

## **DELTA STATE PUBLIC PROCUREMENT COMMISSION**

### **PROCEDURE AND DOCUMENTATION FOR INCREASING SMALL AND MEDIUM SCALE ENTERPRISES PARTICIPATION IN PUBLIC PROCUREMENT OF GOODS, WORKS AND SERVICES.**

This document is for use by all Procuring Entities (PE) for procurement of SMEs-based goods, works and services (GWS) of value less than N25,000,000.00 (Twenty-five Million Naira only)

The under listed steps are procedure and documentation set by the Delta State Public Procurement Commission in line with the Small and Medium Scale Enterprises Guidelines.

#### **Sequence of Activity and Documentation:-**

1. Obtain All procurements, irrespective of the value, shall by Open Competitive Bidding (OCB) method.
2. appropriate mandatory approval according to approval limits as set by the Government:-
  - i. His Excellency, the Governor's approval;
  - ii. SSG's approval; or
  - iii. Honourable Commissioner's approval.
3. Publish solicitation documents in:-
  - i. the DSPPC's eProcurement Portal;
  - ii. Procuring Entities notice board; and
  - iii. one (1) local newspaper.Emphasizing that only SMEs registered with Delta State Contractor Registration Board can apply.
4. Issue Standard Bid Document (SBD) developed by DSPPC at a low fee enough to cover cost of production of SBD.
5. PEs receive tenders, making use of Bid Submission Register (hardcover notebook) to record incoming tenders. The Bid Submission Register (BR) should capture the following in tabulated format:-
  - i. Name of Company;
  - ii. time of bid submission;
  - iii. name of bid bearer;

- iv. local government area(s) of the job; and
- v. signature of the bearer.

Thereafter, issue receiver receipt to the bearer as his evidence of submission of bid.


6. Conduct bid opening exercise (BOE). The following should be executed in BOE:-
  - i. register Tender Board members present;
  - ii. register companies and representatives present;
  - iii. register all other persons present;
  - iv. inspect the sealed envelopes to ensure tamper proof;
  - v. open the envelopes;
  - vi. read out each bidder's bid cost;
  - vii. maintain minutes of meeting of the exercise capturing 6.i-v;
  - viii. commit to the Technical Evaluation Sub-Committee (TESC).
7. Maintain minutes of meeting of the technical brief presentation by the TESC.
8. Notify winning bidder and the Ministry of Justice with a Letter of Intent to Award. Give Three (3) days to deal with complaints, and award contract.
9. Direct Bid Winner for Execution of Contract Agreement with the Ministry of Justice and maintain same in the procurement file,
10. Secure Advance Payment Declaration (APD) or Insurance Bond on Advance Payment, if applicable.

PEs are advised to enshrine the under listed documents in solicitation documents and use same, in combination with bid cost, in the evaluation of bids to determine lowest evaluated responsive bid:-

- a. Tenders' fee (mandatory);
- b. Company registration with Corporate Affairs Commission;
- c. Letter of Partnership with a professional and technical firm, if necessary.
- d. Obtain an 'affidavit of non-conflict of interest and truth of statements' from the Delta State High Court as provided under Section 22(6)(g) of the Delta State Public Procurement Law, 2020;
- e. Registration with Contractors Registration Board (mandatory);
- f. Tax clearance certificate for the past three (3) years;
- g. Certified Audited Accounts for the last three (3) years;

- h. Evidence of verifiable contact/business address, evidence of utilities bills payment; and
- i. Evidence of previous jobs successfully executed in last five (5) years; and
- j. Evidence of DSIR (mandatory).

The Commission welcomes any enquiries arising from the implementation of the above.

 23/9/2020

**Joseph Duke Okeze**  
Director General