



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

AHMADU BELLO UNIVERSITY, ZARIA, NIGERIA



PROCUREMENT PROCEDURES MANUAL.

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-Saharan 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 chair 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 Principals 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 publically 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 CONDUCT 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 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.