

1. Scope

This procedure defines the purchasing of all outsourced goods and services applicable to DIT.

2. Purpose

The purpose of this procedure is to streamline the process of outsourcing all goods and services applicable to DIT. This procedure further establishes quality control measures for the outsourced

3. Responsibility

The Procurement officer is responsible for implementation and management of this procedure.

4. Terms and Definitions

The term "Procurement" as used in this procedure means acquisition by purchase, rental, lease, hire purchase, license, tenancy, franchise, or any type of works, services or supplies or any combination' up to the time a user consumes or utilises a service as per his requirement and in line with the Public Procurement and Disposal of Public Assets Act, 2003

The term "Act" as used in this procedure refers to the Public Procurement and Disposal of Public Assets Act, 2003

Terms here in not defined confer to the definitions in the Quality manual.

5. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
01	Jan, 2021	Original issue.	Director, DIT

6. Forward

As a department of the Ministry, DIT is mandated to execute all its procurement activities as per the Public Procurement and Disposal of Public Assets Act, 2003

7. Principles of procurement applied by DIT.

The DIT procurement process for goods and services is conducted in accordance with the following principles:

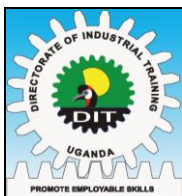
7.1. Non-discrimination.

A bidder shall not be excluded from participating in public procurement and disposal on the basis of nationality, race, religion, gender or any other criterion not related to qualification, except to the extent provided for in this Act.

7.2. Transparency, accountability and fairness.

All procurement within DIT shall be conducted in a manner which promotes transparency, accountability and fairness.

Written by	Reviewed by	Approved by	Approval date
QMS Leader	Senior Mgt	Director, DIT	Jan.2021



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7.3. Competition.

Subject to this Act, all procurement and disposal shall be conducted in a manner to maximize competition and achieve value for money.

7.4. Confidentiality.

The DIT procurement unit shall not disclose information regarding any procurement or disposal process unless otherwise authorised by the service provider/bidder

7.5. Economy and efficiency.

All procurement shall be conducted in a manner which promotes economy, efficiency and value for money.

7.6. Ethics.

All procurement and disposal shall be carried out in accordance with the Codes of Ethics that may be specified from time to time by the Authority.

7.7. Preference and reservation.

Subject to the economic and social policies of Government and the international obligations of Government, preference shall be given to domestically manufactured goods and Ugandan contractors and Ugandan consultants, in order to promote their development, by giving them a competitive advantage when competing for public procurement contracts, with foreign manufactured goods, foreign contractors or foreign consultants.

To promote particular sectors within specified geographic areas, specified public procurement contracts or parts of a contract shall be subject to reservation schemes.

7.8. Open competitive bidding.

DIT uses open bidding as the preferred method of procurement and disposal.

7.9. Best evaluated bids.

A contract shall be awarded to the bidder with the best evaluated offer ascertained on the basis of the methodology and criteria detailed in the bidding documents.

7.10. Public accessibility.

Copies of the Act, regulations, guidelines and forms made under the Act, standard bidding documents and decisions of the Authority shall be made accessible to the public.

8. Evaluation Committee.

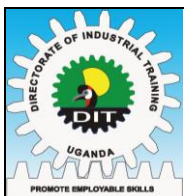
8.1. All evaluations shall be conducted by an Evaluation Committee, which shall report to the Procurement Unit.

8.2. The membership of the Evaluation Committee shall be recommended by Procurement Unit, in accordance with Regulations made under the Act, and approved by the Contracts Committee.

8.3. The number of the members of the Evaluation Committee shall depend on the value and complexity of the procurement requirement, but shall in all cases be a minimum of three members.

8.4. The members shall be of an appropriate level of seniority and experience, depending on the value and complexity of the procurement requirement.

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8.5. Members of the Evaluation Committee may be external to DIT, where the required skills or experience are not available within the DIT or where members have a conflict of interest.

8.6. All members of the Evaluation Committee shall sign the Code of Ethics provided under the regulation made under the Act, declaring that they do not have a conflict of interest in the procurement requirement.

8.7. The meetings of the Evaluation Committee, the conduct of the evaluation and the evaluation methodologies shall be executed in accordance with the regulation made under the Act.

9. Procurement Records of a DIT.

DIT maintains records on its procurement proceedings for a period of seven years from the date of a decision to terminate the procurement, or the date of the contract completion, whichever comes later, except where a contract is ongoing or is challenged, in which case, the records shall be kept for an additional year after the completion of the contract or the settlement of the dispute, whichever comes earlier. The records to be maintained by a DIT shall include a summary report of the procurement procedure used in respect of each contract, which shall indicate:

- A description of the objectives of the respective procurement;
- A list of the participating bidders;
- The bid prices;
- The bid evaluation criteria;
- A summary of the evaluation and comparison of bids, including the grounds for rejecting any of the bids;
- Where applicable, a summary of the proceedings of the administrative reviews including the decisions taken;
- A statement of the grounds for cancellation of procurement proceedings; and
- Any other information as may be prescribed by regulations.

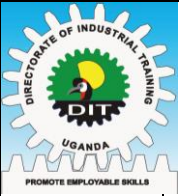
10. The Procurement Process

10.1. Procurement planning.

The first step of the procurement process is developing a procurement plan and all Procurement must be carried out based on this plan except in cases of emergency situations. In accordance with the budget preparation procedures the DIT senior management board prepares and submits its annual procurement plan to the ITC for approval and then to the ministry for execution. DIT plans its procurement in a rational manner and in particular focuses on achieving the following

- Aggregate its requirements where possible, both within and between procuring and disposal entities, to obtain value for money and to reduce procurement costs;
- Make use of framework contracts wherever appropriate to provide an efficient, cost effective and flexible means to procure works, services or supplies that are required continuously or repeatedly over a set period of time;
- Not split a procurement or a disposal to defeat the use of the appropriate procurement or disposal method;
- Integrate its procurement budget with its expenditure programme; and
- Integrate the disposal of assets, both listed and unlisted, in its assets register as well as in its income and expenditure budget.

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10.1.1. On a quarterly basis, and in any other case, wherever necessary, DIT reviews and updates its procurement plan.

10.1.2. The directorate displays its procurement plan and the updated and approved plan on its procurement and disposal notice board or using any other method as may be prescribed, for not less than twenty working days.

10.2. Defining the Procurement Requirements and funding.

Procurement within DIT is only initiated or continued on the confirmation that funding, in the full amount over the required period, is available or will be made available at the time the contract commitment is made. Based on the plan, the DIT procurement unit documents the procurement requirements for a particular service/item. The document of requirements must give a correct and complete description of the object of the procurement or disposal activity for the purpose of creating fair and open competition. These requirements are approved by the Accounting Officer prior to the commencement of the procurement process. This documentation must include

- Specifications;
- Terms of reference;
- Scope of works;
- Drawings;
- Bills of quantities; or
- An equivalent of any of the items specified in this subsection, as may be appropriate.

10.3. The bidding process.

The bidding process starts by inviting potential bidders to submit sealed written bids unless otherwise provided for in the Act or regulations made under the same Act.

10.3.1. Basic qualifications of bidders.

- DIT requires all bidders participating in public procurement or disposal to meet the qualification criteria set out in the bidding documents which in all cases shall include the following basic qualifications
- That the bidder has the legal capacity to enter into the contract;
- That the bidder is not Insolvent, In receivership, Bankrupt, nor Being wound up;
- That the bidder's business activities have not been suspended;
- That the bidder is not the subject of legal proceedings for any of the circumstances mentioned in paragraph
- That the bidder has fulfilled his or her obligations to pay taxes and social security contributions.

10.3.2. Evaluation of Bidders

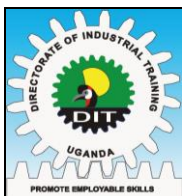
Upon submission of the bids, the evaluation committee evaluates the bids for suitability. The choice of evaluation methodology is determined by the type, value and complexity of the procurement or disposal.

The evaluation committee may task bidders for clarification of the bids in order to assist in an evaluation and to clarify details that were not apparent or could not be finalised at the time of bidding, in accordance with procedures prescribed by regulations made under the Act.

10.3.3. Award of contracts.

An award shall be confirmed by a written contract signed by both the provider and the DIT

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The award decision shall be posted in a manner prescribed by regulations during the period specified in paragraph (a) of sub-section (2). Of the act

10.3.4. Change in bidder's circumstances.

Any change in the circumstances of a bidder during the procurement or disposal process that could materially affect the bidder's capacity to execute the contract shall be immediately drawn to the attention of the Contracts Committee by the bidder.

11. Procurement of consultancy services.

11.1. The DIT procurement unit shall procure a consultancy service by publishing a notice, as specified in the Fourth Schedule to the Act, inviting expression of interest for a required assignment.

11.2. The unit shall, from the expressions received in respect of the notice under subsection (1), prepare a shortlist of consultants, who have the capacity to perform the required assignment.

11.3. Notwithstanding subsection (1), the unit may procure consultancy services using a shortlist of consultants developed through the following:

- From the register of providers of the Authority;
- On the recommendation of a competent authority;
- Using the pre-qualified list of the procuring and disposing entity; or
- Using the pre-qualified list of another procuring and disposing entity.

11.4. DIT shall only procure consultancy services using subsection (3) of the act, where;

- (a) the required consultancy services can only be provided by a limited number of consultants;
- (b) the time and cost required to examine and evaluate a large number of expressions of interest is not proportionate to the value of the assignment to be undertaken; or
- (c) there is an emergency situation.

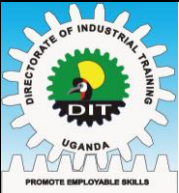
11.5. The selection methods to be used for the selection of consultants shall be prescribed by the Act and shall include:

- Quality and cost based selection method;
- Quality based selection method;
- Fixed budget selection method;
- Least cost based selection method; and
- The consultants' qualifications selection method.

11.6. The DIT procurement unit may choose to conduct negotiations with the selected consultants but negotiations shall not be held with several consultants simultaneously.

11.7. Notwithstanding this section, where exceptional circumstances prevent the use of competitive bidding and where any of the conditions for using the direct procurement method as specified in the Fourth Schedule to the Act are satisfied, the procurement unit may source a consultant who has the capacity to perform the required assignment.

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6. Records

Ref.	Document Title	Responsibility
DIT/Proc/CAPA-R001	CAR form	QMS leader
DIT/Proc/CAPA-R002	CAR log	QMS leader

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