

PPDA/UPF/30

16th October 2024

The Under Secretary
Uganda Police Force
Police Headquarters
P. O. Box 7055
KAMPALA

**RE: APPLICATION FOR ACCREDITATION OF AN ALTERNATIVE
PROCUREMENT SYSTEM FOR SELECTED BUILDING MATERIALS**

Reference is made to the meeting held with officials from your entity on 7th June 2024 and the letter dated 5th July 2024 reference FAP21/206/01 in which you applied for an alternative procurement system for the following building materials:

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| i. Sand (lake and plaster), | vii. Stone slates, |
| ii. Aggregate (machine crushed and hand crushed), | viii. Saw timber, |
| iii. Cement, | ix. Eucalyptus poles; |
| iv. Hardcore, | x. Precast concrete (blocks, fencing poles, pavers, paving slabs, road curbs). |
| v. Murram, | |
| vi. Burnt clay bricks, | |

The Board of Directors at its meeting held on 8th October 2024, considered your application for accreditation and noted the following:

1. In FY 2023/2024, H.E. the President directed UPF to implement the Sub-county Policing Model that requires construction of police posts with accommodation of 18 staff housing units in each for the 2,130 sub-counties country-wide.
2. The entity has been executing construction works using the force account mechanism and procuring the inputs using framework contracts.
3. The entity has been encountering the following challenges in use of the current procedure:
 - i. The cost of material inputs is generally higher than the average market prices and this leads to high unit cost of the construction.

- ii. Difficulties sourcing materials in hard-to-reach areas, such as mountainous areas, islands, areas with poor road access, and remote areas generally using the providers on framework who decline call off orders or hike prices.
- iii. Delays in project execution due to lengthy process of preparing call-off orders and LPOs for the supply and delays in payment of suppliers leading to cash squeeze and hence delay in subsequent deliveries among others.

In light of the above, the Board resolved to grant the accreditation of an alternative procurement system for selected building materials mentioned above using the following systems for a period of **two years**:

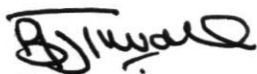
Table 1: Alternative Procurement System for Building materials

SN	Area	Proposed Procedure
1.	Market Survey	<p>A team will be constituted on an ad-hoc basis by the Director of Logistics and Engineering to:</p> <ul style="list-style-type: none"> i. Confirm the availability of materials (right quality and quantity) in a given locality. ii. Establish the presence of compliant suppliers/vendors meeting the minimum requirements to enable cashless payment (bank accounts, mobile money, etc.). iii. Determine the average market prices for the materials in a given locality and produce a report recommending that the price ceiling be adhered to. <p>The members of the ad-hoc team will be selected from the Construction Division and the PDU</p>
2.	Initiation of the procurement	Based on the approved bills of quantities, the project Engineer will at different stages submit for approval a request for materials to be supplied to the site.
3.	Bidding process	A logistics officer will source the materials from the identified local suppliers/vendors, guided by the market survey report.
4.	Contract management	<p>The local suppliers/ vendors will deliver the materials to the site with a delivery note</p> <p>The deliveries shall be verified by a known committee, 'Receiving Committee, ' which will be composed of the Site Engineer and territorial police commanders (DPC, OC, Station, CI). The Receiving Committee will ascertain the quantity and quality of the materials.</p>

SN	Area	Proposed Procedure
		The Logistics Officer shall submit/transmit the verified delivery notes and a goods received note for payment.
		Payment to suppliers/ vendors will be made as soon as practicable through the established e-payment platforms or bank accounts.
5.	Reporting	<p>Before submitting a request for materials for the subsequent stage of work, the project engineer shall submit a project progress report that details:</p> <ul style="list-style-type: none"> i. The quantity of materials received on site for the complete stage ii. The quantity of materials used iii. The balance of materials on site.

Please note that:

1. The Entity should adhere to the provisions of Section 125 of the PPDA Act, Cap 205 and put in place measures to ensure that members of the Contracts Committee, Evaluation Committee, employees of the Entity, or members of the Board of Survey among others do not enter into contracts with the Entity except where the regulations expressly allow;
2. The Authority will monitor the operation of the accreditation that has been granted and shall where appropriate, make modifications to the alternative system or withdraw the accreditation;
3. You are required to submit the following:
 - i. Bi-annual progress reports to the Authority and a copy to the Permanent Secretary/Secretary to the Treasury, Ministry of Finance, Planning and Economic Development; and
 - ii. Monthly reports on market survey conducted of the items procured.
4. The application for renewal should be submitted **three months** before expiry to enable the Authority process it in time.



Benson Turamye
EXECUTIVE DIRECTOR

c.c.: Permanent Secretary/Secretary to the Treasury
Ministry of Finance, Planning and Economic Development.

c.c.: Head, Procurement and Disposal Unit