

## KAMULI DISTRICT LOCAL GOVERNMENT

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Your Ref:

Our Ref: **CR/164/1**



THE REPUBLIC OF UGANDA

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER  
P. O. BOX 88  
KAMULI - UGANDA.

Date: 19<sup>th</sup> August 2020.

The Executive Director,  
Public Procurement and Disposal of Public Assets,  
P.O. Box 3925,  
**KAMPALA.**



### REQUEST FOR CAPACITY BUILDING OF STAFF IN PROCUREMENT MANAGEMENT

1. Regulation 5 (1) of the Local Government PPDA Regulations 2006 mandates Public Procurement and Disposal of Public Assets Authority (PPDA) to build procurement and disposal capacity of procuring and disposal entities in the procurement and disposal functions.
2. I therefore submit my request to you to consider building the capacity of the Newly appointed members of Kamuli District Contracts Committee, Heads of departments and Sub-county Chiefs in the following areas:-
  - i. Procurement Planning.
  - ii. Preparation of bidding documents and key issues to consider in bidding documents by the Contracts Committee.
  - iii. Evaluation of bids.
  - iv. Contracting and Contract Management.
3. The training should be held in Kamuli District. Kindly let me know the available dates within which you will be able to facilitate the capacity building event. Equally let me know if there will be any need to share the costs of the training on email [mawejjeandrew@gmail.com](mailto:mawejjeandrew@gmail.com) /**contact 077-2-301899.**



4. I will be grateful if granted the earliest opportunity to train my staff and I am waiting for your response.



Maweje Andrew

**CHIEF ADMINISTRATIVE OFFICER / ACCOUNTING OFFICER VOTE 517  
KAMULI DISTRICT**



**DISTRIBUTION**

The District Chairperson, **Kamuli**

The Resident District Commissioner, **Kamuli**

The Head Human Resource, **Kamuli.**