

# PUBLIC PROCUREMENT DEPARTMENT

## REQUIREMENTS AND CONDITIONS FOR OBTAINING PRODUCTS AND SERVICES IN THE PROCUREMENT DEPARTMENT, FEDERAL MINISTRY OF POWER, WORKS AND HOUSING (WORKS & HOUSING)

The Ministry in compliance with the Public Procurement Act, (PPA, 2007) and the Bureau of Public Procurement guidelines require prospective Contractors and Service Providers to possess the following requirements:

### 1. **Mandatory Requirements**

- a) Evidence of Registration with Corporate Affairs Commission (CAC);
- b) Evidence of Current Tax Clearance Certificate (TCC) for the last three (3) years;
- c) Evidence of Pension Contribution by inclusion of a valid Pension Clearance Certificate;
- d) Evidence of Contribution to Industrial Training Fund (ITF) by inclusion of a valid ITF Compliance Certificate;
- e) Evidence of Social Security's Contribution by inclusion of a valid Nigeria Security and Social Insurance Trust Fund Clearance Certificate; and
- f) Evidence of Registration on the BPP's National Database of Federal Contractors, Consultants and Service Provider by submission of Interim Registration Report (IRR) as contained in SGF Circular Ref No. SGF/50/S.52/II of December 11, 2014.

### 2. **Other Necessary Requirements**

- a) Unabridged company Audited Annual Report for the immediate past (3) years;
- b) A sworn affidavit that no partner/director has been convicted in any country for criminal offences related to fraudulent or corrupt practices, or criminal misrepresentation or falsification of facts relating to any matter and that all the required documents are both GENUINE AND UP TO DATE;
- c) A sworn affidavit disclosing whether or not any officer of FMW or BPP is a former or present Director, shareholder or has any pecuniary interest in the bidder and confirm that all information presented in its bid are true and correct in all materials particular;
- d) A statement indicating that the company does not at the time of this bid have any existing loan or financial liability with a bank, other financial institutions or third party that is classified as doubtful, non-performance, bad or whose repayment portion has been outstanding for the last three months;
- e) Evidence of Company Annual returns to CAC for the immediate past three (3) years; and
- f) Evidence of particulars of Directors addresses and Telephone Numbers; and
- g) **Nigerian Content**  
Nigerian Content (NC) is "The quantum of composite value added to or created in the Nigerian economy by a systematic development of capacity

and capabilities through deliberate utilization of Nigerian human/material resources and services in the Nigerian construction industry – skilled and unskilled”.

Bidders shall consider Nigerian Content as an important element of their overall approach and management philosophy for project execution.

Thus, in responding to this invitation, Bidders are required to clearly:

- submit a plan on how they intend to give first consideration to services provided from within Nigeria, raw materials and manufactured goods of Nigerian origin in line with the requirements of NC;
- Submit verifiable key Management positions that are Nigerian Nationals and the percentage of the company’s total workforce that will be beneficial to youth employment and community development in Nigeria;
- indicate the quantum of verifiable employment to be generated stating projected numbers and specialties for skilled manpower and unskilled labour; and
- All bidders should include description of current Health, Safety and Environment (HSE) procedures, plan, manuals and HSE performance statistics over the last 3 years including HSE manuals and accident statistics for the past Five (5) years.

**3.0 Payment of Tender Fees:** Tender fees aren't fixed but vary depending on the projects and are always stated in the advertisements.

**4.0 Specific Requirements:** The Specific requirements vary from time to time depending on the type and value of projects being procured. They are always contained in the solicitation publications in the National Dailies and the Federal Tenders Journal. Prospective Contractors and Service Providers are advised to always watch out for advertisements in the National Dailies and the Federal Tenders Journal for the advertisements.

**5.0 Bid Collection/Submission:** Timelines for Bid collection and submission are always specified in the advertisements. Prospective Contractors and Service Providers are advised to always watch out for advertisements in the National Dailies and the Federal Tenders Journal for the advertisements.

**6.0 Bid Opening, Evaluation, Approvals and Awards of Contracts:** Bids received are always opened publicly on dates indicated in the advertisements in the presence of independent observers from Professional Bodies and Transparency Groups after which they are evaluated by the Evaluation Committee constituted by the Ministry. Depending on the approval thresholds, some are referred to the Bureau of Public Procurement (BPP) for Certificate of “No Objection” after which they are forwarded to the Federal Executive Council (FEC) for approval to award while those within the approval threshold of the Ministry are sent to the Ministerial Tenders Board (MTB) for approval to award.