

# **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:**

<b>Guideline Reference:</b>	<b>2/2003</b>
<b>Guideline Subject:</b>	<b>Reference Numbers for Procurement and Disposal Transactions</b>
<b>Guideline Issue Date:</b>	<b>16 July 2003</b>
<b>Total number of pages</b>	<b>Seven</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: Reference Numbers for Procurement and Disposal Transactions**

A Procuring and Disposing Entity is required under the Public Procurement and Disposal of Public Assets Regulations 2003, to keep records and papers relevant to all procurement and disposal activities.

To enable the management and control of all records in accordance with the Regulations, all files shall be labelled with a unique Reference Number to assist in the identifying, tracking, monitoring and audit of activities and in the tracing and maintenance of records and files.

**1. Institutional arrangements**

- 1.1. To enable the system described below to function effectively, Accounting Officers should nominate one official to control and issue the five digit sequential reference number.
- 1.2. This official should be located in the Procurement and Disposal Unit of each Procuring and Disposing Entity so that there is one control point for the issue of the sequential numbers. The Official should maintain a register of sequential reference numbers issued recording against each the details of the date, person and department/project and the subject of the procurement or disposal that the number is issued to.
- 1.3. Accounting Officers should advise all members of the Procuring and Disposing Entity that all procurement and disposal must be allocated a Reference Number at the commencement of a procurement or disposal process.
- 1.4. Accounting Officers are required to inform the Chairperson of the Contracts Committee that the Committee should ensure that the provisions of this Guideline are complied with.

**2. Reference Numbers**

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

**3. Procurement Reference Numbers for procurement transactions**

- 1.5. The Procurement Number shall be allocated when a procurement requisition is raised and used on all correspondence and records related to the procurement requirement.
- 1.6. A Procurement Number shall not be reused where a procurement requirement is cancelled.
- 1.7. In accordance with Regulation 104(3), the following format shall be used for allocating reference numbers to each procurement requirement:
- 1.8. 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 at Attachment B;

- (b) An abbreviation of up to 5 letters, identifying the requirement as the procurement of Works, Services or Supplies;
- (c) The Budget Year, e.g. 03/04;
- (d) A five-digit unique number allocated sequentially from 00001 onwards.

Where a single requisition results in multiple tenders or a single tender results in multiple contracts, the following shall be added:

- (e) A separate number for each Solicitation Document e.g. 02 for the second Solicitation Document or RFQ resulting from the requisition;
- (f) A separate number for each contract e.g. 03 for the third contract resulting from a Solicitation Document.

#### **4. Disposal Reference Numbers for disposal transactions**

- 1.9. The Disposal Number shall be allocated when a disposal requisition is raised and used on all correspondence and records related to the disposal requirement. The appropriate reference number(s) from the asset register shall also be included on all correspondence and records.
- 1.10. A Reference Number shall not be reused where a disposal requirement is cancelled.
- 1.11. Under Regulation 296(5), the following format shall be used for allocating reference numbers to each disposal requirement:
- 1.12. The basic Disposal Reference Number shall consist of three parts:
  - (a) A predetermined code for the Procuring and Disposing Entity. A list of codes is provided at Attachment B;
  - (b) An indication of the Budget Year, e.g. 03/04;
  - (c) A five-digit number allocated sequentially from 00001 onwards.

Where a single disposal requisition results in multiple disposal processes (e.g. Solicitation Document's, auctions etc) or a disposal process results in multiple contracts, the following shall be added:

- (d) A separate number for each disposal process e.g. 02 for the second Solicitation Document or auction resulting from the requisition;
- (e) A separate number for each contract e.g. 03 for the third contract resulting from a Solicitation Document or auction.

Signed:

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

Attachments to this Guideline:

Attachment A – Examples of Procurement Reference Numbering

Attachment B - List of Procuring and Disposing Entity Codes

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Attachment A

**Examples of Procurement (and Disposal) Reference Numbering**

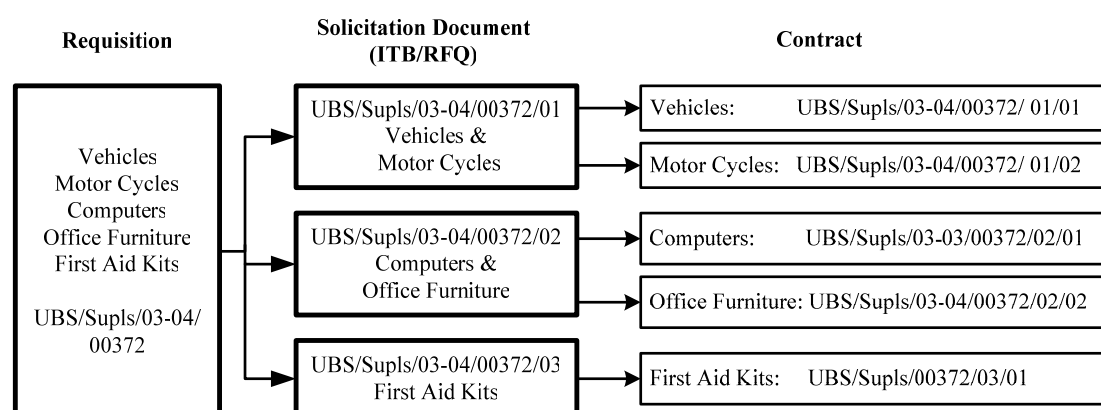
To assist in the provision of Procurement Reference Numbers the grid shown below indicates the format of the complete Reference Number. This Grid appears on all draft forms as a prompt for the Reference Number to be included. The grid for Disposal Reference Numbers is similar and constructed in the same manner.

Procurement Reference Number					
PD Entity Code	Wrks/Srvcs/Supplies?	Budget Year	Sequence Number	ITB Number	Contract Number

In creating a Procurement Reference Number the following process is followed

- The Procuring and Disposing Entity Code is included by *the initiator of the procurement requirement*;
- The abbreviation for Works (Wrks), Services (Srvcs), or Supplies (Supls) is included by *the initiator of the procurement requirement*;
- The Budget Year indicator is included by *the initiator of the procurement requirement*. (Note this is the year that the requirement is initiated and is not intended to be the financial or budget year in which the procurement is expected to be paid);
- The five-digit number allocated for this requirement. This number is obtained by *the initiator of the procurement requirement from the person nominated by the Accounting Officer with responsibility to allocate reference numbers* within the Procuring and Disposing Entity;
- The ITB (or Solicitation Document) number is allocated by *the person managing the file* at the stage that the requirement is split up for bidding purposes. Where a requirement is split for justified reasons into 3 separate Invitations to Bid (or RFQs), each sub file shall be numbered 01, 02 and 03 respectively.
- A separate number for each contract placed as a result of the Invitation to Bid (or RFQ) shall be allocated by *the person managing the file* e.g. 03 for the third contract resulting from the Solicitation Document.

Example:



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### **Attachment B – Procuring and Disposing Entity Codes for Procurement and Disposal Reference Numbers**

<b>ENTITY CODE</b>	<b>PROCURING AND DISPOSING ENTITY</b>
AC	Amnesty Commission
AH	Arua Regional Hospital
AG	Auditor General
BOU	Bank of Uganda
BH	Butabika Hospital
CMA	Capital Markets Authority
CAA	Civil Aviation Authority
CDO	Cotton Development Organization
CJ	Courts of Judicature
DDA	Dairy Development Authority
DPP	Directorate of Public Prosecution
ESC	Education Service Commission
ESA	Education Standards Agency
EC	Electoral Commission
ERA	Electricity Regulatory Authority
FPH	Fort Portal Regional Hospital
GH	Gulu Regional Hospital
HSC	Health Service Commission
HH	Hoima Regional Hospital
IGG	Inspectorate of Government
JH	Jinja Regional Hospital
JSC	Judicial Service Commission
KH	Kabale Regional Hospital
KU	Kyambogo University
LVEMP	Lake Victoria Environment Management Project
LDC	Law Development Center
LGFC	Local Government Finance Commission
MUK	Makerere University
MUBS	Makerere University Business School
MTAC	Management Training and Advisory Centre
MH	Masaka Regional Hospital
MBH	Mbale Regional Hospital
MUST	Mbarara University of Science and Technology
MAAIF	Ministry of Agriculture, Animal Industry and Fisheries
MD	Ministry of Defence
MES	Ministry of Education and Sports
MEM	Ministry of Energy & Minerals
MFPED	Ministry of Finance, Planning and Economic Development
MFA	Ministry of Foreign Affairs
MGLSD	Ministry of Gender, Labour & Social Development
MH	Ministry of Health
MIA	Ministry of Internal Affairs
MJCA	Ministry of Justice and Constitutional Affairs
MLG	Ministry of Local Government
MPS	Ministry of Public Service
MTTI	Ministry of Tourism, Trade and Industry
MWLE	Ministry of Water, Lands and Environment

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MWHC	Ministry of Works, Housing and Communications
MVTS	Movement Secretariat
MHC	Mulago Hospital Complex
NAADS	National Agricultural Advisory Services
NARO	National Agricultural Research Organization
NCC	National Council for Children
NCHE	National Council for Higher Education
NCS	National Council of Sports
NCDC	National Curriculum Development Center
NDA	National Drug Authority
NEMA	National Environment Management Authority
NHCC	National Housing & Construction Corporation
NMS	National Medical Stores
NPA	National Planning Authority
NSSF	National Social Security Fund
NWSC	National Water and Sewerage Corporation
OP	Office of the President
OPM	Office of the Prime Minister
PT	Parliament of Uganda
POU	Posta Uganda
PU	Privatization Unit
PPDA	Public Procurement and Disposal of Public Assets Authority
PSC	Public Service Commission
RAFU	Road Agency Formation Unit
SH	Soroti Regional Hospital
STH	State House
UBOS	Uganda Bureau of Statistics
UCDA	Uganda Coffee Development Authority
UCC	Uganda Communications Commission
UEB	Uganda Electricity Board
UEDCL	Uganda Electricity Distribution Co Ltd
UETCL	Uganda Electricity Transmission Co Ltd
UEGCL	Uganda Electricity Generation Company Ltd
UEPB	Uganda Export Promotion Board
AIC	Uganda Aids Commission Secretariat
UHRC	Uganda Human Rights Commission
UIC	Uganda Insurance Commission
UIA	Uganda Investment Authority
ULC	Uganda Land Commission
ULRC	Uganda Law Reform Commission
UMI	Uganda Management Institute
UNBS	Uganda National Bureau of Standards
UNEB	Uganda National Examinations Board
UPA	Uganda Police Authority
UPS	Uganda Population Secretariat
UPPC	Uganda Printing & Publishing Corporation
UPN	Uganda Prisons
URC	Uganda Railways Corporation
URA	Uganda Revenue Authority
UTB	Uganda Tourist Board
UVAB	Uganda Veterans Assistance Board
UWA	Uganda Wildlife Authority

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	Inclusion on or exclusion from this list does not indicate that the Public Procurement and Disposal of Public Assets Act does not apply to an entity. Any dispute or queries as to the application of the Public Procurement and Disposal of Public Assets Act should be submitted to the Authority, as indicated in section 2(2) of the Act and associated Regulation 3.