



UGANDA MARTYRS UNIVERSITY

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

Under the World-Bank funded ACE II Project

IMPLEMENTED BY UGANDA MARTYRS UNIVERSITY

PROJECT PROCUREMENT REPORT, August 2016-June 2018

Procurement Vision

To ensure accurate, timely and constant flow of goods, services and works to enhance proper decision making and obtaining value for money.

Introduction

This report covers all frame work contracts and activities that were undertaken by the Project since its inception (August 2016) to the end of the financial year ending on 30th June 2018 highlighting procurement activities that were supposed to be undertaken as informed by the project procurement plans.

These activities included:

- a. Managing procurement activities including monitoring of all transactional procurement such as tendering processes, evaluation, contracting, contract management, legal considerations and risk assessment.
- b. Ensuring compliance of procurement activities with the approved Uganda Martyrs University procurement manual together with Public Procurement and Disposal of Public Assets rules and regulations through verification of purchase orders for works and services regularly, elaborate supplier selection for quality and performance measurement in a view of ensuring value for money
- c. Establishing and maintain work progress and schedules for ongoing contracts and newly planned ones.

As informed by the Project Appraisal Document (PAD) that Procurement should follow the institutional procedures/policies and PPDA guidelines, all the procurement activities of the Project were informed by the University's Procurement manual and PPDA guidelines.

I wish to report that the project had planned to undertake the following procurements year 2017-18 and 18-19 as follows:

- Advertisements
- Flight services
- Purchase of a double cabin vehicle
- Fuel for the vehicle
- Servicing of the vehicle
- Insurance of property and other equipments
- Supply of office computers and ups
- Supply of research laptops
- Supply of office printers, tonners, stationery, and sanitation cleaning materials
- Servicing office equipments
- Supply of office furniture and fittings
- Purchase of Fire fighting equipments
- Renovation/upgrading of the chicken house
- Consultancy services
- Purchase of the electricity generator
- Supply of ICT items: switches, access points
- Soil lab equipments among others

I wish to report that some outputs were not achieved due to the following reasons:

- At the beginning of the Project Implementation since the adverts for the position of the Procurement Assistant did not generate a pool of competent people from whom to select the right person, the University's Procurement Officer was asked to assist in the day to day procurement operations of the Project. Unfortunately she was overwhelmed with work and could not adequately follow up on ACALISE procurement activities.
- The Project has faced a big challenge of lack of funds (cash flow) since the disbursements could not be made every six months as had been stated in the Project Appraisal Document yet, unlike the Public Universities with more sources of funds and many large facilities from Government, at ACALISE all activities and most facilities are financed by the

project funds. For more than two years down the road ever since the Project implementation as we write this report, only one disbursement of USD 1.1m was released in 2017. Consequently the procurement process has been halted till funds are available.

Successfully concluded procurement of goods and services that could fit in the available resource envelope for academic years 2016/17 and 2017/18 include:

1. Office Furniture.

Furniture worthy UGX 10,940,000 was purchased through a competitive Request for Quotation (RFQ) method.

2. Procurement of internet connection materials

Wireless Office Internet Connection Materials amounting to UGX 22,549,800 was procured within period to improve on the communication network of the university.

3. Procurement of Sign posts.

To ensure visibility and easy location of the project, sign posts were also procured with in this period amounting to UGX 4,870,000.

4. Advertising ACALISE Jobs.

To recruit staff in various posts UGX 18,400,000

5. Advertising ACALISE Courses

The project advertised courses to attract and get more interested students in various disciplines UGX 11,462,400

6. Website Designing

To foster the visibility of ACALISE and Uganda Martyrs University and uploading relevant information as a requirement of World Bank USD 1,929

7. Consultancy Services

USD 36,000

8. Printing and Stationary

To facilitate the smooth running of official activities and ensuring proper documentation UGX 8,240,000

9. Air Tickets

This procurement was done to facilitate travels in different countries by project officers to attend ACE II meetings, technical meetings, East African Community academia meeting in Zambia, Nairobi, Ghana, China respectively USD 9,871.92

NB: Attached is the Procurement Contracts Register detailing the above items.

Way forward

- The Project's Procurement Assistant has been recruited to handle procurement activities of the project which will improve on the effectiveness and the efficiency of the procurement function.
- On time preparation of solicitation documents is underway, to facilitates the smooth flow of the Expression of Interest exercise due 2019.
- The procurement and disposal unit is working with all technical persons to ensure that at all times; we have well researched Bills of quantities, scope of works specifications and terms of references, and filling PPFORM 5 to avoid any issues of non compliance.
- In liaison with the Procurement/Contracts Committee we are ensuring that the various procurement methods as stated in the approved Uganda Martyrs University procurement manual and the PPDA act are adhered to, together with their respective thresholds. Key to note is all the procurement that fall under the Micro procurement Method.

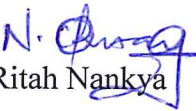
Other key procurement activities that the team is working on to improve efficiency include:

1. Ensuring that procurements are undertaken following the due process, compliance to the requirements with clear focus given to "value for money" being the cardinal principle of procurement.
2. Strengthening the internal information communication function in the project to support the efficient and effective implementation of Uganda Martyrs University and

the World Bank mandate where by the Accounting Officer is bound to ensure that procurement and disposal unit prepare records as required under PPDA Reg. 31(0)

3. Developing an updated Supplier register to serve as a central reference point of information on providers to enhance transparency and a competitive business environment for the project procurement system.
4. Emphasizing the importance of procurement planning as a critical tool for effective management of the procurement function and the efficient delivery of services by linking the implementation of procurement plans to the budget execution process.

Prepared by:


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15th July 2018