



THE REPUBLIC OF UGANDA

UGANDA WOMEN ENTREPRENEURSHIP PROGRAMME (UWEP)

WOMEN GROUPS PROCUREMENT GUIDE

2016

1.0 INTRODUCTION

This is a step-by-step guide to be used by women groups to undertake procurement. Procurement is a process of obtaining goods or services of the right quantity and quality, at the right time, in the right place, from the right source and at the right price or cost.

Procurement means purchasing of goods, services and works. In procurement we have to be honest as we plan and spend our own personal money in buying quality products at reasonable price. At community level the procurement procedure & method should be selected considering economy & efficiency and value for money.

2.0 Guiding Principles of Procurement

The women shall be guided by the following principles during procurement process;

i. **Transparency**

Transparency in procurement of goods, works and services at community level displaying in an open and transparent manner all details like items to be purchased or services to be procured, estimated quantity to be procured or nature of services to be hired at the prominent places in the village.

ii. **Non discrimination of all Suppliers**

Each and every interested supplier must be given opportunity to compete for supplying items or render services as required. The method of evaluation must be uniform and everybody should be well aware of it.

iii. **Accountability**

Any Women Procurement Committee member of the enterprise remains accountable for all decision and actions taken.

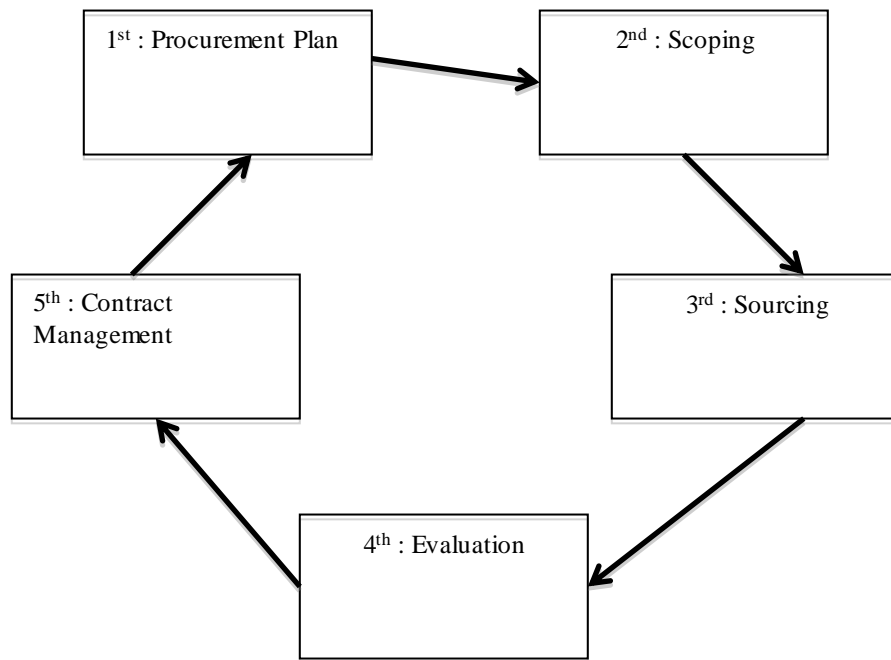
iv. **Ensuring value for money**

Items to be procured and services to be hired should meet the required technical specification and quality standards, and acquired at the best price.

(iv) **Safeguarding the Interest of the Procurement Committee**

The friends and relatives of any member of the procurement Committee should not be allowed to participate in procurement process so that they shall not be unduly benefited.

3.0 Steps for the Procurement Process



1. Preparation of a Procurement Plan and Budget:

- a) This is the process of deciding what, when, at how much and the procurement method to be used (**refer to Annex 1**).
- b) The plan is designed and filled by women's group procurement committee clearly indicating the above items.
- c) It should be discussed and agreed upon by all the group members.
- d) The Procurement plan should be reviewed regularly as changes to supplier terms and other market factors may have an impact on the plan.

2. Scoping:

- a. **Define the needs;** The group should know what they want to buy in what quantity, quality and the price.
- b. **State Specification and TORs;** under this the women group describes precisely the physical and functional characteristics of the good or service they intend to procure.
- c. The group should clearly stipulate when and where the supplier should deliver the goods and services.
- d. Review the specifications and Terms of Reference to ensure that quality of goods and services being procured meet their requirements.

3. Sourcing:

- a. Market assessment: This involves the Procurement Committee researching the markets to identify prices for goods and services and potential suppliers.
- b. Invitation to Bid (**refer to Annex 2**): The procurement Committee prepares bid documents and invites potential suppliers to bid.

4. Evaluation (refer to Annex 3):

- a. Assessing potential providers, select best providers and Recommendations. The Procurement Committee assesses possible suppliers and recommends the best evaluated supplier to the Women Enterprise Management Committee to make informed decisions.
- b. The procurement committee provides feedback to suppliers that participated in the bid process clearly stating the reasons for being selected and not selected.

5. Contract Management:

- a. This step will consist of Contract award, Communicating, expectations, Manage deliveries and evaluate performance.
- b. Communicating to the Supplier: The WEMC will communicate to the supplier that has been awarded the contract to supply the goods and services.
- c. Contracts Award (**refer to annex 4**): The Procurement Committee prepares the purchase order (This order authorizes the supplier to supply the required goods and services),
- d. Manage deliveries and evaluate performance (**refer to Annex 5**): The Procurement Committee ensures that the goods and services being supplied are of the right quality, quantity and the time.

4.0 Key Documents in the Procurement Process

The following documents shall be kept in the Women Groups procurement file;

Women Group Procurement plan

- a. Minutes of the Procurement committee meetings
- b. Bills and vouchers for all the purchase made.
- c. Procurement register, which should depict the following points.
 - i. Date of Approval in the concerned meeting.
 - ii. Name and quantity of items
 - iii. Date of Purchase order.
 - iv. Name of the Supplier/Service Provider/Contractor
 - v. If Contract (Period of Contract)
 - vi. Total Budgeted and approved cost and quantity.
 - vii. Detailed list of items purchased with quantity and price
 - viii. Details of goods received or works completed
 - ix. Goods returned with remarks
- d. Letter of Invitation for Bids for Goods/Services
- e. Price Quotation Form
- f. Receipt and Opening of Bids Form
- g. Quotation Analysis Form
- h. Letter of Award of Contract for Supply Of Goods
- i. Purchase Order
- j. Order Form and Contract for Supply of Goods
- k. Delivery Note
- l. Goods Received Note/Inspection Report
- m. Stores Ledger
- n. Materials Requisition Note
- o. Procurement Progress

ANNEX I: PROCUREMENT PLAN FORMAT

Group Name: _____

No	Item	Quantity	Total Cost	Date when the Items are needed	Remarks

Annex 2: Procurement Form 1 (Invitation of Quotation)

UGANDA WOMEN ENTREPRENEURSHIP PROGRAMME (UWEP)

Group Name:

Invitation for Quotation(s)

No. _____ Date: _____ To: _____

(Put Name of Potential Bidders) You are invited to submit your quotation (s) for the following:

To be filled by the Women Group			To be filled by the Supplier	
No	Item Description	Unit Quantity	Unit Price (UXG)	Total price (UGX)
Delivery Costs				
Applicable Taxes				
Total Cost (taxes inclusive)				

Instructions to Suppliers:

1. You are requested to submit your offer latest by _____ hours local time on __/__/201__ at the address given at the top-right hand corner of this page.
2. Your quotation(s) should be valid for a period of ___days from the date of receipt for quotation(s)
3. Suppliers have to quote for the full quantity requested above or their offer will be rejected.
4. Suppliers have to sign their quotation or their offer will be rejected. (Wherever possible, the offers must also be stamped).
5. Each Supplier shall submit only one quotation.
6. The price should be quoted in UGX only.
7. Suppliers to mention in their offer if any warranty is also provided for the requested goods/works/services.
8. The purchase order will be issued to the Supplier whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price before the expiration of the quotation validity period. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to submission of purchase order /contract award.
9. Payment will be made as per terms mentioned in the Purchase Order.
10. We look forward to receiving your quotations and thank you for your interest in the project.

Authorized by:	Date
1. _____	
2. _____	
3. _____	
(Name & Signatures of Women Procurement Committee)	

(Name & Signature of the supplier)	

Annex 3: Procurement Form 2 (Bid Evaluation Form)

UGANDA WOMEN ENTREPRENEURSHIP PROGRAMME (UWEP)

Group Name: _____

Name of the item: _____

TABLE 1 – EVALUATION OF SUPPLIERS/SERVICE PROVIDERS

	Supplier 1	Supplier 2	Supplier 3	4	5
Name of Supplier					
Preliminary Assessment					
-Application received on time	C/NC	C/NC	C/NC	C/NC	C/NC
-Existing firm with address	C/NC	C/NC	C/NC	C/NC	C/NC
-Trading licence	C/NC	C/NC	C/NC	C/NC	C/NC
	C/NC	C/NC	C/NC	C/NC	C/NC
	C/NC	C/NC	C/NC	C/NC	C/NC
	C/NC	C/NC	C/NC	C/NC	C/NC
Technical Evaluation					
<i>{Complete criteria as per bidding document}</i>	C/NC	C/NC	C/NC	C/NC	C/NC
-Previous experience of at least one successful delivery	C/NC	C/NC	C/NC	C/NC	C/NC
-Complying to technical specifications e.g	C/NC	C/NC	C/NC	C/NC	C/NC
- Acceptable delivery schedule	C/NC	C/NC	C/NC	C/NC	C/NC
Financial Comparison				C/NC	C/NC
<i>{Compare prices of suppliers who have complied to the first two stages only}</i>					
	C/NC	C/NC	C/NC	C/NC	C/NC
	C/NC	C/NC	C/NC	C/NC	C/NC
	C/NC	C/NC	C/NC	C/NC	C/NC
Conclusion	C/NC	C/NC	C/NC	C/NC	C/NC

KEY: C = Compliant NC = Non Compliant {delete that which is not applicable in the table above}

This preliminary examination eliminated [number] bidders, [names of bidders].

Name& Signature of 1 st Evaluator	Name and Signature of 2 nd Evaluator	Name and signature of 3 rd Evaluator

Annex 4: Procurement Form 3 (Purchase Order Form)

UGANDA WOMEN ENTREPRENEURSHIP PROGRAMME (UWEP)

Group Name: _____

Date: _____

Purchase Order no.: _____

Warranty period:
Delivery Period:
Delivery place:

Supplier Information

Name:	
Contact person:	
Address:	

No	Item Description	Unit Quantity	Unit Price (UGX)	Total price (UGX)
Delivery Costs				
Applicable Taxes				
Total Cost (taxes inclusive)				

Terms and Conditions:

1. The prices indicated above are firm and fixed and not subject to any adjustment during contract performance.
2. The delivery should be completed as per above delivery date.
3. Payment to the supplier will be made on the satisfactory receipt of the goods/works/services and as certified by the Community Procurement Committee
4. The Purchaser may cancel the Purchase Order if the Supplier fails to deliver the goods/works/services in accordance with the above terms and conditions

Authorized by:	Accepted by:
1. _____	
2. _____	_____
3. _____	
(Names & Signatures of the Women Procurement Committee)	(Name & Signature of the Supplier)

Annex 5

RECEIVING REPORT BY HEAD OF WOMEN PROCUREMENT COMMITTEE

I have examined the goods delivered/services rendered/works completed and have found them in compliance with above specifications and recommend full payment for the same.

OR

I have examined the goods delivered/services rendered/works completed and have found them not in compliance with above specifications. The exceptions observed are: -----

Therefore I recommend a total payment of UGX_____ only to _____.

Name:_____ **Signature:**_____ **Date:**_____

Head of Women Procurement Committee

Annex 6: Procurement Progress

UGANDA ENTREPRENUERSHIP PROGRAMME (UWEP)

Name of Group:

Procurement Progress

Item Purchased	Unit	Quantity	Unit Price (UGX)	Total Value	Name of Supplier
Total					

Note: to be filled by the procurement committee