

AFRICA CENTRE OF EXCELLENCE FOR NEGLECTED TROPICAL DISEASES AND
FORENSIC BIOTECHNOLOGY,
AHMADU BELLO UNIVERSITY, ZARIA.

MINUTES OF THE 2ND PROCUREMENT COMMITTEE MEETING HELD ON
FRIDAY, 16TH JUNE, 2017 IN THE CONFERENCE ROOM OF THE
CENTRE FOR BIOTECHNOLOGY RESEARCH AND TRAINING (CBRT),
AHMADU BELLO UNIVERSITY, ZARIA

1.00	ATTENDANCE	ACTION
1.01	<i>Prof. Y.K.E. Ibrahim</i> - Deputy Centre Leader (Chairman)	
1.02	<i>Prof. J. Kabir</i> - Project Coordinator	
1.03	<i>Prof. M. N. Shuaibu</i> - Head, Department of Biochemistry	
1.04	<i>Mr. I. Nuhu</i> - Procurement Officer	
1.05	<i>Mr. Umar Abubakar</i> - Project Auditor	
1.06	<i>Mr. I. Salisu</i> - Project Accountant	
1.07	<i>Mr. S. K. Yashim</i> - Secretary	
2.00	APOLOGY	
2.01	<i>Prof. J. K. P. Kwaga</i> - Head, Rabies Research Unit	
2.02	<i>Prof. H. M. Inuwa</i> - CBRT Director	
2.03	<i>Prof. I. S. Ndams</i> - Head, Filariasis Research Unit	
2.04	<i>Pof. S. Ibrahim</i> - Safeguard Officer	
3.00	OPENING	
3.01	<i>The Chairman appreciated the members for accepting to serve in the</i>	
3.02	<i>Procurement Committee. He said that the time was running out, and once a</i>	
3.03	<i>quorum is formed, the Meeting would begin. He unveiled the agenda of the</i>	
3.04	<i>Meeting which included:</i>	
3.05	<i>(i) Provision of an ACENTDFB Office in the Department of</i>	
3.06	<i>Biochemistry.</i>	
3.07	<i>(ii) Procurement of Equipment</i>	
3.08	<i>(iii) Procurement of Reagents and Chemicals.</i>	
3.09	<i>He disclosed that the World Bank was expected from 29th June, 2017 to visit</i>	
3.10	<i>ACENTDFB for inspection of its milestones (achievements). However, the</i>	
3.11	<i>Chairman expressed concern that some of the ACENTDFB's milestones and</i>	
3.12	<i>other important activities earlier achieved had not been captured on the</i>	
3.13	<i>ACENTDFB's Website. He appealed to the ICT Officer to ensure that all these</i>	
3.14	<i>information were fed on the Website before 29th June, 2017.</i>	
3.15	<i>The Auditor asked to know if the procurements of Equipment, Reagents,</i>	
3.16	<i>Chemicals and provision of an ACENTDFB Office in Biochemistry Department</i>	
3.17	<i>were part of the 2017 Implementation Plan. The Chairman responded that</i>	
3.18	<i>they were all part of it. He explained that the 2017 Implementation Plan</i>	
3.19	<i>earmarked \$1,000 for procurement of Reagents while \$450,000 for</i>	
3.20	<i>chemicals.</i>	ICT Officer
4.00	PROVISION OF AN ACENTDFB OFFICE IN THE DEPARTMENT OF	
4.01	BIOCHEMISTRY	
4.02	<i>The Chairman disclosed that the Department of Biochemistry had provided</i>	
4.03	<i>an Office space for ACENTDFB Office that would accommodate the following</i>	

4.04 *Officers:*
 4.05 *(a) Students' Postgraduate Coordinator and*
 4.06 *(b) Postgraduate Seminar Coordinator in the Department of Biochemistry.*
 4.07 *He expressed the necessity of the Office and sought for the approval of the*
 4.08 *Meeting to furnish the Office so as to ensure proper records, coordination and*
 4.09 *smooth running of the ACENTDFB's programmes in the Department.*
 4.10 *This was approved by the Meeting.*
 4.11 *The following items were recommended and approved for the furnishing of*
 4.12 *the ACENTDFB's Office in the Department of Biochemistry:*

S/N	Item	Quantity
1	Printer (Medium Size)	2
2	Desktop Computer	2 Sets
3	Laptop Computer	2
4	Photocopier (Sharp AR-6020)	1
5	Scanner	1
6	A4 Paper	10 Cartons
7	Staplers	4 (differ. Sizes)
8	Staple Pins	5 Packets
9	Square thumb tacks	2 packs
10	Pen (Blue, Black, Red) and Permanent Markers	1 Packet each
11	Envelopes (A4 Size)	2 packets
12	Cabinet	1
13	Hand Punch	1
14	UPS (Power Back-up)	2
15	Stabilizers	2
16	Table Punch	1
17	External Hard Disk	1
18	Extension Wires	2

Procur.
Officer

4.33 *The Procurement Officer was asked to carry out these purchases by*
 4.34 *solicitation.*

5.00 PROCUREMENT OF EQUIPMENT

5.01 *The following equipment were considered for procurement.*

SN	Item	Quantity
1	Refrigerated Centrifuge	2
2	Flow Cytometer	1
3	Ultra-Freezer (-80°C)	1
4	Laminar Flow (Safety) Cabinet	2
5	Micro-pipettes (variable, single and multi-channels types): 0- 20ul; 0-100ul; 100-1000ul;+ Stand and timer, Multi-channel	10
6	Inverted Microscopes	1
7	Electroporator	1
8	Termocycler	6
9	SDS Mini-gel	1
10	Electrophoresis Machine Completed with Power Pack	4

5.16	11	Water-bath with Shaker	3	Procur. Officer
	12	Heat Block	4	
5.17	13	Analytical Balances (One of sensitivity of 0-mg x1mg)	2	
5.18	14	pH and conductivity meter	4	
5.19	15	Autoclave, bench types (1 Standing bench)	2	
5.20	16	UV-Visible spectrometer (wide storage)	3	
5.21	17	Centrifuge, table top	2	
5.22	18	Mini Centrifuge	2	
5.23	19	Haematocrite Centrifuge	1	
5.24	20	Oven Drying	1	
5.25	22	Ice Maker	1	
5.26	23	Portable Autoclave	1	
5.27	24	Digital Thermometer, Mobile	1	
5.28	25	Refrigerators	4	
5.29	The procurement of these items would be done by national competitive bidding.			
5.30	Discussion for the provisions of Reagents/Chemicals was adjourned for next meeting to be convened after the Sallah break.			
5.31				
5.35				
5.36				
5.37				
6.00	ADJOURNMENT			
6.01	The Meeting was adjourned at 12:03 noon.			
	Professor Y. K. E. Ibrahim Chairman		Mr. S. K. Yashim Secretary	