

## **PROCUREMENT PROCESS**

Contracts in the Commission are awarded to Vendors in line with the Provision of the BPP Act, 2007 as follows:

### **a. Eligibility**

The intended Vendor must be registered under:

1. Corporate Affairs Commission (CAC) Local/International Companies
2. Pension Commission (Pencom)
3. Bureau for Public Procurement (BPP)
4. Federal Inland Revenue Service (FIRS) – Tax Clearance
5. Industrial Trust Fund (ITF)
6. Nigerian Social Insurance Trust Fund (NSITF)

### **b. Type of Contracts**

1. Open Competitive Bidding
2. Special & Restricted Tendering
3. Direct Procurement

### **c. Procedures for awarding contracts in the Commission**

1. Needs assessment from requesting Unit(s)
2. Authorization is sought from Management
3. Adverts placement soliciting for quotations/bids from interested Vendors is made on:
  - a. SEC website
  - b. BPP's website
  - c. SEC Notice Board
  - d. Procurement journal
  - e. Two Local newspapers
  - f. In addition to above, in case of International Vendors, there will be an advert in one International newspaper/journal
4. Receipt of quotations from interested Vendors

5. Bids Opening
  - a. Bidders are notified of the date of the Bid Opening
  - b. Relevant Stakeholders present will sign attendance register
  - c. Examination and confirmation of Bid Document by Bidders
6. Evaluation of quotations by the Technical Evaluation Committee of the Commission, to ensure that the Bidders have Technical know-how to do the jobs they are bidding for.
7. Report of Technical Evaluation sent to Tender's Board for approval of opening of Financial bids
8. Opening of Financial bids
9. Evaluation of Financial bids
10. Selection of the most responsive Bidder(s)
11. Report from evaluation is sent to Tender's Board for approval of award to the successful Bidder
12. Communicate to the Bidders that lost in writing stating reasons for failure
13. Issue letter of Award to the winner(s), which will contain deadline for execution of project
14. Agreement is prepared by the Commission and executed by both parties (Vendor & Commission)
15. Payment of 15% mobilization fee is upon request by the Vendor subject to submission of Insurance Bond/Bank guarantee from a Bank/Insurance Company
16. Job completion
  - a. Vendor notifies the Commission of completion of job/supply in writing with invoices attached
  - b. Inspection/certification by Quality Control Committee (QCC) of the Commission
  - c. User satisfaction certification
17. Payment process commences
  - a. All document are forward to Account Department for process of payment
  - b. Payment takes minimum of two weeks

18. All disputes relating to contracts are to be decided by the Arbitration Panel and where no resolution is reached the Commission must be given 21 days pre-action notice before an action is filed against it in the Court of Law.

