

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



**AFRICAN CENTRE OF EXCELLENCE
IN AGRO-ECOLOGY AND LIVELIHOOD SYSTEMS
(ACALISE)**

PROCUREMENT PLAN 2017/18

September 2017

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 (August, 2016) 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.

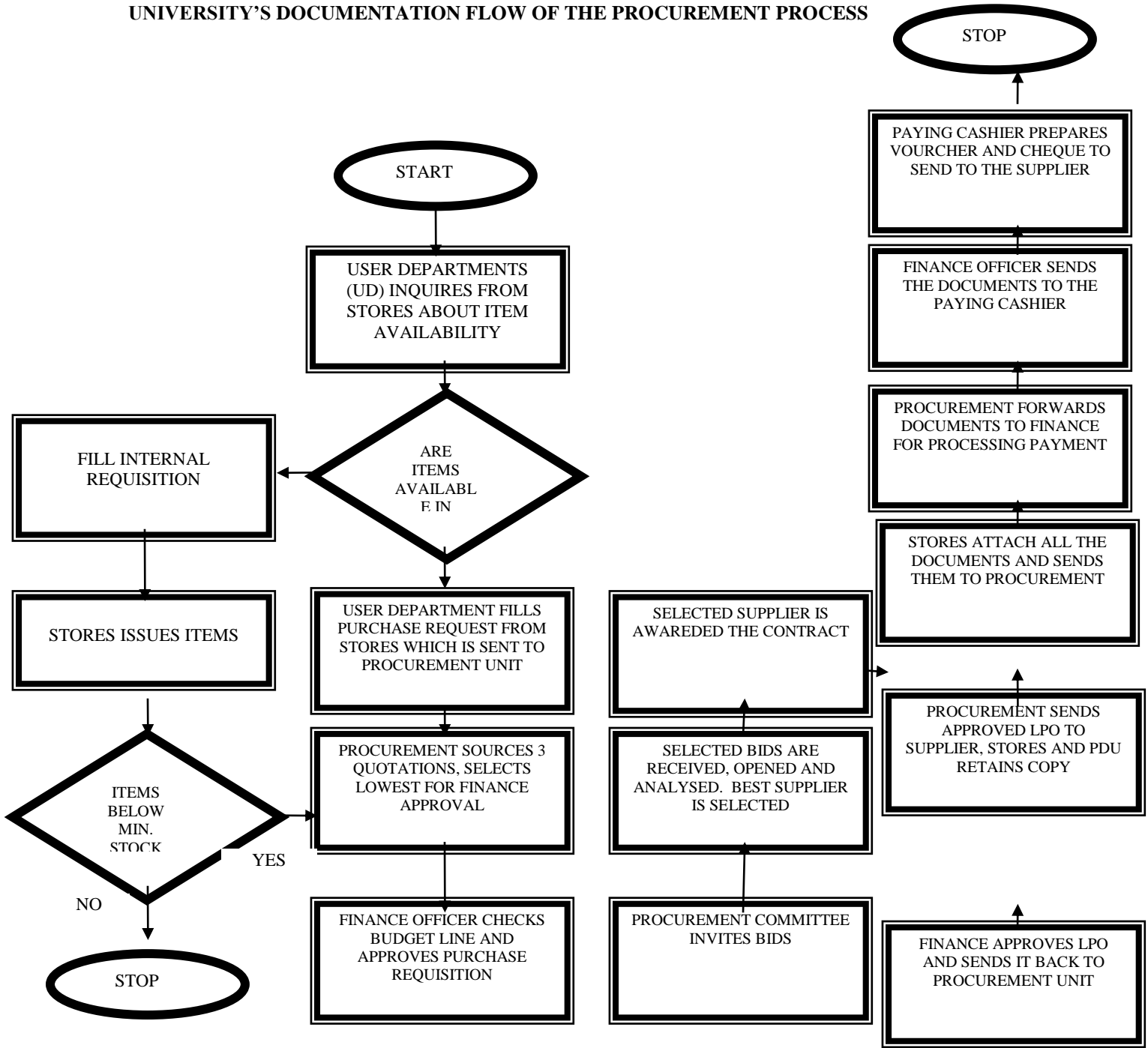
World Bank guidelines

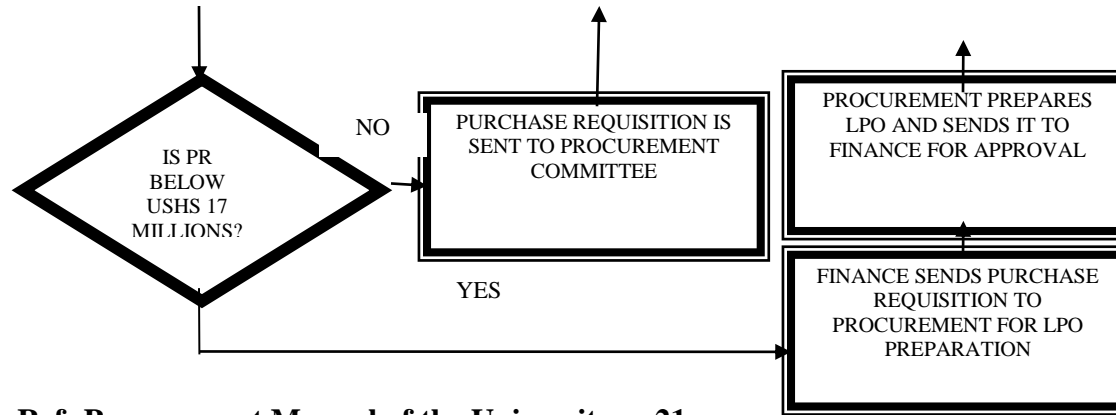
In addition to the University and national procurement guidelines, procurement under the project will be carried out in accordance with the World Bank’s relevant Guidelines on Procurement of Goods, Works and Non-Consulting Services under IBRD Loans and IDA Credits or other relevant guidelines as World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

List of Abbreviations

Abbreviation	Description of the abbreviation in full
DAS	Detailed activity schedule (as per the details of each activity in the Implementation Plan
DP	Direct Purchase
OB	Open bidding
Q1	Quarter of the year (i.e., quarters 1 to 4)
RFQ	Request for Quotations
PH	Project Head (Centre Leader)

UNIVERSITY'S DOCUMENTATION FLOW OF THE PROCUREMENT PROCESS





Ref: Procurement Manual of the University, p.21

Approval thresholds*

SN	Amount in Uganda Shillings	Amount in USD	Approval level	Procurement Method
1	Up to 100,000	Up to 28.500	Chief Finance Officer/PH	Local/micro procurement
2	100,001 - 4,999,999	28.500 - 1,428.500	Chief Finance Officer/PH	Request for Quotations
3	5,000,000 - 9,999,999	1,428.600 - 2,857.100	Deputy Vice Chancellor	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	Open bidding

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

ACALISE's Procurement Plan for year 2017/18*

SN	Description of items	Quantity	Estimated Costs in USD	Procurement method	Source of Funding	Required Level of Authority	Time frame required In quarters of a Year				Remark
							1 st	2 nd	3 rd	4 th	
1	Advertising programmes at ACALISE-DAS1, Recruitment-DAS3	01	13,240(q1) programmes,	RFQ	WB	Head/PI	X		X		
		02	2000(q1)-staff recruitment, 19,480 (q3)-DAS16	RFQ	WB	Head/PI	X				
2	Flights-das1, DAS 8,DAS 12,DAS21		6000 (q2)-inauguration, 7,500 (q2)-Validation of baseline findings, 5000 (q2) Curriculum review/Creation of Research Teams with partners 6000(q4)	RFQ	WB	Head/PI		X			X
3	Land Cruiser Double Cabin-DAS2	01	42,645 (q1)	OB	WB	Head/PI	X				
4	Fuel for the vehicles-DAS2	04	10,000 (q1-4)	DP	WB	Head/PI	X	X	X	X	
5	Servicing of vehicles-DAS2	04	5000 (q2-4)	DP	WB	Head/PI		X	X	X	
6	Insurance (vehicles-DAS2),Other property & Equipments-DAS6		5,000(q2)-Vehicle, 8750 (q2)-Others	DP	WB	Head/PI		X			
7	Office computers &UPSs –DAS2	03	3000 (q1)	OB	WB	Head/PI	X				
8	Research Laptops-DAS 2	20	10,000 (q3)	OB	WB	Head/PI		X			
9	Office Printers (2)-DAS2	2	1000(q2)	DP	WB	Head/PI		X			
10	Servicing for office equipment-DAS2	5	1000 (q4)	DP	WB	Head/PI				X	
11	Office furniture and fittings-DAS2	64Pieces	5,000(q1)	OB	WB	Head/PI	X				

12	Sanitation/ cleaning materials-DAS4	N/A	4000 (q1-4)	LS	WB	Head/PI	X	X	X	X	
13	Toners –DAS4	3	1500 (q1,3,4)	DP	WB	Head/PI	X		X	X	
14	Stationery-DAS4	N/A	10,000 (q1&3)	DP	WB	Head/PI	X		X		
15	Fire Fighting Equipment -DAS6	20	5000(q2)	OB	WB	Head/PI		X			
16	Consultancy- Finance & management Controls-DAS 7	1	4900 (q1)	DP	WB	Head/PI	X				
17	Renovations/Upgrading-(chicken house)- DAS13, PG Hostel-DAS 13	1	30,000 (q2)-Chicken House, 30,000 (q2) PG Hostel	OB	WB	Head/PI		X			
18	Electricity generator-DAS13	1	30,000 (q4)	OB	WB	Head/PI				X	
19	ICT Items: Internet switches, access points,maintenance,UPS, ICT Servicing-DAS 13, DAS15	N/A	28,800 (q1-4) DAS 15-2000	DP	WB	Head/PI	X	X	X	X	
20	Soil Lab Equipment- DAS 13	1	50,000 (q2)	OB	WB	Head/PI		X			
21	Production of souvenirs -DAS14, newsletters, leaflets,& other marketing products-DAS18	1	8,000 (q2)-DAS 14, 8500 (q1)-DAS18	DP	WB	Head/PI		X			
22	Soils analysis software-DAS14	1	3000 (q2)	DP	WB	Head/PI		X			
23	Digital weather station unit-DAS-15	2	5,000 (q2)	OP	WB	Head/PI		X			
24	Plagiarism/ similarity –software-DAS 15	1	1,000 (q1)	DP	WB	Head/PI		X			
25	Reference and analysis software- DAS 15	1	1000 (q4)	DP	WB	Head/PI				X	
26	Production of ACALISE magazine DAS 18	1	5000 (q4)	DP	WB	Head/PI				X	