



PETROLEUM AUTHORITY OF UGANDA

APPLICATION TO THE NATIONAL SUPPLIER DATABASE 2019 FOR UGANDA'S OIL AND GAS SECTOR

1. BACKGROUND

The Petroleum Authority of Uganda (PAU) is established under the Petroleum Exploration Development and Production Act of 2013 (The Act) to monitor and regulate oil and gas activities in the country. The PAU is required to, among other things, establish and publish annually a central database of persons and entities involved in petroleum activities in Uganda and prohibits any entity or entity from providing goods, works or services for oil and gas activities unless they are registered on the database.

The PAU has undertaken this registration process since 2017, and the process has developed from a manual application system to a web-based application system, where applicants are required to visit the PAU website and upload the information required for registration. The 2017 and 2018 processes had scheduled windows for registration and the number of applications received increased from 774 to 2558, and subsequently the number of registered entities increased from 513 to 1712 respectively. During 2019, application to the NSD will remain open from 1st September 2018 until 30th June 2019.

The PAU works with the Uganda Revenue Authority (URA), Uganda Registration Services Bureau (URSB) and National Social Security Fund (NSSF) in the verification of entities and persons to be registered on the National Supplier Database (NSD) and with the Ministry of Foreign Affairs in the verification of the foreign entities and persons.

The PAU now invites applications from persons and entities for qualification and registration to the NSD 2019. Entities which were registered on the NSD 2017 and NSD 2018, which can be accessed on <https://www.pau.go.ug>, are only required to confirm their interest to be on the NSD for 2019 and for those whose information submitted earlier has changed to have it updated accordingly.

2. APPLICATION AND REGISTRATION

Application to the NSD 2019 will be open from 1st September 2018 to 30th June 2019. **ONLY** online applications submitted through the website: <https://www.pau.go.ug> will be considered. Interested persons and entities are invited to visit this website and follow the link under **NATIONAL SUPPLIER DATABASE** to access the guidelines on how to apply and register.

The Authority shall publish the list of persons and entities registered on the NSD 2019 by 31st December 2018. Thereafter the list shall be updated three times; on 31st March 2019, 30th June 2019 and 31st August 2019.

In order for any person or entity to appear on the list to be announced on 31st December 2018 and any subsequent updates, the entity or person should apply at least two months before the date of publication.

NOTE:

- (a) ONLY online applications will be considered.
- (b) Applicants are required to upload copies in PDF of the following documents:
 - i. Certificate of incorporation or registration.
 - ii. Tax Clearance Certificate for companies registered or incorporated in Uganda issued by Uganda Revenue Authority.
 - iii. Tax Clearance Certificate or its equivalent for companies registered or incorporated outside Uganda.
 - iv. National Social Security Clearance Certificate for companies registered or incorporated in Uganda issued by the National Social Security Fund (NSSF).
 - v. Proof of compliance with Social Security requirements in country of registration or incorporation for companies registered or incorporated outside Uganda.
 - vi. Banker's Reference Letter.
 - vii. A valid National Identification Card or a Bio Page of

- a valid Passport for Ugandan Citizen applying as individual consultants.
 - viii. A valid alien identification card or a Bio Page of a valid Passport for non-Ugandans applying as individual consultants.
 - ix. Industry accreditation and certifications and Proof of Membership of professional bodies where applicable if any for natural persons applicants.
 - x. An updated curriculum vitae highlighting the experience and similar assignments undertaken by the individual consultant.
- (c) Only Applicants who will have qualified will be registered and published in the National Suppliers Database for 2019 (NSD 2019).
 - (d) Registration on the NSD 2019 does not waive the requirements for the qualified entity or person to participate in the tendering processes for the provision of goods, works and services in the oil and gas industry and is not a guarantee for award of any contract.
 - (e) Registration on the NSD is done free of charge.
 - (f) The Official contact on matters of the NSD for the PAU is:

The Petroleum Authority of Uganda
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P.O. BOX 833, Entebbe, Uganda
Tel: +256 414 320423/4,
Fax: +256 414 320459
Email: nsd@pau.go.ug
Website: www.pau.go.ug

Anyone who deals with issues of the NSD outside this contact address does so at their own risk.

**EXECUTIVE DIRECTOR
PETROLEUM AUTHORITY OF UGANDA**