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Cabinet and Special Services Department,
Office of the Governor,
Akure.

03 May, 2018.

CIRCULAR LETTER TO:

- The Chief of Staff to the Governor,
- The Deputy Chief of Staff to the Deputy Governor,
- The Secretary to the State Government,
- The Head of Service,
- State Commissioners,
- Special Advisers,
- Chairmen of Commissions/Boards,
- Permanent Secretaries/Tutors-General/Director-General,
- All Senior Special Assistants/Special Assistants,
- The Clerk, Ondo State House of Assembly,
- The Chief Registrar, High Court of Justice,
- The Accountant General,
- The State Auditor General,
- The Auditor-General for Local Governments,
- The Statistician-General,
- General Managers/Head of Non-Ministerial Departments,

RE: APPROVED GUIDELINES FOR THE AWARD AND IMPLEMENTATION OF CONTRACTS IN ONDO STATE

In line with the State Government determination to ensure transparency and accountability at all levels, it has become necessary to update the Tender rules and procedures in the State in line with global best practices.

2. It has been observed at Tender Opening Exercises that most Limited Liability Companies that bid for contracts in the State attach alongside other documents only, copy of Tax Clearance Certificate issued by the Federal Inland Revenue Services (FIRS) while Personal Income Tax Certificates of at least two (2) of the Company's Directors issued by the State Board of Internal Revenue (BIR) were conspicuously absent.

3. This omission is often premised on it not being a pre-requisite nor indicated in the Newspaper Advertisement or Letter of invitation to the Companies in the case of Selective Tendering by Executing Ministries, Extra Ministerial Departments and Agencies (MEDAs). This, no doubt, deprives the State of the much needed internally generated revenues accruable from bidders for award of such contracts.

4. To boost the internally revenue generation drive of the State, Ministries, Extra-Ministerial Departments and Agencies (MEDAs) are henceforth required to always include in Newspaper Advert/Letter of Invitation, the provision of Personal Income Tax Certificates of at least two (2) Directors of the Company as part of Tender requirements for Limited Liability Company (ies) bidding for contract(s) in the State. This is in addition to three years Tax Clearance issued by the Federal Inland Revenue Service (FIRS) and evidence of payment of three years Development Levy to the State Board of Internal Revenue (BIR).


5. Furthermore, Companies bidding for contracts in the State are expected to be represented by an official of a Senior Managerial level at the Tender Opening Meetings and must be corporately dressed.

6. All necessary documents for Tender are to be provided and enclosed in sealed brown envelopes and submitted at the Cabinet Department for necessary action.

7. All MEDAs are to treat with utmost importance the contents of this Circular as the State Tenders' Board will not process for award briefs that are not due process compliant nor recognize Company representative who does not meet with the standard stated above.

8. Accounting Officers are enjoined to give this Circular the importance it deserves, please.

9. Thank you.


Gbenga Elewaju,
Permanent Secretary