

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 2003, Act No. 1 of 2003 and Regulation 12 of the Local Government (Public Procurement and Disposal of Public Assets) Regulations 2006

Guideline Details:

Guideline Reference: 11/2014

Guideline Subject: Guidance on fees for registration on the Register of Providers

Date of commencement: 1st August, 2014

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 fees by providers on
the Register of Providers (RoP)**

Under Section 7 (h) of the PPDA Act, 2003 the Authority is mandated to maintain a Register of Providers (RoP) for goods/supplies, works, consultancy and non-consultancy services. Registration of providers is a service rendered by the Authority and fees are collected from providers for this service in accordance with Section 19 (1) (c) of the PPDA Act, 2003. Guidance on the fees payable by various providers for registration on the RoP is detailed below:

1.1 The RoP registration fees per annum per category are as follows:

- | | | |
|---|---|---------------------|
| a) Works | - | UGX 187,000/USD 125 |
| b) Consultancy/non-consultancy services | - | UGX 150,000/USD 100 |
| c) Supplies | - | UGX 150,000/USD 100 |

1.2 Providers may apply for registration under more than one category. In such cases, the provider pays an annual registration fee with the second category discounted by 50% as follows:

- | | | |
|---------------------------------|---|-------------|
| a) Works and Supplies | - | UGX 262,500 |
| b) Works and Services | - | UGX 262,500 |
| c) Services and Supplies | - | UGX 225,000 |
| d) Works, Supplies and Services | - | UGX 337,500 |

1.3 Providers who have small scale enterprises with an annual turnover of less than UGX 50,000,000 pay an annual subsidized registration fee with a 40% discount as follows:

- | | | |
|---|---|-------------|
| a) Works | - | UGX 75,000 |
| b) Consultancy/non-consultancy services | - | UGX 60,000 |
| c) Supplies | - | UGX 60,000 |
| d) Works and Supplies | - | UGX 105,000 |
| e) Works and Services | - | UGX 105,000 |
| f) Services and Supplies | - | UGX 90,000 |
| g) Works, Supplies and Services | - | UGX 135,000 |

1.4 Every year, providers are required to renew their registration status by paying renewal fees as follows:

- | | | |
|---|---|-------------|
| a) Providers registered for one category | - | UGX 50,000 |
| b) Providers registered for more than one category: | | |
| i. Two categories | - | UGX 100,000 |
| ii. Three categories | - | UGX 150,000 |
| c) Providers registered as Small Scale Enterprises | - | UGX. 20,000 |

1.5 In accordance with the directive of the Permanent Secretary/Secretary to the Treasury relating to the collection of Non Tax Revenue (NTR) through the Uganda Revenue Authority (URA) online system, all payments to the Authority as NTR including the payment of fees by providers for registration on the Register of Providers are paid through the URA web portal at <https://www.ura.go.ug/payment.do>

The fees are configured into the URA system and providers must make payment through the system. Instructions on how to register a payment on the web portal are available at <http://www.ppdaproviders.ug/>

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Chairman of the Board of Directors

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Executive Director of the Authority

PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS AUTHORITY