

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



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

PROCUREMENT PLAN 2020/21

September 2020

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.

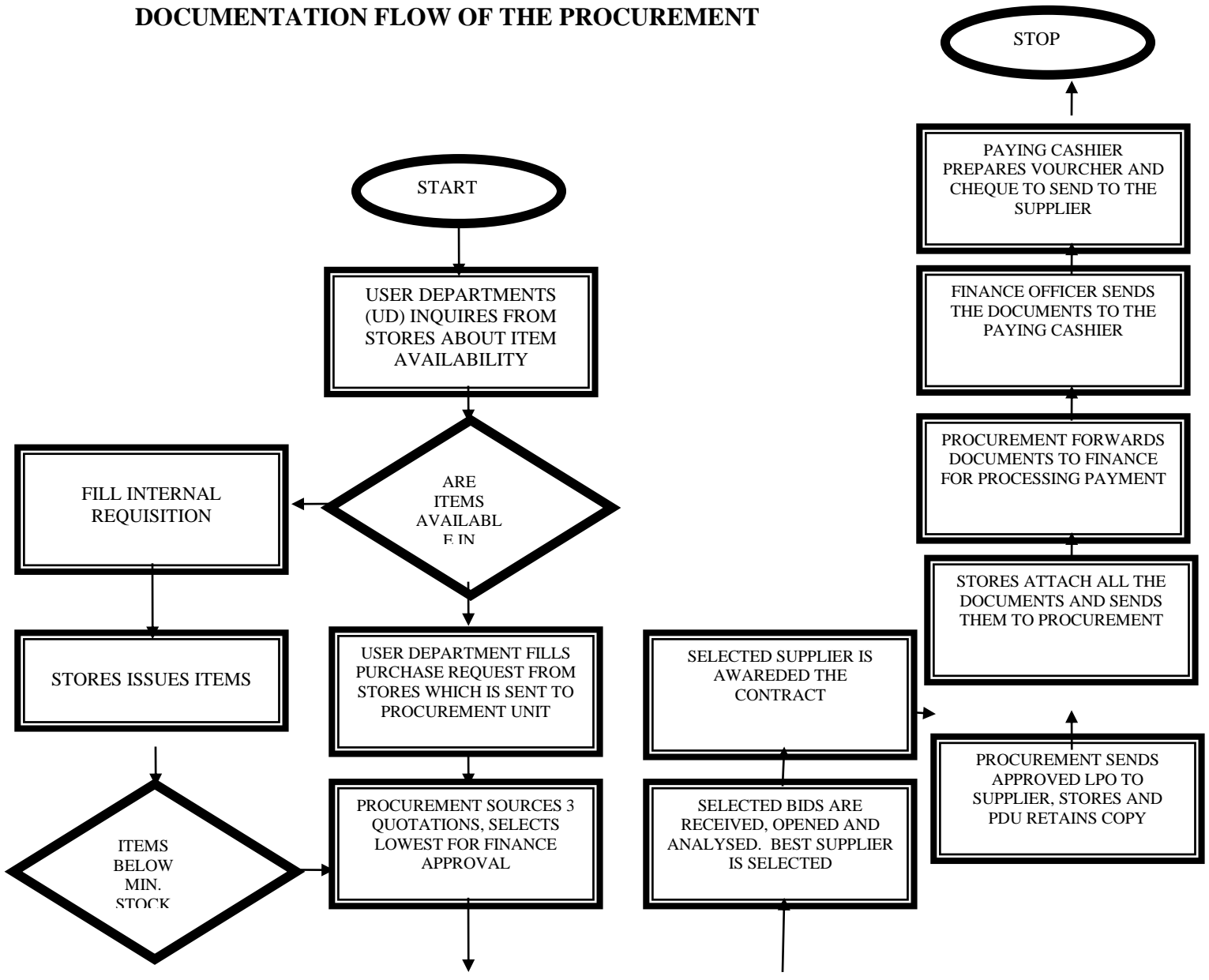
World Bank guidelines

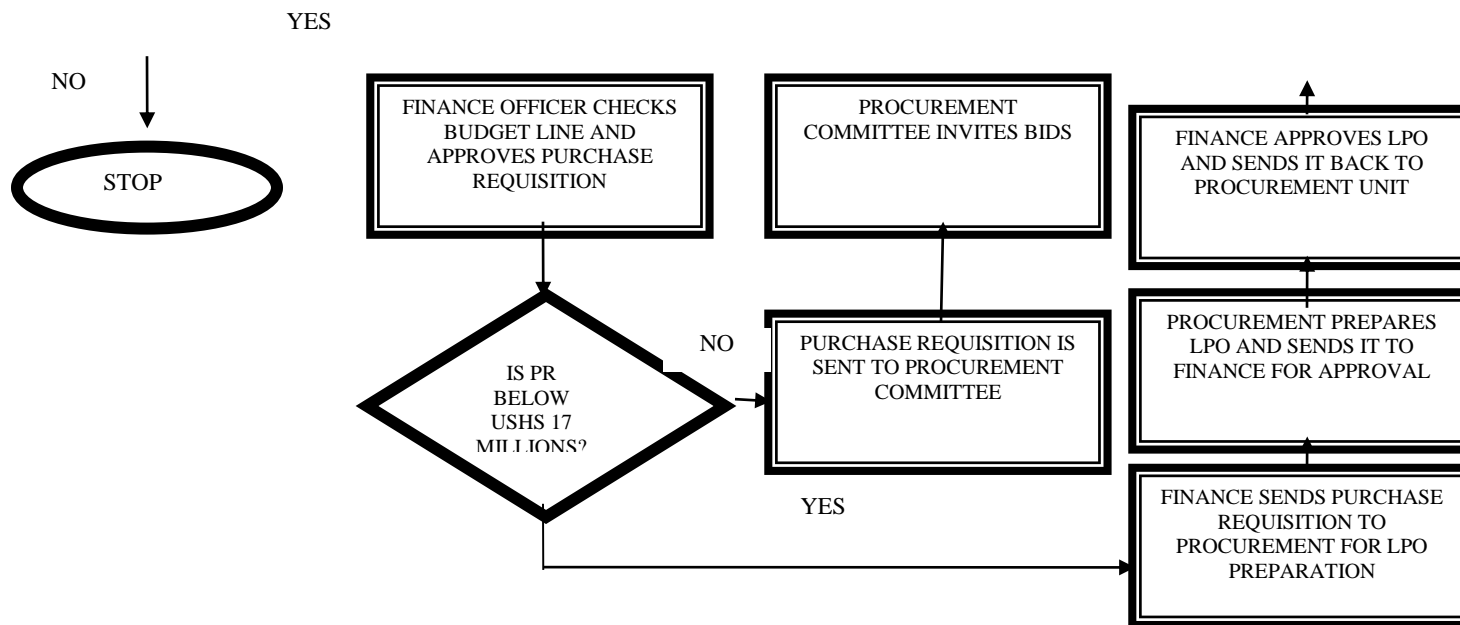
In addition to the University and national procurement guidelines, procurement under the project will be carried out in accordance with the World Bank's relevant Guidelines on Procurement of Goods, Works and Non-Consulting Services under IBRD Loans and IDA Credits or other relevant guidelines as World 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	VC/DVC/Project Head	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

Procurement Plan for year 2020/21

SN	Description of items	Quantity	Estimated Costs and quarter	Procurement method	Source of Funding	Authority to initiate process	Time frame In quarters of a Year				Type of Expenditure
							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	26,000(q1-q4)	RFQ	WB	Head/PI	X	X	X	X	Operating cost
2	Flight on official duty	Several	20,000 (q1-q4)- WB/IUCEA	RFQ	WB	Head/PI	X	X	X	X	Goods/Service
3	Fuel for the Tractor	Several	10,000 (q1-4)	DP	WB	Head/PI	X	X	X	X	Operating cost
4	Servicing of Tractor	01	5000 (q2-4)	RB	WB	Head/PI		X	X	X	Operating cost
5	Maintenance/equip of ACALISE Administration offices	Several	16,270 (q1-q4)	DP	WB	Head/PI	x	x	x	X	Operating cost
6	Acquire Consumables and utilities	several	5000 (q1-q4)	DP	WB	Head/PI	X	X	X	X	Operating cost
7	Risk Management and control procedures(Servicing of Fire Fighting Equipment), Insurance for people, insurance for vehicles and equipment	Several	20,959(q1-q4)	RB/RFQ	WB	Head/PI		X	X	X	Operating cost
8	Water harvesting and irrigation system	1	40,000 (q2-q3)	OB	WB	Head/PI		X	X		Operating cost
9	Tractors and Farm operation tools	1	37,000 (q1-q2)	OB	WB	Head/PI					Goods/service
10	Screen house establishment	1	20,000 (q1-q2)	OB	WB	Head/PI	X				Goods/service
11	Animal feeds and drugs.	Several	10,000 (q1-q4)	RFQ	WB	Head/PI		X			Operating cost

12	Cattle restocking with Short-horn Zebu and two dairy and two beef breeds	1	70,000 (q3-q4)	RB	WB	Head / PI			X	X	Goods/service
13	Postgraduate Hostel civil works: phase 1	1	80,000 (q3-q4)	OB	WB	Head/PI			x	x	Civil works
14	Laboratory equipment for research	1	52,500 (q2-q3)	OB	WB	Head/PI		x	x		Goods/service
16	Laboratory extension	1	30,000(q2-q3)	OB	WB	Head/PI		x	x		Civil works
17	Learning and research facilities standards	Several	162,000 (q1-q4)	OB	WB	Head/PI	x	x	x	x	Operating cost
16	ICT facilities	Several	35,000 (q1-q3)	RFQ/OB	WB	Head/PI	x	x	x		Operating cost
17	Conducting Project Meetings/Seminars	Several	14,342 (q1-q4)	RFQ	WB	Head/PI	x	x	x	x	Operating cost
18	External mentorship of PhD students	1	10,000 (q1-q4)	Makerere Uni	WB	Head/PI	x	x	x	x	Consultancy