



"TOGETHER WE ACHIEVE"

MUKONO HAND IN HAND UGANDA

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Mukono Central Div, Ggulu Ward, Agip Zone, Mulyati Rd
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PROCUREMENT GUIDELINES

Document Version: 1.0

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1. Purpose

The purpose of this Procurement Guidelines document is to ensure that all goods, services, and works procured by Mukono Hand In Hand Uganda are done **fairly, transparently, economically, and efficiently**, in line with donor requirements, national regulations, and organizational policies.

2. Scope

These guidelines apply to:

- All staff and volunteers involved in procurement activities.
- Procurement of goods, services, works, and consulting services funded by the organization, donors, or grants.
- All procurement related to school operations, projects, guesthouse, farm activities, and other organizational activities.

3. Principles of Procurement

1. **Transparency:** Procurement processes must be documented, with records kept for all quotations, tenders, and approvals.
2. **Accountability:** Staff involved in procurement must follow approved procedures and are accountable for proper use of funds.
3. **Competition:** Procurement must promote fair competition among suppliers or service providers.
4. **Value for Money:** Ensure quality goods/services at reasonable cost while minimizing wastage.
5. **Integrity and Ethics:** Avoid conflicts of interest, bribery, or favoritism in all procurement activities.
6. **Compliance:** All procurement must comply with **Uganda Public Procurement regulations** and donor-specific rules.



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4. Procurement Thresholds & Methods

Threshold (UGX)	Procurement Method	Documentation Required
Up to 1,000,000	Direct Purchase / Petty Purchase	Invoice/receipt and approval by Project or Department Head
1,000,001 – 5,000,000	Written Quotations	Minimum 3 quotations, recommendation memo, approval by Finance Manager
5,000,001 – 20,000,000	Competitive Bidding	Tender documents, evaluation report, Board or Executive Director approval
Above 20,000,000	Open Tender / Public Procurement	Advertisement, evaluation committee report, Board approval, contract award letters

Note: Procurement of consultants, professional services, or works should follow the same thresholds, with **technical evaluation included**.

5. Procurement Process

5.1 Planning

- All departments must submit **procurement plans** annually or quarterly.
- Procurement should align with **approved budgets** and organizational priorities.

5.2 Request for Procurement

- A **Requisition Form** must be submitted detailing:
 - Item/service description
 - Quantity and specifications
 - Justification for purchase
 - Estimated cost (with code reference from Financial Management Policy)

5.3 Supplier Selection

- Suppliers must be evaluated on:
 - Price competitiveness
 - Quality and compliance with specifications
 - Delivery timelines
 - Past performance and reliability

5.4 Approval

- Approvals depend on thresholds:
 - Department Head: Up to UGX 1,000,000
 - Finance Manager: UGX 1,000,001 – 5,000,000
 - Executive Director / Board: Above UGX 5,000,000



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5.5 Purchase Order / Contract

- A **Purchase Order (PO)** or **Contract** must be issued before goods/services are delivered.
- The PO must include:
 - Supplier details
 - Item description and quantity
 - Unit and total price
 - Delivery schedule and payment terms

5.6 Delivery & Inspection

- Goods/services must be **inspected and verified** upon delivery.
- Delivery notes and inspection reports are required before payment.

5.7 Payment

- Payments are processed **after verification of goods/services**, proper documentation, and approval by authorized signatories.
- Petty cash payments must be reconciled weekly with receipts.

6. Record Keeping

- Maintain all procurement records for **at least 7 years**.
- Records include:
 - Requisition forms
 - Quotations and tenders
 - Purchase Orders and contracts
 - Delivery notes
 - Invoices and payment vouchers
 - Approval memos

7. Conflict of Interest

- Staff must **declare any personal interest** in suppliers or service providers.
- Staff must **not participate** in procurement decisions where a conflict exists.





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8. Supplier Performance Monitoring

- Suppliers are evaluated annually based on:
 - Timeliness
 - Quality of goods/services
 - Compliance with terms of contract
- Poor performance may lead to removal from the approved supplier list.

9. Emergency Procurement

- In emergencies (e.g., medical supplies, disaster response), procurement may bypass normal thresholds.
- **Post-facto approval** must be obtained from the Executive Director and documented.

10. Policy Review

- Procurement Guidelines are reviewed **annually** or when donor regulations or national procurement laws change.

Approval

Director: **TAAKA LOYCE ODWORI** Sign:Date:

