

BidDoctor

The contract manual

Contract drafting and management for public entities, from the procurement file to the signed contract and on to closure, under the PPDA Act and the Contracts Regulations 2023.

7 stages

From procurement file to executed contract, timed in working days

Signed online

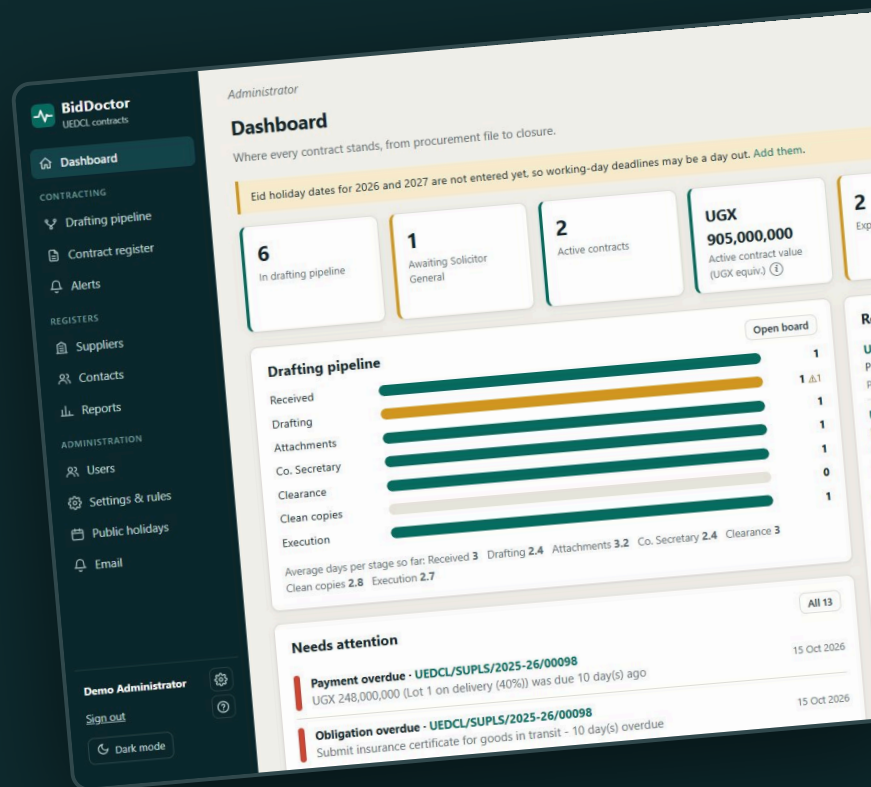
Electronic execution with a sealed record, under Ugandan law

17 rules

From the Contracts Regulations, enforced automatically

Every role

Quick guides for Legal, Procurement, Finance and more



Inside this manual

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ABOUT THIS MANUAL

This manual describes BidDoctor edition 0.3 as configured for UEDCL. It covers every screen a user meets, from the first sign-in to closing a contract. The same content is available online from the **User manual** button at the top-right of every page in BidDoctor. In the PDF, click a chapter to jump to it, and click the footer of any page to come back here.

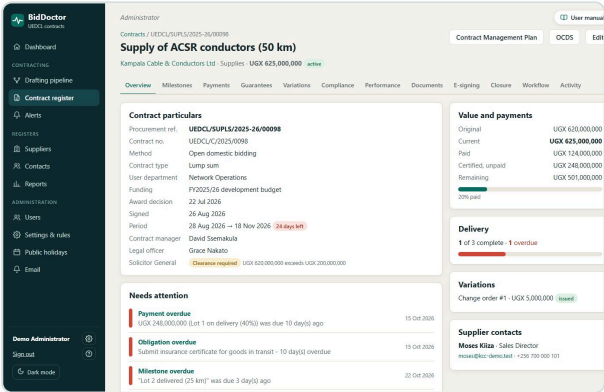
SCREENS SHOWN

All screens come from the demonstration environment. Every name, company, contract and figure in them is fictional.

Look out for

Regs 54(4) marks the legal source of a rule: the PPDA Act Cap. 205, the PPDA (Contracts) Regulations 2023, or the Electronic Transactions and Electronic Signatures Acts 2011.

The rule boxes explain what BidDoctor enforces; **Tip** boxes give practical advice.



Every contract lives on one record, from file to closure.

One record, from file to closure

BidDoctor brings Procurement, Legal, the Company Secretary, contract managers and Finance onto a single record for every contract. Procurement hands over the file; Legal drafts from the PPDA standard forms; the Company Secretary reviews; contracts above the threshold go to the Solicitor General; the parties sign, on paper or online. The signed contract is then managed through delivery, payments, variations and closure, with the rules of the PPDA (Contracts) Regulations 2023 checked at every step.

7

drafting stages, each with an owner and a working-day target

17

statutory rules enforced automatically

2

ways to sign: online with a sealed record, or on paper

7

user roles, each with its own permissions

PART 1

Drafting & execution

- Procurement file logged, with value and supplier
- Draft generated from the PPDA Contract Agreement and Special Conditions
- Company Secretary review, with return for corrections
- Solicitor General clearance above UGX 200 million
- Pre-signature conditions, including the 10-day standstill
- Execution on paper or by electronic signing

PART 2

Managing the contract

- Milestones and delivery dates, with overdue alerts
- Payments: schedule, invoice, certify, pay within 30 days
- Guarantees and securities, with expiry warnings
- Change orders, amendments and renewals inside the legal limits
- Compliance obligations, monthly reports, supplier appraisals
- Closure, termination and the 7-year record

Who uses it

Procurement unit	Hands over procurement files and records award details
Legal	Drafts, steers the contract through review and clearance, sends it for signature
Company Secretary	Reviews drafts; approves or returns them with comments
Contract manager	Runs the signed contract: deliveries, invoices, variations, reports
Finance	Pays certified invoices on time
Management	Sees everything, changes nothing
Administrator	Manages users, rules, holidays and email

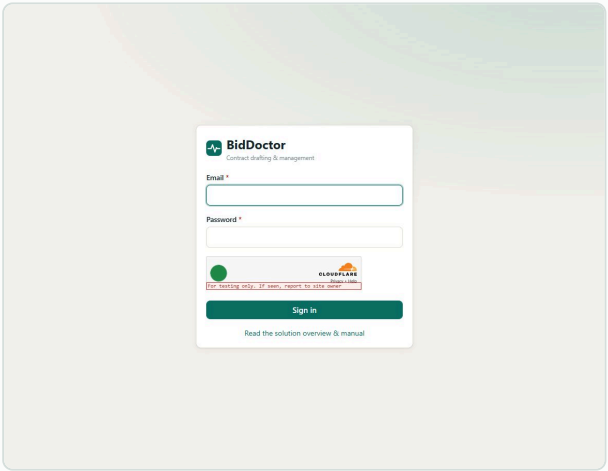
What BidDoctor covers

CAPABILITY	HOW IT WORKS	PAGE
Drafting from PPDA forms	Special Conditions captured once; a Word draft generated in PPDA standard wording, with the price in words	6
Tracking file to execution	Seven-stage pipeline with owners, working-day targets and stall alerts	5
Solicitor General clearance	Added automatically above the threshold; clearance letter required	7
Clean copies and execution	Three originals confirmed; signing online or on paper	9
Registers	Contract register, supplier profiles and contacts register, with CSV export	15
Performance	Monthly progress reports (green, amber, red) and scored supplier appraisals	14
Compliance with terms	Obligations per clause, with owners, due dates, breaches and waivers	14
Status, delivery, milestones	Status on every record; milestones with overdue alerts; payments tied to deliverables	11
Expiry dates	Alerts at 90, 60 and 30 days; expiry report; calendar feed	16
Variations and extensions	Change orders, amendments and renewals within the regulatory limits	13
Payments	Schedule, invoice, certify, pay; 30-day payment clock; advance cap	12
Closure	Closure checklist, termination record, 7-year retention date	15

GETTING STARTED

Your first sign-in

- 1 **Open BidDoctor** in Edge, Chrome, Firefox or Safari, on a computer or phone.
- 2 **Enter your email and password.** After six wrong attempts, sign-in pauses for 15 minutes.
- 3 **Complete the security check.** Cloudflare's check usually ticks itself; it stops automated attacks on passwords.
- 4 **Enter your 6-digit code** if you have turned on two-step verification (⚙ My account → Two-step verification).
- 5 **Follow the guided tour.** It shows the main features one by one. Replay it any time from ? at the bottom of the side menu.
- 6 **Find help any time:** the **User manual** button sits at the top-right of every page (the book icon on a phone), and small ⓘ icons explain terms.
- 7 **Choose light or dark mode** with the switch at the bottom of the side menu.



Sign-in with the Cloudflare security check.

Drafting & execution

The workflow follows UEDCL's contracting process. A contract moves on only when its step is complete, and BidDoctor shows exactly what is missing. Each person is emailed when a contract reaches their step.



UEDCL contracts

- Dashboard
- CONTRACTING
 - Drafting pipeline**
 - Contract register
 - Alerts
- REGISTERS
 - Suppliers
 - Contacts
 - Reports
- ADMINISTRATION
 - Users
 - Settings & rules
 - Public holidays
 - Email

Demo Administrator

Sign out

Dark mode

Administrator

User manual

Drafting pipeline

From procurement file to executed contract: **6** in progress, **1** past the stage target. Days are working days (weekends and public holidays excluded).

+ Receive procurement file

1 Received target 2d	2 Drafting 1 late	3 Attachments target 3d	4 Co. Secretary target 5d	5 Clearance target 15d	6 Clean copies target 2d	7 Execution target 7d
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All stages List Board

1 Procurement file received (1) Waiting on Legal / Procurement unit - target 2 working days

CONTRACT	SUPPLIER	VALUE	IN THIS STAGE ⓘ
UEDCL/SUPLS/2025-26/00214 Supply of LV aerial bundled cables (2,000 m)	Kampala Cable & Conductors Ltd	UGX 85,000,000	0 days

2 Legal drafting from PPDA template (1) Waiting on Legal - target 7 working days

CONTRACT	SUPPLIER	VALUE	IN THIS STAGE ⓘ
UEDCL/WRKS/2025-26/00061 Construction of perimeter wall, Mbarara substation	Savannah Civil Works Ltd	UGX 320,000,000 Solicitor General clearance	8 days - 1 over

3 Bid document & supplier bid attached (1) Waiting on Legal - target 3 working days

CONTRACT	SUPPLIER	VALUE	IN THIS STAGE ⓘ
UEDCL/SUPLS/2025-26/00240 Import of 11 kV switchgear (EUR 410,000)	Alpina Grid Components GmbH	EUR 410,000 Solicitor General clearance	3 days

4 Company Secretary review (1) Waiting on Company Secretary - target 5 working days

CONTRACT	SUPPLIER	VALUE	IN THIS STAGE ⓘ
UEDCL/SRVCS/2025-26/00033	Lakeview ICT Solutions Ltd	UGX 540,000,000	1 day

The drafting pipeline. All seven stages across the top, with counts and late contracts; click one to filter. Below, contracts by stage with working days against the target. Red means past the target. **Waiting on me** shows your own queue; **Board** switches to columns.

WORKING DAYS

All stage timing excludes weekends and Uganda public holidays. Targets per stage are set by the administrator.

TIP

Stuck? Open the contract's **Workflow** tab: it lists exactly what is missing, such as "Attach the supplier's bid".

Receive the procurement file

Dashboard or Contract register → + **Receive procurement file**

- 1 Enter the procurement reference, subject, category, method, contract type and award date.
- 2 Choose the supplier, or type the name of a new one.
- 3 Enter the value and currency. For a foreign currency, add the UGX rate: the clearance threshold is checked in shillings.
- 4 Optionally assign the legal officer and contract manager.
- 5 **Log procurement file**, then attach the file on the **Documents** tab.

Receiving a file. Contracts above UGX 200 million are flagged for Solicitor General clearance automatically.

Draft from the PPDA forms

Contract → **Drafting**

- 1 Fill in the **Special Conditions of Contract**: delivery, payment structure, performance security, liquidated damages, warranty. Each field shows its clause in the Standard Bidding Document.
- 2 Click **Generate draft**. BidDoctor creates a Word file: the Contract Agreement in PPDA wording with the price in words, the Special Conditions schedule and the list of contract documents.
- 3 Refine it in Word and upload the reviewed version. Every version is kept.
- 4 On **Workflow**, move the contract to the next stage.

Special Conditions. Captured once, they flow straight into every generated draft.

"Fill in the Special Conditions once. One click produces the agreement in the prescribed wording."

DRAFTING • STAGE 2

THE RULE

Entities use the Authority's standard documents as the model for every contract, and the contract follows the form of contract in the bidding document. [Act s.58, s.67](#) [Regs 9\(2\)](#) [SBD Sections 8-9](#)

Legal uploads the bid (solicitation) document and the supplier's bid on **Documents**. BidDoctor will not send the draft to the Company Secretary without both.

The Company Secretary records the review outcome on **Workflow** and moves it on, or opens **Return to drafting** and says what must change. Legal is emailed the note.

Above the threshold, Legal uploads the clearance letter and enters the clearance date. The clearance item on the pre-signature checklist is then ticked automatically.

#	STAGE	MOVED ON BY	MUST BE DONE FIRST
1	Procurement file received	Procurement / Legal	Procurement file attached
2	Legal drafting	Legal	A draft uploaded or generated
3	Bid document & supplier bid	Legal	Both documents attached
4	Company Secretary review	Company Secretary	Review outcome recorded, or returned to drafting
5	Solicitor General clearance	Legal	Clearance letter uploaded and date entered (only above UGX 200M)
6	Clean copies prepared	Legal	Three originals confirmed; all pre-signature conditions met
7	Supplier invited to execute	Legal	Signed contract (e-signed or scanned), dates and contract manager

THREE ORIGINALS

At least three originals of the contract are produced; the entity and the provider each keep one signed by both parties. Regs 9(4)

Each stage has a target in working days. Contracts that stay too long are flagged as stalled on the dashboard and in the daily email digest.

If a procurement is withdrawn, Legal cancels it on **Workflow → Cancel procurement**, giving a reason. This cannot be undone.

02 · Drafting & execution

Nothing is signed before the law allows it

Before the supplier is invited to sign, six conditions from the Contracts Regulations must be met. Each is marked Done, or Not applicable with a reason. Until every one is satisfied, the contract cannot move on.

CONDITION	WHAT BIDDOCTOR DOES	SOURCE
Contracts Committee award decision	Records the decision date	Regs 6(1)(a)
Price not above market price	Records the Accounting Officer's confirmation	Regs 6(1)(b)
Notice of best evaluated bidder and standstill	Works out the end of the 10-working-day standstill from the display date and holds the contract until then. Not applied to direct and micro procurement	Regs 3, 4, 6(1)(c)
No administrative review pending	Records confirmation	Regs 6(1)(d); Act s.106
Full funding committed	Records written confirmation	Regs 6(1)(e), 7, 8
Solicitor / Attorney General clearance	Required above the threshold; not applicable below it	Regs 6(1)(f)

"No action may be taken on the award decision until ten working days after the notice is displayed."

CONTRACTS REGULATIONS 2023 • REG 4(1)

WORKING DAYS, PROPERLY COUNTED

The standstill skips weekends and every Uganda public holiday, including the Eid dates the administrator enters from the gazette. A notice displayed on a Thursday before Independence Day ends one day later than a simple count suggests.

WHO TICKS WHAT

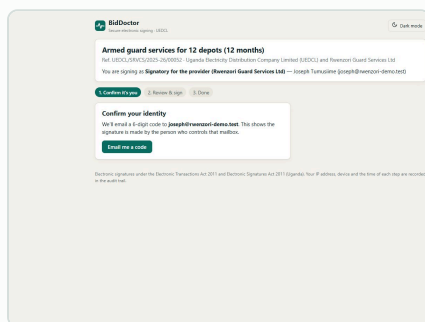
Procurement typically records the award decision and notice date; Legal confirms funding, review status and clearance. Every change is stamped with who made it and when.

The screenshot shows the BidDoctor UEDCL contracts interface. On the left is a sidebar with navigation options: Dashboard, Contracting (Drafting pipeline, Contract register, Alerts), Registers (Suppliers, Contacts, Reports), Administration (Users, Settings & rules, Public holidays, Email), and Demo Administrator (Sign out, Dark mode). The main area displays a contract titled 'Supply of 300 distribution transformers (200 kVA)' by Nile Transformers Uganda Ltd. The workflow progress bar shows stages: Received, Drafting, Attachments, Co. Secretary, and Clearance. The 'Current step: Solicitor General clearance' is highlighted. Below this, a checklist of conditions from the Contracts Regulations 2023 is shown, each with a status (Done, Outstanding) and a date (15-Sep-2026). The conditions are: Contracts Committee award decision made, Accounting Officer confirmed contract price is not above market price, Notice of best evaluated bidder displayed and standstill period lapsed, No administrative review pending on the procurement, Full funding for the contract duration committed (written confirmation), and Clearance obtained from Solicitor General / Attorney General (where applicable).

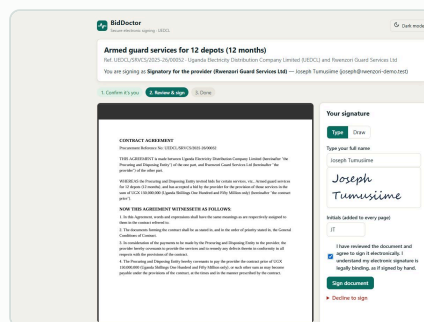
The checklist. Each item shows its regulation and, once done, who confirmed it.

Electronic signing

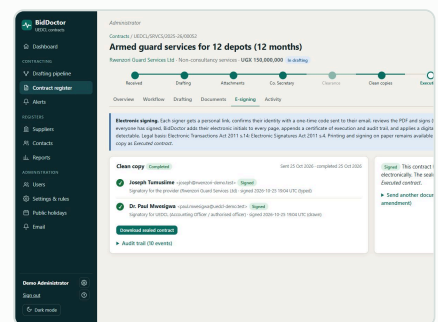
Contracts can be signed online or on paper. Online, each signer gets a personal link, proves who they are with a one-time code sent to their email, reads the contract on screen and signs. When everyone has signed, BidDoctor produces one sealed PDF.



1 • Confirm it's you. A 6-digit code, valid 10 minutes.



2 • Review and sign. Type or draw a signature; add initials.



3 • Sealed. Filed automatically as the executed contract.

Sending a contract (Legal)

- 1 Save the final clean copy as **PDF** and upload it on Documents.
- 2 On **E-signing**, choose the document.
- 3 Check the signers. They sign in order: the provider's signatory and witness, then UEDCL's signatory and witness. Leave a row blank to skip it.
- 4 Add a message if needed and click **Send for signature**.

Send reminder emails a fresh link; **Cancel request** stops all outstanding links.

What the signer does

- 1 Opens the link in the email. No account is needed.
- 2 Clicks **Email me a code** and enters it.
- 3 Reads the contract, types or draws a signature, checks the initials, ticks the consent box and clicks **Sign document**. Declining, with a reason, is also possible.
- 4 Receives the sealed contract by email once everyone has signed.

THE LEGAL BASIS

A contract shall not be denied legal effect merely because it is concluded electronically

Electronic Transactions Act 2011 s.14 . An electronic signature meets a signature requirement when it is linked to the signer, under their control, and any later change is detectable **Electronic Signatures Act 2011 s.4** . The Act's highest level, an advanced signature verified with a qualified certificate from a NITA-U-licensed provider, carries the weight of a handwritten signature **s.10** .

"The link works once, the code expires in ten minutes, and the seal shows any change made afterwards."

ELECTRONIC SIGNING • HOW EVIDENCE IS KEPT

The sealed contract



Certificate of execution, appended to the contract.



Initials stamped on every page.

What it proves

- **Every page initialled** electronically by every signer
Regs 9(3)
- **Who signed and how:** name, role, email, signature, time in East Africa Time, identity check, IP address and device
- **Audit trail** of every step, from sending to sealing
- **Digital seal (PADES):** change a single byte and Adobe Reader shows the signature as invalid
- **SHA-256 fingerprint** of the document as sent, printed on the certificate

PREFER PAPER?

Print the clean copies, sign, scan, and upload the scan on Documents as **Executed contract**. Both routes lead to the same next step.

STAGE 7 • LEGAL

Mark the contract executed

- 1 On **Workflow**, enter the signing date. After electronic signing it is filled in for you.
- 2 Enter the start and end dates and the contract number.
- 3 Choose the **contract manager** from the user department
Regs 50(1).
- 4 Move the contract to **Executed**. It becomes active.

SET UP AUTOMATICALLY ON EXECUTION

- Task: display the notice of the signed contract within 5 working days **Regs 10(2)**
- Task: prepare the Contract Management Plan, Form 49 **Regs 50(3)**
- Performance security due within 21 days, and the advance payment guarantee, where the Special Conditions require them
- An email to the contract manager

Managing a signed contract

Once executed, the contract has a named contract manager and everything about it lives on one page: delivery, money, securities, changes, compliance and performance.

The screenshot displays the BidDoctor interface for a contract titled "Supply of ACSR conductors (50 km)". The interface is divided into a left sidebar with navigation options (Dashboard, Drafting pipeline, Contract register, Alerts, Suppliers, Contacts, Reports, Users, Settings & rules, Public holidays, Email) and a main content area. The main content area shows the contract details, including procurement reference, contract number, method, contract type, user department, funding, award decision, signed date, period, contract manager, legal officer, and solicitor general. It also features a "Needs attention" section with overdue items like payment, obligation, and milestone. Other sections include "Value and payments", "Delivery", "Variations", and "Supplier contacts".

Contract particulars

Procurement ref.	UEDCL/SUPLS/2025-26/00098
Contract no.	UEDCL/C/2025/0098
Method	Open domestic bidding
Contract type	Lump sum
User department	Network Operations
Funding	FY2025/26 development budget
Award decision	22 Jul 2026
Signed	26 Aug 2026
Period	28 Aug 2026 → 18 Nov 2026 24 days left
Contract manager	David Ssemakula
Legal officer	Grace Nakato
Solicitor General	Clearance required UGX 620,000,000 exceeds UGX 200,000,000

Value and payments

Original	UGX 620,000,000
Current	UGX 625,000,000
Paid	UGX 124,000,000
Certified, unpaid	UGX 248,000,000
Remaining	UGX 501,000,000

20% paid

Delivery

1 of 3 complete · 1 overdue

Variations

Change order #1 · UGX 5,000,000 issued

Supplier contacts

Moses Kiiza · Sales Director
moses@kcc-demo.test · +256 700 000 101

Needs attention

- Payment overdue**
UGX 248,000,000 (Lot 1 on delivery (40%)) was due 10 day(s) ago 15 Oct 2026
- Obligation overdue**
Submit insurance certificate for goods in transit - 10 day(s) overdue 15 Oct 2026
- Milestone overdue**
"Lot 2 delivered (25 km)" was due 3 day(s) ago 22 Oct 2026

The Overview tab: particulars, days to expiry, value and payments, delivery progress, variations, supplier contacts and anything needing attention.

Milestones · Delivery dates and key milestones; mark them complete as they happen. Overdue items are flagged.

Payments · The schedule, invoices, certification and payment, with the 30-day clock.

Guarantees · Performance security, advance payment guarantee, retention, warranty, insurance.

Variations · Change orders, amendments and renewals, each with its approvals.

Compliance · Each obligation with its clause, owner and due date.

Performance · Monthly progress reports and supplier appraisals.

Documents · **E-signing** · Every file, and any further signing rounds.

Closure · The closure checklist, or the termination record.

WHO CAN CHANGE WHAT

The assigned contract manager, Legal and administrators can make changes. Finance records payments. Everyone else can view. Closed and terminated contracts become read-only. [Regs 50-52](#)

Payments that follow the Regulations



 BidDoctor

UEDCL contracts

Dashboard

CONTRACTING

Drafting pipeline

Contract register

Alerts

REGISTERS

Suppliers

Contacts

Reports

ADMINISTRATION

Users

Settings & rules

Public holidays

Email

Demo Administrator

Sign out

Dark mode

Administrator

Contracts / UEDCL/SUPLS/2025-26/00098

User manual

Contract Management Plan

OCDS

Edit

Supply of ACSR conductors (50 km)

Kampala Cable & Conductors Ltd · Supplies · UGX 625,000,000 active

Overview

Milestones

Payments

Guarantees

Variations

Compliance

Performance

Documents

E-signing

Closure

Workflow

Activity

UGX 124,000,000

Paid

UGX 248,000,000

Certified, awaiting payment

UGX 501,000,000

Remaining on contract

UGX 5,000,000

Not yet scheduled ⓘ

Flow: schedule → record original invoice → contract manager certifies → Finance pays within 30 days of certification. Payments tied to a deliverable can only be certified once it is marked complete.

Payment schedule

PAYMENT	AMOUNT	INVOICE	STATUS
Advance 20% Advance payment	124,000,000	KCC/101 31 Aug 2026	Paid Paid 5 Sep 2026
Lot 1 on delivery (40%) Stage payment · for "Lot 1 delivered (25 km)"	248,000,000	KCC/118 26 Sep 2026	Certified - awaiting payment Pay by 15 Oct 2026 · OVERDUE Record paid Reject
Lot 2 on delivery (40%) Stage payment · for "Lot 2 delivered (25 km)" · planned 22 Oct 2026	248,000,000	-	Planned Record invoice Delete

Schedule a payment

What for *

e.g. 30% on delivery

Kind

Interim payment

Amount (UGX) *

Planned date

dd-----yyyy

Linked deliverable

- none -

Payment must follow receipt of the deliverable.

The Payments tab: totals paid, certified and remaining; every payment with its status and pay-by date.

RULE BIDDOCTOR ENFORCES	SOURCE
Payments cannot exceed the contract value	Regs 42
Advance payments are capped at 30% of the price unless a Treasury approval reference is entered	Regs 43(3) - (4)
An advance cannot be paid until the advance payment guarantee has been received	Regs 43(2)
A payment tied to a deliverable cannot be certified until the deliverable is marked complete	Regs 44, 47(1)
Certified invoices fall due 30 days after certification; overdue ones are flagged to Finance	Regs 49(3)
Rejecting a payment request needs a reason, returned to the provider	Regs 49(5)
The user department certifies; Finance records the payment	Act s.37(e)

CONTRACT MANAGERS

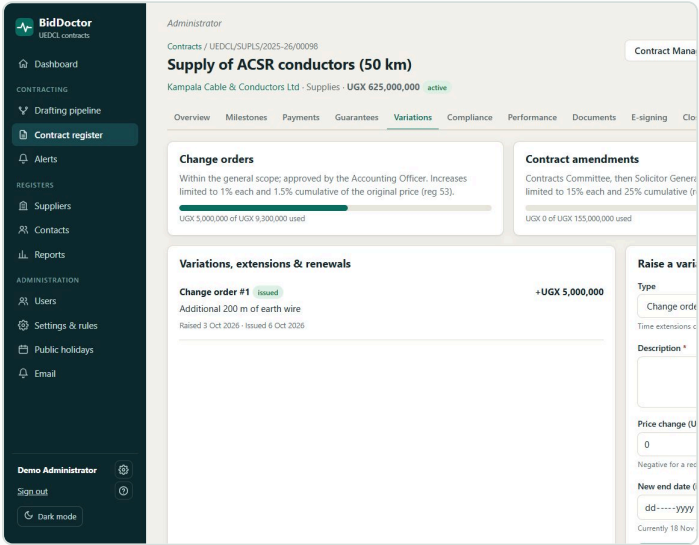
Schedule payments from the payment structure in the Special Conditions, linking each to its deliverable. Certify an invoice once the deliverable is in.

FINANCE

Certified invoices appear in your daily digest and on the Alerts page. Open the contract, go to Payments and click **Record paid**.

Variations inside the limits

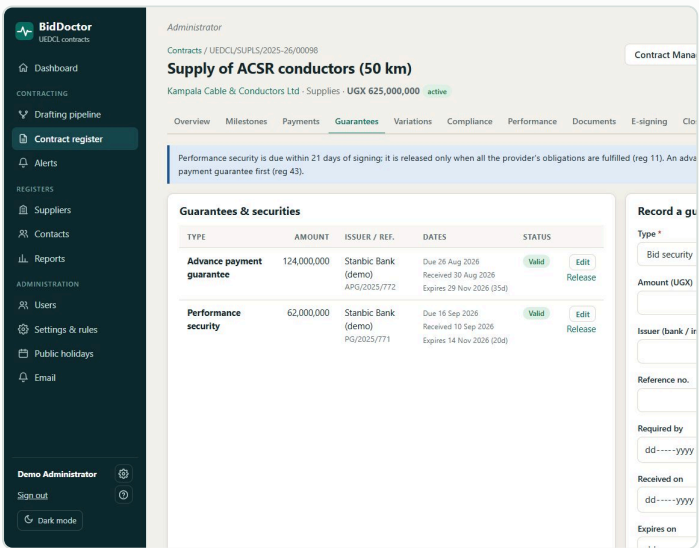
TYPE	APPROVAL	LIMIT (OF ORIGINAL PRICE)	SOURCE
Change order within scope, incl. time	Accounting Officer	1% each, 1.5% in total	Regs 53
Amendment	Funds committed → Contracts Committee → Solicitor / Attorney General, in that order	15% each, 25% in total	Regs 54
Renewal	As an amendment; Schedule 3 categories only	Once; a second renewal needs Treasury authorisation	Regs 55



- 1 **Raise** the variation: type, description, price change, new end date.
- 2 **Record each approval** with its date. BidDoctor enforces the order.
- 3 **Issue** it. The contract value and end date update.
- 4 **Exceed a limit** and BidDoctor explains the regulation and what to do instead.

Limit meters show the headroom left for change orders and amendments.

Guarantees and securities



Record the performance security, advance payment guarantee, payment security, retention, warranty and insurance as they arrive. BidDoctor warns when one is late or about to expire.

THE RULE

A performance security is due within 21 days of signing and cannot be released until all the provider's obligations are fulfilled. [Regs 11](#)

SBD ITB 52

ON RELEASE

Return the security to the provider according to their instructions [Regs 47\(7\)](#) .

Each security with its amount, issuer, due date, expiry and status.

Keeping both sides to the contract

Compliance obligations

List the provider's and UEDCL's obligations, each with its clause, owner, due date and frequency. Mark them met, or record a breach or waiver with a note. Recurring obligations roll forward automatically when met.

Performance

A **monthly progress report** with a green, amber or red status, summary and issues [Regs 52\(3\) \(g\)](#) . An **appraisal** scores quality, timeliness, compliance and responsiveness from 1 to 5 [Regs 52\(3\) \(f\)](#) .

The Contract Management Plan · Form 49

The contract manager prepares the plan on receiving the contract and forwards a copy to the Procurement and Disposal Unit [Regs 50\(3\)](#) . BidDoctor builds it from the record in the prescribed Form 49 layout: particulars, guarantees, deliverables and the schedule of payments. Open it with **Contract Management Plan** at the top of any active contract, then print.

"Supplier scores roll up to the supplier's profile, so the next evaluation starts with evidence."

PERFORMANCE · SUPPLIER PROFILE

TIP

A progress report is flagged as missing from the 5th of each month, so file it in the first days of the month.

Form 49, generated from the record and ready to print.

Closing or terminating a contract

Closing

Work through the closure checklist, then click **Close contract**. It closes only when every item is done or not applicable and no invoice is pending. The contract then becomes read-only, and BidDoctor shows the date until which records must be kept

[Act s.44](#) .

- Deliverables completed and accepted
- Final acceptance or handover certificate
- Final payment made
- Liquidated damages settled
- Guarantees released
- Final supplier appraisal recorded
- Records archived for 7 years

Terminating

Termination needs the reasons, the contractual grounds, the actions taken to avoid it, the costs, and the Attorney / Solicitor General approval reference. The Accounting Officer decides only after that approval [Regs 56](#) .

NON - PERFORMANCE

When a contract is terminated for non-performance, BidDoctor reminds the entity to recommend the provider's suspension to PPDA [Regs 56\(4\)](#) .

REGISTERS & REPORTS

Everyone and everything, on record

Contract register: every contract, searchable and filterable by status, category, supplier and expiry. **Suppliers:** profiles with their contracts and average performance score. **Contacts:** supplier staff, banks and insurers, advisers and government offices.

EXPORT (REPORTS PAGE)	CONTENTS
Contract register · CSV	Status, values, dates, manager
Payments · CSV	Invoice, certified, pay-by and paid dates
Contract expiry · CSV	Active contracts by end date
Contacts · CSV	The contacts register
Open Contracting · JSON	All contracts in the OCDS standard

BidDoctor

UEDCL contracts

Dashboard

CONTRACTING

Drafting pipeline

Contract register

Alerts

REGISTERS

Suppliers

Contacts

Reports

ADMINISTRATION

Users

Settings & rules

Public holidays

Email

Demo Administrator

Sign out

Dark mode

Administrator

Contract register

9 contracts shown

Search

Reference, title, supplier

Status

All

Category

All

Reset

REFERENCE	CONTRACT	SUPPLIER
UEDCL/SUPLS/2023-24/00020 UEDCL/C/2023/0020	Supply of office furniture Supplies - Administration	Rwenzori Guar Services Ltd
UEDCL/SRVCS/2024-25/00145 UEDCL/C/2024/0145	Fleet maintenance and repair services (24 months) Non-consultancy services - Fleet & Logistics	Pearl Fleet Ser Ltd
UEDCL/SUPLS/2025-26/00098 UEDCL/C/2025/0098	Supply of ACSR conductors (50 km) Supplies - Network Operations	Kampala Cables Conductors Ltd
UEDCL/SUPLS/2025-26/00240	Import of 11 kV switchgear (EUR 410,000) Supplies - Network Operations	Alpina Grid Components C
UEDCL/SRVCS/2025-26/00052	Armed guard services for 12 depots (12 months) Non-consultancy services - Administration	Rwenzori Guar Services Ltd
UEDCL/SUPLS/2025-26/00187	Supply of 300 distribution transformers (200 kVA) Supplies - Network Operations	Nile Transform Uganda Ltd
UEDCL/SRVCS/2025-26/00033	Smart-meter data platform licence and support (3 years) Non-consultancy services -	Lakeview ICT Solutions Ltd

The contract register. CSV exports open in Excel.

Staying on top without chasing

BidDoctor watches the dates so people don't have to: expiries, deliveries, payments, guarantees, obligations, stalled drafts and missing reports.

BidDoctor UEDCL contracts

Administrator

User manual

Alerts

Expiries, overdue milestones and payments, guarantees, obligations, stalled drafts and missing reports.

Type: All types

- Payment overdue - UEDCL/SUPLS/2025-26/00098** Supply of ACSR conductors (50 km) 15 Oct 2026
UGX 248,000,000 (Lot 1 on delivery (40%)) was due 10 day(s) ago
- Obligation overdue - UEDCL/SUPLS/2025-26/00098** Supply of ACSR conductors (50 km) 15 Oct 2026
Submit insurance certificate for goods in transit - 10 day(s) overdue
- Payment overdue - UEDCL/SRVCS/2024-25/00145** Fleet maintenance and repair services (24 months) 17 Oct 2026
UGX 11,500,000 (Maintenance - last month) was due 8 day(s) ago
- Milestone overdue - UEDCL/SUPLS/2025-26/00098** Supply of ACSR conductors (50 km) 22 Oct 2026
"Lot 2 delivered (25 km)" was due 3 day(s) ago
- Expiring - UEDCL/SUPLS/2025-26/00098** Supply of ACSR conductors (50 km) 18 Nov 2026
Ends in 24 day(s)
- Guarantee expiring - UEDCL/SUPLS/2025-26/00098** Supply of ACSR conductors (50 km) 14 Nov 2026
Performance security expires in 20 day(s)

The Alerts page, most urgent first: red for overdue, amber for due soon.

Email

Action-needed emails when a contract reaches your step, is returned to you, has a variation awaiting approval, or has an invoice certified. A **daily or weekly digest** of your own alerts at 07:00 Kampala time. Set both under **My account**.

Your calendar

- 1 Copy your private link from **My account**.
- 2 Outlook: Add calendar → Subscribe from web. Google: Other calendars → From URL.
- 3 Contract deadlines now appear in your own calendar.

Public holidays

Uganda's statutory holidays load automatically, with Easter computed. Eid al-Fitr and Eid al-Adha are entered each year from the gazette. Every working-day deadline uses this calendar.

BidDoctor UEDCL contracts

Administrator

User manual

My account

Demo Administrator admin@biddoctor.local / Administrator

Two-step verification
Protect your account with a code from your phone in addition to your password.
[Set up two-step verification](#)

Email notifications
☒ Email me when something needs my action
e.g. a contract reaches your review step, is returned to you, or an invoice is certified for payment.
Summary of my alerts
Daily
[Save preferences](#)

Deadlines in your calendar
Subscribe to this private link in Outlook or Google Calendar to see contract end dates, milestones, payment and guarantee deadlines. It updates automatically.
<http://localhost3120/calendar/44625a0258697012584450471a8a9182275967530890a0>
[How to subscribe](#)
Create a new link - If the link has been shared by mistake

Change password
Current password *
New password *
At least 10 characters.
Confirm new password *
[Change password](#)

My account: notifications, calendar link, two-step sign-in.

BidDoctor UEDCL contracts

Administrator

User manual

Public holidays

Working-day rules - the standard period, the 5-day notice of signed contracts, stage targets - skip weekends and these dates.

Eid dates needed for 2026 and 2027. Eid al-Fitr and Eid al-Adha depend on the moon sighting - add them as soon as the Government gazettes the dates.

DATE	HOLIDAY	TYPE	
1 Jan 2026 Thu	New Year's Day	Statutory	Remove
26 Jan 2026 Mon	Liberation Day	Statutory	Remove
16 Feb 2026 Mon	Archbishop Janani Luxum Day	Statutory	Remove
8 Mar 2026 Sun	International Women's Day	Statutory	Remove
3 Apr 2026 Fri	Good Friday	Statutory	Remove
6 Apr 2026 Mon	Easter Monday	Statutory	Remove
1 May 2026 Fri	Labour Day	Statutory	Remove
3 Jun 2026 Mon	Martyrs' Day	Statutory	Remove
9 Jun 2026 Tue	National Heroes' Day	Statutory	Remove
9 Oct 2026 Fri	Independence Day	Statutory	Remove
25 Dec 2026 Fri	Christmas Day	Statutory	Remove
26 Dec 2026 Sat	Boxing Day	Statutory	Remove

Add a holiday
Date * dd-/-/yyyy
Name * e.g. Eid al-Fitr
Type Eid (gazetted each year)
[Add](#)

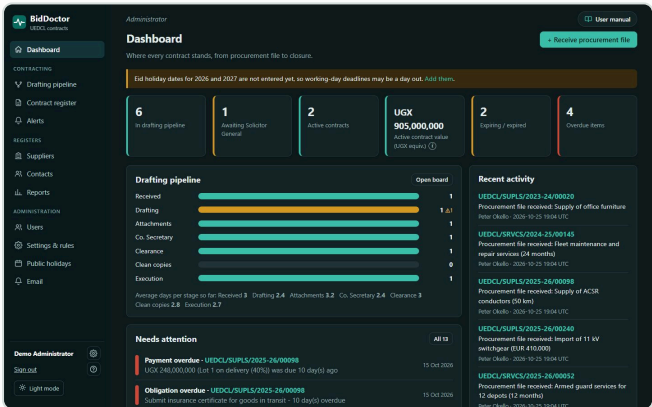
Statutory dates loaded automatically. New Year, Liberation Day (26 Jan), Janani Luxum Day (16 Feb), Women's Day (8 Mar), Good Friday and Easter Monday (computed), Labour Day, Martyrs' Day (3 Jun), Heroes' Day (9 Jun), Independence Day (9 Oct), Christmas and Boxing Day. Next year's are added automatically each January.

Public holidays, maintained by the administrator.

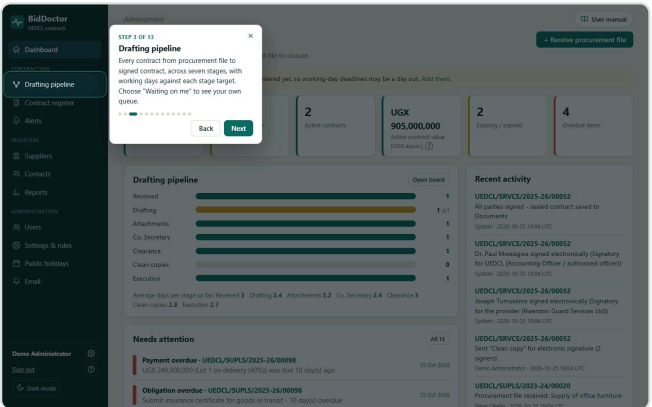
Security and access

Contracts are sensitive. Access is by role, every action is recorded, and sign-in is protected against password guessing and automated bots.

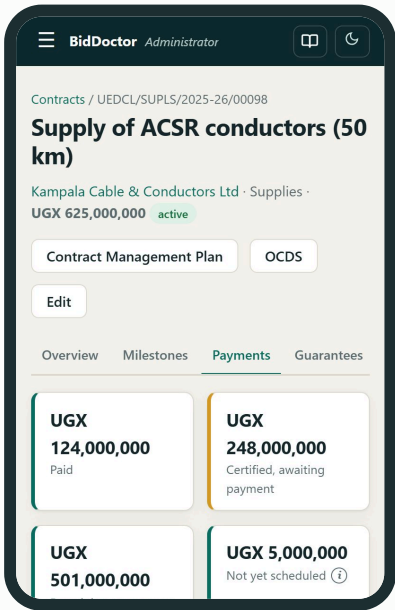
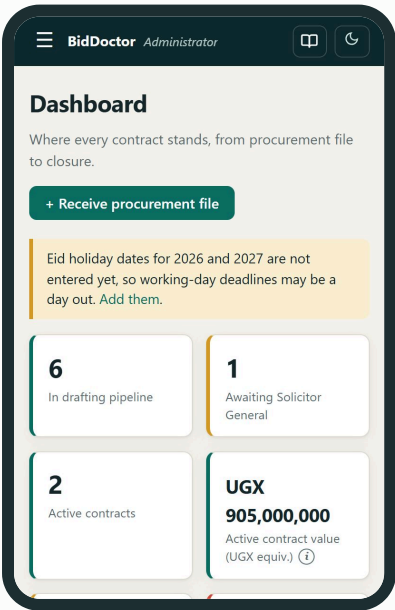
Bot protection	Cloudflare Turnstile on sign-in, checked on the server
Two-step sign-in	Codes from any authenticator app; administrators can make it mandatory and reset it for a lost phone
Roles	Legal, Procurement, Company Secretary, contract manager (own contracts), Finance, Management (view only), Administrator
Separation of duties	The user department certifies invoices; Finance pays
Audit trail, backups	Who did what and when, on every contract; encrypted scheduled backups to SharePoint, S3, Azure, Google Drive or a network share
Signing links	Personal, single-use and time-limited, with an emailed code before the document opens
Comfort	Light and dark mode; works on phones; guided tour and ⓘ tips
Install as an app	Install app in the side menu: home screen, taskbar or dock (instructions for iPhone, Mac Safari and Firefox)
Always current	Notices for new versions and dropped connections; phone and desktop notifications, even when closed, for work waiting for you (☼ My account)



Dark mode, remembered on each device.



The guided tour starts on first sign-in; replay it from ? in the side menu.



On a phone

Every screen works on a phone. The menu sits behind the ☰ button; the book icon opens this manual; the moon or sun switches light and dark.

TIP

Turn on two-step verification under My account. It takes a minute and protects your account even if your password leaks.

Built on the law and on open standards

The rules come straight from the PPDA Act and the Contracts Regulations 2023. Limits such as the clearance threshold and variation percentages are settings, so a change in the law needs no new software.

RULE	SOURCE	ENFORCED
Award decision, market price, standstill, no review, funding and clearance before signing	Regs 3, 4, 6	✓
Three originals; notice of signed contract within 5 working days	Regs 9(4), 10(2)	✓
Contract manager appointed; Form 49 plan; monthly reports	Regs 50-52	✓
Advance ≤ 30% with guarantee; payment against deliverables; 30-day payment	Regs 43-49	✓
Change orders ≤ 1% / 1.5%; amendments ≤ 15% / 25%, approvals in order	Regs 53-54	✓
Renewals limited to Schedule 3 categories	Regs 55	✓
Termination only after Attorney General approval, with a full record	Regs 56	✓
Performance security released only when obligations are met	Regs 11(5)	✓
Records retained 7 years after completion	Act s.44	✓

OPEN DATA

OCDS 1.1

The Open Contracting Data Standard behind PPDA's Government Procurement Portal.

SIGNATURES

PAdES seal

The international format for signed PDFs, with SHA-256 fingerprints.

CALENDARS

iCalendar

Deadline feeds for Outlook, Google and Apple Calendar.

SIGN-IN

TOTP · Turnstile

Authenticator codes and Cloudflare's bot check.

WORKS ALONGSIDE E-GP

PPDA's national e-GP system runs the procurement itself. BidDoctor covers what happens around the contract inside the entity: Legal's drafting, Company Secretary review, Solicitor General clearance, electronic execution and day-to-day tracking. It exchanges data in OCDS, the standard used by the national systems.

"The regulation is not a document you look up. It is the way the screen behaves."

BIDDOCTOR • DESIGN PRINCIPLE

Everyday tasks, by role

PROCUREMENT UNIT

Hand over a file

1. Dashboard → **Receive procurement file**.
2. Enter reference, subject, supplier, value and award date.
3. Attach the procurement file on **Documents**.
4. On **Workflow**, record the award decision and the notice display date.
5. Watch the contract move along the **Drafting pipeline**.

LEGAL

Draft and execute

1. **Drafting**: fill in the Special Conditions and **Generate draft**; refine in Word and upload.
2. Attach the bid document and supplier's bid; move to the Company Secretary.
3. Above the threshold: upload the clearance letter and date.
4. Confirm the three originals and the pre-signature checklist.
5. **E-signing**: send the PDF to the signers, or upload a scanned signed copy.
6. Enter the dates and contract manager; mark **Executed**.

COMPANY SECRETARY

Review a draft

1. Open the link in the email, or open the pipeline and choose **Waiting on me**.
2. Read the draft on **Documents**.
3. On **Workflow**, record the outcome and move it on.
4. Or choose **Return to drafting** and say what must change. Legal is told at once.

CONTRACT MANAGER

Run the contract

1. Prepare the Form 49 plan; add milestones and the payment schedule.
2. Record guarantees as they arrive.
3. Certify invoices when the deliverables are in.
4. Raise variations when scope, price or time changes.
5. File a progress report each month; appraise the supplier.
6. Work through **Closure** when the contract is complete.

FINANCE

Pay on time

1. Watch the digest or **Alerts** for certified invoices.
2. Open the contract → **Payments**.
3. Click **Record paid** within 30 days of certification.

MANAGEMENT

See everything

1. **Dashboard** for status and what is overdue.
2. **Contract register** and **Reports** for exports.
3. Read-only: no accidental changes.

ADMINISTRATOR

Set it up

1. **Users**: add people and roles.
2. **Settings & rules**: threshold, limits, stage targets.
3. **Public holidays**: add the Eid dates each year.
4. **Email**: test delivery; send digests.

EXTERNAL SIGNER

Sign a contract

1. Open the link in the email.
2. Click **Email me a code** and enter it.
3. Read, sign, tick consent, click **Sign document**.
4. Receive the sealed copy when all have signed.

ROLES AT A GLANCE

Who can do what

TASK	LEGAL	PROC.	CO. SEC.	CONTRACT MGR	FINANCE	MGMT
DRAFTING AND EXECUTION						
Receive a procurement file	✓	✓				
Edit the contract record	✓	In drafting				
Special Conditions and drafts	✓					
Move a contract to the next stage	Their stages	First stage	Review			
Return a draft for corrections	At clearance		At review			
Pre-signature checklist	✓	✓	✓			
Cancel a procurement	✓					
Send for electronic signature	✓					
MANAGING SIGNED CONTRACTS						
Milestones, guarantees, compliance, progress reports	✓			Own		
Schedule payments	✓			Own		
Record invoices; reject payment requests	✓			Own	✓	
Certify invoices	✓			Own		
Record payments as paid					✓	
Raise a variation	✓			Own		
Approve and issue a variation	✓					
Close or terminate	✓			Own		
RECORDS AND ADMINISTRATION						
Upload documents	✓	✓	✓	✓	✓	
Add or edit suppliers	✓	✓				
Add or remove contacts	✓	✓		✓	✓	
View everything; reports and exports	✓	✓	✓	✓	✓	✓

Own: only on contracts assigned to them. Administrators can do everything, plus users, settings, holidays, email and backups. Closed and terminated contracts are read-only. Full detail: [docs/roles-and-permissions.md](#).

The demonstration environment

The demonstration environment holds fictional contracts at every stage. Sign in as different roles to see how each person's view and permissions change.

ROLE	SIGN IN AS
Administrator	<code>admin@biddoctor.local</code>
Legal	<code>legal@demo.local</code>
Procurement	<code>procurement@demo.local</code>
Company Secretary	<code>secretary@demo.local</code>
Contract manager	<code>manager@demo.local</code>
Finance	<code>finance@demo.local</code>
Management	<code>management@demo.local</code>

PASSWORD

All demonstration accounts use **BidDoctor-demo-1**. The address is supplied with your demo access.

Guided tour • 15 minutes

- 1 **Dashboard** as Administrator: pipeline, the Solicitor General queue, overdue items.
- 2 **Drafting pipeline**: note the red row, a contract stalled past its target.
- 3 **Transformers contract** → **Workflow**: the pre-signature checklist and why it cannot move yet.
- 4 **Drafting** → **Generate draft**: open the Word file to see PPDA wording and the price in words.
- 5 **Armed guard services** → **E-signing** as Legal: send the clean copy. Open the signer's email in Admin → Email and sign as the provider, then as UEDCL.
- 6 **ACSR conductors contract**: Overview, Payments, Variations and the Contract Management Plan.
- 7 **Break a rule**: try a change order above 1% or an advance above 30%.
- 8 **Sign in as Finance, then Management** to see permissions change.

The screenshot shows the BidDoctor web application interface. The user is logged in as Administrator. The main header displays the contract title "Armed guard services for 12 depots (12 months)" and the contract details "Rwenzori Guard Services Ltd · Non-consultancy services · UGX 150,000,000". The contract is currently in the "In drafting" stage. A progress bar shows the stages: Received, Drafting, Attachments, Co. Secretary, Clearance, Clean copies, Execution, and Executed. The "Execution" stage is currently active. Below the progress bar, there are tabs for Overview, Workflow, Drafting, Documents, E-signing, and Activity. The "E-signing" tab is selected. The main content area shows a message: "Electronic signing. Each signer gets a personal link, confirms their identity with a one-time code sent to their email, reviews the PDF and signs (typed or drawn). When everyone has signed, BidDoctor adds their electronic initials to every page, appends a certificate of execution and audit trail, and applies a digital seal so any later change is detectable. Legal basis: Electronic Transactions Act 2011 s.14; Electronic Signatures Act 2011 s.4. Printing and signing on paper remains available - upload the scanned signed copy as Executed contract." Below this message, there is a large empty box with the text "Nothing sent for signature yet." To the right, there is a section titled "Send for signature" with a dropdown menu for "Document to sign" and a button to "Send for signature".

Sending for signature on the Armed guard services contract.

Setup and rollout

An administrator configures BidDoctor once before go-live. Every item below is a setting, so it can be changed later without new software.

SETTING	WHAT TO CONFIGURE
Users and roles	Everyone who will sign in, with their role and department
Clearance rule	The clearance authority (Solicitor General) and the value threshold (UGX 200 million)
Regulatory limits	Change order, amendment and advance percentages; payment period; standstill; performance security days. Defaults follow the Regulations
Stage targets	Working-day targets for each drafting stage, used for stall alerts
Public holidays	Statutory holidays load automatically; Eid dates are added each year from the gazette
Email	The organisation's mail server, so notifications, digests and signing invitations are delivered
Signing certificate	The organisation's document-signing certificate, used to seal executed contracts
Security	Cloudflare bot-protection keys; whether two-step sign-in is required for everyone

STEP 1

Configure

Set up users, rules, email and the signing certificate. Load existing contracts into the register.

STEP 2

Run in parallel

For four to six weeks, run live contracts in BidDoctor alongside the existing paper process and compare drafting times.

STEP 3

Go live

Move all new procurement files into BidDoctor and retire the manual tracker.

 **BidDoctor**
UEDCL contracts

Dashboard

CONTRACTING

Drafting pipeline

Contract register

Alerts

REGISTERS

Suppliers

Contacts

Reports

ADMINISTRATION

Users

Settings & rules

Public holidays

Email

Administrator

User manual

Settings & rules

Regulatory limits and service targets. Defaults follow the PPDA Act and the Contracts Regulations 2023; change them here if the law or entity policy changes.

Entity

Entity name (appears on contract drafts) *

Uganda Electricity Distribution Company Limited (UEDCL)

Short name

UEDCL

Clearance authority

Solicitor General

Clearance threshold (UGX)

200,000,000

The Regulations refer to the Attorney General; UEDCL clears with the Solicitor General.

Contracts above this value go for clearance.

Regulatory limits

Change order - single (% of original)

1

Reg 53(2)

Change orders - cumulative (%)

1.5

Reg 53(2)

Amendment - single (%)

15

Reg 54(4)

Amendments - cumulative (%)

25

Reg 54(5)

Advance payment cap (%)

30

Reg 43(3)

Payment period (days after certification)

30

Reg 49(3)

Standstill (working days)

10

Reg 4(1)

Performance security due (days after signing)

21

Settings & rules. Defaults follow the PPDA Act and the Contracts Regulations 2023.

Common questions

Why can't I move a contract on?

The Workflow tab lists exactly what is missing. If no button shows, the step belongs to another role.

Can we keep signing on paper?

Yes. Print, sign, scan, and upload the scan as the executed contract.

Does the provider need an account to sign?

No. Signers use a personal link and a one-time code sent to their email. The link works once and expires.

A signer's link doesn't work.

Links are single-use and replaced by reminders. Use **Send reminder** to issue a fresh one.

What if the law or our thresholds change?

Thresholds, limits, the payment period, standstill and stage targets are settings an administrator changes.

The standstill date looks a day out.

Check that this year's Eid holidays have been entered under Public holidays.

Can PPDA or an auditor see what happened?

Every action is in the contract's audit trail, every email is logged, and e-signed contracts carry their own certificate and audit trail.

Where is our data kept?

On a managed cloud platform, on UEDCL's own servers or in the national data centre: one database and one documents folder.

GLOSSARY

Terms used in this manual

Accounting Officer (AO)	The officer with overall responsibility for procurement in the entity; signs contracts on its behalf
Best evaluated bidder (BEB)	The bidder recommended for award; the notice starts the 10-working-day standstill
Contracts Committee (CC)	Makes award decisions and approves amendments
PDU	Procurement and Disposal Unit
SBD	Standard Bidding Document issued by PPDA; contains the General and Special Conditions of Contract and contract forms
GCC / SCC	General / Special Conditions of Contract; the SCC supplement the GCC and prevail where they differ
Change order / amendment	A change within the contract's scope approved by the AO / a formal change approved by the CC and Attorney General
Form 49	The Contract Management Plan prescribed by the Contracts Regulations 2023
OCDS · PAdES	Open Contracting Data Standard · the international standard for digitally signed PDFs
Working day	Monday to Friday, excluding Uganda public holidays

Where to find things

HELP

The
USER MANUAL
button, top-right of every page (book icon on a phone)

CONTRACTS IN DRAFTING

Drafting pipeline

GENERATE A DRAFT

Contract → Drafting → Generate draft

INVOICES AND PAYMENTS

Contract → Payments

SECURITIES

Contract → Guarantees

EXPORTS

Reports

WHAT NEEDS ATTENTION

Dashboard and Alerts; your daily digest email

WHY A CONTRACT IS STUCK

Contract → Workflow

SIGN ONLINE

Contract → E-signing

EXTENSIONS AND CHANGES

Contract → Variations

FORM 49 PLAN

Contract Management Plan button, top of the contract

YOUR SETTINGS

My account: password, two-step, email, calendar



BidDoctor

Contract drafting and management for public entities. Edition 0.3, October 2026.
Legal references: PPDA Act Cap. 205; PPDA (Contracts) Regulations 2023; Electronic
Transactions Act 2011; Electronic Signatures Act 2011. Demonstration data is fictional.