

*African Higher Education Centres of Excellence
East and Southern Africa (ACE II)*



**AFRICAN CENTRE FOR AGRO-ECOLOGY AND
LIVELIHOOD SYSTEMS
(ACALISE)**

PROCUREMENT PLAN 2018/19

June 2018

Procurement guidelines at ACALISE

Local and National Guidelines

Procurement processes shall be guided by Uganda Martyrs University’s (UMU) procurement procedures as stipulated in the procurement guidelines in Finance and Procurement Manuals of the University. The procurement guidelines and procedures emanate from the national PPDA guidelines and procedures. A copy of the UMU Procurement Manual is herewith attached.

The finance and management systems of the University were assessed by the World Bank and IUCEA team during the onsite inspection visit and found acceptable. One key recommendation that was made was “*to train the procurement staff through workshops, courses and clinics in good procurement practices, preparation of bidding documents and request for proposals, proposal evaluation, and procurement planning*” (refer to PAD pp. 86-87. Since one procurement staff left the services of the University, a new and more experienced staff has been recruited to work at the Centre as Procurement Assistant. Relevant training for the procurement staff shall be organized in consultation with the World Bank Procurement expert.

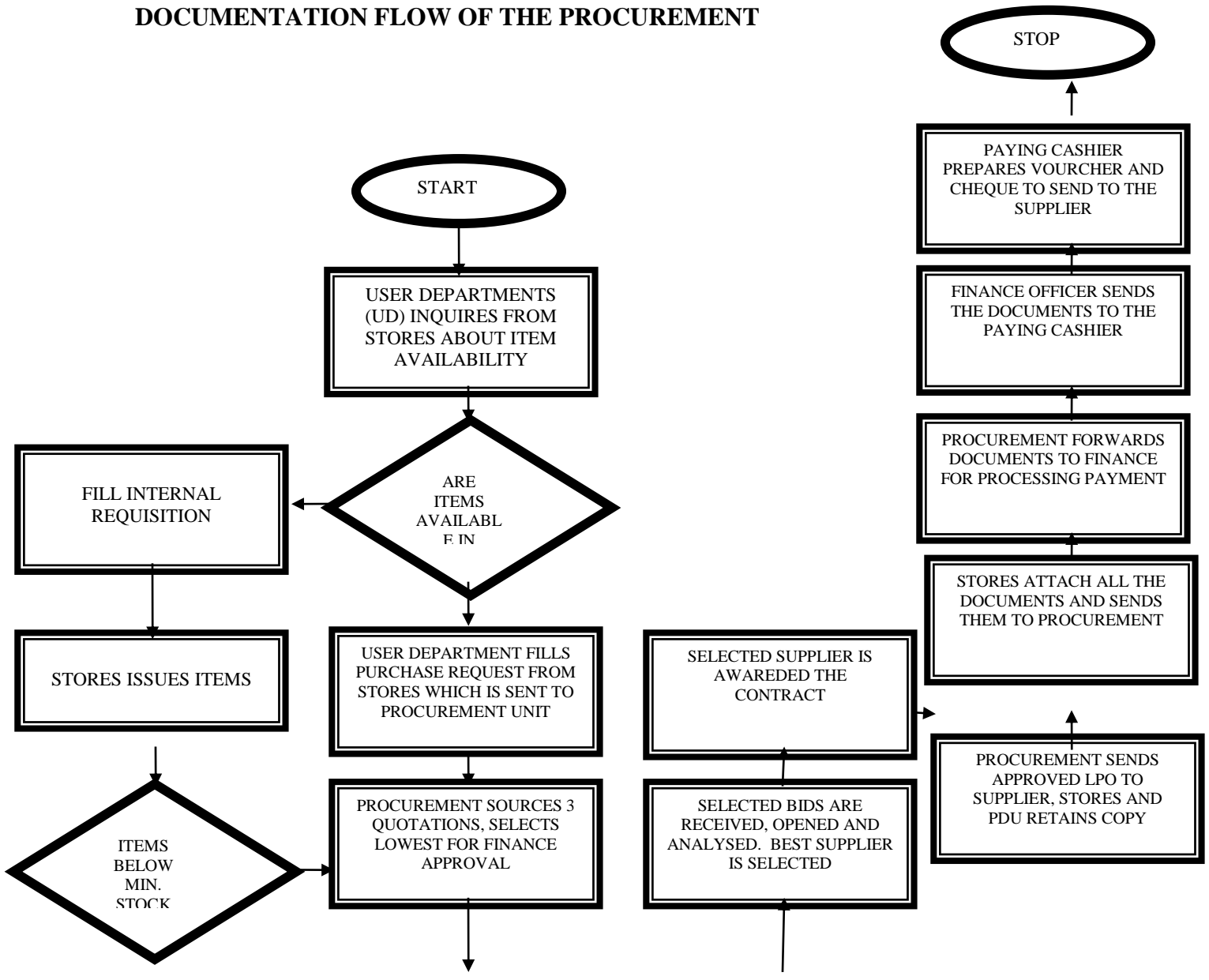
World Bank guidelines

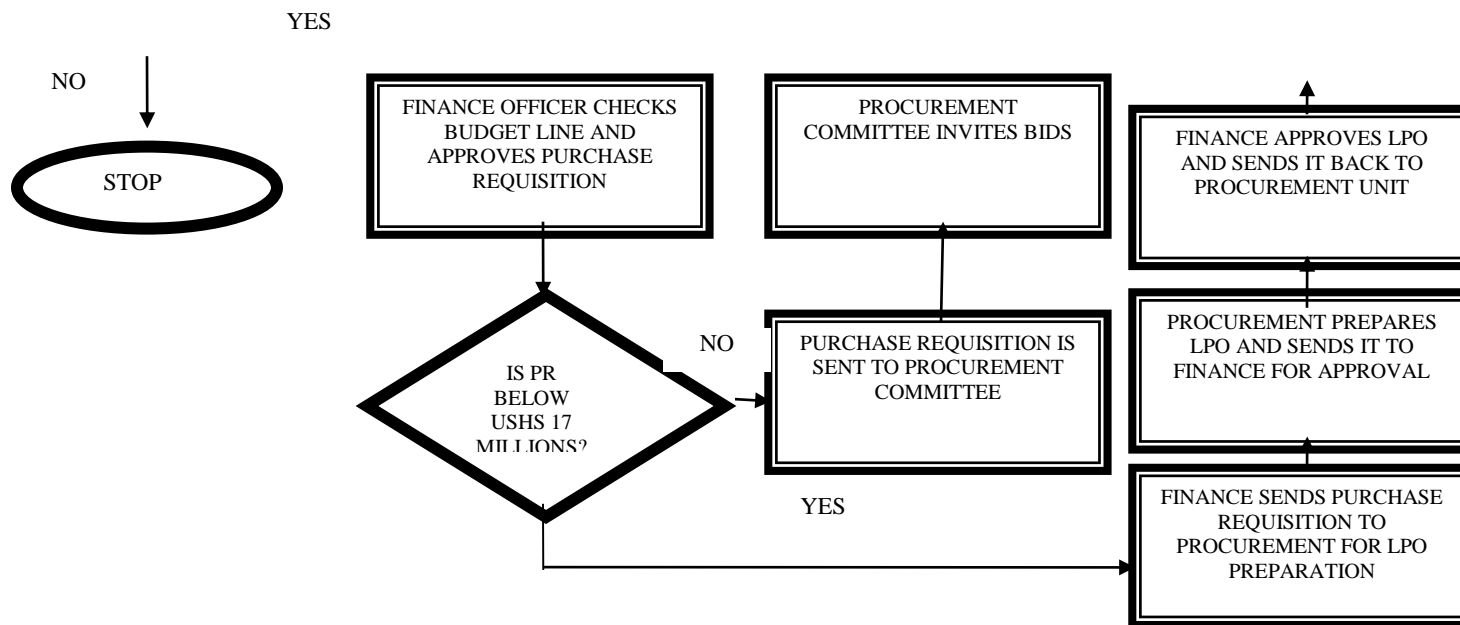
In addition to the University and national procurement guidelines, procurement under the project will be carried out in accordance with the World Bank’s relevant Guidelines on Procurement of Goods, Works and Non-Consulting Services under IBRD Loans and IDA Credits or other relevant guidelines as World Bank may advise from time to time.

List of Abbreviations

Abbreviation	Description of the abbreviation in full
DP	Direct Purchase
OB	Open bidding
Q1	Quarter of the year (i.e., quarters 1 to 4)
RFQ	Request for Quotations
RB	Restricted Bidding

DOCUMENTATION FLOW OF THE PROCUREMENT





Approval thresholds

SN	Amount in Uganda Shillings	Amount in USD	Approval level	Procurement Method
1	Up to 100,000	Up to 28.500	Chief F.Officer/Project Head	Local/micro procurement
2	100,001 - 4,999,999	28.500 - 1,428.500	Chief F.Officer/ Project Head	Request for Quotations
3	5,000,000 - 9,999,999	1,428.600 - 2,857.100	Deputy VC/Project Head	Restricted Bidding
4	10,000,000 - 16,999,999	2,857.200 - 4,857.100	Vice Chancellor	Restricted bidding
5	17,000,000 - 99,999,999	4,857.200 - 28,571.400	Procurement Committee	Open bidding
6	100,000,000 and above	28,571.500 and above	Finance Committee of Council	Open bidding

*** Where partners are involved, the MoUs with the particular partners shall be referred to.

Procurement Plan for year 2018/19

SN	Description of items	Quantity	Estimated Costs and quarter	Procurement method	Source of Funding	Authority to initiate process	Time frame required In quarters of a Year				Remark
							1 st	2 nd	3 rd	4 th	
1	Marketing and Visibility of Programmes at ACALISE- Production of souvenirs - newsletters, leaflets,& other marketing products- Production of ACALISE magazine	Several	25,000(q1-q4)	RFQ	WB	Head/PI	X	X	X	X	
2	Flights-	35	20,000 (q1-q4)- WB/IUCEA meetings, 30,000 (q1-q4)-Other official meetings , Visiting Professors 6,000 (q1-q4) PhD students placement 15,000 (q2-q4) International conferences	RFQ/Prequalified supplier	WB	Head/PI	X	X	X	X	Prequalified supplier shall be contacted wherever air tickets are needed
3	Fuel for the vehicle and Generators	Several	25,000 (q1-4)	DP	WB	Head/PI	X	X	X	X	
4	Servicing of vehicle	01	5000 (q2-4)	RB	WB	Head/PI		X	X	X	Supplier if the vehicle should service it
5	Insurance of vehicle-, Other property & Equipments-		5,000(q2)-Vehicle, others 8750 (q2)	DP	WB	Head/PI		X			

6	Multi-purpose Printer	1	5000(q2)	OB	WB	Head/PI		X				
7	Servicing for office equipment	several	2000 (q1-q4)	DP	WB	Head/PI	x	x	x	X		
8	Sanitation/ cleaning materials	several	4000 (q1-4)	RS	WB	Head/PI	X	X	X	X		
9	Office Fridge	2	400 (q1)	DP	WB	Head/PI	X					
10	Tonnens –and Stationery	several	11,500 (q1-q4)	DP	WB	Head/PI	X	X	X	X		
11	Servicing of Fire Fighting Equipment	20	1000(q1-q4)	RB	WB	Head/PI		X	X	X		
12	Renovations and stocking of chicken house	1	40,000 (q2-q3)	OB	WB	Head/PI		X	X			
13	Post graduate Hostel	1	273,691 (q1-q2)	RB	WB	Head/PI						Already won bid for hostel - Centenary Bank
14	Electricity generator-	2	5,000 (q1)	OB	WB	Head/PI	X					
15	ICT Items:	1 1 5	5,600 (q2) router/switch 800 (q1-q2) Servicing Solar system 1,400 (q2) Digital projectors 2,000 (q2-q4) ICT Servicing and maintenance	RB RFQ RFQ DP	WB	Head/PI		X X X X		X X	X	
16	Soils analysis software-	1	3000 (q2)	RFQ	WB	Head/PI		X				
17	Soil Lab equipment	1	50,000 (q3-q4)	RB	WB	Head / PI			X	X		
18	Bio-tech Lab software	1	25,000 (q1-q2)	RB	WB	Head / PI	X	X				
19	Upgrading dissemination centre: Public Address System;	1	15,000 (q3-q4)	OB	WB	Head /PI			X	X		
20	Digital Cameras	2	1,400 (q3-q4)	DP	WB	Head/PI			X	X		

21	Rudimentary Farm tools, equipments	several	4,000(q1-q4)	DP	WB	Head/PI	X	X	X	X	
22	Payroll software	1	2,500 (Q1)	RB	WB	Head/PI	X				
23	Weather station	1	40,000 (q1-q2)	RB/National Weather Station		Head/PI	x	x			Only one supplier in the country
24	Farm facilities and stocking	several	10,000 fishpond (q3) 160,00 cattle, feeds, facilities (q4)	RB/Partner		Head/PI			X	X	Work with partner with livestock expertise