

The Public Procurement and Disposal of Public Assets Guideline

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

Guideline Details:

Guideline Reference: 1/2017

Guideline Subject: Guidance on Administrative Review fees

Date of commencement: 10th March 2017

Guidelines are distributed to all Accounting Officers who are responsible for distributing copies of this Guideline the Contracts Committee and members of the Procurement and Disposal Unit of the Procuring and Disposing Entity

Guideline Subject: Guidance on Payment of Administrative Review fees

Section 90 (1a) (a) of the Public Procurement and Disposal of Public Assets Act, 2003 requires a complaint for administrative review to be made in writing and submitted with the prescribed fee.

Regulation 11 of the Public Procurement and Disposal of Public Assets (Administrative Review) Regulations, 2014 provides that the fees in the Schedule shall be paid to the Procuring and Disposing Entity at the time of submitting the application for administrative review.

The Guideline below provides guidance on payment of administrative review fees:

1. Value of the procurement or disposal to determine the administrative review fees payable.

- (a) The Accounting Officer shall provide guidance 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.
- (b) 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, 2014.
- (c) Where there is no pre-determined value of the procurement or disposal, for instance under general pre-qualification or Expressions of Interest, the Accounting Officer shall guide the bidder to pay the minimum fees of UGX. 500,000 specified in the Schedule to the Public Procurement and Disposal of Public Assets (Administrative Review) Regulations, 2014.
- (d) Where the procurement is divided in lots, the Accounting Officer shall provide guidance to the bidder using the estimate of the individual lot complained against.
- (e) The bidder shall use the estimate provided in paragraph (d) as a basis for payment of the applicable Administrative Review fees for the lot (s).

2. Method of payment of the administrative review fees

A bidder may pay the Administrative Review fees using:

- (a) The Uganda Revenue Authority e-Payment System; or
- (b) A banker's cheque payable to the Procuring and Disposing Entity;
- (c) Electronic Funds Transfer; or
- (d) Any other method as provided in the bidding document.


3. Payment of the administrative review fees by 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 behalf of the bidder in the manner provided in paragraph 2.

Signed:



Prof. Simeon Wanyama
Chairman Board of Directors



Ms. Cornelia K. Sabiti
Executive Director

PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS AUTHORITY