



ELECTRONIC GOVERNMENT PROCUREMENT
Efficient | Transparent | Secure

SUPPLIER TRAINING MANUAL FOR

*e-Government Procurement System
of Uganda*



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FOREWORD

The electronic Government procurement system is such an important contribution to doing business in Uganda, and the national economy in general. Important because as we have time and again come to learn, almost 60% of the national budget is expended through the procurement system. E-GP provides such a useful framework for transparency, accountability and easing service delivery.

Towards end of 2018, EUD partnered with PSFU to identify & resolve bottlenecks to private sector investments in both domestic & European businesses in Uganda. Three critical challenges were identified as cross cutting, and these include:

- i) Skills and attitudes,
- ii) Anti-corruption & governance and
- iii) Access to finance

The Skills, Attitudes, Governance and Anti-Corruption (SG+ Project), conceived with a focus on 4 sectors: ICT, Construction, Manufacturing and Agro processing and Tourism and Hospitality Management comes in handy to address two of the most critical challenges, the two are Skills and attitudes, as well as governance and anti-corruption. As part of addressing the governance and corruption challenges, PSFU and PPDA have partnered to spread the gospel of E-Government procurement as well as train private sector actors on how to use the system.

This manual is designed to guide companies on how to train others in the E-Government procurement. The manual is intended for Trainer of Trainers, as well as providers in the use of the system. This however is just one of a myriad of activities being pursued through the joint and collaborative effort by PPDA and PSFU.

The manual has been developed by a joint team of PPDA, Ministry of Finance, and PSFU. The team includes Ronald Tumuheirwe, Cathrine Natukunda, Deus Turyagyenda, Job Kijja, Aggrey Amanyabyoona, and Clare Naddamba. Special thanks go to the EU that has provided the resources to produce this manual, and Enabel for the Technical support provided to the SG+ project. It is our prayer that you find this manual helpful while navigating the system. It is our humble appeal that you use this manual to train those that you can reach who may be interested in doing business with government, but have not yet been able to get the opportunity to be trained.

We are confident that through such efforts, there will be increased government transparency, better investor confidence in the country, and generally an improvement in the business environment.

Ruth Biyinzika Musoke

SG+ PROJECT DIRECTOR

List of Abbreviations & Acronyms

APDP	<i>Annual Procurement and Disposal Plan</i>
e-GP	<i>Electronic Government Procurement</i>
CAPTCHA	<i>Completely Automated Public Turing Test to Tell Computers and Humans Apart</i>
PPDA	<i>Public Procurement and Disposal of Public Assets Authority</i>
PSFU	<i>Private Sector Foundation Uganda</i>
URA	<i>Uganda Revenue Authority</i>
URSB	<i>Uganda Registration Services Bureau</i>

Key Words

Access Codes	means the user identification, password and any other supplementary codes used collectively to access the e-GP system.
Accounting Officer	means the Accounting Officer defined under the PPDA Act, 2003.
Act	means the Public Procurement and Disposal of Public Assets Act, 2003
Bidding Document	means a solicitation or any other documents inviting bidders to participate in procurement or disposal proceedings; and includes documents inviting potential bidders to pre-qualify, and standard bidding document
CAPTCHA	Completely Automated Public Turing Test to Tell Computers and Humans Apart)" is a spam prevention system, displayed as random words or letters in distorted fashion that cannot be deciphered by software, but only by human, to ensure that a human is making an online transaction rather than a computer
Centralized Registration System	means the single place for all e-GP users to register and provide credential documents for verification of authenticity for conducting different activities by utilizing tools provided by the e-GP system.
Dashboard	means an interactive user interface that organises and presents information and links to the different relevant functions of the e-GP system into a unified display in a way that is easy to access, track and transact.
Date & Time	means e-GP Data Center server date and time synchronized with the standard time protocol, which is used for time stamping events and transactions in the e-GP system.
E-Government Procurement (E-Gp)	refers to the use of information and communication technology especially internet to conduct an end-to-end government procurement and disposal process online with processes including planning, initiation, bidding, evaluation, award, contract management, invoicing, payment and reporting
E-Government Procurement System	refers to a web-based tool used to carry out electronic procurement and disposal.
Electronic Document Transmission	means the electronic transmission of information using computerized systems.

Electronic Signature or E-Signature	means a signature in electronic form attached to or logically associated with an electronic record, in the form of electronic symbol or a process or a set of codes attached to or logically associated with documents, and executed, adopted or agreed upon by a person with the intent to sign the documents and is equivalent to the physical handwritten signature. An electronic signature is intended to provide a secure and accurate identification method for the signatory to provide a seamless transaction.
Electronic	means any electrical, digital, magnetic, optical, electromagnetic or other form of technology that entails capabilities similar to these technologies.
Invitation For Bids (IFB)	means any electrical, digital, magnetic, optical, electromagnetic or other form of technology that entails capabilities similar to these technologies.
Password	means the secret information in the form of characters which, in combination with the User Identification allows the bidder to be authenticated by the Government Procurement System server;
Person	means human or artificial persons and includes an individual, sole proprietorship, partnership, company, cooperative society that wish to participate in procurement or disposal proceedings.
Provider Registration	means the process by which a provider registers its interest to participate in the procurement or disposal processes of procuring and disposing entities using the e-GP System;
Records	includes electronic and manual archives containing the data, documents and information relating to e-procurement procedures;
Regulator	means the Public Procurement and Disposal of Public Assets Authority.
Responsive	means qualified on the basis of evaluation criteria so declared and specified in the bidding document.
Services	means consulting and other services.
Super Administrator	means a designated person with rights to all key settings in the e-GP system.
System	means the solutions and electronic instruments that allow the use of the computerized application cited in these guidelines;
System Administrator	means a designated person to support the e-GP system on behalf of other users to ensure that it is configured in its original state.

01

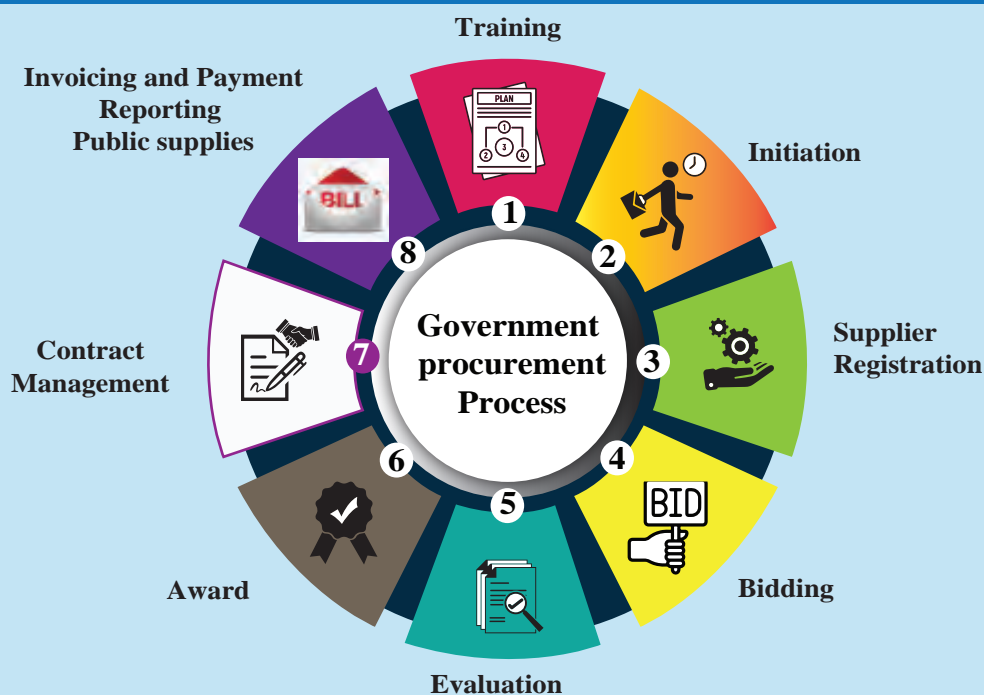
Introduction

This section provides an introductory overview of the e-GP system, including the benefits of using the system to launch and manage tenders by the Private Sector and how the business process on e-GP works.

WHY THE E-GP SYSTEM?

Public procurement offers the largest business opportunities in Uganda with more than 60% of the national budget spent through public procurement. Public Procurement like other Public Finance Management functions has undergone a number of reforms resulting into the need for an electronic Government Procurement System. This is in line with the Government of Uganda national E-Government framework for the implementation of e-governance in various Sectors including procurement. Additionally, the Government of Uganda has identified e-procurement as an essential element in e-transactions, having a role in accelerating the transition of the Ugandan economy to an information society

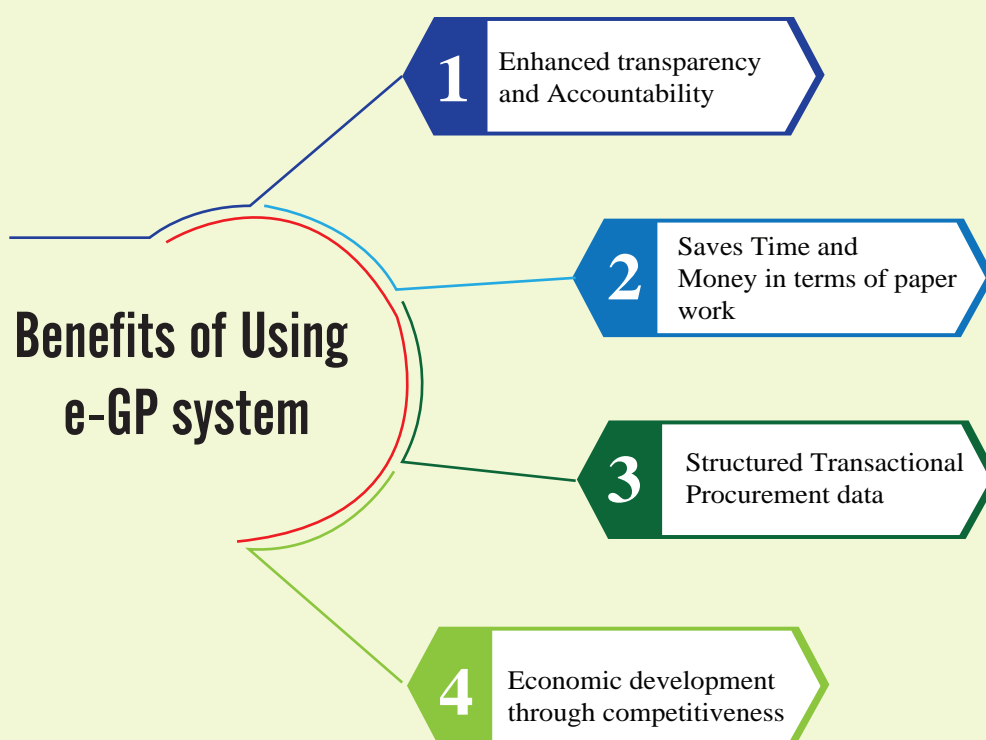
The e-GP (Electronic Government Procurement system) is a web-based tool used to carry out procurement and disposal. It is the use of information and communication technology to conduct an end-to end government procurement and disposal process online. It involves all processes including planning, initiation, bidding, evaluation, award, contract management, invoicing, payment and reporting of public supplies, works and services.



E-Government procurement (e-GP) is part of the wider e-Government efforts of Uganda to efficiently and effectively serve its citizens and businesses. E-GP promotes better governance in public procurement by increasing transparency and eliminating opportunities for fraud and corruption.

The e-GP system has been developed to address the problems inherent in the current semi-automated (largely paper-based) procurement system. The core objectives of the e-GP system include;

- Improved Governance through enhanced transparency and accountability;
- Effectiveness through management information and efficient processes;
- Tracks important data and generates reports for better informed strategic decisions related to procurement; and
- Economic development through competitiveness and improved investment climate.



The E-Procurement System automates the public procurement process and enables the interactions of Government to business services (G2B).

By using the online system, the Government purchases goods, works, services and non-consultancy services to help the Government to ensure efficiency of public procurement with the standardization of electronic documents, supplier registration, goods and services information and to streamline public procurement transactions for efficient government service delivery.

Therefore, E-procurement is a single channel, portal and point of access for Uganda procuring entities allowing to negotiate better contract terms and to realize savings and achieve value for money.

- *The system does not accept late bids – Promotes fair competition.*
- *Bids are digitally Signed.*
- *Alterations are not allowed after the bidding deadline.*
- *An audit trail of all user actions is kept by the system.*
- *Tracking participating bidders' submissions, sharing amendments, and bid submission/receipt process is automated. Keeps a register of suppliers and their bidding activity.*
- *Public bid opening is automated and sent to all participating bidders via email.*
- *Creation of Local Purchase Orders, and informing non-awarded bidders is automated.*
- *Eliminates the need for hard-copies of documents, reducing administrative costs (stationery, office furniture and space, etc.).*





RATIONALE FOR THE E-GP PRIVATE SECTOR TRAINING MANUAL

The aim of this manual is familiarizing trainers and private sector players with the concepts e-GP and how to compete for government tender opportunities from Government Procuring and Disposing Entities where the e-GP System has been rolled out. After going through this manual trainers and private sector players will understand more about e-GP System functionalities, how to register on the system, how to identify tender

opportunities, how to respond to running tender opportunities, respond to running tender opportunities, respond to bid notices but submitting compliant and responsive bids. Also, this manual guides on how to seek clarifications, monitor the bid opening of submitted bids, follow the evaluation process of the submitted bids among other functionalities where the

private sector interfaces with the e-GP.

This Electronic Government Procurement Training Manual contains important a simplified structure and design, which is intended to be used by e-GP trainers for the Private Sector players. It is meant to improve private sector providers competitiveness to tap into the Government Uganda tender opportunities available on the e-GP system.

This manual is composed of five modules, aiming to assist the private Sector audience to better understand electronic procurement and provide them with guidance in participation in government procurement opportunities and submission of competitive tenders. Furthermore, it provides an overview of the basic and advanced features and modules of e-Procurement systems, along with concise information on how to use each of the described e-Procurement modules.

This manual is intended to be used to build capacity of the private sector. It provides provides an opportunity to capacity building and training officers and consultants to provide knowledge to ensure increased access to markets without additional marketing efforts and a faster and more efficient method for quoting and increased order accuracy through receipt of electronic orders.

This manual will guide bidders to successfully prepare and submit the bids in e-GP without any complication and assist trainers to build capacity of providers who intend to use the e-GP. The training Manual and user guide contains all essential information and step by step guide on how to prepare and submit the bids in eGP.

HOW TO USE THIS MANUAL

This Training Manual is organized in several sections that correspond to different functions of the e-GP System relating to the Private Sector interface. Each section is supplemented with a cross-reference to the system and access guides contained in the User Guide. The Table of Contents provides an overview of the document content. It contains hyperlinks to the exact page of the content in the document so the reader can navigate directly to the relevant section. Each section starts with a brief overview of the content of that section, followed by a system navigation guide.



SECTION 1



E-GP User Registration

This section describes the main activities that must be accomplished by a prospective bidder / provider to access the E-GP System, it is recommended that trainers review the instructions in this section and guide system users.

The prospective providers must understand that the Electronic Government Procurement (e-GP) system is a web-based application and accessible from any browser using [link: https://egpuganda.go.ug](https://egpuganda.go.ug). The home page for the Government of Uganda e-procurement portal will be displayed. The providers can register, access the government business opportunities published on the e-GP System. They can also access the system for any information published by procuring and disposing entities in accordance with the terms and conditions for the use of the e-GP. Below is the detailed guide on the registration process.

THE HOME PAGE

This page provides a quick breakdown of the key information and access to key pages and corresponding functions in e-procurement that enable providers to create, navigate through the e-GP System.

The Home page displays the published procurement and disposal plans, most recent bid notices, best evaluated bidder notices, contracts awarded, approved supplier list, and login links to both suppliers and users of a Procuring and Disposing Entity (PDE). The Home Page consists of the following common functionality for users:

ALL	WORKS	SUPPLIES	CONSULTANT ...	NON CONSULT...
	Supplies	Motor vehicles - Armored motor vehicle...		Feb-05 2021
	Supplies	Office supplies - Conference folder...		Jan-20 2021
	Works	Naval bases Second Batch...		Jan-19 2021

Register as a Supplier (Provider Registration)

This area guides providers through registration of their company on the e-GP System Portal application. It guides providers through the following processes;

- 1. Creating a company temporary profile on the portal.**
- 2. Complete creation of company profile for review and approval.**
- 3. Searching for an available bid on the portal.**
- 4. Uploading delivering document on the portal.**

Providers are required to register on the e-GP system in order to participate in the procurement or disposal processes of procuring and disposing entities. The registration is undertaken through an online centralized registration system of the e-GP which is verified by the regulator (PPDA). The providers registered on the e-GP system are required to comply with the system requirements at the time of registration and during the use of this system. The system uses reliable and secured human verification methods or security codes, such as CAPTCHA and state-of-the-art technology tools or processes to protect it from unsolicited spamming and automated registration.

To initiate the registration process, bidder visits the e-GP System [<https://egpuganda.go.ug>] and fills in the personal and organizational detail. The registration request is verified and approved by the e-GP team. Once approved the bidder account will be activated and bidder can successfully log into the e-GP system.

This section guides providers on how to register, create a Supplier/bidder User Account before participating in any online tender. It provides information on the registration process, required documentation, how to log in to begin registration, how to register Supplier / provider profiles, how to complete the online registration, how to review the data and finalize the registration process.

Bidders and other potential users of the e-GP system are requested to please note the following points before applying for the 'New User Registration' on to the e-GP Portal:

- 1. Ensure that you have a valid e-mail ID before initiating the process of registering on to the e-GP Portal;**
- 2. Ensure that you have scanned copies of all required key documents to be uploaded for registration purposes; and**
- 3. Ensure installation of one of the browsers versions e.g. Mozilla Firefox and Google Chrome.**

Bidders / Providers or other potential Users can use the following 'e-GP New User Registration Process on the steps to be followed for the registration

In the New User Registration – Login Account Details, please enter the details as mentioned below:

Click the [Register as Supplier] button to open the user account creation page. The process of first-time registration requires one to create a user account on the portal prior creation of a company. Bidders are required to enter their full company names and a valid email address (email address should be created prior to use of the system). They will be required to select a security question and provide a security answer to protect their account, then enter a secret password and click the [Register] button. It is advisable to have a more secure password with at least 8 characters containing both Alphabets & Numbers. Please see few of the examples in the table below:

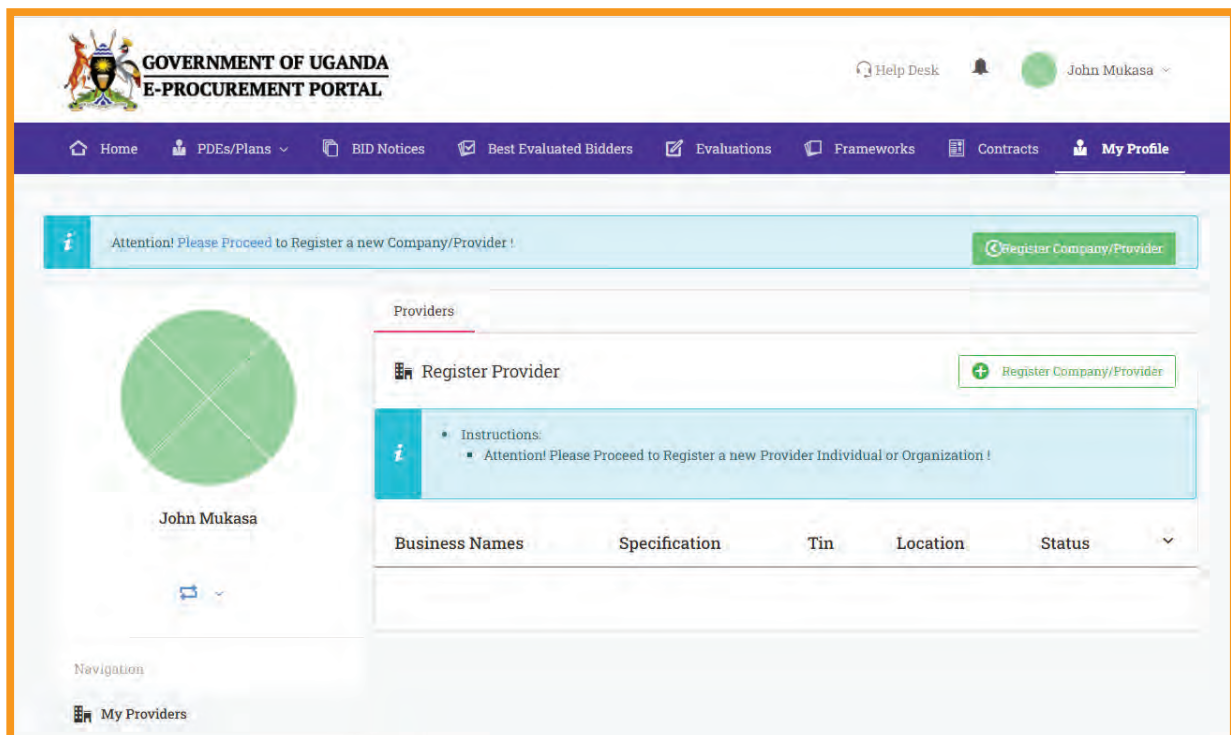
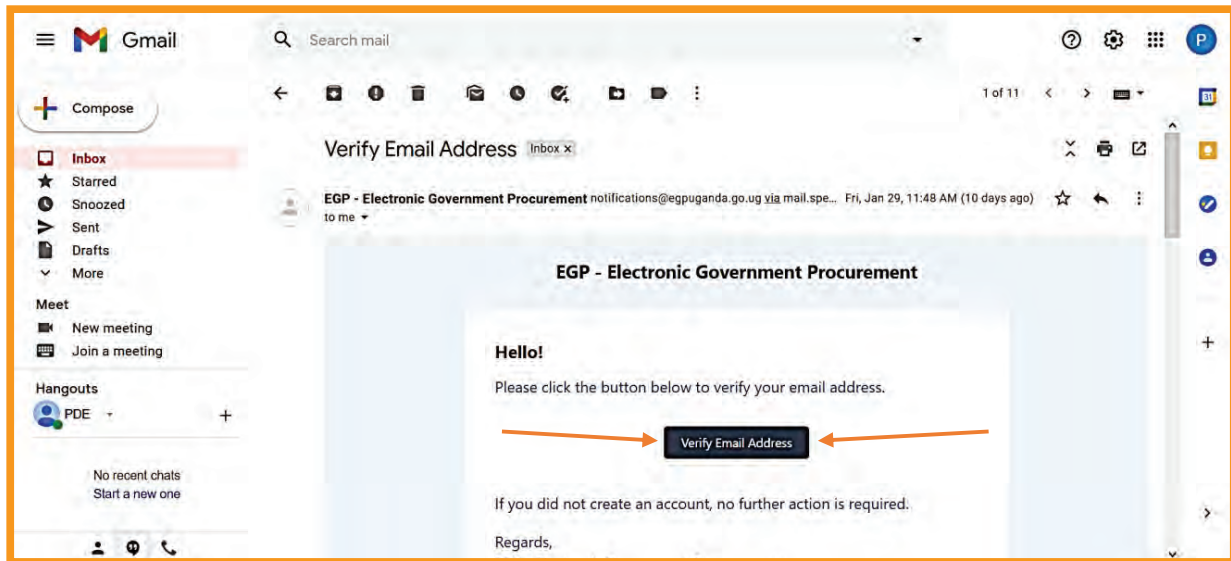
Table1: Password Creation

#	Password	Valid/Invalid	Reasons
1	kla	Invalid	Less than the required characters
2	kampalaltd	Invalid	No numeric number in the password.
3	98765432	Invalid	Only numeric number. No alphabets
4	Kampala!2022	Valid	Matches the required criteria. Minimum 8 characters, contains alphabets & numeric numbers. Providers can also add special characters like '&', '#', '-', '\$,?' etc in the password

Note: Please note that password is case-sensitive.

Get Started

Upon completion of the above registration process bidders receive a verification link sent via a registered email address and are required to sign in the email account to access the verification email and verify the registered email account by clicking the [verify Email Address] button. Bidders are advised to check spam folders in cases where the verification email cannot be traced in the inbox of the registered email, in case the email is found in the spam folder, they are required to the email to the inbox to allow access to the sent content. Once the bidder's email has been verified, they will be redirected to their accounts and prompted to begin the registration as a Company or as an individual provider e.g. consultant.



In case bidders fail to receive the verification email within 10 minutes, they are advised to navigate the e-GP system and click on [Click here to request another] as to resend the verification email.

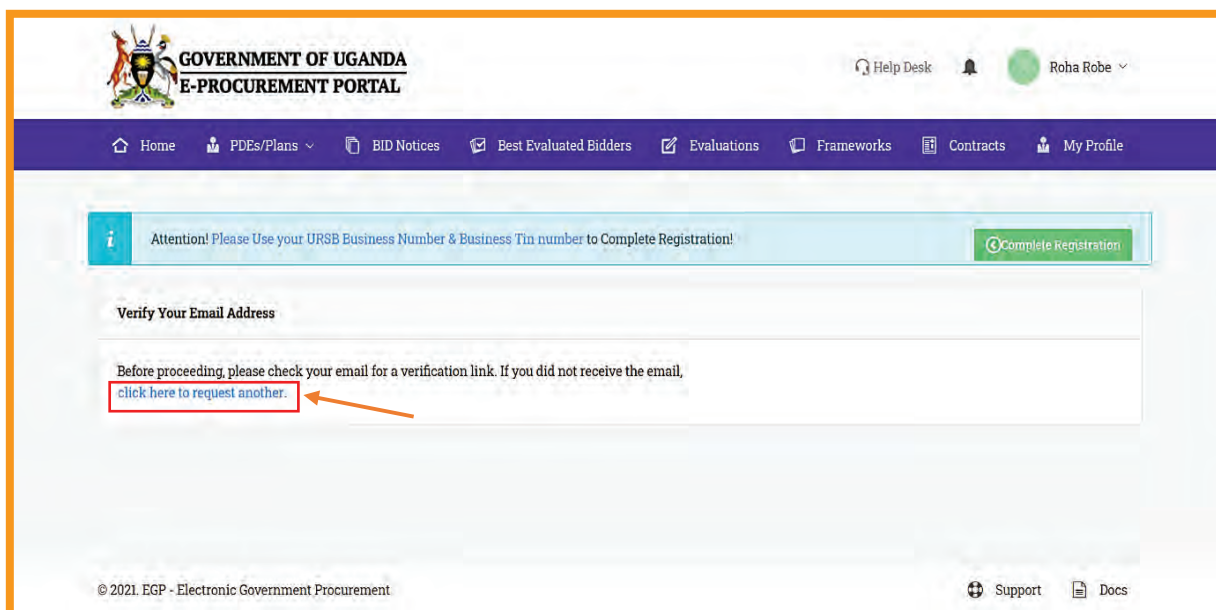


Table 2: User Registration confirmation

Login ID	kampalaltd@ kampalaltd.com	which would be the e-mail ID itself
Password	(Password is not stored in the e-GP data base. It is your obligation to keep password secret and not to reveal or disclose to anyone)	Password is not stored in the e-GP data base. It is your obligation to keep password secret and not to reveal or disclose to anyone
Verification Code	*****	System Generated Verification Code

Important Notes:

- Only valid and verified e-mail IDs are used to log in the e-GP system.
- All email alerts from e-GP will be sent to the registered email ID only.
- Keep your log in password secure.
- Please ensure that only one person from a firm, who is authorized to register on behalf of the firm as the bidder's Admin and authorized to further create other users for the firm in e-GP system to participate in e-procurement process should register on the e-GP portal.
- Many unsuccessful login attempts may block the User.
- In case of a forgotten Password, click on "Forgot Password" link in the home page to set a new Password.

SUPPLIER ACCOUNT MANAGEMENT

MANAGEMENT

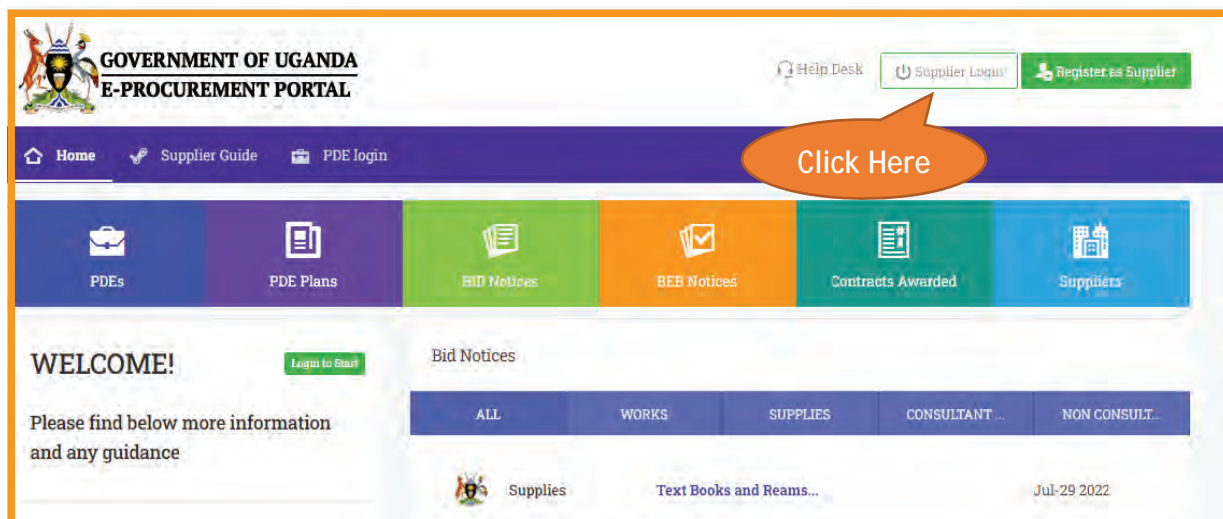
This section enables bidders to login to the e-GP system and open their company profiles. The users will then make necessary updates in details. Finally, after making the desired changes, the user (s) saves them.

In order to edit user accounts details, bidders can click on **[My Profile]** tab. They will be able to view current profile information. They can proceed to click on **[Edit User Details]** and will be able to make changes to account profiles. This includes: Name, Email Address, TIN and National ID information as well as login Password. Bidders can proceed to make the changes to profiles and click on **[Save]** to capture the changes.

Important Note: In case changes are made to provider's Email or Password, they will be logged out from the current session and prompted to login to their account with the new Email or Password.

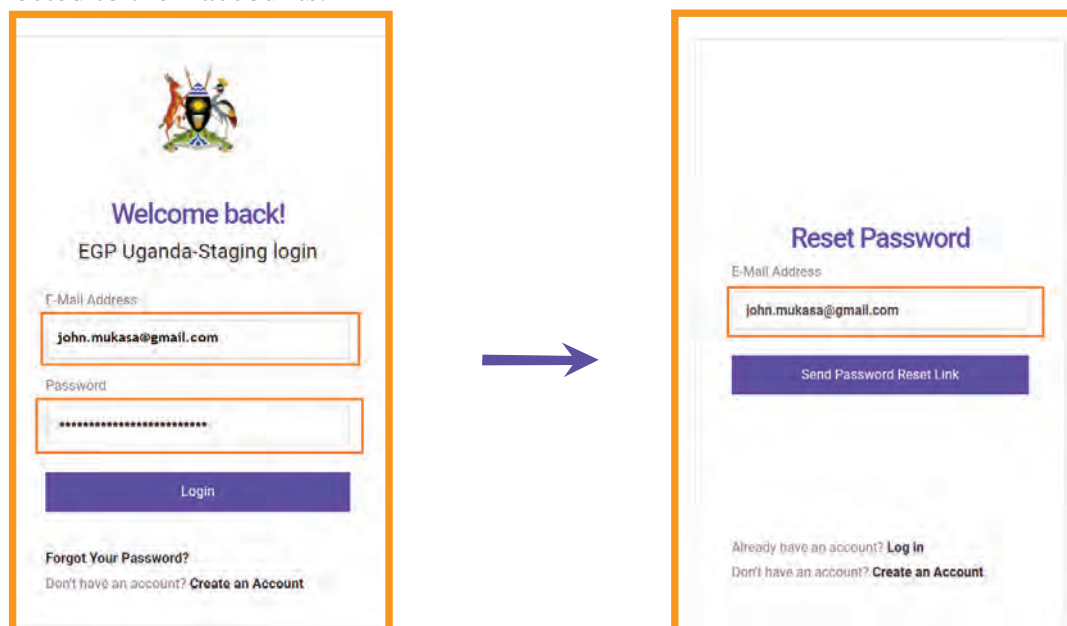
The screenshot displays the 'My Profile' section of the e-GP system. At the top, a navigation bar includes 'Home', 'PDEs/Plans', 'BID Notices', 'Best Evaluated Bidders', 'Evaluations', 'Frameworks', 'Contracts', and 'My Profile'. A notification banner at the top right says 'Attention! Please Proceed to Register a new Company/Provider' with a 'Register Company/Provider' button. The main content area is titled 'User Details' and shows a profile for 'John Mukasa'. The profile information is organized into two columns: 'User Details' (Name: John Mukasa, NIN, Tin Number) and 'Contacts' (TEL, Email, Current Address). Below this is an 'Instructions' section with a note: 'Please complete or Edit user details by clicking on Edit User details below'. A red box labeled '2' highlights the '+ Edit User Details' button. The form below, labeled '3', contains the following fields: 'Your name' (John Mukasa), 'Profile Picture' (No file selected, Choose File), 'Email' (john.mukasa@gmail.com), 'Phone' (+99-99-9999-9999), 'Enter Password', 'Confirm Password', 'Tin Number' (with a Validate button), and 'Nin Number' (CM-XXXXXXXXXX-TF with a Validate button). A red box labeled '4' highlights the 'Save' button at the bottom right.

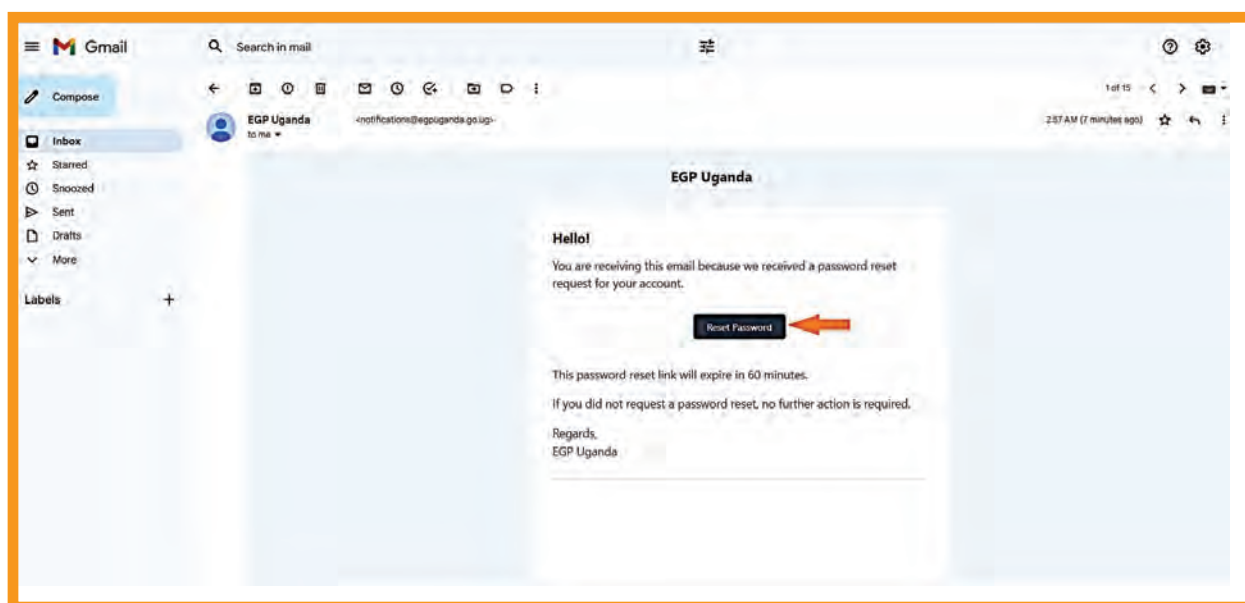
To login to bidder accounts, they are required to click on **[Supplier Login]** from the e-GP Home page – e-GP Uganda Staging Login. If the correct Email and Password is verified, you will be granted access to your account. Otherwise, you will be informed that either the Email Address or Password was incorrect. If incorrect, enter a correct email and password to proceed and follow the prompts.



PASSWORD MANAGEMENT

A password is very important and must not be shared by any other individual or bidder. In case bidders forgot their passwords, they can click on **[Supplier Login]** from the e-GP Home page and click on **[Forgot Your Password?]**. They can reset passwords by entering valid and registered / verified email addresses and click the send password reset link, then login to emails and locate the messages from the e-GP prompting bidders to reset their passwords. Once the **[Reset Password]** button is clicked, bidders will be redirected to the e-GP reset password page. They shall be required to proceed to enter the new password, confirm the new password and click **[Reset Password]**. They will be automatically redirected to their accounts.





SUPPLIER REGISTRATION

This sub section guides the bidders on how to register on the e-GP System, the key registration documents and details required and the linkage of the system with other key Government Agencies to automatically validate and confirm information provided by

Only registered bidders / providers can access the E-GP system. They are required to have matching details of their companies / firms to be successful in the registration process. The following are key registration details:

- **Company Registration Number** issued by URSB. Please note that the No two companies can have the same registration number if they have registered in Uganda.
- **Company name or business registration name** issued by a relevant government authority. Bidders are required to enter the Company Name and Business Registration Name as mentioned in the Registration Certificate. System will check if there is any company already registered with same company name then it will verify TIN and Trade License No.
- **Trade License:** Enter Trade License information or upload a copy as shall be guided.
- **Tax Registration / Tax Identification Number (TIN):** This should be issued by URA.
- **Past contract performance and financial information.**
- **Registered Office Address:** District, City, County, Town, Postal Address and Valid Telephone number.

**GOVERNMENT OF UGANDA
E-PROCUREMENT PORTAL**

Help Desk | John Mukasa

Home | PDEs/Plans | BID Notices | Best Evaluated Bidders | Evaluations | Frameworks | Contracts | My Profile

ORGANIZATION REGISTRATION

1 ACCOUNT DETAILS | 2 SUPPORT DOCUMENTS | 3 DETAILS | 4 FINANCIALS | 5 BUSINESS SECTORS | 6 EXPERIENCE | 7 PREVIEW & PRINT

REGISTRATION TYPE: *
COMPANY/ORGANIZATION

COUNTRY OF INCORPORATION/ REGISTRATION: *
Uganda

The Following details should be filled in by only Local Entities/Organizations/Individuals/Departments/Aurthity. Please use the correct Registered Numbers provided by the below Entities/Aurthity/Organizations after which you Click to Validate your Information. All grayed out fields will AUTO FILLED after Validating Business Number

BUSINESS REGISTRATION NUMBER: *
Business Registration Number [Validate]

URSB REGISTRATION/BUSINESS NAME:
Auto Generated URSB Registration Name

DATE OF INCORPORATION / REGISTRATION:
dd/mm/yyyy

URA/ TAX IDENTIFICATION NUMBER (TIN) #: *
TIN Number [Validate]

URA Details

URA/TAX REGISTRATION NAMES:
Auto Generated URA Registration Name

REGISTRATION STATUS
URA Registration Status

URA EMAIL
URA Email

CONTACT NUMBER
Contact Number

TELEPHONE NUMBER
Telephone Number

MOBILE NUMBER
Mobile Number

NSSF NUMBER/PENSION FUND EQUIVALENT:
NSSF number

NSSF REGISTRATION NAME:
Auto Generated NSSF Registration Name

Reset Form | Save As Draft

Previous | Next

Enter Business Number

Enter TIN Number

Bidders are required to enter the above information as guided below correctly and click the save button Mandatory fields must be field. Please note that the option of entering “Company Details” will not be available if the bidder is an Individual Consultant, these will be required to enter all the relevant personal details of the consultant who is going to participate & conduct all the activities on the eGP portal.

To register Companies / firms, bidders are required to ensure that they have active accounts on the system. Login with correct Email Addresses and Passwords and click on the banner message with the button labelled **[Register Company/Provider]**. Before registration on the e-GP system, providers are required to be legally incorporated or registered with URSB, have registered with URA with a Tax Identification Number, Valid Trading License. Below is the registration procedure on the e-GP Portal.

**GOVERNMENT OF UGANDA
E-PROCUREMENT PORTAL**

Help Desk [User Profile]

Home PDEs/Plans BID Notices Best Evaluated Bidders Evaluations Frameworks Contracts My Profile

ORGANIZATION REGISTRATION

ACCOUNT DETAILS DOCUMENTS ADDRESS DETAILS BUSINESS SECTORS EXPERIENCE PREVIEW & PRINT

REGISTRATION TYPE: *
Company/Organization

COUNTRY OF INCORPORATION/ REGISTRATION: *
Local Uganda

BUSINESS REGISTRATION NAME/S: *
INVESTMENTS LIMITED

DATE OF INCORPORATION / REGISTRATION:
11 / 07 / 2019

The Following details should be filled in by only Local Entities/Organizations/Individuals/Departments/Authority. Please use the correct Registered Numbers provided by the below Entities/Authority/Organizations after which you Click to Validate your Information. All grayed out fields will AUTO FILLED after Validating Business Number

BUSINESS REGISTRATION NUMBER: *
8002000

URSB REGISTRATION/BUSINESS NAME:
INVESTMENTS LIMITED

OK Valid

URA/ TAX IDENTIFICATION NUMBER (TIN) #: *
101

URA Details
URA/TAX REGISTRATION NAMES:
INVESTMENTS LIMITED

OK Valid

REGISTRATION STATUS: ACTIVE
URA EMAIL: @gmail.com

CONTACT NUMBER: 25677
TELEPHONE NUMBER: 00256

MOBILE NUMBER: 25677

NSSF NUMBER/PENSION FUND EQUIVALENT:
NSSF number

NSSF REGISTRATION NAME:
N/A

Reset Form Save As Draft

Click here to proceed

Previous Next

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REGISTERING A LOCAL (UGANDAN) COMPANY

This module guides Locally incorporated companies through the registration process on the e-GP System including validation of their registration documents with the URSB, URA and Local Authorities. The following is the detailed process for registration that Local Ugandan companies must go through.

To Register A Local Company, bidders are required to select the registration type as Company/Organization ensure that the selected country of incorporation/registration is Uganda. Enter the business registration number of the company e.g., 80020001097790, and click the **[Validate]** button. The Business name and date of incorporation will be auto populated from URSB once the validation is successful. Enter the company Tax Identification Number (TIN) and click the **[Validate]** button to retrieve company details from URA. The URA/Tax registration name and other fields will be auto populated once the validation is successful.

If the Business Registration Number and TIN are both valid, Click the **[Next]** button to proceed to the following step. In case validated details differ, they will see a notice on the cause of the mismatching information between the URSB returned details and the URA returned details that you can correct.

The Company details page will be displayed with the address details, shareholders and company representatives' information. This information is automatically loaded from URSB. Proceed to verify the information and make any necessary changes. Make changes to the District and County, and update the Street Address with the right information.

Document Upload for Local Companies / Firms / Providers

The required mandatory document for all local companies / firms is a valid Trading License. Providers can also upload their company logos where applicable. The supporting document should be saved in .pdf format for documents and .png for images and of maximum size of 5MB per file. Then Select the correct document the computer and will be attached onto the system, then click the **[Next]** button upon successful upload to proceed to the next step

The screenshot displays the 'UPDATE COMPANY REGISTRATION' web interface. At the top, a navigation bar includes links for Home, PDEs/Plans, BID Notices, Best Evaluated Bidders, Evaluations, Frameworks, Contracts, and My Profile. A notification banner states: 'Please note that the information you submit will only be accessible by registered PDEs, Register of Providers, Secretariat staff and authorized GoU agencies such as PPDA.' Below this, a progress bar shows seven steps, with 'SUPPORT DOCUMENTS' currently active. The form contains three main sections for document uploads:

- Upload Company Logo:** A file input field with 'Company Logo.jpeg' selected, a 'Choose File' button, and a preview of the logo. Accepted formats are gif, png, jpg, with a 5MB limit.
- Trading License/Business Operating License*:** A file input field with 'Company Trading License 2022.pdf' selected, a 'Choose File' button, and a preview of the license. Accepted format is pdf, with a 5MB limit.
- Other Attachments:** A file input field with 'No file selected', a 'Choose File' button, and a 'NO File' status. Accepted format is pdf, with a 5MB limit.

At the bottom right, there is an orange callout button that says 'Click here to Proceed'. At the bottom center, there are 'Reset Form' and 'Save As Draft' buttons, and a navigation bar with 'Previous' and 'Next' buttons.

UPDATE COMPANY REGISTRATION

ACCOUNT DETAILS | SUPPORT DOCUMENTS | **DETAILS** | FINANCIALS | BUSINESS SECTORS | EXPERIENCE | PREVIEW & PRINT

Instructions: please enter the provider's address and other details

COMPANY ADDRESS DETAILS:

EMAIL ADDRESS: * john.mukasa@gmail.com WEBSITE ADDRESS: https://globalwebsite.com

PHONE NUMBER: * +256 256779959110 OTHER NUMBER: +256 256779959110

District: * Buvuma County: * Buvuma town council

Street Address Instructions: Please Enter the most recent postal address

Street Address: * Plot 1005, Business Street, Buvuma Town

Update Address Details

If the details of the Organization Owners/Shareholders are not automatically populated from URSB, bidders can add them manually by clicking on **[Add More]** button. Proceed to add the Names, Gender, Position, Nationality and the Share contribution of each Shareholder and proceed to the next section of form. In case the company has no shareholders; this section can be left blank. Proceed to enter all the required information for the Representative/Secretary as well as the Approver/Director.

ORGANIZATION OWNERS/SHAREHOLDERS:

Please add any "Organization Owners/Shareholders" that have not been generated or missing thank you.

Names	gender	position	Nationality	Share	Action
John Mukasa	Male	CEO	Uganda	75	Remove
Paul Simmons	Male	Manager	United Kingdom	35	Remove
	-- select --		-- select Country --		Remove

Click to add another member

Add More

REPRESENTATIVE/SECRETARY

First Name: *
Jane

Last Name: *
Dora

Other Name:

Position: *
Secretary

Phone number: *
+256 7891234556

Email: *
dorajane@yahoo.co.uk

Reset Form Save As Draft

APPROVER/DIRECTOR

First Name: *
John

Last Name: *
Mukasa

Other Name:

Position: *
CEO

Phone number: *
+256 256779959110

Email: *
john.mukasa@gmail.com

← Previous Next →

Once done, click on **[Next]** to proceed to the Financial Details of your company. Enter the Turnover, Profit and Net Assets details of your company for the past two (2) years or more.

Important Note: In case the company is newly registered and has no turnover information, this section can be skipped.

✓ ACCOUNT DETAILS
✓ SUPPORT DOCUMENTS
✓ DETAILS
✎ FINANCIALS
B BUSINESS SECTORS
C EXPERIENCE
D PREVIEW & PRINT

FINANCIAL DETAILS:

Give your Financial Details below. However if you are newly registered live it blank.

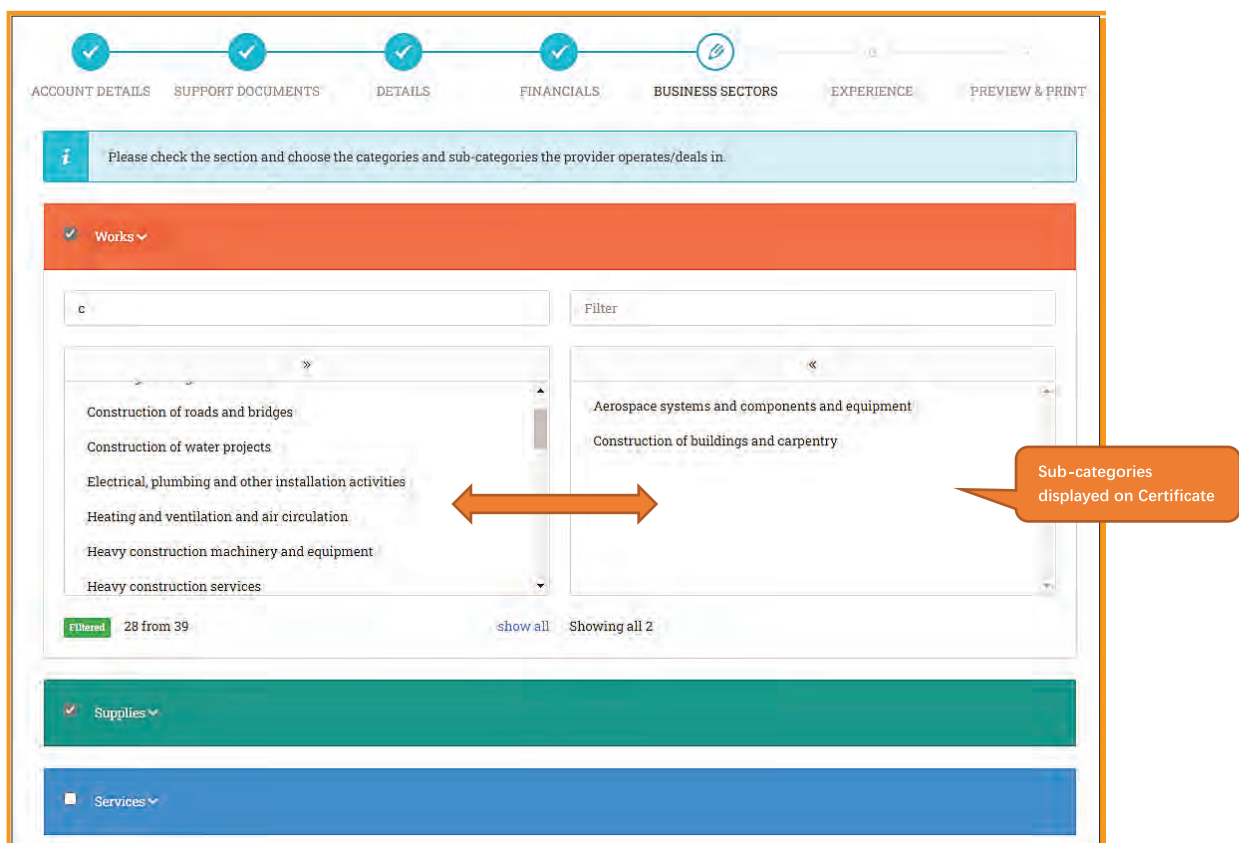
Year	Currency	Turnover	Profit(Af.Tax)	Net Assets	Action
2020	UGX	120000000	24000000	750000000	
2021	UGX	250000000	50000000	980000000	

Click to add more financial information ➕ Add More

Reset Form Save As Draft

← Previous Next →

Upon clicking the **[Next]** button, the Business sectors page will be displayed. Bidders will be required to click a category of their choice to reveal the list of sub-categories under that category. They can select more than one category. By clicking any sub-category of their choice, the main category i.e., Works/Supplies/Services remain selected. Proceed to select all the sub-categories that relate to the company and these will be displayed on the registration certificate.



Proceed to Click the **[Next]** button to access the Experience stage. The Experience page requires the providers to input their company experiences in terms of past projects. If applicable, input the project ID (**Procurement reference number**), Organization Name (Contracting authority), Project title as well as the contract sum and any relevant link **to** the project. Click the **[Add Record]** button to save projects to the providers list of Experiences. Click on the Menu icon to Edit or Delete details of any project added. Upon clicking the **[Next]** button, a form with all company registration details will be displayed. Providers will be required to verify and confirm that the information on the forms is accurate before submitting the forms. Accept the terms and conditions by checking/ticking a checkbox adjacent to the terms and conditions. Click the **[Submit Form]** button to submit their registration details.

Once all the above activity is performed, the data is updated in e-GP system. If approved the company or, consultant--will have access to the e-GP portal and can use the portal for to compete for tender opportunities and receive periodical and tender related information.

✓ ✓ ✓ ✓ ✓ ✎

ACCOUNT DETAILS SUPPORT DOCUMENTS DETAILS FINANCIALS BUSINESS SECTORS EXPERIENCE PREVIEW & PRINT

i Please add details of any project done by the providers. However if you are newly registered leave it blank

project ID:

Organization Name:

Project Title:

Contract Sum:

Relevant URL:

Record Details Saved.

✓ ✓ ✓ ✓ ✓ ✎

ACCOUNT DETAILS SUPPORT DOCUMENTS DETAILS FINANCIALS BUSINESS SECTORS EXPERIENCE PREVIEW & PRINT

i Please add details of any project done by the providers. However if you are newly registered leave it blank

project ID:

Organization Name:

Project Title:

Contract Sum:

Relevant URL:

ADDED EXPERIENCE DETAILS		
Project	Organization	Contract Sum
Supply of Construction Materials for WHO PRO Project	World Health Organisation	(USD) 56000

ACCOUNT DETAILS SUPPORT DOCUMENTS DETAILS FINANCIALS BUSINESS SECTORS EXPERIENCE PREVIEW & PRINT

[Print Slip](#)

Registration Application Details

Account details

BUSINESS REGISTRATION NAME/	COMPUTER IN U LTD
REGISTRATION TYPE	Local
DATE OF INCORPORATION / REGISTRATION *	2011-05-02
COUNTRY OF INCORPORATION/ REGISTRATION *	Uganda

URSB/ BUSINESS REGISTRATION NUMBER Details:

URSB/ BUSINESS REGISTRATION NUMBER	COMPUTER IN U LTD
URSB/ REGISTRATION/BUSINESS NAME	8001[REDACTED]

URA/ TAX IDENTIFICATION NUMBER Details:

URA/ TAX IDENTIFICATION NUMBER (TIN):	1003[REDACTED]
URA/ TAX REGISTRATION NAMES:	Mr [REDACTED]
URA/ REGISTRATION STATUS:	ACTIVE
URA/ EMAIL:	[REDACTED]
URA/ CONTACT NUMBER:	256779959110
URA/ TELEPHONE NUMBER:	00256
URA/ MOBILE NUMBER:	256779959110

NSSF/PENSION FUND EQUIVALENT Details:

NSSF/ PENSION FUND EQUIVALENT NUMBER

NSSF/ PENSION FUND EQUIVALENT REGISTRATION NAME: Empty

ORGANIZATION ADDRESS Details:

EMAIL ADDRESS: *	john.mukasa@gmail.com
WEBSITE ADDRESS:	https://globalwebsite.com
PHONE NUMBER:	2567799[REDACTED]
OTHER NUMBER:	2567799[REDACTED]
District:	Buvuma
County:	buvuma town council
Street Address:	Plot 1005, Business Street, Buvuman Town

FINANCIAL DETAILS Details:

Year	Currency	Turnover	Turnover	Net Assets
2020	UGX	120000000	240000000	750000000
2021	UGX	250000000	500000000	980000000

ORGANIZATION OWNERS/SHAREHOLDERS Details:

Names	gender	position	Nationality	Share
John Mukasa	male	CEO	Uganda	75
Paul Simmons	male	Manager	United Kingdom	25

REPRESENTATIVE Details:

First Name	Jane
Last Name	Dora
Other Name	
Position	Secretary
Phone number	+2567891234556
Email	dorajane@yahoo.co.uk

APPROVER/DIRECTOR Details:

First Name	John
Last Name	Mukasa
Other Name	
Position	CEO
Phone number	+256256779959110
Email	john.mukasa@gmail.com

Registration Category Details:

CATEGORY	SUB CATEGORIES
Works:	<ul style="list-style-type: none"> Aerospace systems and components and equipment Construction of buildings and carpentry
Supplies:	<ul style="list-style-type: none"> Building and construction materials Construction and maintenance support equipment

ORGANIZATION EXPERIENCE

project ID	Organization Name:	Project Title	Contract Sum.	Relevant URL
WHO/SUPPLY/2019/2020/1001	World Health Organisation	Supply of Construction Materials for WHO PRO Project	(USD) 56000	

I ACCEPT THE TERMS AND CONDITIONS AND CONFIRM THAT INFORMATION GIVEN IS CORRECT TO THE BEST OF MY UNDERSTANDING.

[← Previous](#) [Submit form →](#)

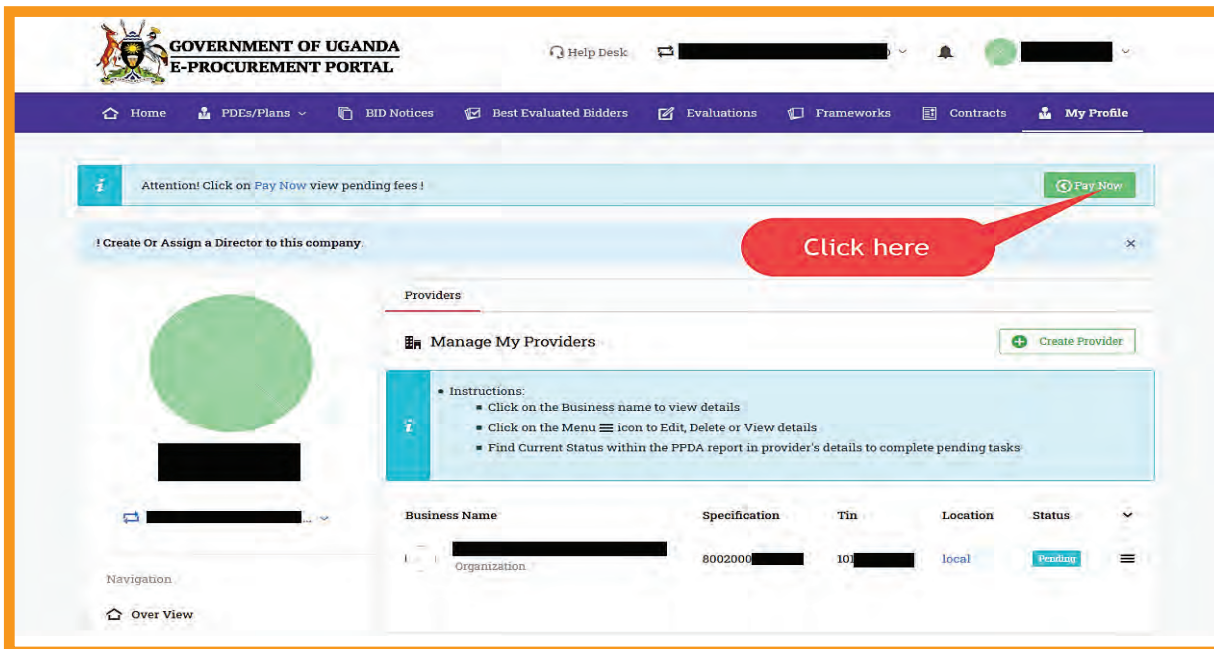
Click to Print this form

Click to Accept Terms and Conditions

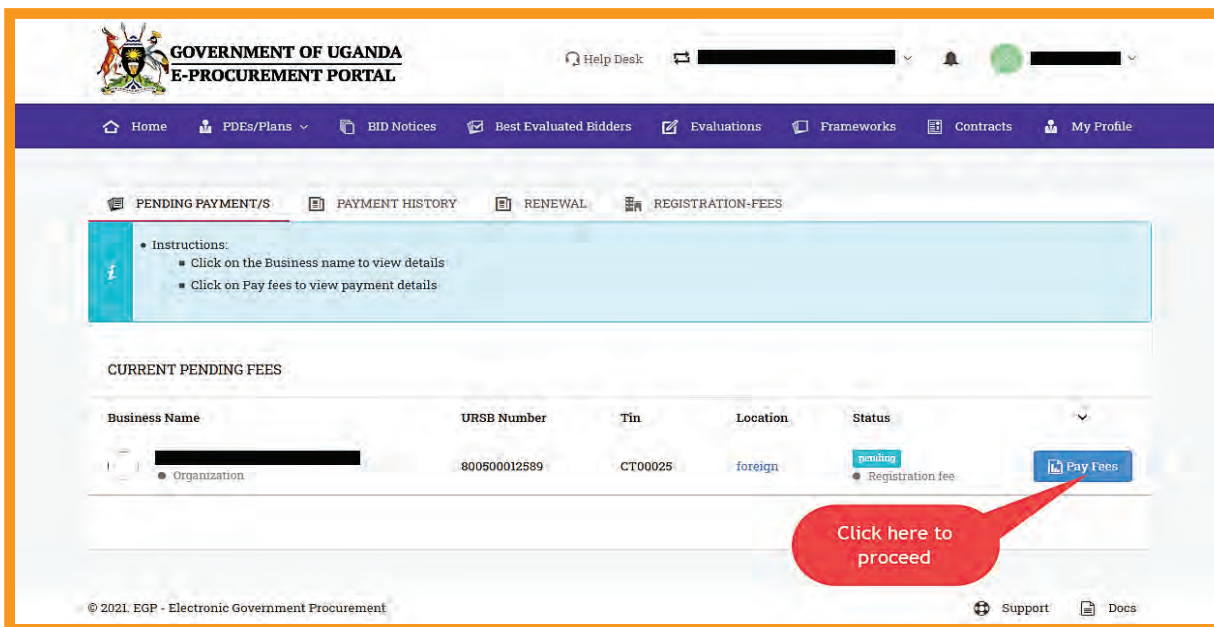
Click to Submit

FEES PAYMENT FOR SUPPLIERS

After successful submission of company registration details, bidders are required to pay for registration fees based on the categories (**Works/Supplies/Services**) selected. Navigate to Payments Page by Clicking on the **[Pay Now]** button. The payments page will be displayed. Click the **[Pay Fees]** button next to the provider's listed company.



The screenshot shows the 'Manage My Providers' section of the Government of Uganda E-Procurement Portal. A red callout bubble with the text 'Click here' points to a green 'Pay Now' button located in the top right corner of the page. The page includes a navigation menu with options like Home, PDEs/Plans, BID Notices, Best Evaluated Bidders, Evaluations, Frameworks, Contracts, and My Profile. A table lists providers with columns for Business Name, Specification, Tin, Location, and Status. The status for the listed provider is 'Pending'.

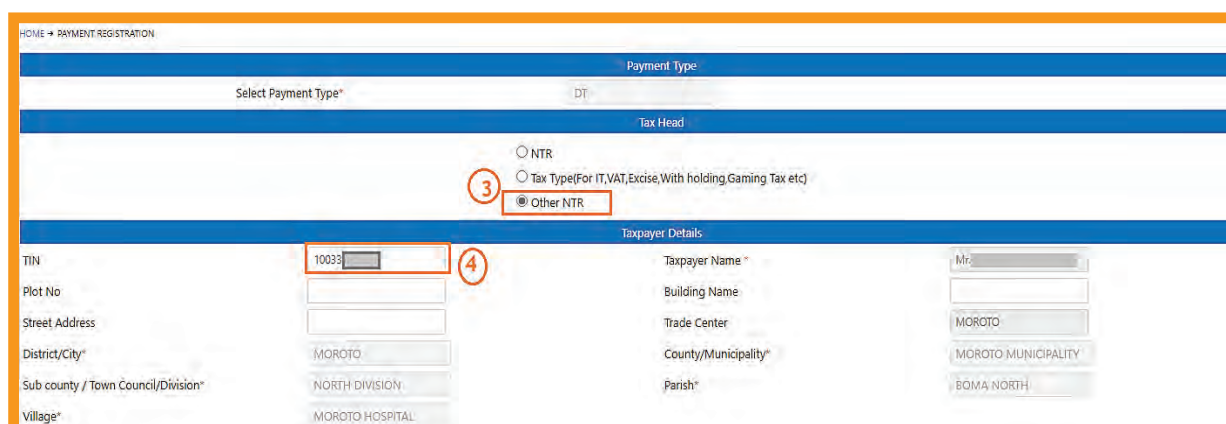


The screenshot shows the 'REGISTRATION-FEES' section of the Government of Uganda E-Procurement Portal. A red callout bubble with the text 'Click here to proceed' points to a blue 'Pay Fees' button located next to a provider's details. The page includes a navigation menu with options like Home, PDEs/Plans, BID Notices, Best Evaluated Bidders, Evaluations, Frameworks, Contracts, and My Profile. A table lists providers with columns for Business Name, URSB Number, Tin, Location, and Status. The status for the listed provider is 'pending' and the fee type is 'Registration fee'.

The payment fees are dependent on the categories selected at the time of the registration. To process payments, providers are required to navigate the URA portal to generate payment reference numbers. From any browser, type the link www.ura.go.ug and click on **[eServices]**. Under the eServices menu on the URA website, select Payment Registration. On the Payment Registration Page, of the Tax Head options, select “Other NTR” and enter the providers company TIN under the tax payer Details. Providers’ tax payer information will be automatically populated with the right information.



Under the details of Other NTR payments, bidders should select Public Procurement and Asset Disposals Authority as the Ministry/Department/Agency. Choose the category(s) as specified in the company registration form on the e-GP system and select the Tax Head as Local Fees. The URA system will automatically determine the total amount you need to pay as registration fees and display in on the screen.



Under the details of Other NTR payments, bidders should select Public Procurement and Asset Disposals Authority as the Ministry/Department/Agency. Choose the category(s) as specified in the company registration form on the e-GP system and select the Tax Head as Local Fees. The URA system will automatically determine the total amount you need to pay as registration fees and display in on the screen.

Details of Other NTR Payments

Ministry/Department/Agency * PUBLIC PROCUREMENT AND AS (5)

CATEGORY WORKS & SUPPLIES

TAX HEAD LOCAL FEES

Tax Head Description : LOCAL FEES

Reference Number

Assessment Date 01/08/2022

Amount * 262,500.00

Fees Calculation

Base Value (in UGX) 262500

Total Fees Payable (in UGX) 262,500.00

Providers can select their preferred payment method, copy the randomly generated CAPTCHA value and click on **[Accept and Register]** to generate payment registration slips. The payment registration slip can be presented to any bank or payment agents who will process them together with the payment and payment receipts presented back as proof of payment for the specified service. Once the payment receipts have been received, the providers are required to save them and upload them under the Pay Fees page of the e-GP system. Select the Payment Mode used to make the payment, then proceed to attach the payment receipts from their computers. Once the receipts have been uploaded, click on **[Submit Details]**

Identification Details

Type of ID Proof (Provide from the list given for ID proofs) --Select-- Identity Number

Payment Methods

Select how would you like to complete this payment

- Online Payment Options (VISA, MasterCard, American Express, Union Pay, Mobile Money)
- Payment Transfer Instructions (EFT, RTGS and Swift)
- Other Payment Options (Cash, Cheque, Mobile Money, Demand draft, Point of Sale)

Click here to view [List of Banks](#) authorized to collect URA Payments

Enter text from Given the image*


G7hd68

G7hd68
(Letters are case sensitive)

Fields marked with * are mandatory

Declaration : I declare that the information given on this application is true and correct and that failure to provide correct information may result in delayed processing or rejection of this application .

Accept and Register Back




Uganda Revenue Authority

Payment Registration Slip

For General Tax
call our Toll Free
(256) 800117000
Or log on to URA web portal
<https://www.ura.go.ug>

Mr.
BOMA NORTH,
MOROTO HOSPITAL,
NORTH DIVISION, MOROTO MUNICIPALITY,
MOROTO, MOROTO

NOTICE DT-2074
Notice Date :
Taxpayer NIN
Taxpayer TIN
 10033 1423
Payment Registration Number
 2230001031112



Payment Registration Details

Tax Head : PUBLIC PROCUREMENT AND ASSET DISPOSALS AUTHORITY -> WORKS & SUPPLIES -> LOCAL FEES			
Amount (in UGX) :	262,500	Base Value (in UGX) :	262,500.00
Units :	0	Identity Proof Type :	NA
BPAF Serial Number :	NA	Identity Proof Number:	NA
Reference Number :	2023INTERIMDF1472399	Reference Date :	01/08/2022
Country Of Registration:	-		

CHEQUES ONLY

Bank	Cheque No	Amount (UGX)

Amount in words: _____

BANK STAMP AND ENDORSEMENT

CASH ONLY

Currency	Amount
50,000/=	
20,000/=	
10,000/=	
5,000/=	
2,000/=	
1,000/=	
500/=	
200/=	
100/=	
50/=	
20/=	
10/=	
5/=	
Total	

Paid in by	Contact Number
Signature	SEARCH CODE 4084286558765Z

This notice has been issued for and on behalf of the Commissioner / Commissioner General

Upon submission, providers will be notified that your registration fees were successfully received and credited and the providers companies will be pending approval. Providers can Navigate to My Profile then My Providers to view the approval status of their companies. Once the companies have been reviewed, they will receive a notification on their email that either the registration was successful or not successful. If the company registration is approved, they will receive emails and SMSs confirming the approval. The status of the companies will not change to show Active.

Supplier Training Manual for e-Government Procurement System of Uganda

25


Payment Details

i Applicants that are registered under the following three categories will pay fees for Registration and Annual Renewal as follows:

categories	Works <input checked="" type="checkbox"/>	Supplies <input checked="" type="checkbox"/>	Services <input type="checkbox"/>	total
Account	187,500.00	150,000.00	150,000.00	262,500.00

1	Company / Individual Account 1119	COMPUTER IN U LTD
2	User full Names	Byaruhanga Abura
3	Business Registration Number	80010000617110
4	Tax Identification Number (TIN)	1003331423
5	Telephone Number	256779959110
6	Email	john.mukasa@gmail.com
7	Description of service	Registration fee
8	Transaction Reference Number	RF2262618R2355630
9	Payment Reference Number	URA Auto Generated
10	Payment Due date	URA Auto Generated (day/month/year)
11	Discount on category (50%)	50%
12	payment amount/fees	262,500.00
13	payment mode	Other (Cash,Cheque,Mobile Money,Demand Draft,Point of Sale) ▼

Note: If you already have a PPDA certificate for this year, do not pay again, Please attach the certificate in the upload section below

14	Upload Payment Receipt formats: jpeg, jpg, png, pdf Max file size 2Mb	<div style="border: 1px solid orange; padding: 5px;">  <input type="button" value="Choose File"/> No file chosen. </div>
15	Payment Status -1119	Pending Payment

The screenshot shows the 'My Profile' page for a user named John Mukasa. The navigation menu includes Home, PDEs/Plans, BID Notices, Best Evaluated Bidders, Evaluations, Frameworks, Contracts, and My Profile. The main content area is titled 'Providers' and contains a 'Manage My Providers' section with a 'Register Company/Provider' button. Below this is an information box with instructions:

- Click on the Business name to view details
- Click on the Menu icon to Edit, Delete or View details
- Find Current Status within the PPDA report in provider's details to complete pending tasks

 A table below lists providers with columns: Business Names, Specification, Tin, Location, and Status. One provider, 'ABC COMPANY Organization', is listed with a 'Pending' status. The navigation sidebar on the left includes My Providers, Bid History, Payments, and My Profile.

Business Names	Specification	Tin	Location	Status
ABC COMPANY Organization	80020000027705	1010108071	local	Pending

This screenshot is identical to the one above, but the status of the 'ABC COMPANY Organization' provider has changed to 'Active'. The rest of the page layout, including the navigation menu, instructions, and sidebar, remains the same.

Business Names	Specification	Tin	Location	Status
ABC COMPANY Organization	80020000027705	1010108071	local	Active

In case the company registration is rejected, the provider will receive an Email and an SMS notification of the status. When they login to their accounts, they will see a red banner on the login page informing their companies have been rejected

Click to here to view the report

COMPUTER IN U LTD has been rejected, please review the PPDA ROP report

LOCAL ORGANIZATION INFO

ORGANIZATION DETAILS

CONTACTS

John Mukasa
john.mukasa@gmail.com
COMPUTER IN U LTD

Navigation

- My Providers
- Bid History
- Payments
- My Profile

Instructions:

- Use the tabs below to navigate to the provider information
- Find Current Status within the PPDA report in provider's details to complete pending tasks

Providers Report Directors/Owners Address Sectors Financial Experience Documents Requests

Registration Reports

#	Comment	Title	decision	Start Date	Status	Action
1	Click Details	2022 PRV/WKRS/SUPLS/220801194/AUG/22	reject	2022-08-01 18:22:59	canceled 2022-08-01 18:26:31	View

Please upload a valid trading license.

Reason for Rejection

REJECTED

In case of a rejection, navigate to My Profile then My Providers to view their companies. Click on the Menu icon and click on **[Edit organization]** to update their company details as per the reason for rejection from the PPDA. Once providers have made the required changes, they can submit the registration details and await review.

Providers Report Directors/Owners Address Sectors Financial Experience Documents Requests

Register Provider

Register Company/Provider

Instructions:

- Attention! Please Proceed to Register a new Provider Individual or Organization !

Business Names	Specification	Tin	Location
COMPUTER IN U LTD Organization	80010000617110	1003331423	local

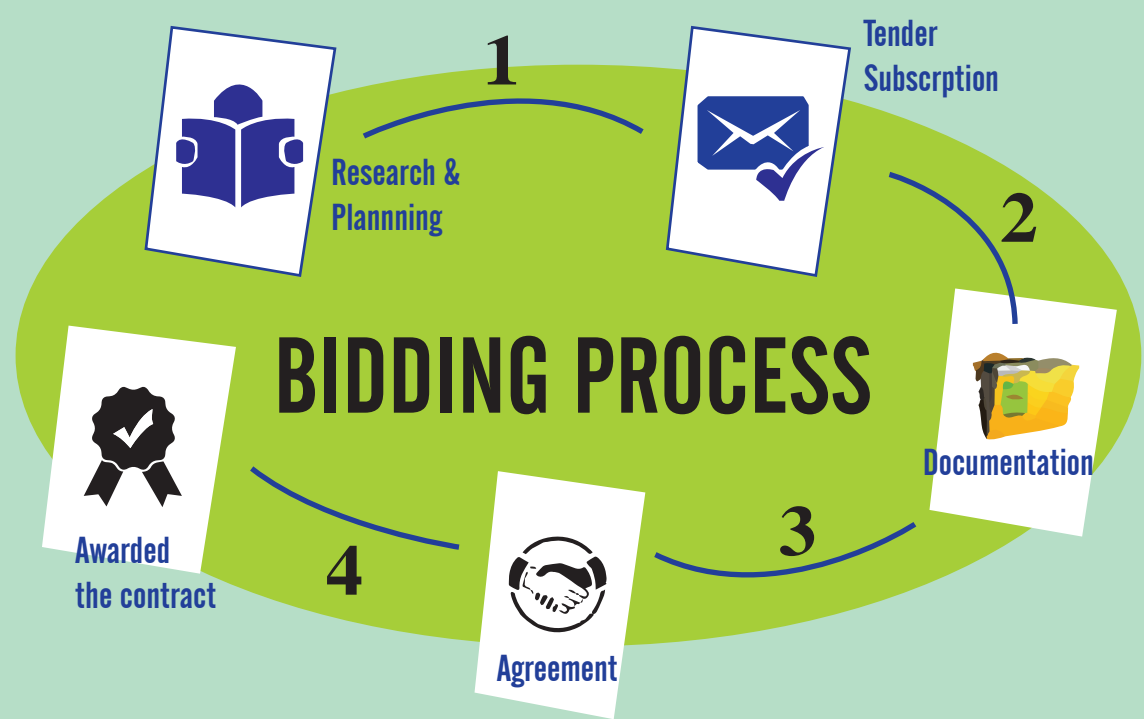
Rejected

Click Here to view menu

- View Details
- Assign Director
- Manage Bids
- Edit Organization



SECTION 2



This Section provides detailed information on how to submit a Bid / Proposal: covering bid submission processes including how to search and view opportunities in the e-GP system, how to participate in tender opportunities and prepare bid responses, and how to make the final bid submissions and confirm that the bids have been submitted. This module also covers payment of bid fees, subscription to tender / acceptance of bid invitation, pre-bid meetings, bid preparation including bid formats, how to insert bid items and unit prices, uploading supporting documents, requests for clarifications, withdrawal of bids before the submission deadline. Below is the detailed guide.

Providers are able to participate in their respective procurement processes of interest once they have been published or when they have been exclusively invited. When a bid is published, all suppliers registered in the category of the bid i.e., Supply, Works or Services receive a notification on their emails inviting them to participate in the bid. To submit bids for procurement process, providers are required to login to their accounts using their username and passport and navigate to the **[Bid Notices]** Tab.

GOVERNMENT OF UGANDA
E-PROCUREMENT PORTAL

Help Desk | JAMBULA ENTERPRISE LIMITED | John Mukasa

Home | PDEs/Plans | **BID NOTICES** | Best Evaluated Bidders | Evaluations | Frameworks | Contracts | My Profile

WELCOME
Please find below more information and any guidance

- Welcome to eGP supplier Portal
- What is eGP supplier Portal ?
- Validate Registration Certificate
- Supplier Registration Guide
- Guide Channel
- PDE OverView Guide

Bid Notices

ALL	WORKS	SUPPLIES	CONSULTANT ...	NON CONSULT...
		Supplies	Text Books and Reams...	Jul-29 2022
	Works		Construction of hospital in mukono...	Jul-29 2022
		Supplies	books...	Jul-26 2022
		Supplies	Branded note books...	Jul-28 2022

[View All](#)

All bids that are open to general public are available under **BID NOTICES** and for bids where the supplier has been shortlisted these bids are available under **SHORTLISTED**. To find any bid, the supplier can scroll through the list of available bids or utilise the Search option. If you are interested in a particular bid, proceed to click on **[View Details]** to view more information about the bid and prepare to submit your bid.

BID NOTICES | **SHORTLISTED** | DISPOSALS | BID OPENING | BID ARCHIVES

Search...

Show: 10

Procurement & Disposal Entry	Procurement Method	Bid Details	Status	published	Deadline	Actions
MoTPDE/WRK/2021-2022/00002 MoWE Training PDE	OPEN DOMESTIC BIDDING METHOD	Heavy construction services - Construction of a Water Supply System	Send Bid	2021-08-24 12:04:59pm	2022-08-10 09:30:00am	View Details
MoTPDE/WRK/2021-2022/00007 MoWE Training PDE	OPEN DOMESTIC BIDDING METHOD	Civil engineering - Construction of office block	Send Bid	2021-08-31 11:55:21am	2022-08-31 10:00:00am	View Details

All Public Bids

Shortlisted Bids

Click to View Bid Details

FEES PAYMENT FOR BIDS

For tenders/bids that require payment before participate, the supplier will be required to pay the Bid participation fees before they can access the full bid details. Provider will view the notice and click on **[Pay Fees]**.

No #	PROCUREMENT REF NUMBER	SUBJECT OF PROCUREMENT	BID FEE
1	OPM003/SUPLS/2022-2023/00007	MOTOR VEHICLES - Motor Vehicles	UGX 100,000.00

You will then be presented with an interface to generate the payment reference number for the bid. Select your preferred Payment Mode, Accept the terms and Conditions and click on **[Generate PRN]**. A notice will appear on the screen showing that the Payment Reference Number was Successfully registered. Proceed to Print the payment slip and present it to any Bank or Financial supporting agency and pay the bid participation fee.

No #	PROCUREMENT REF NUMBER	SUBJECT OF PROCUREMENT	BID FEE
1	OPM003/SUPLS/2022-2023/00007	MOTOR VEHICLES - Motor Vehicles	100,000.00

1	Company / Individual Account	Jambula Enterprise Limited
2	User full Names	John Mukasa
3	Billing Reference Number	OPM003/SUPLS/2022-2023/00007
4	PRN (Payment Reference Number)	Enter or CLICK GENERATE PRN
5	Billing fees	100,000.00
6	payment mode	Select Payment Mode

By Clicking the Generate PRN button, you agree to our TERMS and CONDITIONS as well that the above INFORMATION with the FINANCIAL details are correct to your understanding.

Accept the terms

Close Generate PRN

PRN HAS BEEN SUCCESSFULLY GENERATED

PRN Generated Details

No #	PROCUREMENT REF NUMBER	SUBJECT OF PROCUREMENT	BID FEE
1	MoWE/WRKS/2021-2022/00136	Completion of 6No. Solar Powered Micro Irrigation Systems Phase I	100,000.00

1	Company / Individual Account	Jambula Enterprise Limited
2	User full Names	John Mukasa
3	Billing Reference Number	2022RF7746282R28496046
4	PRN (Payment Reference Number)	2230001077618
5	Billing fees	100,000.00

By Clicking the Generate PRN button, you agree to our TERMS and CONDITIONS as well that the above INFORMATION with the FINANCIAL details are correct to your understanding.

[Print Payment Slip](#)
[Pay Online](#)
[close](#)
[Reset PRN](#)
[Track PRN](#)

Once you have successfully completed the payment, click on **[Track PRN]**. The system will verify that the payment was successful and grant you access to the bid document. To verify that you have full access to the bid document, the notice will be the buttons available to the supplier.

[Request for more Information](#)
[SBD-DOC- : Construction Of A Water Supply System](#)
[Respond To](#)
[Decline](#)

To request for information about the Bid, Click on **[Request for More Information]**

To get a copy of the Standard bidding document, click on **[SBD-DOC-:]**

To begin your response to the bid, click on **[Respond To]**

To decline the bid and return to the e-GP home page, click on **[Decline]**

REQUEST FOR BID CLARIFICATION

In case something is not clear on the bid notice, the supplier can send a request for clarification to the entity. To do send a request, click on **[Request for Clarification]**.

The screenshot shows the 'Request for Clarification' interface. At the top, there are navigation tabs for 'BID NOTICE' and 'REQUEST FOR CLARIFICATION'. A green button labeled 'Back To Notices' is on the left, and a 'Request For Clarification' button with a red arrow icon is on the right, highlighted with a green box and an orange arrow. Below this is the 'Office of the Prime Minister' logo and the text 'Office of the Prime Minister'. A dark blue banner reads 'REQUEST FOR QUOTATIONS'. Below the banner, the text 'Jambula Enterprise Limited / PLOT 3456, RESIDENTS LANE, BLANTYRE-MALAWI' is displayed, along with 'Submission Deadline: 02 Aug, 2022' and 'Published Date: 2022-08-02 06:55:53pm'. A table with four columns is shown:

No #	PROCUREMENT REF NUMBER	SUBJECT OF PROCUREMENT	BID FEE
1	OPM003/SUPLS/2022-2023/00008	General Stationery - Assorted Stationary	UGX 0.00

Below the table, it says 'Dear Sir/Madam' and 'Request for Quotations for GENERAL STATIONERY - ASSORTED STATIONARY - OPM003/SUPLS/2022-2023/00008'.

The clarification dialog box will appear on your screen. Proceed to type the Title of your clarification and the full details of the clarification. In case of need to attach any supporting document with detailed information on the clarification sought, proceed to click on **[Choose File]** option to locate the file from your computer. Once you have completed the sections of the clarification, click on **[Submit]** to send the request to the entity. A confirmation message will be displayed, showing that the request was successfully submitted.

The screenshot shows a dialog box titled 'REQUEST FOR MORE INFORMATION ABOUT THE NOTICE'. It contains the following fields and buttons:

- TITLE:** A text input field containing 'Pre-Bid meeting'.
- What do you need?:** A text area containing 'When and where is the venue for the pre-bid meeting?'.
- SUPPORTING DOCUMENT:** A button labeled 'Choose File' next to the text 'No file chosen'.
- Accepted formats: XLS XLSX DOC DOCX PDF Max file size 25Mb
- At the bottom right, there are two buttons: 'Close' and 'Submit'. A blue arrow points to the 'Submit' button.

All bid clarification requests and responses are available to all bidders. To access the responses to bid clarifications, click on **[Request for Clarification]**. All clarifications from other suppliers will be available here. Click on the title of any clarification request to view the responses from the entity.

BID NOTICE | **REQUEST FOR CLARIFICATION** ←

Back To Notices | Request For Clarification | Print Notice


Office of the Prime Minister

REQUEST FOR QUOTATIONS

Jambula Enterprise Limited / PLOT 3456, RESIDENTS LANE, BLANTYRE-MALAWI
Submission Deadline: 02 Aug, 2022
Published Date: 2022-08-02 06:55:53pm

No #	PROCUREMENT REF NUMBER	SUBJECT OF PROCUREMENT	BID FEE
1	OPM003/SUPLS/2022-2023/00008	General Stationery - Assorted Stationary	UGX 0.00

Dear Sir/Madam

Request for Quotations for GENERAL STATIONERY - ASSORTED STATIONARY - OPM003/SUPLS/2022-2023/00008

BID NOTICE | **REQUEST FOR CLARIFICATION**

Back To Notices | Request for more Information

No #	PROCUREMENT REF NUMBER	SUBJECT OF PROCUREMENT
1	OPM003/SUPLS/2022-2023/00008	General Stationery - Assorted Stationary

+ Pre-Bid meeting Click to View information

+ Administrative Requirements

Pre-Bid meeting

DESCRIPTION:	When and where is the venue for the pre-bid meeting?
ATTACHED DOCUMENT:	No document
FILED ON :	Aug-02 2022
POSSIBLE RESPONSE DATE:	Aug-17 2022
ACTUAL RESPONSE DATE:	Aug-02 2022 20:44
RESPONSE:	We shall have a pre-bid meeting at the Entity Headquarters on August 22 2022 at 11 am. An official notice is attached herein. Company Trading License 2022.pdf

BID SUBMISSION

Once you are ready to respond to the bid. Click on **[Respond To]** option to submit your bid. Review the specification and compliance sheet of the bid and download and download any bid attachments as they may have more information about the bid.

The screenshot shows a web interface for bid submission. At the top, there are buttons for 'Request for more Information', 'SBD-DOC : Construction Of A Water Supply System', 'Respond To', and 'Decline'. Below these, there are navigation links like 'Back To Notices' and 'Request for more Information', along with a 'Print Slip' button. The main heading is 'MoWE Training PDE', with a red box around the link 'Specification and Compliance Sheet'. Below this is a table with the following details:

SUBJECT	Heavy construction services - Construction of a Water Supply System
PROCUREMENT METHOD	Open Domestic Bidding Method
REF NUMBER	MoTPDE/WRK/2021-2022/00002
COMPANY	Jambula Enterprise Limited
BID ATTACHMENT	CONTENT DEVELOPMENT FINAL SBD-RFP-for-consultancy-services-without-publication-of-EOI final - (2).pdf

After reviewing the specifications of the bid on the bid attachment, proceed to complete the Preliminary and Detailed sections of the bid where applicable. Sections marked with Response or Responses * requires the supplier to input their responses. To give more clarity to your response on any criteria, you can use the Justification and Attachment sections below the response to add all the relevant supporting response to the criteria.

TABLE 1 – PRELIMINARY EXAMINATION AND ASSESSMENT OF ELIGIBILITY

Eligibility Criteria	
Criteria	Tax Clearance Certificate <small>Enter the Tax Clearance Certificatenumber in the field to your right to verify the Tax Clearance Certificate</small>
Responses *	<input type="text" value="Tax Clearance Certificate number"/> <input type="button" value="Validate"/>
Justification	Description
Attachment	<input type="button" value="Choose File"/> No file chosen
Criteria	NSSF Clearance Certificate <small>Enter the NSSF Clearance Certificatenumber in the field to your right to verify the NSSF Clearance Certificate</small>
Responses *	<input type="text" value="NSSF Clearance Certificate number"/> <input type="button" value="Validate"/>
Justification	Description
Attachment	<input type="button" value="Choose File"/> No file chosen

NOTE: Documents attached once uploaded from your computer, will appear in blue to indicate that they have been successfully uploaded onto the system. At the financial section of the bid, identify your Unit Price and VAT value and enter them in the section.

Administrative Compliance Criteria

Criteria	Audited Books Of Accounts
Responses *	Audited Books of Accounts.pdf Choose File No file chosen
1	Justification Description
Attachment	Choose File No file chosen
Criteria	Powers Of Attorney
Responses *	Powers of Attorney.png Choose File No file chosen
2	Justification Description
Attachment	Choose File No file chosen

File attached successfully

Add More information Here

Complete the unit and total prices for each item listed below.

#	Description of Supplies	Unit Price	VAT(%)	Total Price
1	Construction of a Water Supply System in PADER Quantity: 1 Unit of Measure:	210,000,000.00	18	247,800,000
			VAT Amount: 37,800,000 before VAT:	210,000,000
			Total Price before VAT	210,000,000
			Total VAT	37,800,000
			Other Additional Costs	0.00
			Subtotal	247,800,000
			Total order price	247,800,000
			Discount in Percentage	0%

The Total Price before VAT, VAT Amount and Total order price are calculated atomically based on the specified quantity. The supplier can enter Other Additional costs and offer any discounts where necessary to the bid. In case additional Costs are added, the supplier will be required to enter the description of the additional cost and attach any supporting file for the additional costs.

1	Construction of a Water Supply System in PADER	210,000,000.00	18	247,800,000
Quantity: 1 Unit of Measure:		VAT Amount: 37,800,000		before VAT: 210,000,000
Total Price before VAT				210,000,000
Total VAT				37,800,000
Other Additional Costs				5,000,000.00
Subtotal				252,800,000
Total order price				252,800,000
Discount in Percentage				2

Additional Cost Description:	Cost if for Insurance cover, to be remitted separate to the insurance company. See supporting file.
------------------------------	---

Additional Cost attachment:	Business Insurance costs.PNG <input type="button" value="Choose File"/> No file chosen
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Attach supporting file:	<input type="button" value="Choose File"/> No file chosen
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SBD-Document:	SBD.pdf <input type="button" value="Choose File"/> No file chosen
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I accept the TERMS and CONDITIONS and confirm that INFORMATION with the FINANCIAL details are correct to my understanding.

Supplier can proceed to attach the Standard Bidding Documents (**SBD**) where applicable and accept the Terms and Conditions. If the provider clicks on **[Save As Draft]**, the capture information and attachments are saved for further edits. If the provider clicks on **[SUBMIT]**, the bid will be sent to the entity for further action. The system will display message indicating that the bid has been successfully submitted.

The supplier will have a copy of their bid response. To view all the information submitted to the entity, click on **[View Response]** on any bid you have previously submitted.

Bid submitted successful

BID NOTICE REQUEST FOR CLARIFICATION

Back To Notices

Request For Clarification

Print Notice



MoWE Training PDE

BID NOTICE UNDER OPEN BIDDING

OPEN

Submission Deadline: 10 Aug, 2022

Published Date: 2021-08-24 12:04:59pm

No #	PROCUREMENT REF NUMBER	SUBJECT OF PROCUREMENT	BID FEE
1	MoTPDE/WRK/2021-2022/00002	Heavy construction services - Construction of a Water Supply System	UGX 0.00
BID ATTACHMENT	CONTENT DEVELOPMENT FINAL SBD-RFP-for-consultancy-services-without-publication-of-EOI final - (2).pdf		

HEAVY CONSTRUCTION SERVICES - CONSTRUCTION OF A WATER SUPPLY SYSTEM - MoTPDE/WRK/2021-2022/00002

- MoWE Training PDE has allocated/received funds to be used for the acquisition of Heavy construction services - Construction of a Water Supply System.
Source of Funding from **UNSPECIFIED**
- The Entity invites sealed bids from eligible bidders for the provision of the above works.
- Bidding will be conducted in accordance with the open [insert domestic or international] bidding method contained in the Government of Uganda's Public Procurement and Disposal of Public Assets Act, 2003 and is open to all bidders.
- Interested eligible bidders may obtain further information and inspect the bidding documents at the address given below at 8(a) from [insert office hours] or at the e-GP portal (<https://www.eproc.gov.com>).
- Bidders must pay a non-refundable participation fee of [insert amount in local currency]. The method of payment will be through the Government Electronic Payment Portal.
- Bids must be submitted electronically through the e-GP portal (<https://www.eproc.gov.ug>) at or before [insert time and date]. All bids must be accompanied by a bid security of (insert amount in local currency or an equivalent amount in a freely convertible currency) a bid securing declaration. Bid securities or bid securing declarations must be valid until (insert day, month and year). Late bids shall be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below at 8(d) at [insert time and date].
- There shall/ shall not be a pre - bid meeting/ site visit at [insert address and time] on the dates indicated in the proposed schedule in this notice.
- (a) Documents may be inspected at: [insert address and contact details]
 - (b) Address of bid opening: [insert address and contact details]
- The planned procurement schedule (subject to changes) is as follows:

ACTIVITY	DATE
a. Publish bid notice	27 Jul, 2022
b. Pre-bid meeting/ Site	19 Nov, 2022 at 12:00:00 / HQ
c. Bid closing date	10 Aug, 2022
d. Evaluation process	(Within 20 working days from bid closing date)
e. Display and communication of best evaluated bidder notice	(Within 5 working days from Contracts Committee award)
f. Contract signature	(After expiry of at least 10 working days from display of the best evaluated bidder notice and Attorney General's approval).

Name: JOHN KATEREGGA
Position: HEAD PDU
AUTOMATICALLY SIGNED BY THE EGP-SYSTEM

Request for more Information

SBD-DOC - Construction Of A Water Supply System

withdrawal & replace

Decline

View Response

WITHDRAWAL AND REPLACEMENT OF BID

Bids can be withdrawn and replaced as long as the bid submission deadline has not yet expired. To Withdraw and replace a bid, click on **[Withdrawal & replace]**. You will be presented with the all the bid details as you had submitted them on the different sections of Preliminary, Detailed and Financial.

Additional Cost Description	Cost if for Insurance cover, to be remitted separate to the insurance company. See supporting file.
Additional Cost attachment	Additional Cost Support File <input type="button" value="Choose File"/> No file chosen
Attach supporting file	<input type="button" value="Choose File"/> No file chosen
SBD-Document	SBD.pdf <input type="button" value="Choose File"/> No file chosen

I accept the TERMS and CONDITIONS and confirm that INFORMATION with the FINANCIAL details are correct to my understanding.

If you wish to replace your bid, make any changes to the various sections of the bid and click on **[Withdrawal and Replace]**. Your previously submitted bid will be replaced by the new bid. If you wish to completely withdraw your bid, click on **[Withdrawal Response]**. You will be required to enter a reason for withdrawing your bid, provide any supporting document, accept the terms and condition and click on **[Withdraw Bid]**.

WITHDRAW BID RESPONSE DOCUMENTS AND TERMINATE THE PROCESS

SUBJECT	Heavy construction services - Construction of a Water Supply System
PROCUREMENT METHOD	Open Domestic Bidding Method
Ref Number	MoTPDE/WRK/2021-2022/00002
Company	Jambula Enterprise Limited

Reason or Comment

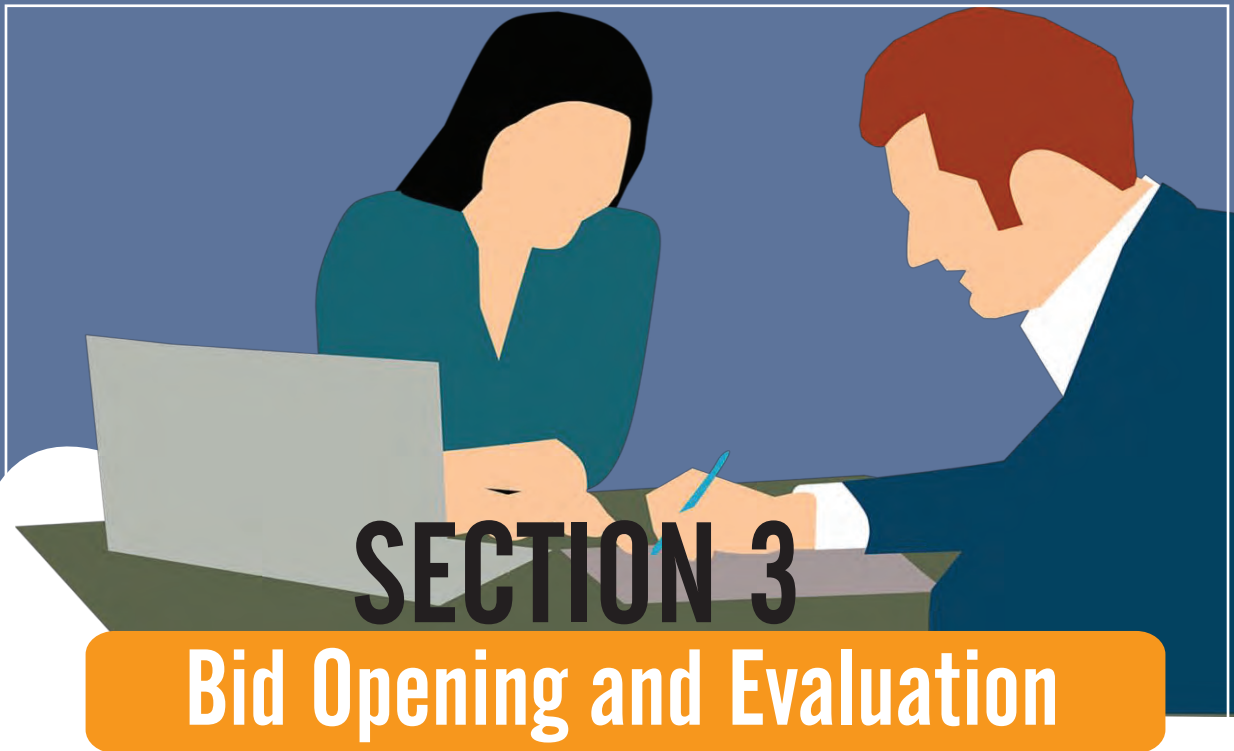
Comment:

Attachment:

No file selected

Accepted formats: XLS XLSX DOC DOCX Max file size 2Mb

I accept the TERMS and CONDITIONS as well as the FINANCIAL implications associated with the decision are correct to my understanding.



BID OPENING

All suppliers are able to view the bid opening reports for all procurements. To view these reports, the provider will login to their account and click on the **[Bid Notices]** tab. The page will all the available bids/tenders will be displayed; the supplier will proceed to click on the **[Bid Opening]** tab under the sub-menu of Bid Notices.

The screenshot shows the Government of Uganda E-Procurement Portal interface. The top navigation bar includes 'Home', 'PDEs/Plans', 'BID Notices', 'Best Evaluated Bidders', 'Evaluations', 'Frameworks', 'Contracts', and 'My Profile'. The 'BID Notices' tab is selected and circled with a red '1'. Below it, the 'BID OPENING' sub-tab is also circled with a red '2'. The main content area displays a table of procurement items with columns for Procurement & Disposal Entity, Procurement Method, Bid Details, Deadline, Opening Date/Time, and Actions. A blue arrow points to the 'View Details' button for the first item.

Procurement & Disposal Entity	Procurement Method	Bid Details	Deadline	Opening Date/Time	Actions
OPM003/SUPLS/2022-2023/00008 General Stationery - Assorted Stationary	MICRO PROCUREMENT	General Stationery - Assorted Stationary	2022-08-04	2022-08-04	View Details
MOH-T/SUPLS/2022-2023/00008 COMPUTERS - Dell and HP smart computers core 5	REQUEST FOR QUOTATIONS/PROPOSALS	COMPUTERS - Dell and HP smart computers core 5	2022-07-29	2022-07-29	View Details
MOH-T/SUPLS/2022-2023/00013 Motor vehicles pickup 4x4 2500 diesel	OPEN DOMESTIC	Motor vehicles pickup 4x4 2500 diesel	2022-07-28	2022-07-28	View Details

All opened bid will be displayed. To view a bid opening report, the supplier will proceed to click on the **[View Details]** button of any bid. The bid opening report will be displayed containing the Subject of procurement as well as the method used for the procurement.

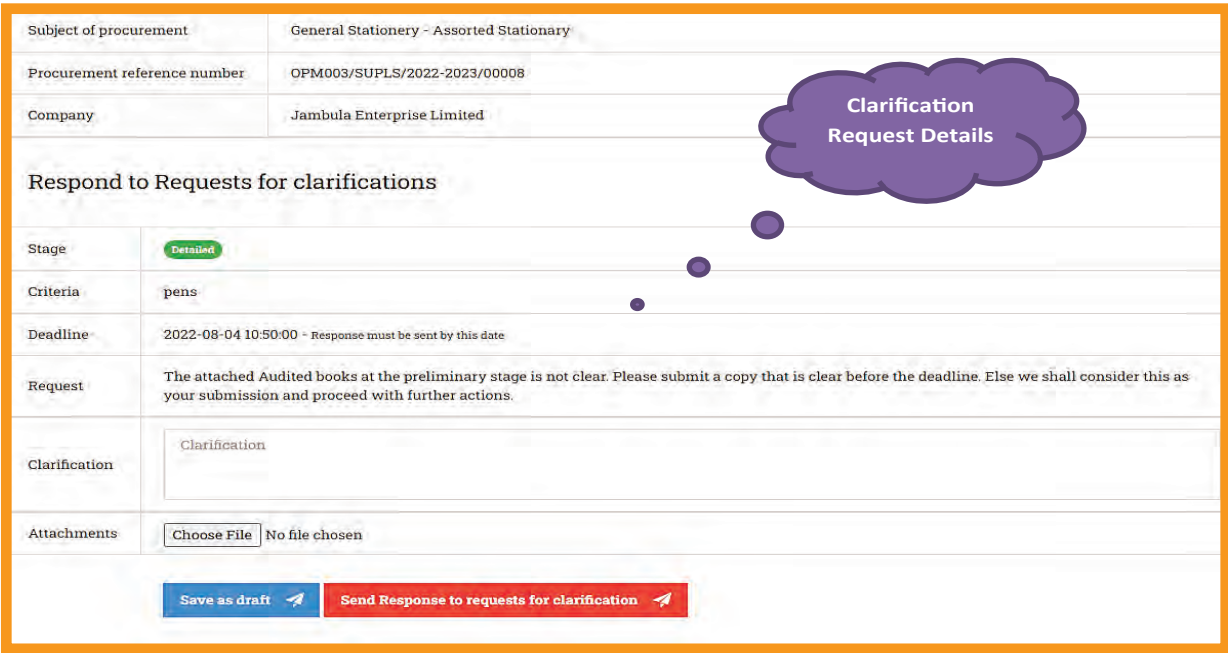
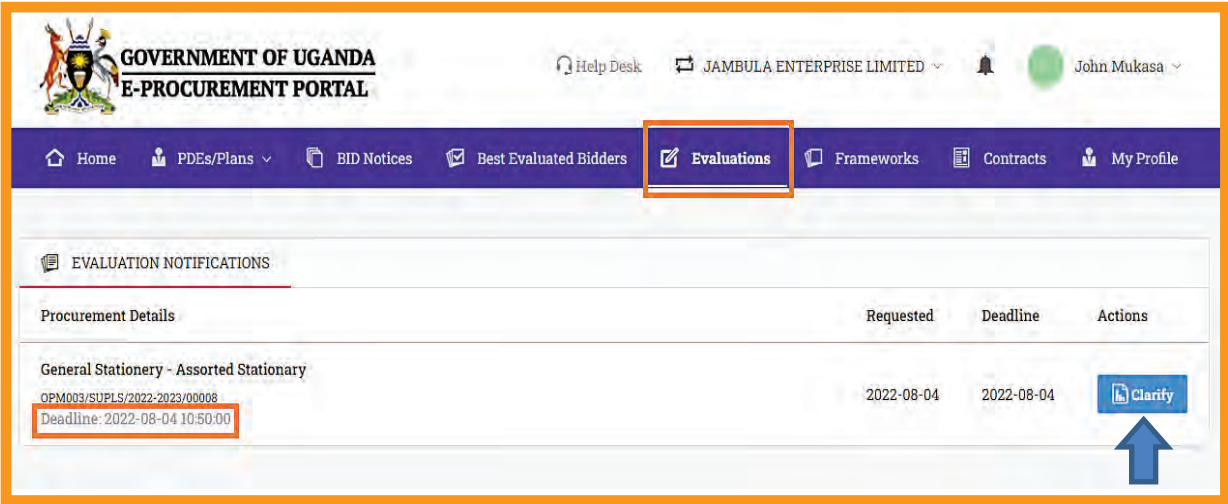
The further contains the suppliers that participated in the procurement and how much each supplier quoted.

RECORD OF BID OPENING				
Procurement Reference Number				
Code of Procuring and Disposing Entity	Supplies/Works/Non-Consultancy Services	Financial Year	Sequence Number	
			00008	
Particulars of Procurement				
Subject of Procurement	General Stationery - Assorted Stationary			
Procurement Method	Micro Procurement			
Date and Time of bid Opening	04 Aug 2022 at 10:05			
Bids received	2			
No of Members who have Opened	0 out of 0			
Members who have confirmed the opening				
Members who have not yet confirmed the opening				
PART I - PARTICULARS OF BID OPENING				
#	Name & Address of The Bidder	Submission Date	Amount	
1	Jambula Enterprise Limited (Plot 3456, Residents Lane, Blantyre-Malawi)	2022-08-04 09:55:11	2,076,800.00	
2	NORWAY REGISTERS DEVELOPMENT LTD (Tower 2nd floor, Shop-7 PO Box233445 Bujumo Street)	2022-08-04 09:56:57	2,761,200.00	
PART II - RECORD OF ATTENDANCE				
No.	Name	Address	Position	Department/Company

EVALUATION CLARIFICATIONS

During the evaluation of the submitted bids, the evaluation committee at the entity may be required to request for clarifications from the suppliers. These clarifications can be sought from either the preliminary or technical phase of the evaluation process and the process is given a deadline with which they are respond in order to avoid delays in the evaluation process. The evaluation clarification requests are sent to the suppliers’ emails for quick response.

To view and respond to an evaluation clarification, the supplier will login to their accounts and click on the **[Evaluations]** tab. The evaluation notifications page will appear with all the clarifications that the supplier needs to respond to. Before the evaluation clarification expires, the supplier will proceed to click on **[Clarify]** to view details of the evaluation clarification.



The supplier will be able to see the stage of the evaluation for the clarification, the deadline and the details of the request. To respond, the supplier will type their response in the clarification field and provide any attachment where applicable. Once completed, the provider can either save the response as draft for further enhancements or they can send the response to the evaluators. Once the supplier provides the relevant information for the clarification, they can proceed to send the response to the evaluators. The system will display a notification showing that the request has been successfully submitted.

Subject of procurement	General Stationery - Assorted Stationary
Procurement reference number	OPM003/SUPLS/2022-2023/00008
Company	Jambula Enterprise Limited

Respond to Requests for clarifications

Stage	Detailed
Criteria	pens
Deadline	2022-08-04 10:50:00 - Response must be sent by this date
Request	The attached Audited books at the preliminary stage is not clear. Please submit a copy that is clear before the deadline. Else we shall consider this as your submission and proceed with further actions.
Clarification	<input type="text" value="Please find a clear copy of the audited books."/>
Attachments	<input type="button" value="Choose File"/> Audited Books of Accounts.pdf

Type your Response Here

Request for clarification saved.
✕

EVALUATION NOTIFICATIONS

Procurement Details	Requested	Deadline	Actions



Plot 43 Nakasero Road Kampala
Box 7683 Uganda
Telephone: +256312263850

Email: psfu@psfuganda.org.ug
Twitter: @psfug

Facebook: Private Sector Foundation Uganda (PSFU)



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Facebook: [Private Sector Foundation Uganda\(PSFU\)](https://www.facebook.com/PrivateSectorFoundationUganda)