



Guideline 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 Subject: Administrative Review Fees

Guideline Reference: 7/2024

Commencement Date: 5th February 2024

Guidelines are issued to all Accounting Officers who are responsible for distributing copies to the Contracts Committee, user departments and Procurement and Disposal Units of the Procuring and Disposing Entities.

This Guideline can be accessed on the PPDA website at www.ppda.go.ug

Guideline Subject: Guideline on Administrative Review fees

Section 89 (3) (a) of the Public Procurement and Disposal of Public Assets Act, 2003 requires a complaint against a Procuring and Disposing Entity for administrative review to be in writing and submitted to the Accounting Officer in writing on payment of the fees prescribed.

This Guideline prescribes the institutional arrangements to be put in place and guidance on payment of the administrative review fees as prescribed in the PPDA (Administrative Review) Regulations, 2023:

1. Institutional arrangements

Accounting Officers are required to advise bidders on the fees to be paid based on the value of the procurement or disposal requirement and to put in place guidance on the receipt of the fees and the administrative review application.

2. Administrative review fees determined by the value of the procurement or disposal requirement

- i. The Accounting Officer shall provide guidance in writing to a bidder seeking administrative review on the value of procurement or disposal using the estimate indicated on the form initiating the procurement or disposal.
- ii. The bidder shall use the value provided by the Accounting Officer to pay the applicable fees as provided in the schedule to the Public Procurement and Disposal of Public Assets (Administrative Review) Regulations, 2023.
- iii. Where the procurement is divided in lots, the administrative review fees shall be determined in accordance with the estimate of the individual lot complained against and not the entire procurement requirement.

3. Method of payment of the Administrative Review fees

A bidder shall pay the Administrative Review fees using the Uganda Revenue Authority e-payment System for entities registered onto the URA System. The payment procedure is as follows:

Payment: Access the URA portal (www.ura.go.ug) to generate a Payment Registration Number (PRN), make payment at any bank of your choice against the generated PRN and submit the payment receipt to the Procuring and Disposing Entity as proof of payment of Administrative Review Fees.



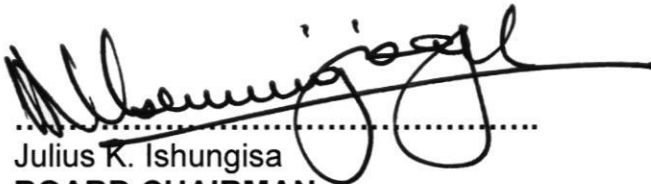
Where a Procuring and Disposing Entity is not registered onto the URA e-payment System, the Accounting Officer shall advise the bidder on the payment procedures on receipt of the inquiry within two days.

4. Payment of the Administrative Review fees by the agent of the bidder

Where a bidder is unable to directly pay the administrative review fees, the bidder may authorize an agent in writing to pay the administrative review fees on its behalf in the manner provided in paragraph 3.

5. Revocation of Guideline No. 5 of 2008 and No. 1 of 2017

Guidelines No. 5 of 2008 and No.1 of 2017 on administrative review are revoked.


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Julius K. Ishungisa
BOARD CHAIRMAN


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Benson Turamye
EXECUTIVE DIRECTOR


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