



**BUSITEMA  
UNIVERSITY**  
*Pursuing Excellence*

P.O. Box 236, Tororo, Uganda  
Gen: +256 - 45 444 8838  
Fax: +256 - 45 4436517  
Email: [info@adm.busitema.ac.ug](mailto:info@adm.busitema.ac.ug)  
[www.busitema.ac.ug](http://www.busitema.ac.ug)

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**BUSITEMA UNIVERSITY  
DEPARTMENT OF ECONOMICS AND MANAGEMENT**

**FIELD ATTACHMENT REPORT CARRIED OUT AT BUSIA DISTRICT  
LOCAL GOVERNMENT IN BUSIA**

**BY  
OJIAMBO CHRISPINOS  
BU/UP/2021/2137**

**FIELD ATTACHMENT REPORT SUBMITTED IN FULLFILMENT  
OF THE REQUIREMENT FOR THE AWARD OF BACHELOR DEGREE  
IN  
PROCUREMENT AND SUPPLY CHAIN MANAGEMENT**

**JUNE 12<sup>th</sup> TO 18<sup>th</sup> AUGUST, 2023**



## DECLARATION

### DECLARATION

I, ojiambo chrispinos hereby declare that to the best of my knowledge that this work submitted in this internship report is a result of the personal exposure I obtained during the field attachment at Busia District Local Government and no copy of this report has been submitted by any other person or to any higher institution of learning for any academic award.

Signature.....

DATE: 28<sup>th</sup>/09/2023

OJIAMBO CHRISPINOS

(Internee)

## APPROVAL

### APPROVAL

This is to satisfy and affirm that this internship report is for OJIAMBO CHRISPINOS a student at Busitema University, registration number bu/up/2021/2137 in the department of Procurement and Disposal Unit of Busia District Local Government.

Signature.....*Erumbi*.....

Date.....1/09/2023.....

MADAM ERUMBI ALLEN  
(Field supervisor)

Signature.....*Wejuli*.....

Date.....11/09/2023.....

MR. WEJULI JOSEPH  
(Academic supervisor)

## **ACKNOWLEDGEMENT**

I thank the Almighty God for the gift of life and also I thank him for having enabled me to complete my Education career without any challenge!

Special thanks goes to the Procurement Officer Ms. Erumbi Allen who has been cheering, welcoming and always handled me like her own sons and not forgetting the other officers in the procurement department of Busia District Local Government for the support they have rendered to me in terms of guidance, encouragement, skills, advice and knowledge during the training.

I also take this opportunity to thank my family members because they were also instrumental and important to me in the course of my academic career.

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## LIST OF FIGURE

Figure 1: Organizational structure of BDLG .....Chapter one



## **LIST OF TABLES**

Table 1: Distance in kilometers

## **LIST OF ACRYNOMS**

AO: Accounting Officer.

BDLG: Busia District Local Government

BU: busitema university

CC: Contracts Committee.

EC: Evaluation Committee.

EGP: Electronic Government Procurement.

EOI: Expression of Interests.

LPO: Local Purchase Order

PDE: Procuring and Disposing Entity.

PDU: Procurement and Disposal Unit.

PF: Procurement Forms.

PO: Procurement Officer.

PPDA: Public Procurement and Disposal of Public Assets Act.

PS: Permanent Secretary

RFP: Request for Proposals.

SOR: Statement of Requirements.

SPO: Senior Procurement Officer.

TOR: Terms of Reference.

## **EXECUTIVE SUMMARY**

This report majorly focuses on the field attachment program carried out at Busia District Local Government. It covers the background of the study, objectives of the study, location and description of the place, vision, mission and goals of the organization.

The report further captures the internee's duties and responsibilities assigned to the trainee, knowledge and skills gained, lessons learnt, work relationship between the other departments of the organization, challenges faced by the trainee and their solutions.

It finally covers a brief summary of knowledge gained, recommendations and conclusion.

# **CHAPTER ONE**

## **INTRODUCTION**

### **1.0 Introduction**

This report is for the internship conducted at Busia District Local Government. It entails the objectives of the study, location and description of the place of field attachment, mission, vision and goals of the organization, organizational structure and activities carried out by the Government.

### **1.1 LOCATION OF BUSIA DISTRICT LOCAL GOVERNMENT**

The internship study took a period of 2month from 12<sup>th</sup> June -18<sup>th</sup> august 2023

Busia District is located in the south eastern part of the Republic of Uganda, north of Lake Victoria and west of the Republic of Kenya. Its 196km from Kampala the Capital City of the Republic of Uganda

#### **Mission**

To efficiently deliver services to the people for promotion of social economic  
Development

#### **Vision**

To become a wealthy, healthy, knowledge and self-reliant society

#### **Objectives of the BDLG**

To acknowledge the rate of local governance towards the efficient service delivery