

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



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

**PROCUREMENT PLAN 2021/2022**

**June 2021**

## 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.

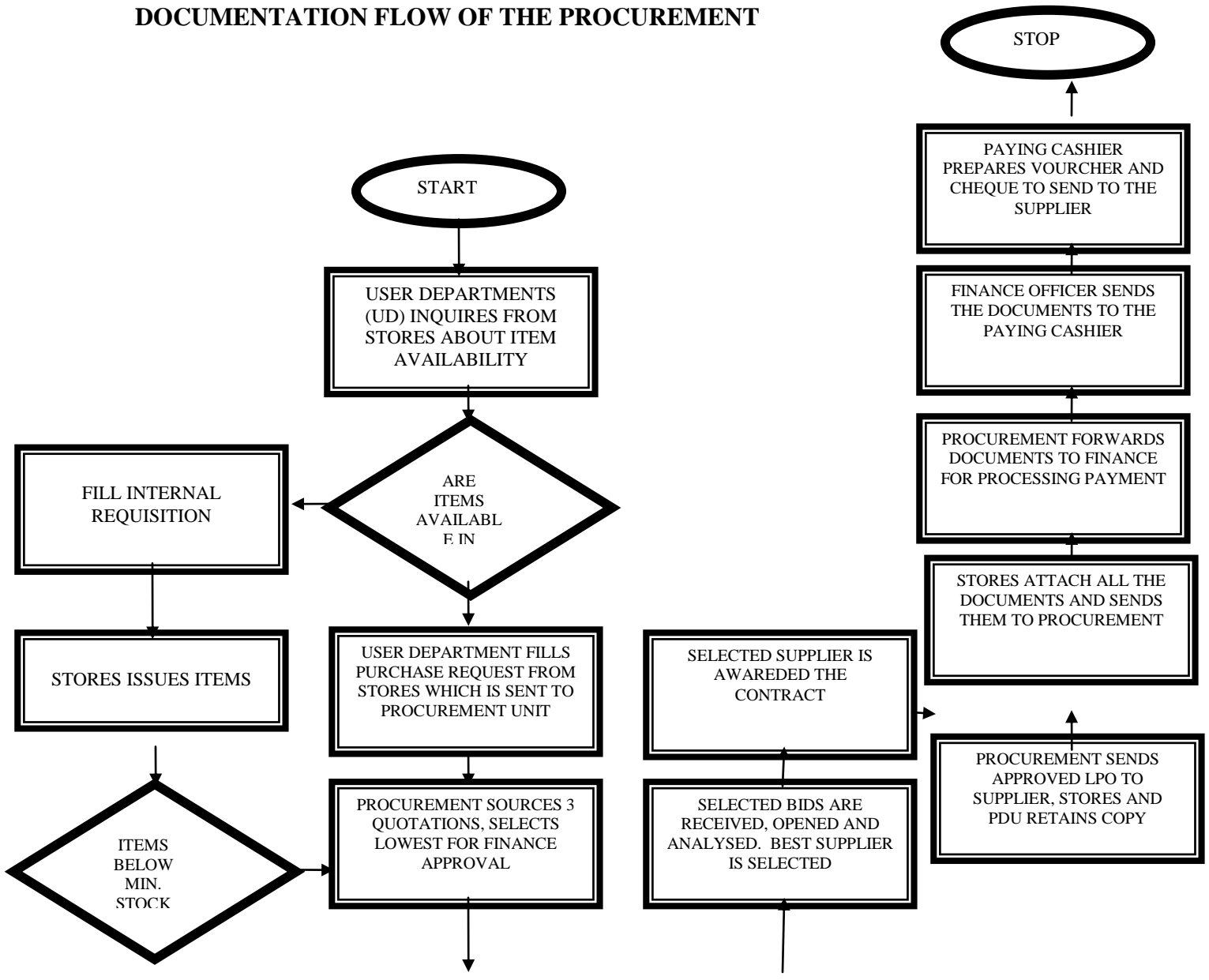
### World Bank guidelines

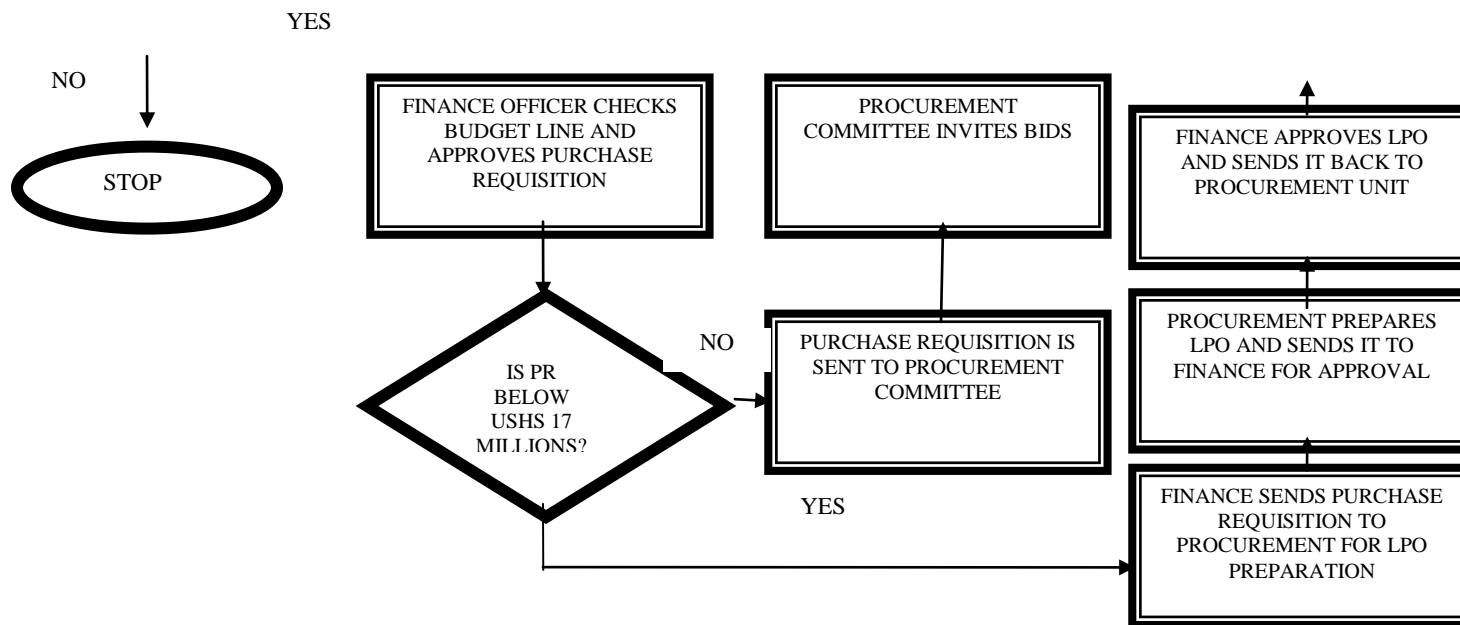
In addition to the University and national procurement guidelines, procurement under the project will be carried out in accordance with the World Bank's relevant Guidelines on Procurement of Goods, Works and Non-Consulting Services under IBRD Loans and IDA Credits or other relevant guidelines as World 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	Micro procurement
2	100,001 - 4,999,999	28.500 - 1,428.500	Chief F.Officer/ Project Head	Direct Procurement/Request Quotations
3	5,000,000 - 9,999,999	1,428.600 - 2,857.100	Deputy VC/Project Head	Request for Quotations
4	10,000,000 - 16,999,999	2,857.200 - 4,857.100	VC/DVC/Project Head	Restricted bidding/Request for quotation
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	Council Finance Committee	Open bidding

### Procurement Plan for year 2021/2022

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 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	
1	Production of souvenirs, leaflets, & other marketing products; advertisements	Several	15,000(q1-q4)	RFQ	WB	Head/PI	X	X	X	X	Operating cost
2	Flight on official duty	Several	20,000 (q1-q4)	RFQ	WB	Head/PI		X	X	X	Service
3	Fuel for the Tractor	Several	5,000 (q1-4)	DP	WB	Head/PI	X	X	X	X	Operating cost
4	Servicing of Tractor	Several	5,000 (q2-4)	DP	WB	Head/PI		X	X	X	Service
5	Maintenance of ACALISE Administration offices	Several	7,568 (q1-q4)	DP	WB	Head/PI	x	x	x	X	Operating cost
6	Consumables and utilities	several	1,000 (q1-q4)	DP	WB	Head/PI	X	X	X	X	Operating cost
7	Insurance for people and property	Several	9,405 (q1-q4)	RFQ	WB	Head/PI		x			Service
11	Animal feeds and drugs.	Several	10,000 (q1-q4)	RFQ	WB	Head/PI	X	X	X	X	Goods/Service
13	Postgraduate Hostel civil works	1	121,000 (q3-q4)	OB	WB	Head/PI		x	x	x	Civil works
14	Laboratory equipment for research	1	54,000 (q2-q3)	OB	WB	Head/PI		x	x		Goods
17	Conducting Project Meetings/Seminars	Several	14,342 (q1-q4)	DP	WB	Head/PI	x	x	x	x	Operating cost
18	External mentorship of PhD students	1	10,000 (q1-q4)	Partner	WB	Head/PI	x	x	x	x	Consultancy