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

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| **Document Type** | Procurement Procedures Manual |
| **Issuing Authority** | ACENTDFB |
| **Policy Status** | Approved |
| **Version** | 1.00 |
| **Date of Preparation** | 2019 |
| **Date of Review** | November 07, 2026 |
| **Approval Route** | Management Committee - ISAB |

**PREAMBLE.**

Ahmadu Bello University (ABU) was founded on 4, 1962, located in Zaria, Kaduna State in Northern Nigeria. With over 35,000 students, it is the largest university in sub-Sahara Africa and the second largest on the Africa continent after the University of Cairo in Egypt. The institution was originally founded as the University of Northern Nigeria but was renamed in honor of the Sardauna of Sokoto, Alhaji Sir Ahmadu Bello, who was the first premier of Northern Nigeria and University's first Chancellor.

The University is owned by the Federal Government of Nigeria. Thus, as a public entity, the University carried out procurement base on the Principles of the Bureau of Public Procurement (BPP) in line with the provisions of the World Bank (www.bpp.gov.ng)

**ACENTDFB PROCUREMENT PROCEDURES**.

Generally, the procurement procedures in the Centre follow the essential steps in the public procurement Act 2017 of the Federal Republic of Nigeria and these are:

a. **Procurement planning**. Is much more than just choosing which methods to use for various goods, works and services contracts and when to schedule activities. These are important parts of planning but are closer to the end of the process than the beginning. Before reaching this stage, a number of more fundamental decisions should have been made first. The starting question is: what is the most effective procurement arrangement for achieving entity's objectives?
b. **Procurement planning committee**.
   **This is comprised of**:
   - The Centre Leader who chairs the committee;
   - The Deputy Centre Leader;
   - The Centre Coordinator;
   - The Safeguard Officer;
   - The Procurement officer who is the secretary;

- The representative of the user unit;
- The Finance officer of the project;
- The Project Auditor;
- The Monitoring and Evaluation officer;
- The Principal Investigators of the project;
- The representative from the legal unit; and
- The technical personnel of the entity with expertise in the subject matter for each particular procurement

**c. The Procurement Planning Committee responsibilities.**

(i) Prepare the list of all known goods, works and services needed to achieve the set goals for the procuring Entity;

(ii) Evaluates the list and divides it into contract packages;

(iii) Carry out appropriate market and statistical survey;

(iv) Prepared an analysis of the cost implication of the proposed procurement;

(v) Aggregates the procurement requirement both within the procuring entity and between procuring entities, to obtain economy of scale and reduce procurement cost;

(vi) Prescribe appropriate method for effecting procurement subject to the necessary approval of the Procurement Planning Committee;

(vii) Integrate procurement expenditure into the entity's yearly budget;

(viii) Ensuring that no reduction of values or splitting of procurements is carried out such as to evade the use of the appropriate procurement method; and

(ix) Ensuring that adequate appropriation is provided specifically for the procurement in the budget.

In addition to the above, the Procurement Planning Committee have the responsibilities for:

- Prescribing any method for effecting the procurement subject to necessary approval;
- Developing the tender;
- Advertising or soliciting for bids in accordance to established procedures and guidelines; and
- Receiving and preparing for evaluation any bids received in response to solicitations.

Basically, the Centre is using two methods of procurement for various goods, works and services contracts i.e. National Competitive Bidding (NCB) and National Shopping (NS).

**PROCUREMENT PROCEDURES METHODS.**

(a) **National Competitive Bidding (NCB)**: Is the competitive bidding procedure normally used for public procurement in the country of the borrower, and may be the most appropriate method of procurement of goods, works and non-consulting services which, by their nature or scope unlikely to attract foreign competition. The time range shall be 4-6 months.

**CHECK LIST – NCB**

- Technical specifications drawn by technical expert
- Bidding documents prepared and issued with invitation for bids
- Advertised in at least two national dailies, the Federal Journal and the Centre website.
- Bids are publicly opened and announced (copy of bids, minutes of bids opening and attendance records are well kept).

**BID EVALUATION PROCESS**

Bid evaluation report should consist of:

- Preliminary examination – checking the completeness of the bid e.g. bid securities.
- Technical evaluation- checking compliance with required specifications.
- Post qualification of bidders
- Technical capacities of bidders (specified relevant general and similar experience)
- Financial capacity- average annual turnover.

**WORKS EVALUATION.**

Works evaluation report consists of:

- Cash flow requirement
- Access to credit facilities
- Required equipment
- Required technical personnel

**CONTRACT AWARD.**

- Recommendation and award
- Notification of award
- Acceptance letter of offer
- Performance security
- Advance payment guarantee
- Contract agreement with clear commitment
- Mobilization fee of no more than 15% for local suppliers and contractor and 10% for foreign suppliers and contractors may be paid.

- The award of all contracts should be notified to the Bureau of Public Procurement and should be published in two national dailies with description of the contract, name of contractor/supplier and the contract price clearly stated.

(b) **NATIONAL SHOPPING (NS)** Is a procurement method based on comparing prices quotations obtained from several suppliers (in case of goods), from several contractors (in case of civil works) or services providers (in case of non-consulting services) with minimum of three quotations, to assure competitive prices.
Request for quotation shall indicate the description and quality of goods or specification of goods as well as desired delivery. The time range shall be 1-3 months.

**CHECK LIST FOR NATIONAL SHOPPING (NS)**

- Solicitation letters with technical specification sent to minimum of three bidders.
- Quotation received from contractors/suppliers.
- Evaluations are opened same day
- Evaluation committee evaluates the quotations
- The procurement shall be awarded to the qualified contractor or supplier that gives the lowest price responsive quotation.
- Recommended bidder signs contract of purchase order
- Record of inspection delivery of goods, receipts, waybills
- Store receipts
- Completion certificate issued

**CODE OF CUNDUCT OF THE ACENTDFB.**

(1) The Centre shall, with the approval of the Committee, stipulated a Code of Conduct for all public officers, suppliers, contractors and service providers with regards to their standards of conduct acceptable in matter involving the procurement, disposal of public assets.
(2) The conduct of all persons involved with public procurement, whether as official of the ACENTDFB, a procuring entity, supplier, contractor or services provider shall at all times be governed by principles of honesty, accountability, transparency, fairness and equity.
(3) All officers of the ACENTDFB, members of Tenders Boards and other persons that may come to act regarding the conduct of public procurements shall subscribe to an oath as approved.
(4) All persons in whose hands public funds may be entrusted for whatever purpose should bear in mind that its utilization should be judicious.
(5) Where a transaction involves the disposal of assets, principles of honesty, accountability, transparency, fairness and I equity shall continue to apply to the same extents as where it involves procurement.
(6) These principles shall apply at all times, particularly when:
    (a) Making requisition for or planning of procurements;
    (b) Preparing solicitation documents;

(c) Receiving offers in response to any form of solicitation towards a procurement or disposal;
(d) Evaluating and comparing offers confidentially and in complete neutrality;
(e) Protecting the interest of all parties without fear or favour; and
(f) Obviating all situations likely to render an officer vulnerable to embarrassment or undue influence.

(7) All public officers shall handle public procurement and disposal of assets by:
(a) Ensuring adequate time for preparing offers;
(b) Complying with this Act and all derivative regulations; and
(c) Received strict confidentiality until completion of a contract.

**PROCEDURE FOR TENDERING AND BIDDING**

(a) Procurement planning two months from the date of release of Budget.
(b) Response to request for clarifications three weeks from the date of request.
(c) Submission of memos three weeks from the date of issuance of "No Objection" certificate.
(d) Award of Contracts four months from the date of release of budget.
(e) Payment of contractors One week from the date of approval of payment.

# PROCUREMENT PROCEDURES

❖ **OVER RIDING OBJECTIVES OF PROCUREMENT**

The overriding objective is to deliver procurement activities with due consideration to efficiency and value for money in the use of public funds while adhering to the agreed World Bank procedures and national procurement regulation.

Other objectives are:

- Effectiveness
- Transparency
- Accountability

❖ **PROCUREMNT PROGRESS/UPDATE**

To discuss on the procurement progress made so far in relation to the agreed procurement plans. To discuss the challenges in procurement procedures are based on the institution's procurement manuals which are subject to the national procurement system (Government thresholds, policies and regulations).

❖ **RESPONSIBILITIES**

- Africa Center of Excellence for Neglected Tropical Diseases and Forensic Biotechnology (ACENTDFB)
- The responsibility for implementation of the project, award and administration of contracts with ACEs.
- World Bank

- The bank, for its parts is required by its Articles of Agreement to ensure that the proceeds of any loan are used only for the consideration of economy and efficiency and without regards to political or other non-economic influences or consideration.

❖ **MAIN CONSIDERATIONS GUIDING THE WORLD BANK PROCUREMENT POLICY ON GOODS AND WORKS**

- Economy and efficiency in the implementation of the project.
- Given all eligible bidders from developed and developing countries the same information and equal opportunity to compete.
- Encouraging the development of domestic contracting and manufacturing industries in the borrowing countries.
- Transparency in the procurement process.

❖ **MAIN CONSIDERATIONS GUIDING THE WORLD BANK PROCUREMENT POLICY ON CONSULTANCY SERVICES**

- High- quality services.
- Economy and efficiency.
- Given all eligible consultants an opportunity to compete in providing the services financed by the bank.
- Encouraging the development and use of National Consultants in its developing countries, and
- Transparency in the selection process.

❖ **PROCUREMENT METHODS**

- GOODS AND WORKS:

➢ **International competitive bidding (ICB) (Large works and Equipment)**: where the loan provides financing of program of imports, ICB with simplified advertising and currency provision may be used for large-value contracts, as defined in the loan agreement.

The simplified provisions for notification of ICB procurement do not require a General Procurement Notice. Specific Procurement Notices shall be inserted in at least one newspaper of national circulation in the borrower's country in addition to UNDP online and the World Bank external websites. The period allowed for submission of bids is four weeks. Bidding and payment may be limited to one currency widely used in international trade.

➢ **Limited international Bidding (LIB)**. Is essential by direct invitation without open advertisement. It may be an appropriate method of procurement where;

There is only limited number of suppliers or, other exceptional reasons may justify from full ICB procedures.

Under LIB borrower shall seek bid from a list of potential suppliers broad enough to assure competitive prices, such list to include all suppliers when there are only a limited number. Domestic preferences are not applicable in the evaluation of bids under LIB. In all respect other

than advertisement and preferences, ICB procedures shall apply, including the publication of the award of contract.

- **National competitive Bidding (NCB)**: is the competitive bidding procedure normally used for public procurement in the country of the borrower, and may be the most appropriate method of procurement of goods, works and non-consulting services which, by their nature or scope unlikely to attract foreign competition. NCB may be the appropriate method of procurement where foreign bidders are not expected to be interested because;
    - Of the size and value of the contract
    - Work is scattered geographically or spread overtime
    - Works are labor intensive
    - The goods, works and non-consulting services are available locally at prices below the international market.
    - The complete text of advertisement shall be published in a national newspaper of wide circulation in the national language. Notification shall be given to prospective bidders in sufficient time to enable them to obtain relevant documents. Bidding document may be issued in the national language. The currency of the country of the borrower is generally used for the purpose of bidding and payment. In addition, the bidding document shall provide clear instructions on how bid should be submitted, how prices should be offered, and the place and time for submission of bids.

❖ **CHECK LIST-NCB**

❖ Bidding Process

Technical specifications drawn by technical expert

Bidding documents prepared and issued with invitation for bids

Advertised at least one national newspaper

❖ Bids are publicly opened and announced (copy of bids, minutes of bids opening and attendance records are well kept).

Bid evaluation process

Bid evaluation committee

Bid evaluation report should consist of

Preliminary examination-checking the completeness of the bid e.g bid securities.

Technical evaluation-checking compliance with required specifications.

Post qualification of bidders

Technical capacities of bidders (specified relevant general and similar experience)

Financial capacity- average annual turnover.

❖ **Works evaluation**

Emphasis is given to the following

Cash flow requirement

Access to credit facilities

Required equipment

Required technical personnel

- **Contract award checklist: NCB**

  Recommendation and award

  Notification of award

  Acceptance letter of offer

  Performance security

  Advance payment guarantee

  Contract agreement with clear commitment

- **National shopping (NS)**; Is a procurement method based on comparing price quotations obtained from several suppliers (in case of goods), from several contractors (in case of civil works) or service providers (in case of non-consulting services) with a minimum of three quotations, to assure competitive prices. Request for quotation shall indicate the description and quality of goods or specification of goods as well as desired delivery.

- **NATIONAL SHOPPING CHECKLIST**
  - Solicitation letters with technical specification sent to a minimum of three bidders.
  - Quotation received from contractors/suppliers.
  - Quotations are opened same day.
  - Evaluation committee evaluate the quotations
  - Recommended bidder sign contract of purchase order
  - Record of inspection delivery of goods, receipt, waybills.
  - Store receipts
  - Completion certificate issued.

- **Direct Contracting (DC)** is contracting without competition (single source) and may be an appropriate method under the following circumstances:
- An existing contract for goods or works, awarded in accordance with procedures acceptable to the Bank, may be extended for additional goods or works of similar nature. The Bank shall be satisfied in such cases that no advantage could be obtained by further competition and that the prices on the extended contract are reasonable. Provision for such and extension, if considered likely in advance, shall be included in the original contract.
- Standardization of equipment or spare parts, to be compatible with existing equipment, may justify additional purchases from original supplier.
- The required equipment is proprietary and obtainable only from one source.

- The contractor responsible for a process design requires the purchase of critical items from a particular supplier as a condition of performance guarantee.
- In exceptional cases, such as in response to natural disasters.

**AFRICA CENTRE OF EXCELLENCE FOR NEGLECTED TROPICAL DISEASES AND FORENSIC BIOTECHNOLOGY (ACENTDFB)**

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|---|---|
| **Document Type** | Procurement Operational Manual For Donor Funded Projects |
| **Issuing Authority** | ACENTDFB |
| **Policy Status** | Approved |
| **Version** | 1.0o |
| **Date of Preparation** | November 07, 2026 |
| **Date of Review** | |
| **Approval Route** | Management Committee - ISAB |

Short operational guide for day-to-day procurement activities.

**DOCUMENT CONTROL AND USE**

| Item | Details |
|---|---|
| Document | ACENTDFB Operational Procurement Manual |
| Institution | Ahmadu Bello University, Zaria, Nigeria |
| Project | Africa Centre of Excellence for Neglected Tropical Diseases and Forensic Biotechnology |
| Funding context | World Bank-assisted project; applicable financing terms to be verified |
| Version | 1.0 - November 2026 |
| Owner | ACENTDFB Centre Management / Procurement Unit |
| Approval | Competent ABU authority under current delegations |
| Review | Annually and whenever applicable rules or project arrangements change |

**How to use this manual**

This is a practical, step-by-step guide for staff who request, plan, process, evaluate, approve, receive or pay for project-funded procurement. Use it together with the approved Procurement Plan, relevant World Bank standard documents, ABU financial/procurement rules and the signed Financing Agreement.

Where this manual conflicts with a binding Financing Agreement, the applicable World Bank Procurement Regulations, Nigerian law or ABU rules, refer the issue to ABU Procurement/Legal and the project authority before proceeding. Obtain World Bank guidance or no-objection where required. Do not rely on this manual to create an approval limit or procurement threshold.

**Key rule**

Do not invite quotations, advertise, issue a purchase order, promise work, sign a contract or instruct a supplier to start until the budget, Procurement Plan, method and required approvals have been confirmed.

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1. PURPOSE, SCOPE AND CORE RULES

**1.1 Purpose**

This Manual sets out the minimum operational steps for purchasing goods, works, non-consulting services and consulting services for ACENTDFB. It aims to make procurement timely, competitive, transparent, properly documented and focused on value for money.

**1.2 Scope**

It applies to ACENTDFB officers, Principal Investigators, user units, technical experts, committee members, consultants and other persons involved in procurement financed wholly or partly through the project. Procurement undertaken by ABU on behalf of the Centre is also covered to the extent relevant.

**1.3 Core principles**

- Value for money: consider quality, fitness for purpose, delivery, lifecycle cost, service support and risk—not price alone.
- Competition and fairness: provide equal information, adequate response time and consistent treatment.
- Transparency: document decisions, approvals, communications and evaluation results.
- Integrity: reject fraud, corruption, collusion, coercion, gifts and improper influence.
- Accountability: each action must be performed by an authorised person and supported by a record.
- Fit for purpose: select a method proportionate to value, complexity, market conditions and risk.

### 1.4 Framework to check for every procurement

Before processing a package, identify the funding source and check: (i) signed Financing Agreement and amendments; (ii) World Bank Procurement Regulations edition applicable to this project; (iii) approved Procurement Plan and PPSD where required; (iv) ABU's current procurement and financial delegations; and (v) applicable Nigerian laws and BPP directions. The Public Procurement Act is the Public Procurement Act 2007—not 2017. Confirm with ABU Legal how national requirements apply to the specific funding stream.

The World Bank has published a Seventh Edition of its Procurement Regulations (September 2025), but ACENTDFB must use the edition made applicable to this project by its financing documents and any transition instructions—not automatically the newest edition.

### 1.5 No invented thresholds

This Manual does not state monetary thresholds, approval limits, mandatory quotation counts, bid periods or retention periods as universal rules. Use the current approved Procurement Plan, operative regulations, ABU delegations and written Bank decisions. Record the source checked.

## 2. WHO DOES WHAT

| Role | Operational responsibility |
|---|---|
| Centre Leader / authorised delegate | Provides oversight and exercises only formally delegated approval powers. |
| Centre Coordinator / Project Manager | Coordinates procurement priorities, project schedule and delivery follow-up. |
| Procurement Officer | Leads process administration, checks method and approvals, prepares documents, manages records and STEP entries as assigned. |
| Finance Officer | Confirms budget and funds, checks funding source, taxes and payment documents. |
| User Unit / Principal Investigator | Explains the need, prepares technical requirements with experts and confirms that deliverables meet the need. |
| Technical expert | Prepares specifications/TOR, advises on technical evaluation and tests/inspects deliverables. |
| Evaluation Committee | Evaluates offers against published criteria and makes a documented recommendation. |
| Approving authority | Reviews and approves within ABU's valid delegation and project requirements. |
| Contract Manager | Monitors milestones, quality, variations, claims, acceptance and close-out. |
| Receiving / Stores Officer | Records receipt, checks quantity and condition, updates stores and asset registers. |
| ABU Legal / Procurement | Advises on legal compliance, contract terms, disputes, delegations and national requirements. |
| Internal Audit | Provides independent assurance; should not manage the procurement or select suppliers. |

### 2.1 Separation of duties

As far as practicable, the person requesting an item should not be the sole person who selects the supplier, approves the award, certifies receipt and authorises payment. Evaluation committee members must be independent and technically competent. Internal Audit must remain independent of operational procurement.

### 2.2 Written appointments

Committee appointments, contract manager assignments and approval delegations must be in writing. A committee recommendation is not an award approval unless a valid written delegation expressly provides otherwise.

## 3. THE PROCUREMENT PROCESS AT A GLANCE

| Step | What must happen | Main record / output |
|---|---|---|
| 1. Identify need | User unit justifies the requirement and timing. | Approved requisition |
| 2. Confirm funds | Finance checks budget, funding source and availability. | Budget confirmation |
| 3. Check plan and method | Procurement checks approved plan, applicable rules and review category. | Plan reference and method note |
| 4. Prepare documents | Prepare neutral specifications/TOR, criteria and contract documents. | Approved solicitation pack |
| 5. Obtain approvals | Obtain internal approvals and Bank no-objection where required. | Approval and no-objection record |
| 6. Invite competition | Advertise or invite suppliers/consultants as permitted. | Advertisement / invitation |
| 7. Receive and open | Secure submissions and conduct opening under the stated rules. | Register and opening minutes |
| 8. Evaluate | Evaluate only against disclosed criteria. | Signed evaluation report |
| 9. Approve and award | Obtain required approval, complete complaints/standstill steps and notify bidders. | Approval and award notices |
| 10. Sign contract | Confirm authorised signatures and required securities. | Signed contract / purchase order |
| 11. Manage delivery | Monitor milestones, inspect and certify performance. | Progress and acceptance records |
| 12. Pay and close | Match invoice to contract and acceptance; update assets and close file. | Payment evidence and completion report |

### 3.1 Stop/go control

At each stage the Procurement Officer should check that the previous stage is complete. If budget, method, approval, Bank review or documentation is missing, stop the process and resolve the gap before proceeding.

## 4. PLANNING AND APPROVAL BEFORE PROCUREMENT

### 4.1 User requisition

The requesting unit submits a signed requisition stating:

- What is required and why it is needed for an approved project activity.
- Quantity, quality, scope, delivery location and required date.
- Technical specifications or draft TOR, prepared with qualified technical staff.
- Estimated cost and basis of estimate, including delivery, installation, taxes and maintenance where relevant.
- Budget line, funding source, and any recurring consumables or lifecycle costs.
- Any laboratory, biosafety, environmental, social, data-security or other special risks.

### 4.2 Finance confirmation

Finance confirms that the activity is budgeted, funds are available or properly programmed, the correct funding source is identified, and the proposed commitment is allowable. A requisition is not authority to spend.

### 4.3 Procurement Plan check

The Procurement Officer checks that the package is in the current approved Procurement Plan and that the description, estimated value, method, market approach, schedule and review category match. If not, prepare a justified revision and obtain the required ABU and World Bank approvals before solicitation.

### 4.4 Market research and cost estimate

Use proportionate research: recent comparable purchases, supplier catalogues, market enquiries, published prices, technical consultations, delivery lead times and service availability. Keep evidence and date the estimate. Market engagement must not give one supplier an unfair advantage.

### 4.5 Packaging

Combine requirements where it improves competition, economy or delivery. Do not split a procurement to avoid a threshold, approval, competition or Bank review. Consider separate lots where this may broaden participation or better match specialist markets.

### 4.6 Approval to proceed

The file must contain the requisition, budget confirmation, Procurement Plan reference, cost estimate, method rationale, draft solicitation documents and all approvals required before issue.

## 5. SELECTING THE PROCUREMENT METHOD

### 5.1 General rule

The method is determined by the applicable World Bank framework and the approved Procurement Plan—not by habit or by the examples in the old manual. The old terms National Competitive Bidding (NCB) and National Shopping (NS) must be used only if they remain the applicable terminology and are approved for the package.

### 5.2 Goods, works and non-consulting services

Depending on the package and rules, possible approaches may include open competitive procurement at national or international level, request for quotations, limited competition, direct selection where justified, or other permitted arrangements. The Procurement Officer must check the exact permitted method, conditions and review requirements.

### 5.3 Consulting services

Consulting services use a consultant selection method, not a goods quotation process. Depending on the assignment and approved plan, methods may include quality- and cost-based selection, quality-based selection, consultants' qualifications, least-cost, fixed-budget, individual consultant selection or direct selection where permitted.

### 5.4 Request for quotations

Where RFQ is permitted, issue a clear request to an appropriate market, state the specification, quantity, delivery terms, deadline and evaluation basis, and retain quotations and comparison. Obtain the number of quotations required by the operative rules and approved plan. Three quotations may be an internal target only where consistent with those rules.

### 5.5 Direct selection

Direct selection is exceptional. The file must explain the permitted grounds, why competition is unsuitable, supplier suitability, price reasonableness, conflict checks, approval and any required Bank no-objection. Urgency caused by poor planning is not, by itself, a justification.

### 5.6 Method decision record

The Procurement Officer records: package title and value; funding source; applicable regulations edition; plan reference; method and rationale; advertising/market approach; evaluation method; review category; and approving authority.

## 6. PREPARING SPECIFICATIONS AND TERMS OF REFERENCE

### 6.1 General requirements

Specifications and TOR must be clear, complete, measurable, proportionate and linked to the intended result. Avoid unnecessary brand, model, country-of-origin or supplier-specific requirements. If a brand reference is permitted and necessary, explain why and provide equivalent criteria as required.

### 6.2 Goods

State functional/performance requirements, quality standards, quantities, delivery place/date, installation, commissioning, training, warranty, spare parts, maintenance, manuals, certificates, acceptance tests and after-sales support.

### 6.3 ACENTDFB laboratory and research purchases

For scientific equipment, reagents and laboratory supplies, consider where relevant: analytical performance; throughput; compatibility with existing instruments; calibration and validation; power and environmental requirements; biosafety; cybersecurity; consumable availability; reagent lot and expiry; storage temperature and cold chain; hazardous-material transport; installation; user training; warranty and local service capacity.

### 6.4 Works

Prepare appropriate drawings, designs, bills of quantities/specifications, site information, permits, cost estimates, work programme, supervision arrangements, safety requirements and

completion/defects provisions. Confirm that the design is sufficiently complete before tendering.

### 6.5 Non-consulting services

Define outputs, service levels, locations, hours, staffing, response times, equipment, reporting, performance indicators, safety and remedies.

### 6.6 Consulting services

TOR should state background, objectives, scope, tasks, deliverables, timetable, reporting, qualifications, key experts, location, data ownership, confidentiality, payment milestones and acceptance criteria.

### 6.7 Internal review

The user unit confirms technical accuracy; Finance confirms budget and cost assumptions; Procurement checks consistency with the plan and solicitation rules; Legal reviews material contractual issues where appropriate. Required Bank review must be completed before issue.

## 7. SOLICITING OFFERS AND MANAGING CLARIFICATIONS

### 7.1 Issue and advertising

Use the advertising platform, newspapers, websites, invitation list, language and publication period required by the applicable method and Procurement Plan. Do not assume that publication on the Centre website alone satisfies a national or World Bank advertising requirement.

### 7.2 Solicitation documents

Documents should contain instructions, eligibility and qualification requirements, specifications/TOR, evaluation criteria, price schedules, submission instructions, deadline, opening details, draft contract, securities if required, integrity provisions and relevant safeguards requirements.

### 7.3 Equal information

All prospective bidders must receive the same material information. Clarifications and addenda must be issued in writing through the stated channel. Do not privately coach one bidder or disclose another bidder's information.

### 7.4 Deadline and extension

Set a response period that complies with the applicable minimum period and is realistic for the complexity, volume of documents, site visit, import needs and market reach. Extend the deadline where required by a material amendment or applicable rule.

### 7.5 Receipt and custody

Record date and time of receipt, secure the submissions and restrict access until opening. Follow the solicitation for late submissions; do not make ad hoc exceptions. Keep electronic submission audit trails where used.

### 7.6 Opening

Conduct public opening where required. Record attendance, submissions received, required information read out, late submissions and irregularities. Opening is not evaluation: the opening team must not reject an offer on substantive grounds.

## 8. OPENING AND EVALUATING OFFERS

### 8.1 Evaluation committee

Appoint the committee in writing. Members must have relevant technical, procurement and financial expertise and sign confidentiality and conflict-of-interest declarations before accessing submissions.

### 8.2 Apply only published criteria

Evaluate each offer against the requirements and criteria stated in the solicitation. Do not add criteria, change weights, waive material requirements selectively or negotiate outside the permitted process.

### 8.3 Typical evaluation stages

1. Preliminary examination: required forms, signatures, validity, securities and other stated submission requirements.
2. Eligibility and qualification: eligibility, experience, financial capacity, personnel, equipment and other disclosed criteria.
3. Technical evaluation: compliance with specifications/TOR and any disclosed rated criteria.
4. Financial evaluation: arithmetic corrections, discounts, currency, taxes, delivery and lifecycle factors as stated.
5. Due diligence: verify references, licences, manufacturer authorisation, beneficial ownership, sanctions status or other matters where permitted and relevant.
6. Recommendation: identify the best-ranked or otherwise successful offer under the stated method and explain rejections.

### 8.4 Works evaluation

Where disclosed, assess methodology, work programme, key personnel, equipment, cash flow, access to finance, relevant experience, safety and safeguards capacity. Do not introduce these factors after bids have been received.

### 8.5 Clarifications

Seek clarifications only in the manner permitted. A clarification must not allow a bidder to materially change its offer, improve its price improperly or cure a material deficiency where the rules prohibit it.

### 8.6 Evaluation report

The signed report should identify the package, method, committee, declarations, chronology, offers received, preliminary/technical/financial findings, due diligence, clarifications, reasons for rejection, ranking, risks and recommendation. Record dissenting views.

### 8.7 Confidentiality

Keep evaluation deliberations and confidential bid information secure. Release information only as authorised under the applicable rules and disclosure requirements.

## 9. APPROVAL, AWARD AND CONTRACT SIGNING

### 9.1 Approval sequence

7. Procurement Officer checks the evaluation report and process file for completeness.
8. Evaluation Committee signs and submits its recommendation.
9. Finance confirms funding and affordability of the proposed award.
10. Legal/Procurement reviews contract or material legal issues where required.
11. Competent ABU authority approves the award within its current written delegation.
12. Obtain World Bank no-objection before award or contract signature where prior review applies.
13. Complete any required notice of intention to award, standstill and complaint process.
14. Issue award and unsuccessful notices and make required disclosures.

### 9.2 Contract signing

The contract must be signed by authorised representatives. Before signature, check that the scope, price, delivery schedule, payment terms, warranties, securities, insurance, integrity provisions, safeguards, audit access, dispute resolution and termination provisions are correct.

### 9.3 Securities and advance payment

Require bid security, performance security or advance payment guarantee only where permitted and stated in the solicitation. Check validity and issuer acceptability. Advance payment is not automatic: it must be justified, approved, permitted by the rules and protected by the required guarantee. Do not apply the old manual's fixed 15% local / 10% foreign advance-payment figures as universal rules.

### 9.4 Award publication

Publish or notify awards using the disclosure method and timing required by the operative World Bank framework, Nigerian law and ABU rules. The historical instruction to publish every award in two national newspapers and notify BPP must be checked for legal applicability to the funding source and package.

## 10. CONTRACT MANAGEMENT AND DELIVERY

### 10.1 Appoint a contract manager

Assign a named officer in writing. For significant contracts, prepare a short management plan covering deliverables, dates, quality checks, responsibilities, reporting, risks, payment milestones, safeguards and close-out.

### 10.2 Monitor performance

Track delivery dates, milestones, quantity, quality, functionality, training, warranty response, service levels, safety and cost. Keep progress reports, meeting minutes, test results and correspondence.

### 10.3 Variations and extensions

Never agree a scope change, extension, price increase or change order informally. Prepare a written justification, technical assessment, cost/time impact, funding confirmation and legal review where appropriate. Obtain approval and Bank no-objection where required before the change is implemented.

### 10.4 Delays, defects and claims

Notify the supplier/contractor promptly under the contract, document the facts, assess the impact and apply remedies fairly. Refer material claims or disputes to ABU Legal. Do not certify work or goods that have not been delivered or accepted.

### 10.5 Completion

At completion, confirm all deliverables, tests, training, manuals, warranties, spare parts, final account, securities, claims and asset records. Prepare a completion report and note lessons for future procurements.

## 11. INSPECTION, ACCEPTANCE, STORES AND ASSETS

### 11.1 Inspection

A receiving/technical team checks the goods or works against the contract, including quantity, model, serial number, condition, accessories, certificates, packaging, delivery date and installation. Where practicable, the inspector should not be the supplier or sole requisitioner.

### 11.2 Laboratory items

For equipment, acceptance may require installation, commissioning, calibration, validation, demonstration, manuals, training and warranty confirmation—not delivery alone. For reagents, check manufacturer, batch/lot, expiry, certificate of analysis where required, temperature condition, cold-chain evidence, storage requirements and compatibility.

### 11.3 Goods Received Note

Prepare a Goods Received Note (GRN) promptly. Record shortages, damage, non-conformity or rejected items and the corrective action. Partial acceptance must be clearly recorded and linked to the contract.

### 11.4 Stores and assets

Enter consumables into stock records and issue them against authorised requests. Tag and register equipment and other capital assets, recording description, serial number, cost, funding source, location, custodian, warranty and maintenance details.

### 11.5 Disposal

Do not sell, transfer, write off or dispose of project assets without the approvals and process required by ABU, Nigerian law and donor rules.

## 12. INVOICES AND PAYMENT

### 12.1 Payment control

Pay only in accordance with the signed contract, after the relevant goods, works, services or milestone have been delivered and accepted, except for a properly approved and secured advance payment.

### 12.2 Three-way match

Finance must match: (i) signed contract or purchase order; (ii) supplier invoice; and (iii) GRN, acceptance certificate, timesheet, milestone certificate or other evidence of performance. Resolve differences before payment.

### 12.3 Payment file checklist

- Approved requisition and budget confirmation.
- Procurement Plan reference, approvals and Bank no-objection where applicable.
- Signed contract/purchase order and approved amendments.
- Valid invoice and applicable tax documents.
- Delivery note, GRN, inspection and acceptance evidence.
- Required performance or advance payment securities and insurance.
- Payment approval under current delegation and verified supplier bank details.
- Accounting and STEP updates, where required.

### 12.4 Payment timing

Process complete and correct invoices promptly in accordance with the contract and ABU financial procedures. The old one-week payment target may be used as an internal service target only where all documentation, approvals and funds are in place; it is not a reason to bypass controls.

## 13. ETHICS, CONFLICTS AND COMPLAINTS

### 13.1 Conduct

All participants must act honestly, impartially and in the public/project interest. Do not solicit or accept gifts, kickbacks, commissions, facilitation payments or benefits intended to influence a procurement decision.

### 13.2 Conflict declaration

Before participating, each officer, expert and evaluator must disclose actual, potential or perceived conflicts, including personal, family, financial or business links to a bidder, consultant, supplier or subcontractor. The disclosure and management action must be recorded. A conflicted person must withdraw where directed.

### 13.3 Fraud and prohibited practices

Do not falsify documents, collude with bidders, manipulate specifications, leak confidential information, split packages to avoid controls or obstruct an audit/investigation. Report suspected misconduct through ABU and applicable World Bank reporting channels. Preserve evidence and protect confidentiality.

### 13.4 Complaints

State the applicable complaint route and deadlines in the solicitation. Date-stamp and register every complaint, acknowledge it, preserve the file, refer it to an impartial authorised handler and respond in writing. Observe standstill or suspension requirements where applicable. A person whose decision is challenged should not be the sole decision-maker on the complaint.

## 14. WORLD BANK REVIEW, STEP AND RECORDS

### 14.1 Prior and post review

Check the approved Procurement Plan for each package's review category. Where prior review applies, submit the required documents and obtain written no-objection before the relevant step. For post review, maintain a complete file for subsequent examination. Do not infer review category from value alone.

### 14.2 STEP

Where the project uses STEP, authorised users must keep the Procurement Plan, milestones, submissions, approvals, contract details and implementation updates accurate and consistent with the signed file. Record the date and reference for each submission and decision.

### 14.3 Procurement file

Maintain one indexed file per procurement, in secure electronic or paper form. It must allow an independent reviewer to reconstruct the process from the original need through contract close-out.

| File section | Minimum records |
|---|---|
| Initiation | Requisition, justification, work-plan link and budget confirmation. |
| Planning | Market research, estimate, plan reference, method note and STEP records. |
| Preparation | Specifications/TOR, designs, solicitation and contract documents. |
| Approvals | Committee appointments, declarations, internal approvals and Bank no-objection. |
| Solicitation | Advertisement/invitations, bidder list, clarifications and addenda. |
| Opening/evaluation | Receipt register, opening minutes, score sheets, due diligence and signed report. |
| Award/contract | Approval, complaints/standstill, award notices, signed contract and securities. |
| Implementation | Progress reports, correspondence, variations, claims and inspection. |
| Payment/close-out | Invoice, GRN, acceptance, payment, asset records and completion report. |

### 14.4 Retention and access

Retain records for the period required by the Financing Agreement, applicable World Bank rules, Nigerian law and ABU records policy. Confirm the exact period with ABU Registry/Legal/Audit. Do not destroy files while an audit, complaint, investigation or litigation is pending. Provide authorised access to the Bank, ABU, auditors and other competent authorities.

## 15. EXCEPTIONS, EMERGENCY PROCUREMENT AND CLOSE-OUT

### 15.1 Exceptions

A departure from normal procedure is allowed only where the applicable rules expressly permit it, the circumstances are justified in writing, the competent authority approves it and the Bank clears it where required. Convenience, poor planning or a supplier's preference is not sufficient.

### 15.2 Emergency procurement

Record the emergency event, immediate need, why ordinary competition is impracticable, limited scope, supplier selection, price reasonableness, approvals and any required Bank notification/no-objection. Use the least exceptional approach that can meet the genuine urgent need.

### 15.3 Cancellation

Cancellation must have valid documented grounds, approval and communication in accordance with the rules. Do not cancel simply to avoid awarding to a properly evaluated bidder.

### 15.4 Close-out checklist

- All contractual goods, works, services and deliverables have been completed and accepted.
- Defects, shortages, training, manuals and warranty obligations are documented.
- Final invoice and payment are reconciled; outstanding claims are recorded.
- Performance and advance payment securities are released only when permitted.
- Equipment is tagged and recorded in the ABU asset register; consumables are in stock records.
- STEP and procurement file are updated and complete.
- Completion report and lessons learned are filed.

# ANNEX A — ONE-PAGE PROCUREMENT CHECKLIST

| Control point | Yes / No / N/A | File reference / comment |
|---|---|---|
| Need justified and linked to approved project activity? | | |
| Requisition signed by authorised user? | | |
| Budget and funding source confirmed by Finance? | | |
| Package included in approved Procurement Plan / STEP? | | |
| Applicable World Bank Regulations edition checked? | | |
| Method and review category verified? | | |
| Market research and estimate on file? | | |
| Specifications/TOR neutral and complete? | | |
| Required internal approvals obtained? | | |
| World Bank no-objection obtained where required? | | |
| Solicitation issued and advertised correctly? | | |
| Clarifications/addenda shared equally? | | |
| Receipt and opening records complete? | | |
| Evaluation committee declarations signed? | | |
| Evaluation report follows published criteria? | | |
| Due diligence and eligibility checks completed as required? | | |
| Award approval and complaint/standstill steps complete? | | |
| Contract signed by authorised representatives? | | |
| Contract manager appointed? | | |
| Delivery inspected and accepted? | | |
| Invoice matched to contract and acceptance? | | |
| Payment approved under delegation? | | |
| Stores/asset registers updated? | | |
| STEP and file updated; close-out completed? | | |

## ANNEX B — PROCUREMENT REQUISITION FORM

| Field | Information to complete |
|---|---|
| Requisition number / date | |
| Requesting unit / Principal Investigator | |
| Project activity / work-plan reference | |
| Description of goods, works or services | |
| Quantity / scope / deliverables | |
| Specifications or TOR attached? | Yes / No |
| Required delivery date and location | |
| Estimated cost and basis | |
| Funding source / budget line | |
| Maintenance, consumables, training or lifecycle needs | |
| Safety / safeguards / laboratory risks | |
| Requested by / signature / date | |
| Technical review / signature / date | |
| Finance budget confirmation / signature / date | |
| Procurement Plan reference / procurement review | |
| Approval under delegated authority | |

## ANNEX C- CONFLICT OF INTEREST AND CONFIDENTIALITY DECLARATION

Procurement reference: _____

Name / role: _____

I declare that I have disclosed all actual, potential or perceived conflicts relevant to this procurement. I will act impartially, apply only the stated criteria, protect confidential information, not seek or accept improper benefits and promptly report any conflict or suspected misconduct.

Details of interest or relationship (write 'None' if not applicable):

_____

Name: _____ Signature: _____

Date: _____

Management action / recusal / replacement, if applicable:

_____

## ANNEX D — BID OPENING RECORD

| Field | Record |
|---|---|
| Procurement title / reference | |
| Date, time and place / platform | |
| Opening team and roles | |
| Attendees / bidder representatives | |
| Submission deadline | |
| Offers received before deadline | |
| Late submissions and treatment | |
| Information read out / recorded | |
| Irregularities / observations | |
| Opening team signatures and date | |

## ANNEX E — GOODS RECEIVED AND INSPECTION NOTE

| Field | Record |
|---|---|
| Contract / purchase order reference | |
| Supplier / delivery note number | |
| Date and place of delivery | |
| Item / model / serial / batch number | |
| Quantity ordered / received | |
| Condition / packaging / shelf life / temperature evidence | |
| Specification compliance / test results | |
| Installation / calibration / commissioning completed? | |
| Manuals / certificates / accessories / training received? | |
| Defects / shortages / rejected items and action | |
| Decision: accepted / partial / rejected | |
| Receiving officer / technical inspector signatures | |
| Contract manager approval / date | |

# ANNEX F — CONTRACT COMPLETION REPORT

| Field | Record |
|---|---|
| Contract reference / supplier | |
| Original value / approved amendments | |
| Start and completion dates / actual duration | |
| Deliverables and acceptance evidence | |
| Payment summary / outstanding amount | |
| Variations / claims / disputes | |
| Warranty / defects liability / securities status | |
| Assets registered / manuals / training completed | |
| Supplier performance and lessons learned | |
| Prepared by / reviewed by / date | |

**Approval**

| Prepared by | Reviewed by | Approved by |
|---|---|---|
| Name/title: _____<br>Signature:_____<br>Date:_____ | Name/title: _____<br>Signature: _____<br>Date: _____ | Name/title: _____<br>Signature:_____<br>Date: _____ |

## REFERENCE LINKS FOR OFFICIAL VERIFICATION

- World Bank Project Procurement Framework: https://www.worldbank.org/ext/en/what-we-do/project-procurement/framework
- World Bank Procurement for Borrowers: https://www.worldbank.org/ext/en/what-we-do/project-procurement/for-borrowers
- World Bank STEP overview: https://www.worldbank.org/en/projects-operations/products-and-services/brief/systematic-tracking-of-exchanges-in-procurement-step
- Nigeria Public Procurement Act 2007 (BPP): https://www.bpp.gov.ng/wp-content/uploads/2017/11/Public-Procurement-Act-2007.

## APPROVAL AND AUTHORISATION

Prepared by:

Name: _____

Designation: Procurement Officer

Signature: _____

Date: _____

Approved by:

Name: _____

Designation: Centre Director

Signature: _____

Date: _____

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

**PROCUREMENT APPROVAL THRESHOLD MATRIX AND DELEGATION OF AUTHORITY**

## 1.0 INTRODUCTION

The Procurement Approval Matrix establishes the framework for the exercise of procurement authority and responsibility within the Africa Centre of Excellence for Neglected Tropical Diseases and Forensic Biotechnology, Ahmadu Bello University, Zaria.

It provides clear guidelines on the levels of authority required for initiating, reviewing, recommending and approving procurement activities, including the acquisition of goods, execution of works and engagement of consultancy and non-consultancy services.

The Matrix is intended to ensure that all procurement activities are conducted in accordance with the Public Procurement Act 2007, applicable regulations, Ahmadu Bello University Financial Regulations, approved project implementation arrangements and relevant donor procurement guidelines.

## 2.0 OBJECTIVES

The objectives of the Procurement Approval Matrix are to:

i. Establish clear lines of procurement authority and accountability.
ii. Define the financial approval limits of relevant officers and committees.
iii. Ensure that procurement activities are properly authorised before commitments are made.
iv. Promote transparency, competition, fairness and value for money.
v. Prevent unauthorised expenditure and conflicts of interest.
vi. Strengthen internal control and financial discipline.
vii. Ensure compliance with applicable University and donor procurement requirements.

## 3.0 PROCUREMENT APPROVAL MATRIX

The following matrix shall guide the processing, review, recommendation and approval of procurement activities within the Centre.

| S/N | Procurement Activity | Initiating/Responsible Officer | Reviewing/Recommending Authority | Final Approving Authority |
|---|---|---|---|---|
| 1 | Identification of procurement needs | Requesting Department/Unit | Head of Administration | Centre Leader |
| 2 | Preparation of annual procurement plan | Procurement Officer | Finance Officer and Procurement Committee | Centre Leader/Appropriate University Authority |
| 3 | Approval of annual procurement plan | Procurement | Centre Management Committee | Appropriate University Authority |
| 4 | Confirmation of budget availability | Finance Officer | Deputy Centre Leader | Centre Leader/Delegated Authority |
| 5 | Preparation of bidding documents | Procurement Officer/Technical Unit Representative | Procurement Committee | Appropriate Approving Authority |
| 6 | Approval of procurement method | Procurement Officer | Procurement Committee | Appropriate Approving Authority |
| 7 | Advertisement and invitation for bids | Procurement Officer | Deputy Centre Leader | Centre Leader/Delegated Authority |
| 8 | Bid opening | Procurement Officer | Bid Opening Committee | In accordance with applicable regulations |

| | | | | |
|---|---|---|---|---|
| 9 | Technical and financial evaluation | Evaluation Committee | Procurement Committee | Appropriate Approving Authority |
| 10 | Recommendation for contract award | Procurement Committee | Centre Management Committee | Appropriate Approving Authority |
| 11 | Approval of contract award | Procurement Committee | Relevant University Procurement Authority | Vice-Chancellor/ Governing Council or other authorised body |
| 12 | Issuance of purchase orders | Procurement Officer | Head of Administration | Centre Director/Delegated Authority |
| 13 | Contract signing | Procurement Officer/Legal Unit | Deputy Centre Leader | Authorised University Signatory |
| 14 | Inspection and confirmation of goods | Inspection and Acceptance Committee | Procurement Officer/ Requesting Unit | Centre Leader/Delegated Authority |
| 15 | Certification of completed works and services | Procurement Officer/Users Department | Head of Administration | Centre Leader/Delegated Authority |
| 16 | Processing of payment | Finance Officer | Head of Administration | Authorised Financial Approving Officer |
| 17 | Variation or amendment of contracts | Procurement Officer | Procurement Committee/Legal Unit Representative | Original Approving Authority or higher authority, as required |
| 18 | Procurement audit and compliance review | Internal Audit | University Internal Audit | Appropriate University Authority |

**4.0 FINANCIAL THRESHOLDS AND DELEGATION OF APPROVAL AUTHORITY**

Procurement approval shall be based on the estimated contract value, procurement method, availability of funds and the applicable financial delegation of authority approved by the Centre. The following framework shall apply:

| **Procurement value** | **Recommending authority** | **Approving authority** |
|---|---|---|
| Up to #500,000 | Procurement Officer/ Head of Unit | Centre Leader |
| #500,001 to #2 million | Procurement committee | Centre Leader |
| #2,000,001 to #5 million | Procurement committee | Centre Management Committee |
| #5,000,001 to #10 million | Procurement committee | Vice-Chancellor/ Delegated authority |
| Above #10 million | Procurement committee | Governing Council/ Delegated Authority |

9.0 EFFECTIVE DATE

This Procurement Approval Matrix shall become effective upon approval by the appropriate Ahmadu Bello University authority and shall form an integral part of the Procurement Procedures Manual of the Africa Centre of Excellence for Neglected Tropical Diseases and Forensic Biotechnology.

**APPROVAL AND AUTHORISATION**

Prepared by:

Name: _____
Designation: Procurement Officer
Signature: _____
Date: _____

Reviewed by:
Name: _____
Designation: Deputy Centre Leader
Signature: _____
Date: _____

Approved/Recommended by:
Name: _____
Designation: Centre Director
Signature: _____
Date: _____

Approved by:

Name: _____
Designation: Vice-Chancellor/Appropriate University Authority
Signature: _____
Date: _____

**Procurement Tender Board Committee, Africa Centre of Excellence for Neglected Tropical Diseases and Forensic Biotechnology (ACENTDFB), Ahmadu Bello University, Zaria, Nigeria**

1. Introduction

The Procurement Tender Board Committee is a statutory or duly authorised institutional committee responsible for overseeing and approving procurement activities within an organisation in accordance with applicable procurement laws, regulations, financial guidelines and institutional policies. For the Africa Centre of Excellence for Neglected Tropical Diseases and Forensic Biotechnology (ACENTDFB), Ahmadu Bello University, Zaria, the Committee shall serve as an important procurement oversight body to ensure that the procurement of goods, works and services is conducted transparently, competitively, economically, efficiently and in accordance with the relevant provisions of the Public Procurement Act, 2007, applicable regulations and Ahmadu Bello University procurement procedures.

The Committee shall ensure that procurement decisions are based on fairness, accountability, value for money and the achievement of the Centre's objectives.

2. Objectives of the Procurement Tender Board Committee

   The main objectives of the Committee shall be to:

   i. Ensure that all procurement activities comply with applicable procurement laws, regulations and institutional guidelines.
   ii. Promote transparency, accountability and fairness in the award of contracts.
   iii. Ensure that public and project funds are utilised judiciously.
   iv. Encourage open and competitive bidding among qualified suppliers and contractors.
   v. Ensure that procurement decisions deliver value for money.
   vi. Prevent fraud, corruption, favouritism and conflict of interest in procurement transactions.
   vii. Ensure that procurement activities support the research, training, laboratory development and institutional objectives of the Centre.

3. Composition of the Procurement Tender Board Committee

   The Committee shall comprise the following officers:

| S/N | Position | Role |
|---|---|---|
| 1 | To be appointed by the Centre Leader | Chairman |
| 2 | Principal Investigator (Rep) | Member |
| 4 | Finance Officer | Member |
| 5 | Project Auditor | Member |
| 6 | Representative of the University Legal Unit | Member (where necessary) |
| 7 | Relevant Technical Departmental Representative | Member |
| 8 | A representative of the University Community * | Member |

| | | |
|---|---|---|
| 9 | Procurement Officer | Secretary |

*** The representative will be determined by the nature of the procurement activity.**

The Committee's composition and approval authority shall be consistent with the Centre's established procurement governance structure. Where a procurement falls within the jurisdiction of a higher approving authority, the Committee shall make recommendations and forward the matter to that authority for consideration and approval.

4. Roles and Responsibilities of the Procurement Tender Board Committee

The Committee shall perform the following functions:

4.1 Review and Approval of Procurement Plans

- Examine procurement plans prepared by the Procurement Planning Committee.
- Ensure that proposed procurements are consistent with the Centre's approved annual budget and work plan.
- Confirm that procurement requirements are properly identified, justified and prioritised.
- Ensure that procurement activities are aligned with donor and project funding requirements.

4.2 Review of Tender Documents

- Review tender documents before they are issued to prospective bidders.
- Ensure that specifications, Bills of Quantities (BOQs), Terms of Reference (TORs) and technical requirements are clear and appropriate.
- Ensure that tender conditions are fair, transparent and non-discriminatory.
- Confirm that appropriate procurement methods have been selected.

4.3 Oversight of Tender Opening and Evaluation

- Ensure that tender opening and evaluation processes comply with approved procurement procedures.
- Examine evaluation reports submitted by the appropriate Bid Evaluation Committee.
- Ensure that bids are assessed objectively against predetermined evaluation criteria.
- Confirm that the recommended supplier or contractor has satisfied the technical, financial and eligibility requirements.
- Ensure that any conflict of interest is declared and appropriately managed.

4.4 Approval and Award of Contracts

- Consider recommendations for the award of contracts.
- Approve contract awards within the Committee's delegated financial authority.
- Recommend procurements exceeding its approval threshold to the appropriate higher approving authority.
- Ensure that all necessary approvals and, where applicable, the Bureau of Public Procurement's Certificate of No Objection are obtained before contract award.
- Ensure that successful bidders are formally notified.

4.5 Ensuring Transparency and Accountability

- Ensure that procurement activities are conducted openly and fairly.
- Prevent favouritism, undue influence and fraudulent practices.
- Ensure that procurement records are properly maintained.

- Ensure that unsuccessful bidders are treated fairly and provided with appropriate feedback when requested.

4.6 Contract Monitoring and Performance

- Review reports on the implementation of awarded contracts.
- Ensure that suppliers and contractors deliver goods, works and services according to contractual specifications.
- Monitor project implementation against agreed timelines and budgets.
- Identify procurement irregularities and recommend appropriate corrective action.

4.7 Compliance with Procurement Regulations

- Ensure compliance with the Public Procurement Act, 2007, applicable Bureau of Public Procurement regulations, ABU procurement policies and donor funding guidelines.
- Ensure that procurement activities are not deliberately divided into smaller transactions to avoid applicable approval thresholds.
- Ensure that procurement decisions are properly documented and auditable.

5. Powers and Authority of the Committee
   - The Procurement Tender Board Committee shall have the authority to:
   - Request additional information or clarification concerning any procurement submission.
   - Return incomplete or improperly documented procurement submissions for correction.
   - Reject procurement recommendations that do not comply with approved procedures.
   - Request technical or financial clarification from relevant departments.
   - Recommend the suspension or cancellation of a procurement exercise where substantial irregularities are established, subject to applicable approval.
   - Approve contract awards within its authorised financial limits.
   - Refer procurement matters beyond its approval limits to the appropriate approving authority.

   Important: The Committee shall not exercise approval powers beyond the financial thresholds and delegated authority formally assigned to it by Ahmadu Bello University or the relevant approving authority.
6. Meetings and Decision-Making Procedures
   - The following procedures shall guide the conduct of Committee meetings:
   - The Committee shall meet as often as necessary to consider procurement submissions.
   - Meetings shall be convened by the Chairman through the Secretary.
   - A quorum shall be determined by the Centre's approved Committee guidelines.
   - Decisions shall ordinarily be reached by consensus or, where necessary, by voting.
   - Members shall declare any personal, financial or professional interest in procurement matters under consideration.
   - A member with a conflict of interest shall not participate in the consideration or decision on the affected procurement.
   - All decisions shall be properly documented in the minutes of meetings.
   - Procurement approvals shall be communicated formally to the relevant authorities and departments.

7. Ethical Standards and Confidentiality

   Members of the Committee shall:

   - Maintain the highest standards of honesty, integrity and professionalism.
   - Avoid accepting gifts, inducements or benefits from prospective suppliers and contractors.
   - Maintain confidentiality of sensitive procurement information.
   - Avoid any action that could compromise the integrity of the procurement process.
   - Disclose any actual, potential or perceived conflict of interest.
   - Treat all bidders equally and without discrimination.
   - Uphold the principles of accountability, transparency and value for money.

8. Reporting and Accountability

   The Committee shall report to the appropriate approving authority within Ahmadu Bello University.

   Its reports shall include:

   - Procurement submissions considered.
   - Contracts approved or recommended for approval.
   - Procurement exercises completed.
   - Procurement exercises delayed or suspended.
   - Challenges encountered during procurement implementation.
   - Recommendations for improving procurement efficiency and accountability.

   The Secretary shall maintain proper records of all proceedings, decisions and procurement approvals for audit and institutional reference.

**Procurement Evaluation Committee, Africa Centre of Excellence for Neglected Tropical Diseases and Forensic Biotechnology (ACENTDFB), Ahmadu Bello University, Zaria, Nigeria**

1. Establishment of the Procurement Evaluation Committee

   The Africa Centre of Excellence for Neglected Tropical Diseases and Forensic Biotechnology, Ahmadu Bello University, Zaria, shall establish a Procurement Evaluation Committee (PEC) to undertake the examination, assessment and evaluation of bids submitted by contractors, suppliers, consultants and service providers in response to procurement invitations issued by the Centre.

   The Committee shall ensure that all procurement evaluations are conducted in a transparent, fair, competitive, objective and accountable manner, in accordance with the Public Procurement Act 2007, applicable regulations of Ahmadu Bello University, the Centre's approved Procurement Procedures Manual and relevant donor financing agreements.

2. Composition of the Procurement Evaluation Committee

   The Committee shall comprise the following members:

| S/N | Position | Designation |
|---|---|---|
| 1 | Chairman | Appointed by the Centre Management |
| 2 | Member | Representative of the Centre Management |
| 3 | Member | Representative of the Finance/Bursary Unit |
| 4 | Member | Relevant Technical Expert |
| 5 | Member | Representative of the User Department |
| 6 | Member | Legal Officer or Legal Representative, where necessary |
| 7 | Secretary | Procurement Officer |

The composition may be adjusted depending on the nature, complexity and technical requirements of the procurement.

Members shall possess appropriate qualifications, professional competence and experience relevant to the procurement being evaluated.

3. Terms of Reference of the Committee

   The Procurement Evaluation Committee shall have the following terms of reference:

- Examine and evaluate bids received from prospective contractors, suppliers, consultants and service providers.
- Ensure that the evaluation process complies with the approved procurement method and stated evaluation criteria.
- Determine the responsiveness of bids to the requirements contained in the bidding documents.
- Assess the technical, financial and administrative capacity of participating bidders.
- Ensure that all bidders are treated equally and without discrimination.
- Verify the authenticity and adequacy of documents submitted by bidders where necessary.
- Identify bids that fail to meet mandatory requirements and provide clear justification for their rejection.
- Recommend the most qualified and responsive bidder based on the approved evaluation criteria.
- Prepare and submit a comprehensive Procurement Evaluation Report to the appropriate approving authority.
- Maintain confidentiality and integrity throughout the evaluation exercise.

4. Specific Duties and Responsibilities

The Committee shall perform the following duties:

4.1 Preliminary Examination

- Confirm that bids were received within the stipulated submission deadline.
- Examine the completeness of submitted documents.
- Check compliance with mandatory eligibility requirements.
- Confirm that required forms and declarations have been properly completed and signed.
- Identify non-responsive bids in accordance with the bidding documents.

4.2 Technical Evaluation

- Assess compliance with the technical specifications and scope of work.
- Examine the experience and qualifications of bidders.
- Evaluate the technical capacity and competence of bidders.
- Assess the quality and suitability of proposed goods, works or services.
- Evaluate proposed methodology, delivery schedules and implementation plans where applicable.

4.3 Financial Evaluation

- Examine the financial proposals of bidders.
- Verify arithmetic accuracy and apply the correction procedures stated in the bidding documents.
- Compare prices and evaluate financial offers in accordance with the approved methodology.
- Examine applicable taxes, duties, discounts and other financial obligations.
- Determine the evaluated bid price in accordance with the applicable procurement rules.
- Evaluation and Recommendation
- Consolidate the technical and financial evaluation results, where applicable.
- Prepare comparative evaluation schedules.
- Identify the best evaluated responsive bidder.
- Provide reasons for accepting or rejecting bids.
- Recommend the preferred bidder for consideration and approval by the appropriate authority.

5. Meetings and Quorum

- The Committee shall meet as often as necessary to discharge its responsibilities.
- Meetings shall be convened by the Chairman or an authorised representative.
- A quorum shall consist of at least two-thirds of the appointed members, subject to the Centre's approved committee rules.
- Members shall be given adequate notice of meetings.
- All proceedings and decisions shall be properly documented.
- Members shall sign attendance registers and relevant evaluation records.

6. Conflict of Interest and Confidentiality

Every member of the Committee shall:

- Declare any actual, potential or perceived conflict of interest before participating in an evaluation exercise.

- Withdraw from the evaluation where a conflict of interest exists, in accordance with applicable rules.
- Maintain strict confidentiality regarding bids, evaluation discussions, scores and recommendations.
- Avoid any communication or relationship with bidders that could compromise the impartiality of the evaluation process.
- Refrain from accepting gifts, inducements, favours or benefits from prospective bidders.
- Any breach of these provisions shall be reported to the appropriate authority for necessary disciplinary or administrative action.

7. Evaluation Procedures

The Committee shall follow the procedures below:

- Receive the bids formally opened in accordance with the applicable procurement procedures.
- Obtain the approved bidding documents and evaluation criteria.
- Conduct preliminary examination of the bids.
- Undertake detailed technical evaluation.
- Conduct financial evaluation in accordance with the prescribed methodology.
- Prepare evaluation summaries and comparative analysis.
- Deliberate on the findings and agree on recommendations.
- Prepare and sign the Procurement Evaluation Report.
- Submit the report to the appropriate procurement approving authority or Tender Board for consideration and further action.

8. Procurement Evaluation Report

At the conclusion of each evaluation exercise, the Committee shall prepare a comprehensive report containing:

- Background and description of the procurement.
- Approved procurement method.
- Names of participating bidders.
- Date and place of bid opening.
- Preliminary examination results.
- Technical evaluation results.
- Financial evaluation results.
- Comparative analysis of bids.
- Reasons for disqualification, where applicable.
- Identification of the best evaluated responsive bidder.
- Recommendation for contract award.
- Signatures of Committee members.
- The report shall be properly documented and retained in the Centre's procurement records for audit and accountability purposes.

9. Limitations and Authority of the Committee

The Procurement Evaluation Committee shall operate strictly within its assigned mandate. Accordingly:

- The Committee shall not independently approve or award contracts.

- It shall not alter the approved evaluation criteria after bids have been received.
- It shall not manipulate evaluation results or scores.
- It shall not favour any bidder or engage in discriminatory practices.
- It shall not disclose confidential information to unauthorised persons.
- It shall not commit the Centre financially without the requisite approval.
- Its recommendations shall be subject to review and approval by the appropriate authority in accordance with applicable procurement regulations.

10. Reporting and Accountability

    The Committee shall report its findings and recommendations through the designated procurement administrative structure of the Centre.

    The Procurement Evaluation Report shall be forwarded to the appropriate approving authority or Tender Board, depending on the applicable approval threshold and procurement requirements.

    The Committee shall remain accountable for the accuracy, fairness, integrity and completeness of its evaluation process.

11. Effective Date and Review

This provision shall become effective upon approval by the appropriate management authority of the Africa Centre of Excellence for Neglected Tropical Diseases and Forensic Biotechnology, Ahmadu Bello University, Zaria.

It shall be reviewed periodically to reflect changes in applicable procurement legislation, university regulations, donor requirements and the operational needs of the Centre.

**Procurement Planning Committee, Africa Centre of Excellence for Neglected Tropical Diseases and Forensic Biotechnology (ACENTDFB), Ahmadu Bello University, Zaria, Nigeria**

1. Preamble

The Africa Centre of Excellence for Neglected Tropical Diseases and Forensic Biotechnology, Ahmadu Bello University, Zaria, recognises the importance of effective procurement planning as a fundamental requirement for achieving transparency, accountability, efficiency, economy and value for money in the acquisition of goods, works and services.

In order to ensure that procurement activities are properly identified, prioritised, budgeted for, coordinated and implemented in accordance with approved institutional objectives and applicable public procurement regulations, the Centre hereby establishes a Procurement Planning Committee.

The Committee shall serve as an advisory and coordinating body responsible for identifying the procurement needs of the Centre, preparing and reviewing procurement plans, assessing procurement priorities and making appropriate recommendations to the Centre Management and other competent approving authorities.

2. Establishment of the Committee

The Procurement Planning Committee is hereby established as a standing committee of the Centre, subject to the applicable procurement laws, regulations, Ahmadu Bello University policies and directives of the appropriate authorities.

The Committee shall operate in accordance with the Public Procurement Act 2007, applicable guidelines and circulars issued by the Bureau of Public Procurement (BPP), relevant financial regulations and the approved Procurement Procedures Manual of the Centre.

3. Aim and Objectives

The primary aim of the Committee is to ensure that all procurement activities of the Centre are properly planned, coordinated, prioritised and aligned with available financial resources and institutional objectives.

The specific objectives are to:

- Ensure systematic identification and consolidation of the procurement needs of the Centre.
- Prepare realistic and comprehensive annual procurement plans.
- Ensure that procurement activities are linked to approved budgets, research programmes and institutional work plans.
- Promote economy, efficiency, transparency, competition and accountability.
- Prevent unnecessary, duplicated, fragmented and unplanned procurement.
- Ensure timely procurement of research equipment, laboratory consumables, forensic biotechnology materials and other essential requirements.
- Promote effective utilisation of available funds and resources.
- Ensure compliance with applicable procurement laws, regulations and institutional procedures.
- Establish an effective framework for monitoring and reviewing procurement plan implementation.

4. Composition and Membership

The Committee shall comprise representatives of relevant management, technical, financial, administrative and user departments of the Centre.

The proposed membership shall be as follows:

| S/N | Position | Designation |
|---|---|---|
| 1 | Chairman | Centre Leader |
| 2 | Member | Deputy Centre Leader |
| 3 | Member | Finance Officer |
| 5 | Member | Principal Investigators |
| 8 | Member | Representative of relevant User Departments |
| 9 | Member | Stores Officer |
| 10 | Member | Heads of Department |
| 11 | Secretary | Procurement Officer |

The Chairman may invite technical experts, principal investigators, project coordinators or other relevant officers to attend meetings whenever their professional contributions are required. Such invited persons shall participate in discussions relating to their areas of expertise but shall not automatically acquire voting rights.

5. Terms of Reference and Functions

The Procurement Planning Committee shall perform the following functions:

5.1 Identification and Assessment of Procurement Needs
a. Obtain procurement requirements from all departments, research units, laboratories and project components of the Centre.
b. Examine and validate procurement requests to establish their relevance, necessity and justification.
c. Identify the goods, works and services required to support the Centre's research, teaching, laboratory and administrative activities.
d. Ensure that procurement requests are consistent with the approved objectives and programmes of the Centre.

5.2 Preparation of Annual Procurement Plan
a. Prepare a comprehensive annual procurement plan covering all proposed procurement activities.
b. Consolidate procurement requests submitted by departments and units.
c. Categorize procurement requirements into goods, works and services.
d. Indicate estimated costs, proposed procurement methods, funding sources and implementation timelines.
e. Ensure that the procurement plan is consistent with the Centre's approved budget and annual work plan.
f. Submit the proposed procurement plan to the appropriate approving authority for consideration and approval.

5.3 Budgetary Assessment and Financial Planning
a. Liaise with the Finance and Accounts Unit to establish the availability and adequacy of budgetary provisions.
b. Ensure that proposed procurement activities are supported by approved budgetary allocations or other duly authorised funding arrangements.
c. Assess the financial implications of proposed procurement activities.

d. Recommend procurement priorities based on available funds and institutional needs.
e. Ensure that procurement commitments are not made beyond approved financial limits.

5.4 Market Survey and Cost Estimation
a. Conduct or coordinate preliminary market surveys to establish prevailing market prices.
b. Obtain reliable information on the availability, quality and cost of required goods, works and services.
c. Prepare realistic cost estimates for proposed procurement activities.
d. Examine price variations, market trends and other factors that may affect procurement costs.
e. Recommend appropriate measures for achieving economy and value for money.

5.5 Determination of Procurement Methods
a. Recommend appropriate procurement methods in accordance with applicable procurement laws and regulations.
b. Consider the nature, value, complexity and urgency of each procurement requirement.
c. Recommend open competitive bidding or other legally permissible procurement methods as appropriate.
d. Ensure that procurement methods are not selected to circumvent statutory thresholds or established procurement requirements.

5.6 Procurement Scheduling and Prioritisation
a. Establish realistic procurement timelines for the financial year.
b. Prioritise essential and strategic procurement requirements.
c. Ensure timely procurement of laboratory equipment, research materials, chemicals, reagents, forensic biotechnology equipment and other specialised requirements.
d. Coordinate procurement schedules with approved research and project implementation plans.
e. Recommend appropriate scheduling to minimise delays, emergency procurement and unnecessary expenditure.

5.7 Consolidation and Standardisation of Requirements
a. Identify similar procurement requirements across departments and research units.
b. Recommend consolidated or bulk procurement where economically and technically justified.
c. Promote standardisation of commonly used goods, equipment and services.
d. Discourage unnecessary duplication, splitting or fragmentation of procurement requirements.

5.8 Technical Specifications and Terms of Reference
a. Ensure that user departments prepare clear, comprehensive and technically appropriate specifications for goods and works.
b. Ensure that Terms of Reference are properly developed for consultancy and other professional services.
c. Encourage the participation of relevant technical experts in the preparation of specifications.
d. Ensure that specifications are objective, functional and non-discriminatory.
e. Prevent specifications designed to favour particular suppliers, contractors or service providers.

5.9 Procurement Risk Assessment
a. Identify potential risks associated with proposed procurement activities.
b. Assess risks relating to funding, market availability, delivery timelines, technical compatibility and price fluctuations.
c. Recommend appropriate mitigation measures.
d. Identify procurement activities that may require special technical, regulatory or logistical considerations.

5.10 Monitoring and Review of Procurement Plans
a. Monitor the implementation of approved procurement plans.
b. Review procurement progress against established timelines and budgetary provisions.
c. Identify implementation challenges and recommend corrective measures.

d. Recommend revisions to procurement plans where there are justified changes in institutional priorities, project requirements or funding arrangements.
e. Ensure that all proposed amendments receive approval from the appropriate authority.

5.11 Compliance and Documentation
a. Ensure that procurement planning activities comply with applicable procurement laws, financial regulations and institutional policies.
b. Maintain proper records of procurement planning meetings, decisions and recommendations.
c. Ensure that approved procurement plans and supporting documents are properly filed and accessible for authorised review.
d. Promote transparency, accountability and ethical conduct in procurement planning.

5.12 Reporting and Advisory Responsibilities
a. Submit the annual procurement plan to the Centre Management and other appropriate approving authorities.
b. Prepare periodic reports on procurement planning and implementation.
c. Advise Centre Management on procurement priorities and emerging procurement challenges.
d. Make recommendations on improvements to procurement planning procedures.

6.0 Powers and Limitations of the Committee
The Committee shall have the authority to:

1. Request relevant procurement information and documentation from departments and units of the Centre.
2. Invite relevant technical officers and subject-matter experts to provide professional advice.
3. Request clarification or justification for proposed procurement requirements.
4. Recommend procurement priorities, schedules, cost estimates and appropriate procurement methods.
5. Recommend amendments to the annual procurement plan where necessary.
6. Submit reports and recommendations to the Centre Management.
However, the Committee shall not:
a. Award contracts or approve contract payments.
b. Undertake bid evaluation or substitute itself for the Procurement Evaluation Committee.
c. Exercise the statutory or delegated powers of the Procurement Tender Board or any other approving authority.
d. Authorise expenditure or commit the Centre financially without the required approval.
e. Approve procurement methods or procurement plan amendments where such approval is reserved for another competent authority.
All recommendations of the Committee shall be subject to approval by the appropriate authority in accordance with applicable procurement laws and institutional regulations.

7.0 MEETINGS AND PROCEDURES

7.1 Frequency of Meetings
The Committee shall meet at least once every quarter and may hold additional meetings whenever necessary.
An annual procurement planning meeting shall be held before the commencement of each financial year to consider and prepare the procurement plan for the succeeding year.

7.2 Emergency Meetings
The Chairman may convene an emergency meeting where urgent procurement planning matters require immediate consideration.

7.3 Notice of Meetings
Members shall be notified of meetings sufficiently in advance, together with the agenda and relevant documents.

7.4 Quorum
The quorum shall be one-half of the serving members, provided that the Chairman or his duly authorised representative and a representative of the Procurement Unit are present.

7.5 Decision-Making
The Committee shall endeavour to reach decisions by consensus. Where consensus cannot be achieved, decisions may be taken by a simple majority of members present and voting. The Chairman shall have a casting vote in the event of a tie.

7.6 Minutes of Meetings
The Secretary shall record minutes of every meeting, including attendance, matters discussed, decisions reached and recommendations made.
The minutes shall be circulated to members and submitted to the Chairman for confirmation.

8.0 Reporting and Accountability

The Committee shall report directly to the Director/Head of the Centre or such other authority as may be designated by the University.
Its reports shall include:
1. Annual Procurement Plan.
2. Procurement Needs Assessment Report.
3. Market Survey and Cost Estimation Reports.
4. Procurement Prioritisation and Scheduling Reports.
5. Quarterly Procurement Plan Implementation Reports.
6. Recommendations for revisions to approved procurement plans.
7. Any other report required by Centre Management or the competent approving authority.

9.0 Approval and Effective Date

These Terms of Reference shall become operational upon approval by the appropriate authority of the Centre.

PREPARED BY:

Name: _____
Designation: Procurement Officer
Signature: _____
Date: _____

APPROVED BY:

Name: _____
Designation: Centre Leader
Signature: _____
Date: _____

**Standard Procurement Contract Agreement, Africa Centre of Excellence for Neglected Tropical Diseases and Forensic Biotechnology (ACENTDFB), Ahmadu Bello University, Zaria, Nigeria.**

CONTRACT REFERENCE NO.: .....

PROCUREMENT REFERENCE NO.: .....

CONTRACT TITLE: .....

CONTRACTOR/SUPPLIER: .....

CONTRACT SUM: ₦.....

CONTRACT DURATION: .....

DATE OF AWARD: .....

**1. CONTRACT AGREEMENT**

This Contract Agreement is made this ..... day of ..... 20.... BETWEEN:
THE AFRICA CENTRE OF EXCELLENCE FOR NEGLECTED TROPICAL DISEASES AND FORENSIC BIOTECHNOLOGY (ACENTDFB), AHMADU BELLO UNIVERSITY, ZARIA, hereinafter referred to as "the Centre" or "the Procuring Entity", of the first part;
AND
M/S ....., a company/business registered under the laws of the Federal Republic of Nigeria, with its registered office at ....., hereinafter referred to as "the Contractor", of the second part.

The Centre and the Contractor shall collectively be referred to as "the Parties".

2. PREAMBLE
WHEREAS:
a. The Centre requires the procurement of goods, works, consultancy or non-consultancy services for the effective implementation of its programmes and activities.
b. The Centre conducted a procurement process in accordance with applicable public procurement laws, regulations, institutional procedures and relevant funding requirements.
c. The Contractor submitted a bid/proposal which was evaluated and accepted by the Centre.
d. The Centre has approved the award of the contract to the Contractor for the execution and completion of the specified assignment.
NOW THEREFORE, the Parties agree as follows:

3. SCOPE OF CONTRACT
The Contractor shall supply, execute, deliver or provide the goods, works or services described in the contract specifications, Terms of Reference, Bill of Quantities or Statement of Requirements attached to this Agreement.
The detailed scope shall include:
1. Description of goods/works/services.
2. Technical specifications and standards.
3. Quantity and unit measurements, where applicable.
4. Delivery or implementation requirements.
5. Expected outputs and deliverables.
6. Quality and performance requirements.

4. CONTRACT DOCUMENTS
The following documents shall form an integral part of this Agreement:
a. This Contract Agreement.
b. Letter of Award/Acceptance.
c. Letter of Bid or Financial Proposal.

d. Technical Proposal, where applicable.
e. Scope of Work/Terms of Reference.
f. Technical Specifications.
g. Priced Bill of Quantities or Schedule of Prices.
h. Delivery or Implementation Schedule.
i. General Conditions of Contract.
j. Special Conditions of Contract.
k. Any approved contract amendments or variations.
In the event of inconsistency, the order of precedence shall be as expressly stated in the Special Conditions of Contract or the applicable standard bidding document.

5. CONTRACT SUM
The total contract sum shall be:
₦.....

(In words: ……..

.....

..... Naira only).

The contract price shall cover all agreed costs, duties, taxes, transportation, installation, labour, materials and other expenses as specified in the contract pricing schedule.
No additional payment shall be made unless the variation or additional work has been properly justified, approved and documented in accordance with applicable procurement procedures.

6. PAYMENT TERMS

Payment shall be made in accordance with the approved payment schedule and upon satisfactory performance of contractual obligations.
The following payment arrangement shall apply:
a. Advance payment, where permitted and approved, subject to the required advance payment guarantee.
b. Interim payments, where applicable, upon verification and certification of completed work or delivered items.
c. Final payment upon satisfactory completion, inspection, acceptance and submission of all required documentation.
All payments shall be subject to applicable tax laws, statutory deductions, budget availability and financial regulations.

7. CONTRACT DURATION AND COMMENCEMENT
The contract shall commence on the ..... day of ..... 20.... and shall be completed within ..... weeks/months.
The Contractor shall adhere strictly to the approved delivery or implementation schedule.
Any extension of time shall require a written request, justification and approval by the authorised approving authority.

8. OBLIGATIONS OF THE CONTRACTOR
The Contractor shall:
a. Execute the contract diligently and professionally.
b. Supply goods or provide services in accordance with approved specifications.
c. Ensure that all goods supplied are new, genuine and fit for purpose, unless otherwise specified.
d. Deploy qualified and competent personnel.
e. Observe all applicable laws, regulations and institutional policies.
f. Maintain appropriate quality assurance procedures.

g. Provide progress reports when required.
h. Correct defects and deficiencies identified during inspection.
i. Maintain proper records relating to contract execution.
j. Avoid corrupt, fraudulent, collusive or coercive practices.
k. Protect the Centre's property, confidential information and intellectual property.

9. OBLIGATIONS OF THE CENTRE
The Centre shall:
a. Provide relevant information and access reasonably required for contract implementation.
b. Appoint an appropriate Contract Manager or Project Supervisor.
c. Monitor and evaluate the Contractor's performance.
d. Inspect and verify delivered goods, completed works or services.
e. Process legitimate payments in accordance with contractual provisions.
f. Communicate instructions and decisions through authorised officers.
g. Provide timely feedback on submitted deliverables.

10. QUALITY ASSURANCE, INSPECTION AND ACCEPTANCE
All goods, works and services shall be subject to inspection, verification and acceptance by the Centre or its authorised representatives.
The Centre reserves the right to reject goods, works or services that fail to meet the approved specifications or contractual requirements.
The Contractor shall, at its own cost, rectify or replace rejected items or defective work within the period stipulated by the Centre.
Acceptance shall be evidenced by an appropriate inspection report, delivery note, completion certificate or acceptance certificate.

11. DELIVERY AND IMPLEMENTATION SCHEDULE
The Contractor shall deliver or execute the contract according to the following schedule:

| **Deliverable/ Activity** | **Expected Date** | **Location** |
|---|---|---|
| | | |
| | | |
| | | |

Failure to meet the agreed delivery schedule without an approved extension may attract contractual remedies.

12. PERFORMANCE SECURITY
Where required by the procurement documents, the Contractor shall provide a Performance Security in the approved form and amount within the stipulated period.
The Performance Security shall remain valid for the period prescribed in the contract.

13. LIQUIDATED DAMAGES
Where the Contractor fails to complete the contract within the agreed period, without an approved extension or an excusable delay under this Agreement, liquidated damages may be imposed at the rate of .....% of the relevant contract price for each week of delay, subject to a maximum of .....%.
The rate and maximum shall be specified in the contract data and shall be reasonable and consistent with the applicable standard bidding document.
14. VARIATION AND AMENDMENT
No variation, amendment or modification of this Agreement shall be valid unless:
a. It is supported by written justification.
b. It is reviewed by the appropriate procurement and technical officers.
c. It receives the necessary approvals.
d. It is documented through a written contract amendment signed by authorised representatives.

No variation shall be used to circumvent procurement approval requirements or applicable procurement laws.

15. TAXES AND STATUTORY OBLIGATIONS

The Contractor shall comply with all applicable tax laws, labour laws, pension requirements and other statutory obligations of the Federal Republic of Nigeria.

The Centre shall make applicable statutory deductions in accordance with prevailing laws.

16. HEALTH, SAFETY AND ENVIRONMENTAL REQUIREMENTS

The Contractor shall comply with relevant health, safety and environmental standards applicable to the assignment.

The Contractor shall be responsible for the safety and conduct of its personnel and shall take appropriate measures to prevent accidents, injuries and environmental damage.

17. CONFIDENTIALITY AND INTELLECTUAL PROPERTY

The Contractor shall not disclose confidential information obtained during contract execution without the Centre's prior written consent, except where disclosure is legally required.

Ownership and permitted use of reports, research outputs, designs, software, data and other intellectual property shall be governed by the specific provisions of the contract and applicable law.

18. ANTI-CORRUPTION AND CONFLICT OF INTEREST

The Contractor shall not engage in bribery, fraud, collusion, coercion, obstruction or other prohibited practices.

The Contractor shall disclose any actual or potential conflict of interest relating to the procurement or implementation of the contract.

Any breach may result in appropriate sanctions, termination, recovery of losses or referral to the relevant authorities.

19. INSURANCE AND LIABILITY

The Contractor shall maintain appropriate insurance coverage where required by the nature of the contract.

The Contractor shall be responsible for loss, damage, injury or liability arising from its negligence, misconduct or failure to fulfil contractual obligations, subject to the agreed limitations of liability and applicable law.

20. TERMINATION OF CONTRACT

The Centre may terminate this Agreement in accordance with its contractual and legal rights where:

a. The Contractor commits a material breach of the Agreement.

b. The Contractor fails to remedy identified deficiencies within the stipulated period.

c. The Contractor abandons or unjustifiably delays the assignment.

d. The Contractor engages in fraud or corrupt practices.

e. The Contractor becomes insolvent or otherwise unable to perform.

f. The Centre is otherwise entitled to terminate under applicable law or the contract conditions.

The Contractor may terminate the Agreement where the Centre commits a material breach that remains unremedied after the required written notice and opportunity to remedy.

Termination shall be effected through written notice and shall be subject to applicable contractual procedures.

21. FORCE MAJEURE

Neither Party shall be held liable for failure or delay caused by circumstances beyond its reasonable control, provided that the affected Party promptly notifies the other Party and takes reasonable steps to minimise the impact.

22. DISPUTE RESOLUTION
Any dispute arising from this Agreement shall first be resolved through good-faith negotiations between the Parties.
Where negotiations fail, the dispute shall be referred to the appropriate dispute resolution mechanism specified in the Special Conditions of Contract, including mediation or arbitration where legally appropriate and duly agreed.
Nothing in this clause shall prevent either Party from seeking remedies available under Nigerian law.

23. APPLICABLE LAW
This Agreement shall be governed by and interpreted in accordance with the laws of the Federal Republic of Nigeria, including applicable public procurement laws, regulations and institutional policies.

24. CONTRACT MANAGEMENT
The Centre shall designate an authorised Contract Manager/Project Supervisor responsible for monitoring implementation, verifying deliverables, documenting performance and recommending certification for payment.
The Contractor shall cooperate fully with the Contract Manager and provide all information required for effective contract administration.

25. ENTIRE AGREEMENT
This Agreement, together with its schedules and incorporated documents, constitutes the entire agreement between the Parties and supersedes previous communications relating to the subject matter, except where expressly incorporated.

26. EXECUTION AND SIGNATURES
IN WITNESS WHEREOF, the Parties have executed this Agreement on the date first written above.

FOR THE AFRICA CENTRE OF EXCELLENCE FOR NEGLECTED TROPICAL DISEASES AND FORENSIC BIOTECHNOLOGY, ABU ZARIA

Name: .....
Designation: .....
Signature: .....
Date: .....
Official Stamp: .....

FOR THE CONTRACTOR/SUPPLIER

Name: .....
Designation: .....
Company: .....
Signature: .....
Date: .....
Company Stamp: .....

WITNESSES

Centre's Witness:
Name: .....
Designation: .....
Signature/Date: .....

Contractor's Witness:
Name: .....

Designation: .....
Signature/Date: .....

**Contract Performance Monitoring and Evaluation Form, Africa Centre of Excellence for Neglected Tropical Diseases and Forensic Biotechnology (ACENTDFB), Ahmadu Bello University, Zaria, Nigeria.**

FORM REFERENCE NO.: ACENTDFB/PROC/CPME/001
CONTRACT REFERENCE NO.: .....
FINANCIAL YEAR: .....

PART A: CONTRACT IDENTIFICATION

| S/N | Description | Detail |
|---|---|---|
| 1 | Contract Title | |
| 2 | Procurement Reference Number | |
| 3 | Name of Contractor/Supplier | |
| 4 | Contract Address | |
| 5 | Contract Award Date | |
| 6 | Contract Commencement Date | |
| 7 | Original Completion Date | |
| 8 | Approved Revised Completion Date | |
| 9 | Original Contract Sum | ₦ |
| 10 | Approved Variations | ₦ |
| 11 | Revised Contract Sum | ₦ |
| 12 | Amount Paid to Date | ₦ |
| 13 | Outstanding Contract Balance | ₦ |
| 14 | Contract Manager | |
| 15 | Responsible Department/Unit | |

PART B: PURPOSE OF PERFORMANCE MONITORING

The purpose of this monitoring exercise is to:

1. Determine whether the Contractor is implementing the contract according to agreed terms and conditions.
2. Assess the quality and standard of goods, works or services delivered.
3. Monitor compliance with the approved delivery or implementation schedule.
4. Verify the accuracy of invoices and payment claims.
5. Identify implementation challenges, risks and deficiencies.
6. Recommend corrective actions where necessary.
7. Establish whether the Contractor has fulfilled all contractual obligations.

8. Provide a documented basis for final acceptance and contract closure.

PART C: CONTRACT PERFORMANCE ASSESSMENT

Rating Scale

| **Score** | **Rating** | **Description** |
|---|---|---|
| 5 | Excellent | Fully meets or exceeds contractual requirements |
| 4 | Very Good | Meets requirements with minor deficiencies |
| 3 | Satisfactory | Meets essential requirements but requires some improvement |
| 2 | Poor | Significant deficiencies requiring corrective action |
| 1 | Very Poor | Fails to meet major contractual requirements |

Performance Evaluation Scorecard

| **S/N** | **Performance Indicator** | **Weight (%)** | **Score (1-5)** | **Weighted score** |
|---|---|---|---|---|
| 1 | Quality of goods, works or services | | | |
| 2 | Timeliness of delivery/completion | | | |
| 3 | Compliance with technical specifications | | | |
| 4 | Cost control and financial compliance | | | |
| 5 | Contractor's responsiveness and communication | | | |
| 6 | Availability of qualified personnel | | | |
| 7 | Compliance with health, safety and environmental requirements | | | |
| 8 | Documentation and reporting | | | |
| 9 | Compliance with contractual terms and conditions | | | |
| | **Total** | | | |

Scoring Formula:

Weighted Score = (Score ÷ 5) × Weight.

Overall Performance Percentage: Total Weighted Score out of 100.

Overall Performance Classification

| **Percentage Score (%)** | **Performance Rating** |
|---|---|

| | |
|---|---|
| 90-100 | Excellent |
| 80-89 | Very Good |
| 70-79 | Good |
| 60-69 | Satisfactory |
| 50-59 | Poor |
| Below 50% | Very Poor |

PART D: DELIVERY AND IMPLEMENTATION MONITORING

| S/N | Contract Deliverable/Activity | Planned Date | Actual Date | Status | Remarks |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Status options: Completed / Ongoing / Delayed / Not Started / Rejected.

PART E: QUALITY INSPECTION AND VERIFICATION

| S/N | Item/Deliverable Inspected | Contract Specification | Contract Specification | Actual Observation | Compliance Status | Action Required |
|---|---|---|---|---|---|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |

Inspection outcome:
[ ] Fully Compliant
[ ] Partially Compliant
[ ] Not Compliant
[ ] Rejected
Inspection Date: .....
Inspection Location: .....

PART F: FINANCIAL AND PAYMENT MONITORING

| S/N | Description | Amount (₦) |
|---|---|---|
| 1 | Original Contract Sum | |
| 2 | Approved Contract Variations | |
| 3 | Revised Contract Sum | |
| 4 | Amount Previously Paid | |
| 5 | Current Payment Claim | |
| 6 | Amount Recommended for Payment | |
| 7 | Outstanding Contract Balance | |

Financial Verification Checklist

[ ] Invoice submitted by Contractor.
[ ] Delivery notes or work completion evidence provided.
[ ] Inspection and verification report available.
[ ] Deliverables certified by the authorised officer.
[ ] Applicable statutory deductions determined.
[ ] Payment is within the approved contract sum.
[ ] Relevant approvals obtained.

PART G: CONTRACT COMPLIANCE CHECKLIST

| S/N | Compliance Requirement | Yes | No | N/A | Remarks |
|---|---|---|---|---|---|
| 1 | Valid signed contract agreement | | | | |
| 2 | Contractor complied with agreed scope | | | | |
| 3 | Contractor complied with delivery schedule | | | | |
| 4 | Quality standards achieved | | | | |
| 5 | Required permits/licences maintained | | | | |
| 6 | Performance security provided, where required | | | | |
| 7 | Insurance maintained, where required | | | | |
| 8 | Health and safety requirements observed | | | | |
| 9 | Contract variations properly approved | | | | |
| 10 | Payment documentation properly maintained | | | | |

| | | | | | |
|---|---|---|---|---|---|
| 11 | No unresolved material contractual breach | | | | |
| 12 | Contract records properly maintained | | | | |

PART H: IDENTIFICATION OF CHALLENGES AND RISKS

| S/N | Challenge/Risk | Identified | Impact on Contract | Recommended Corrective Action | Responsible Person | Deadline |
|---|---|---|---|---|---|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |

PART I: CORRECTIVE ACTION AND FOLLOW-UP

Where deficiencies are identified, the Contractor shall be informed in writing and required to take appropriate corrective action within an agreed period.

| S/N | Identified Deficiency | Corrective Action Required | Action Taken by Contractor | Verification Result |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

Date of Corrective Action Notice: .....
Date of Follow-up Inspection: .....

PART J: OVERALL CONTRACT PERFORMANCE REPORT

Total Weighted Score: ..... /100%
Overall Performance Rating: .....
Summary of Findings:
.....
.....
.....
Major Achievements:
.....
Outstanding Issues:
.....
Recommendations:
[ ] Continue contract implementation.
[ ] Approve payment, subject to normal financial controls.
[ ] Require corrective action.

[ ] Conduct further inspection.
[ ] Consider contractual remedies in accordance with the contract.
[ ] Recommend contract termination, subject to due process.
[ ] Recommend final acceptance and contract closure.

PART K: CONTRACT COMPLETION AND FINAL ACCEPTANCE
This section shall be completed when all contractual obligations have been fulfilled.

| S/N | Compliance Requirement | Yes | No | Remarks |
|---|---|---|---|---|
| 1 | All contracted goods delivered or works/services completed | | | |
| 2 | All deliverables inspected and verified | | | |
| 3 | All identified defects rectified | | | |
| 4 | Required manuals, reports and documents submitted | | | |
| 5 | Training completed, where applicable | | | |
| 6 | Outstanding contractual obligations discharged | | | |
| 7 | Final account reconciled | | | |
| 8 | Warranty/defects liability arrangements confirmed, where applicable | | | |
| 9 | Final acceptance certificate prepared | | | |
| 10 | Contract records properly archived | | | |
| 11 | | | | |
| 12 | | | | |

Final Contract Status:
[ ] Successfully Completed
[ ] Completed with Minor Outstanding Issues
[ ] Partially Completed
[ ] Terminated
[ ] Not Completed

Date of Final Inspection: .....
Date of Final Acceptance: .....

PART L: CERTIFICATION AND APPROVAL
1. CONTRACT MANAGER/PROJECT SUPERVISOR
I certify that I have monitored the implementation of this contract and that the information provided in this report reflects my findings and observations.

Name: .....
Designation: .....
Signature: .....
Date: .....

2. HEAD OF DEPARTMENT/RESPONSIBLE UNIT
I have reviewed the contract performance report and endorse the findings and recommendations.

Name: .....
Designation: .....
Signature: .....
Date: .....

3. PROCUREMENT UNIT
I confirm that the contract monitoring documentation has been reviewed for procurement compliance and completeness.

Name: .....
Designation: .....
Signature: .....
Date: .....

4. FINANCE AND ACCOUNTS UNIT
I confirm that the financial information and payment position have been reviewed against the relevant financial records.

Name: .....
Designation: .....
Signature: .....
Date: .....

5. HEAD OF CENTRE/PROJECT COORDINATOR OR AUTHORISED APPROVING OFFICER
Decision:
[ ] Approved
[ ] Approved subject to corrective action
[ ] Not Approved

Comments:
.....
.....

Name: .....
Designation: .....
Signature: .....
Date: .....

Official Stamp: .....

**Approval Date**: November 13, 2026

**Signature**: 

**Name and Status of Approving Officer:** Prof Y.K.E. Ibrahim, Centre Leader