**SCHEDULES**

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SCHEDULE 1

Forms

**FORM 5**

*Regulation 3(1), 13(3), 15(3), 17(3) 24(2), 53(6), 54(5)*

THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS ACT, 2003

**REQUEST FOR APPROVAL OF PROCUREMENT**

**PART I: REQUEST BY USER DEPARTMENT FOR APPROVAL OF PROCUREMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Procurement Reference Number** | | | |
| Code of Procuring and Disposing Entity | Supplies/Works/Non- consultancy services | Financial Year | Sequence Number |
|  |  |  |  |

Category of procurement and budget

|  |  |  |  |
| --- | --- | --- | --- |
| Recurrent Budget | Development Budget | Project Code | Project Title |
|  |  |  |  |

Is procurement going to result into multiyear contracting?

|  |  |  |  |
| --- | --- | --- | --- |
| Required Resources (UGX Bn) Year One | Required Resources (UGX Bn) Year Two | Required Resources (UGX Bn) Year Three | Required Resources (UGX Bn) Year Four |
|  |  |  |  |

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|  |  |
| --- | --- |
| **Particulars of Procurement** | |
| Subject of Procurement |  |
| Procurement Plan Reference |  |
| Location for Delivery |  |
| Date Required |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Details Relating to the Procurement** | | | | | |
| Item No. | Description  *(Attach specifications, terms of reference or scope of works)* | Quantity | Unit of Measure | Estimated Unit Cost | Market price of the procurement |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Currency: Estimated Total Cost: | | | | |  |

**(1) Request for Procurement (2) Confirmation of Request**

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(Member of user department) (Head of user department

|  |  |  |
| --- | --- | --- |
| Signature: |  |  |
| Name: |  |  |
| Title: |  |  |
| Date: |  |  |

*Availability of funds to be confirmed prior to approval by Accounting Officer:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Vote/head No** | **Programme** | **Sub-programme** | **Item** | **Balance remaining** |
|  |  |  |  |  |

**(3) Confirmation of Funding and Approval to Procure**

(Accounting Officer)

Signature:

Name: Title:

Date: