



***Guideline issued by the Public Procurement and Disposal of Public Assets Authority under Sections 59B(2)(d) and 97 of the Public Procurement and Disposal of Public Assets Act, 2003***

Details covered in this Guideline:

Guideline Subject: *Reservation Schemes to promote the participation of Registered Associations of Women, Youth and Persons with Disabilities*

Guideline Reference: 11/2024

Commencement Date: 22<sup>nd</sup> March 2024

*Guidelines are issued to all Accounting Officers who are responsible for distributing copies to the Contracts Committees, User Departments and Procurement and Disposal Units of the Procuring and Disposing Entities.*

This Guideline can be accessed on the PPDA website at [www.ppda.go.ug](http://www.ppda.go.ug)

**Guideline Subject:** *Reservation Schemes to promote the participation of registered Associations of Women, Youth and Persons with disabilities*

## 1.0 INTRODUCTION

Pursuant to Sections 59B (2)(d) and 97 of the PPDA Act, 2003, the Authority issues this Guideline on reservation schemes to promote the participation of registered associations of Women, Youth and Persons with Disabilities in public procurement proceedings.

**1.1 Objective of the Guideline:** To guide Procuring and Disposing Entities, and registered associations of Women, Youth and Persons with Disabilities on implementation of reservation schemes to facilitate their participation in Public Procurement proceedings.

### 1.2 Definitions:

For this Guideline, unless the context otherwise requires:

**“National provider”** means a Ugandan Citizen or provider registered in Uganda and wholly-owned and controlled by Ugandans;

**“Person with Disability”** means a Ugandan citizen with a substantial functional limitation of the person’s daily life activities caused by physical, mental or sensory impairment and environment barriers, resulting in limited participation in society on equal basis with others and includes an impairment specified in Schedule 3 to the Persons with Disabilities Act, 2020;

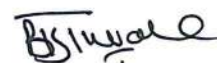

**“Person with Disability Owned Enterprise”** means an enterprise that is registered with the relevant government body and is at least 51% owned, controlled and operated on a regular basis by one or more persons with disability who are Ugandan Citizens;

**“Provider”** means a natural person or an incorporated body including a consultant, contractor or supplier licensed by a competent authority to undertake business activities;

**“Reservation”** means exclusive preference to procure supplies, works and services set aside by the Authority for participation of registered associations of Women, Youth and Persons with Disabilities;

**“Woman”** means a biological female Ugandan citizen aged 18 years and above;

**“Women Owned Enterprise”** means an enterprise that is registered with the relevant government body and is at least 51% women owned, controlled and operated on a regular basis by one or more women who are Ugandan citizens;





“Youth” means Ugandan citizens aged between 18-30 years; and

“Youth Owned Enterprise” means an enterprise that is registered with the relevant government body, and has at least 51% youth owned, controlled and of majority youth leadership.

## 2.0 RESERVED PROCUREMENTS FOR REGISTERED ASSOCIATIONS OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES

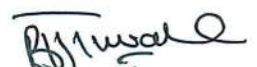
### 2.1 Reserved Procurements by Procurement Budget

- i. A Procuring and Disposing Entity shall reserve at least 15% of its Annual Procurement Plan Budget for award to registered associations of Women, Youth and Persons with Disabilities.
- ii. The procurements shall relate to supplies, works, consultancy and non-consultancy services.
- iii. The procurement plan prepared and published for a financial year shall indicate the procurements reserved for award to registered associations of Women, Youth and Persons with Disabilities.

### 2.2 Reserved Procurements by Value

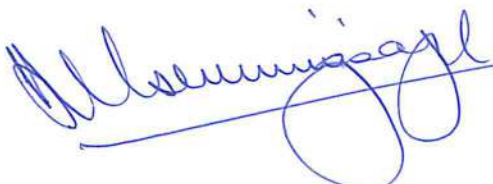
- i. A Central Government Procuring and Disposing Entity shall reserve procurement requirements for supplies, works, consultancy and non-consultancy services whose value does not exceed UGX. 30 Million to registered associations of Women, Youth and Persons with disabilities.
- ii. A Local Government Procuring and Disposing Entity shall reserve procurement requirements for supplies, works, consultancy and non-consultancy services whose value does not exceed UGX. 10 Million to registered associations of Women, Youth and Persons with Disabilities.
- iii. Where there are no registered associations of Women, Youth and Persons with Disabilities to provide the required supplies, works, consultancy and non-consultancy services of the above values, a Procuring and Disposing Entity use a shortlist of national providers.
- iv. The Accounting Officer shall submit a report to the Authority within 10 working days from the date of signing the contract on procurements undertaken under paragraphs (iii) above.

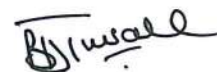
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**3.0 REGISTRATION OF ELIGIBLE PROVIDERS TO PARTICIPATE IN PROCUREMENTS RESERVED FOR REGISTERED ASSOCIATIONS OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES**

- i. Eligible providers under this guideline are registered associations of Women, Youth and Persons with Disabilities.
- ii. The associations may take the following forms:
  - a) Women, Youth or Persons with Disabilities owned enterprises incorporated as companies and registered by the Uganda Registration Services Bureau under the Companies Act, 2012 except Single Member Companies;
  - b) Women, Youth or Persons with Disabilities owned enterprises recognised as a firm by the Uganda Registration Services Bureau and as business name under the Business Registration Act;
  - c) Women, Youth or Persons with Disabilities owned enterprises registered by Uganda Registration Services Bureau as a partnership under the Partnership Act, 2010;
  - d) Women, Youth or Persons with Disabilities owned enterprises registered as savings and co-operative societies under the Cooperative Societies Act, Cap 112; and
  - e) Women, Youth or Persons with Disabilities owned Community Based Organisations registered at Districts or Cities under the Non-Governmental Organisations Act, 2016.
- iii. In addition to the registration by the different authorities above, the associations of Women, Youth and Persons with Disabilities shall be required to register with the PPDA Register of Providers to be eligible to participate in procurements reserved by this Guideline.
- iv. The Women, Youth, Persons with Disabilities owned enterprises shall apply to be registered and annually renew registration on the Authority's register of providers at [www.ppda.go.ug](http://www.ppda.go.ug) at a fee of UGX. 50,000 for the various categories of procurement. The application template is attached in the Schedule to this Guideline.
- v. The documents required for registration of Women, Youth, and Persons with Disabilities owned enterprises shall include:
  - a) Certificate of Registration or Incorporation issued by a competent authority in (ii) above;
  - b) National Identification Cards of the members;
  - c) Tax Identification Number (TIN) where applicable;
  - d) Trading license or its equivalent where applicable; and
  - e) Copies of Partnership Deed, Constitution, Articles of Association, Memorandum of Association as the case may be.

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#### 4.0 GENERAL PROVISIONS TO FACILITATE IMPLEMENTATION OF THE GUIDELINE

##### 4.1 Planning, Reporting and Monitoring

- i. Procuring and Disposing Entities shall disclose in their respective procurement plans the procurements that shall be subjected to reservation to registered associations of Women, Youth and Persons with Disabilities.
- ii. The Procuring and Disposing Entities shall indicate in their monthly reports submitted to the Authority contracts that have been awarded/completed under the reservation schemes using Form 2 of the PPDA (Procuring and Disposing Entities) Regulations, 2023.
- iii. The reports above shall:
  - a) Confirm compliance with the provisions of these Guidelines; and
  - b) Provide disaggregated data to indicate the number of reservations awarded by a Procuring and Disposing Entity.
- iv. A report shall be submitted by the Accounting Officer to the Authority following any non-application of reservation schemes. The report to be submitted by the Accounting Officer shall indicate the following:
  - a) The subject of procurement;
  - b) Efforts undertaken to procure from registered associations of Women, Youth and Persons with Disabilities eligible for the reservation;
  - c) The contracted provider and the contract price; and
  - d) Reasons as to why the reservation could not be applied.
- v. The Authority shall monitor the implementation of the reservation schemes by Entities on a quarterly basis and undertake an annual assessment based on predetermined indicators.

##### 4.2 Bid Security

The registered associations of Women, Youth and Persons with Disabilities shall submit bid securities in form of Bid Securing Declarations.

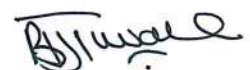
##### 4.3 Bidding Fees

A Procuring and Disposing Entity shall not charge bidding fees for registered associations of Women, Youth and Persons with Disabilities for them to obtain bidding documents.

##### 4.4 Average Annual Turnover

The requirement for average annual turnover for works procurements shall not exceed half the estimated value of the procurement.

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#### 4.5 Similar Experience

The requirement for similar experience should not exceed one substantially completed contract of half the value of the procurement requirement.

#### 4.6 Use of Simplified Bidding Documents

Where a Procuring and Disposing Entity prepares a simplified bidding document, it shall obtain approval of the Authority to use the alternative bidding document.

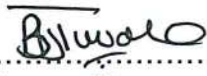
#### 4.7 Review of the Guideline

The Authority shall regularly review the provisions of this Guideline to assess its efficacy and make appropriate changes.

#### 4.8 Transitional Provision

This Guideline shall not apply to procurements where bids had been received by the Entity at the commencement date of the Guideline.

  
.....  
Julius K. Ishungisa  
BOARD CHAIRMAN

  
.....  
Benson Turamye  
EXECUTIVE DIRECTOR

18/03/2024  
.....  
DATE

SCHEDULE

Paragraph 3(iv)

APPLICATION FORM FOR REGISTERED ASSOCIATIONS OF WOMEN, YOUTH AND PERSONS WITH DISABILITIES TO PARTICIPATE IN PUBLIC PROCUREMENT

PART I: DETAILS OF THE APPLICANT

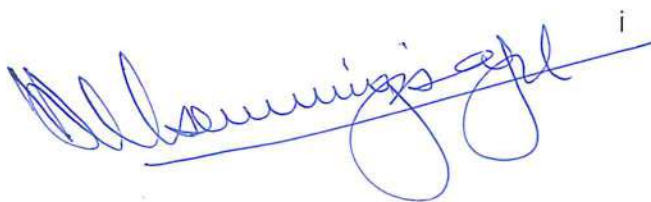
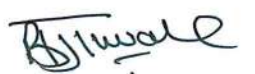
1. Name of Applicant .....
2. Physical Address .....
3. Postal Address: .....
5. E-mail: .....
6. Phone No .....
8. Contact Person .....

9. Overview of the Enterprise

Type of ownership (please tick one)	[Sole Proprietor] [Partnership] [Limited Company] [Others Specify]
Number of full term employees	[0-5] [6-25] [26-49] [50-59] [100-250]
Number of Youth	[0-5] [6-25] [26-49] [50-59] [100-250]
Number of Women	[0-5] [6-25] [26-49] [50-59] [100-250]
Number of Persons with Disabilities	[0-5] [6-25] [26-49] [50-59] [100-250]
Total Annual Sales (Turnover Uganda Shillings )	
Experience in the sector in years	

Type of Ownership Details

<b>Part 9 (a) — Business Name</b>			
Name in Full		Age	
National Identification Number (NIN)			
National Identification Number (NIN) (Attach details of names, ages, and NINs) for other members.			
<b>Part 9 (b) — Partnership Details</b>			
<b>Name</b>	<b>Nationality</b>	<b>National Identification No.</b>	<b>%Shares</b>



<b>Part 9 (c) — Registered Company</b>			
State the nominal and issued capital of company			
Nominal Uganda shillings. ....		Issued Uganda Shillings	
.....			
<b>Directors' Details</b>			
<b>Name</b>	<b>Nationality</b>	<b>National Identification No.</b>	<b>%Shares</b>
<b>Part 9 (d) — Cooperative Societies</b>			
(Attach membership details)			
<b>Part 9 (e) — Community Based Organisations</b>			
(Attach membership details)			

10. Bank Account Name: .....
11. Branch of the Bank: .....
12. Bank Account Number: .....
13. Tax Identification Number (TIN): .....
14. Type of business: (tick appropriate sector)

AGRIBUSINESS	TRADE	HOSPITALITY & ENTERTAINMENT
MANUFACTURING	SERVICES	ICT
CONSTRUCTION	OTHERS (SPECIFY)	

15. Prepared by (name in capital letter).....
- Title: .....
- Signature of Authorised Representative : .....
- Date .....

**PART II: LIST OF ATTACHMENTS**

1. Certificate of Incorporation or Registration;
2. National Identity cards of the Directors and member Youth, Women or PWDs;
3. Enterprise profile;
4. Company forms 18 and 20 where applicable; and
5. Valid Trading Licence where applicable.