The *[insert name of Procuring and Disposing Entity]* invites sealed bids from eligible bidders for the supply and delivery/provision of *[insert description of works/services/supplies to be procured]*.
3. Bidding will be conducted in accordance with the open *[insert domestic or international]* bidding procedures contained in the Government of Uganda's Public Procurement and Disposal of Public Assets Act, 2003, and is open to all bidders from eligible source countries.
4. Interested eligible bidders may obtain further information from *[insert name of Procuring and Disposing Entity]* and inspect the bidding documents at the address given below at 7(a) from *[insert office hours]*.
5. A complete set of Bidding Documents in *[insert name of language]* may be purchased by interested bidders on the submission of a written application to the address below at 7(b) and upon payment of a non-refundable fee of *[insert amount in local currency]* or *[insert amount in specified convertible currency]*. The method of payment will be *[insert method of payment]*. The document will be sent by *[insert delivery method]*. No liability will be accepted for loss or late delivery.
6. Bids must be delivered to the address below at 7(c) at or before *[insert time and date]*. *[If appropriate, include the following: All bids must be accompanied by a bid security of (insert amount in local currency or an equivalent amount in a freely convertible currency).]* Late bids shall be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at 7(d) at *[insert time and date]*
7. (a) Address documents may be inspected at: *[Insert address and contact details]*
(b) Address documents will be issued from: *[Insert address and contact details]*
(c) Address Bids must be delivered to: *[Insert address and contact details]*
(d) Address of Bid Opening: *[Insert address and contact details]*

SHORTLIST NOTICE – R39(2)(c), R142(5), R143(7)
(FOR PROCUREMENT AND DISPOSAL NOTICE BOARD)

The bidders listed below have been short listed for the procurement requirement detailed below.

Procurement Reference number:	
Subject of Procurement:	
Method of Procurement:	
NAMES OF SHORT LISTED BIDDERS:	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Date for Display:	
Date for Removal:	

Authorised for display on Procurement and Disposal Notice Board:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

BEST EVALUATED BIDDER NOTICE - R 39(2) (a), R224 (1)
(FOR PROCUREMENT AND DISPOSAL NOTICE BOARD)

The bidder named below has been evaluated as the best evaluated bidder for the procurement requirement detailed below. It is the intention of the Procuring and Disposing Entity to place a contract with the bidder named after ten/five (*delete as applicable*) working days from the date for display given below.

Procurement Reference number:	
Subject of Procurement:	
Method of Procurement:	
Name of Best Evaluated Bidder:	
Total Contract Price:	

Date for Display:	
Date for Removal:	

Display of this Notice does not constitute an acceptance of the bid described above or the formation of a contract. Bid acceptance and contract placement shall be in accordance with the Regulations.

Authorised for display on Procurement and Disposal Notice Board:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

To be copied to all bidders who submitted bids, including the best evaluated bidder.

NOTIFICATION OF CONTRACT AWARD FOR PROCUREMENT – R 39(2)
(a), R 225 (3)

(FOR PROCUREMENT AND DISPOSAL NOTICE BOARD)

The provider named below has been awarded a contract for the procurement requirement detailed below.

Procurement Reference number:	
Subject of Procurement:	
Method of Procurement:	
Name of Provider:	
Date of Contract Award:	
Total Contract Price:	

Date for Display:	
Date for Removal:	

Authorised for display on Procurement and Disposal Notice Board:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

NOTIFICATION OF AUCTION FOR THE SALE OF *[Subject of Disposal]*
– R 39 (2) (h), R 306 (4), R 319 (1)

Disposal Reference number(s).

The *[insert name of Procuring and Disposing Entity]* intends to sell *[insert description of asset(s)]* by auction. The *[insert description of asset(s)]* are sold on an “as is, where is” basis and the *[insert name of Procuring and Disposing Entity]* will have no further liability after sale.
(Amend if different).

The auction will be conducted by *[insert name of auctioneer]* at *[insert location of auction]* on *[insert date of auction]* at *[insert time of auction]*.

Interested bidders may inspect the *[insert description of asset(s)]* at *[insert location for inspection]* on *[insert date(s) for inspection]* from *[insert hours for inspection]*.

Further information and an auctioneer’s catalogue can be obtained from *[insert name and address of auctioneer]*.

Where the auctioneer publishes an alternative notice, this notice should be displayed on the procuring and disposing entity’s notice board.

**INVITATION FOR BIDS FOR THE SALE OF *[Subject of Disposal]* – R
39 (2) (i), R 308 (4), R319 (1)**

Disposal Reference number.

The *[insert name of procuring and disposing entity]* intends to sell *[insert description of asset(s)]*. The *[insert description of asset(s)]* are sold on an “as is, where is” basis and the *[insert name of procuring and disposing entity]* will have no further liability after sale. *(Amend if different).*

The *[insert name of procuring and disposing entity]* now invites sealed bids for the purchase of *[insert description of asset(s) being sold]*.

Bidding will be conducted in accordance with the Public Procurement and Disposal of Public Assets Act, 2003 of the Government of Uganda and is open to all bidders. *(Or state eligibility criteria, if any).*

Interested bidders may inspect the *[insert description of asset(s)]* at *[insert location for inspection]* on *[insert date(s) for inspection]* from *[insert hours for inspection]*.

Interested bidders may obtain further information from *[insert name of procuring and disposing entity]* and inspect the bidding documents at the address given below, *[insert address at end of document]* from *[insert office hours]*.

The Bidding Documents in *[insert language]* may be purchased by interested bidders on the submission of a written application to the address below *[state address at the end of document]* and upon payment of a non-refundable fee of *[insert amount in local currency]* or *[insert amount in specified convertible currency]*. The method of payment will be *[insert method of payment]*. The document will be sent by *[insert delivery procedure]*. No liability will be accepted for loss or late delivery.

Bids must be delivered to the address below at or before *[insert time and date]*. Late bids shall be rejected. Bids will be opened in the presence of the bidders’ representatives who choose to attend at the address below at *[insert time and date]*.

[Insert name of office and name of officer]

[Insert postal address] and/or [Insert street address]

[Insert telephone and facsimile number, indicate country and city code]

SALE TO PUBLIC OFFICIALS – R 309 (7), R 319 (4)

Invitation for Bids for the Sale of *[Subject of Disposal]*

Disposal Reference number.

The *[insert name of Procuring and Disposing Entity]* intends to sell *[insert description of asset(s)]*. The *[insert description of asset(s)]* are sold on an “as is, where is” basis and the *[insert name of Procuring and Disposing Entity]* will have no further liability after sale.

The *[insert name of Procuring and Disposing Entity]* now invites sealed bids for the purchase of *[insert description of asset(s) being sold]*.

Bidding will be conducted in accordance with the Public Procurement and Disposal of Public Assets Act, 2003 of the Government of Uganda and is open to all public officials, who have not been involved in the valuation or disposal process.

Interested officials may inspect the *[insert description of asset(s)]* at *[insert location for inspection]* on *[insert date(s) for inspection]* from *[insert hours for inspection]*.

The Bidding Documents may be obtained by interested officials on the submission of a written application to *[insert office number]*.

Bids must be delivered to *[insert office number]* at or before *[insert time and date]*. Late bids shall be rejected.

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NOTIFICATION OF CONTRACT AWARD FOR DISPOSAL – *R 39 (2) (F), R336 (5)*
(FOR PROCUREMENT AND DISPOSAL NOTICE BOARD)

The person named below has been awarded a contract for the disposal requirement detailed below.

Disposal Reference number:	
Subject of Disposal:	
Method of Disposal:	
Contract awarded to (Name):	
Date of Contract Award:	
Total Contract Price:	

Date for Display:	
Date for Removal:	

Authorised for display on Procurement and Disposal Notice Board:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Signed:

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