

Our Ref. No. ODBPP/OP/084/11

Ondo State Bureau of Public
Procurement,
Governor's Office, Alagbaka,
Akure.

16th January, 2020

CIRCULAR LETTER TO:

The Chief of Staff to Mr Governor,
The Secretary to the State Government,
Permanent Secretaries,
The Clerk, Ondo State House of Assembly,
The Chief Registrar, Ondo State Judiciary,
The Accountant-General,
The State Auditor-General,
Administrative Secretaries,
General Managers/Heads of Non-Ministerial Departments,

TRANSFER OF VENDOR REGISTRATION SCHEDULE FROM MINISTRY OF WORKS AND
INFRASTRUCTURES TO THE ONDO STATE BUREAU OF PUBLIC PROCUREMENT (ODBPP)

The Governor of Ondo State, Arakunrin Oluwarotimi Akeredolu (SAN) has approved the transfer of Vendor Registration schedule from the Ministry of Works and Infrastructures to the Ondo Bureau of Public Procurement (ODBPP) in compliance with Part II Sections 5(h) and 6(1)(f) of the Ondo State Public Procurement Law 2017.

2. By this Mr Governor's approval, you are hereby notified that the only legitimate Certificate of Registration allowed for all Vendors (contractors, suppliers and service providers) in bidding processes and matters relating to contractual conditions, agreement and engagement will be issued by the Ondo State Bureau of Public Procurement (ODBPP). This takes immediate effect.

3. Further information is provided in the attached:

- i. Invitation to Register or Renew Registration as Works Contractor
- ii. Invitation to Register or Renew Registration as Suppliers
- iii. Invitation to Register or Renew Registration as Service Providers

4. We also plead that you use your notice boards to assist in publicizing these Invitations.



Tolu Fadahunsi
Director General

CONTRACTORS I

ONDO STATE GOVERNMENT OF NIGERIA BUREAU OF PUBLIC PROCUREMENT

INVITATION TO REGISTER OR RENEW REGISTRATION AS WORKS CONTRACTORS

1. INTRODUCTION

- 1.1 Ondo State Government in pursuit of excellence, best practices and in compliance with Part II Sections 5(h) and 6(1)(f) of the Ondo State Public Procurement Law, 2017 will continue to execute various developmental and life transforming projects in Ondo State. In furtherance of this objective, interested and reputable companies and organizations in civil works with suitable and relevant experience are hereby invited to submit applications for registration or renewal of registration as contractors in the various classifications listed in paragraph 2 below.
- 1.2 It is important to note that the information and data supplied by successful applicants shall form part of their respective dossier, which shall be inputted into a Central Database of Vendors maintained for Government by the Ondo State Bureau of Public Procurement.

2. CLASSIFICATION OF WORKS CONTRACTORS

- i. Building construction
- ii. General civil works including roads, highways, flood and erosion control, water engineering works etc
- iii. Mechanical and Electrical Engineering Services including Rural Electrification
- iv. Computer and Information/Communication Technology installation works
- v. Other ancillary specialist works as may be indicated in the data sheet accompanying the registration documents.

3. DOCUMENTATION

- 3.1 Prospective contractors shall be required to submit the following documents along with their applications:
- i. Evidence of registration of company or business name with the Corporate Affairs Commission. (Certificate of Incorporation for Limited Liability Companies and Registration of Business Names for Enterprises).
 - ii. Articles and Memorandum of Association, Form CAC07 i.e Particulars of Directors and Form CAC02 i.e Particulars of Shareholders.
 - iii. Copy of Companies Income Tax Clearance Certificate
 - iv. Copy of Personal Income Tax – Clearance Certificates (of two Directors in case of limited liability companies of the proprietor(s)/partners in case of enterprises) covering the last three years.
 - v. Value Added Tax (VAT) Registration Certificate and evidence of past remittances
 - vi. Company Profile including list and resume of management and key professional staff and photocopies of their academic qualification certificates and evidence of registration with relevant Professional Bodies
 - vii. Verifiable documentary evidence of projects executed successfully in relevant sectors in the past five years (Submission of the following documents would confer additional advantage: i.e copies of Letter of Contract Awards; Certificates of Completion; Partnership Agreement or Memorandum of Understanding (MOU) with Foreign Companies, Organizations, Suppliers, Manufacturers etc)

CONTRACTORS 2

- viii. Evidence of financial capability (Reference Letter issued by Banker)
- ix. Name(s) and Contact Address(es), e-mail/telephone number(s) of designated company liaison with Ondo State Government.
- x. Company's 3-year Financial Summary and 3-year audited Accounts.
- xi. Evidence of Registration of Business Premises with Ondo State Ondo State Agency for Commerce, Industries and Cooperatives and payment of Ondo State Development Levy.
- xii. Evidence of payment of registration fee depending on the maximum value of project the contractor is interested in bidding for as listed on page 130 of the Ondo State Revenue Administration Law (2018) shown below.
- xiii. Copy of original Certificate of Registration with the Ministry of Works and Infrastructures (Renewal only).

Category	Value of Project	Registration Fee	Renewal Fee
A	0 – 250,000.00	10,000.00	5,000.00
B	251,000.00 – 500,000.00	15,000.00	7,500.00
C	501,000.00 – 1,000,000.00	20,000.00	10,000.00
D	1,100,000.00 – 5,000,000.00	50,000.00	25,000.00
E	5,100,000.00 – 10,000,000.00	100,000.00	50,000.00
F	10,100,000.00 – 50,000,000.00	150,000.00	75,000.00
G	50,100,000.00 – 100,000,000.00	200,000.00	100,000.00
H	100,100,000.00 – 300,000,000.00	400,000.00	200,000.00
I	300,100,000.00 – 1,000,000,000.00	800,000.00	400,000.00
J	1,100,000,000.00 – 5,000,000,000.00	1,500,000.00	750,000.00
K	5,100,000,000.00 and above	2,500,000,000	1,250,000.00

4. GENERAL INFORMATION

Please, visit the official website of ODSG at <http://ondostate.gov.ng> to download the relevant application form. For clarifications, please, visit the Ondo State Bureau of Public Procurement, Governor's Office, Alagbaka, Akure. Payment should be made into the ODSG Contractor/Vendor Registration Account at any Ondo State Government Revenue-collecting bank as follows: MDA Code – 11101000100; Revenue Item – Contractor Registration and Revenue Code – 12020417. Duly completed applications for registration **MUST** be submitted to the Ondo State Bureau of Public Procurement, Governor's Office, Alagbaka, Akure, Ondo State. Application opens all year round but Certificate of Registration issued to successful applicants in any year expires on the 31st of December of that year.

Copies of receipts evidencing payment of registration fees must be included in the registration package.

Interested firms are to submit their Application Forms enclosed in a sealed envelope clearly marked on the top right-hand corner as follows: "APPLICATION FOR REGISTRATION AS WORKS CONTRACTOR".

5. VERIFICATION OF INFORMATION/DATA SUPPLIED

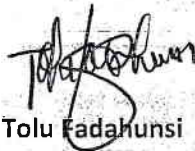
Registration process may also involve verification of information supplied by companies in their applications and physical demonstration of special skills, trade, tools or equipment/machinery listed in their submissions. Companies may also be requested to provide additional information or give further clarifications on submissions to the Ondo State Bureau of Public Procurement.

CONTRACTORS 3

Misrepresentation of facts, gross misstatement or false declarations, if discovered, shall form the basis for disqualification or non-registration.

6. PLEASE NOTE THAT:

- i. Prospective contractors seeking further clarification should contact the undersigned
- ii. Contractors may remain in the same classification but migrate to a different category by paying the new category fee and requesting for a change in their renewal forms. At the same time, Vendors can hold more than one registration in different Classifications provided the fees and paper works are done.
- iii. Ondo State Government is not legally bound to enter into any contractual agreement or negotiations with any party based on this Advertisement.
- iv. Any contractor not registered with the Bureau of Public Procurement will no longer be allowed to participate in the procurement of Ondo State Government and all her MDAs (including educational institutions).



Tolu Fadahunsi

Director General, Ondo State Bureau of Public Procurement
Governor's Office,
Alagbaka, Akure
Ondo State.

SERVICE PROVIDERS I

ONDO STATE GOVERNMENT OF NIGERIA

BUREAU OF PUBLIC PROCUREMENT

RENEWAL OF REGISTRATION AS SERVICE PROVIDERS

1. INTRODUCTION:

- 1.1 Ondo State Government in pursuit of excellence, best practices and in compliance with Part II Sections 5(h) and 6(1)(f) of the Ondo State Public Procurement Law, 2017 will continue to engage service providers and consultants for various developmental and life transforming projects in Ondo State. In furtherance of this objective, interested professional organizations of experience and repute in different spheres of study and intellect are hereby invited to submit applications for registration or renewal of registration as service providers or consultants in the various classifications listed in paragraph 2 below.
- 1.2 It is important to note that the information and data supplied by successful applicants shall form part of their respective dossier, which shall be inputted into a Central Database of Vendors maintained for Government by the Ondo State Bureau of Public Procurement.

2. CLASSIFICATION OF SERVICE PROVIDERS/CONSULTANTS

- i. Architecture and Building Construction Consultants
- ii. Civil, Roads, Highway & Transportation Engineering Schemes Consultants
- iii. Water Engineering, Mechanical & Electrical including Rural Electrification Engineering Services Consultants
- iv. Computer and information/Communications Technology Consultants
- v. Legal and other Advisory Services
- vi. Finance and Financial Services (Revenue & Tax, Banks, Insurance & Other Financial Institutions, Stock Broker Firms, Investment Advisers, Fund & Asset Managers, Company Accounting & Audit Firms etc)
- vii. Hospitality & Entertainment (Hotels, Event Planners, Tourism Practitioners)
- viii. Publishing, Educational and Human Capital Development Consultants
- ix. Security Consultants
- x. Other Framework Arrangements

3. DOCUMENTATION

The following is required for the renewal:

- i. Evidence of Registration of Company and Business Name (Certificate of Incorporation with the Corporate Affairs Commission for Limited Liability Companies and Registration of Business Names for Enterprises)
- ii. Articles and Memorandum of Association Form CAC07 i.e particulars of Directors and Form CAC02 i.e Particulars of Shareholders
- iii. Copy of Company Income Tax Clearance Certificate
- iv. Copy of Personal Income Tax Clearance Certificate (of 2 Directors in case of Limited Liability Companies or the Proprietor(s)/Partners in case of Enterprises), covering the last 3 years, to be submitted with TIN.
- v. Copy of Value Added Tax (VAT) Registration Certificate and evidence of past remittances

SERVICE PROVIDERS

- vi. Company Profile including List and Resume of Management and Key Professionals and photocopies of their academic qualifications certificate and evidence of registration with relevant professional bodies
- vii. Name(s) and contact addresses(es), e-mails/telephone number(s) of designated company liaison with Ondo State Government
- viii. Company's 3-year financial summary and 3 years audited accounts
- ix. Evidence of Registration of Business Premises with Ondo State Agency for Commerce, Industries and Cooperatives.
- x. Evidence of payment of a flat fifty thousand naira only (N50,000.00).
- xi. Banking details: Name and Address of Banker, Account Name, Account Number and Sort Code

4. GENERAL INFORMATION

5. Please, visit the official website of ODSG at <http://ondostate.gov.ng> to download the relevant application form. For clarifications, please, visit the Ondo State Bureau of Public Procurement, Governor's Office, Alagbaka, Akure. Payment should be made into the ODSG Contractor/Vendor Registration Account at any Ondo State Government Revenue-collecting bank as follows: MDA Code – 11101000100; Revenue Item – Contractor Registration and Revenue Code – 12020417. Duly completed applications for registration **MUST** be submitted to the Ondo State Bureau of Public Procurement, Governor's Office, Alagbaka, Akure, Ondo State. Application opens all year round but Certificate of Registration issued to successful applicants in any year expires on the 31st of December of that year.

Copies of receipts evidencing payment of registration fee of N50,000.00 must be included in the registration package.

Interested firms are to submit their Application Forms enclosed in a sealed envelope clearly marked on the top right-hand corner as follows: **"APPLICATION FOR REGISTRATION AS SUPPLIES"**.

8. VERIFICATION OF INFORMATION SUPPLIED:

Registration process may also involve verification of information supplied by companies in their applications and physical demonstration of special skills and trade listed in their submissions to the Ondo State Bureau of Public Procurement.

Misrepresentation of facts, gross misstatement or false declarations shall form the basis of disqualification of non-registration.

9. PLEASE NOTE THAT:

- i. Renewal can only be in the classification originally registered in.
- ii. Service Providers may remain in the same classification but can also migrate to a different category by paying the new category fee and requesting for a change in their renewal forms as long as they have capacity in the new classification. At the same time, Service Providers can hold more than one registration in different Classifications provided the fees and paper works are done.
- iii. Prospective Service Providers seeking further clarifications should contact the undersigned
- iv. Service Providers should clearly specify their area of interest

SERVICE PROVIDERS

- v. Ondo State Government is not legally bound to enter into any contractual agreement or negotiation with any party based on this advertisement
- vi. Any Service Provider without valid registration with the Ondo State Bureau of Public Procurement will no longer be allowed to participate in the procurements of Ondo State Government and **all her MDAs** (including educational institutions).



Tolu Fadanunsi
Director General,
Ondo State Bureau of Public Procurement,
Governor's Office, Alagbaka,
Akure, Ondo State.

SUPPLIERS I

ONDO STATE GOVERNMENT OF NIGERIA

BUREAU OF PUBLIC PROCUREMENT

INVITATION TO REGISTER OR RENEW REGISTRATION AS SUPPLIERS

1. INTRODUCTION:

- 1.1** Ondo State Government in pursuit of excellence, best practices and in compliance with Part II Sections 5(h) and 6(1)(f) of the Ondo State Public Procurement Law, 2017 will continue to execute various developmental and life transforming projects in Ondo State. In furtherance of this objective, interested companies and firms of repute in different capacities of supplies are hereby invited to submit applications for registration or renewal of registration as suppliers in the various classifications listed in paragraph 2 below.
- 1.2** It is important to note that the information and data supplied by successful applicants shall form part of their respective dossier, which shall be inputted into a Central Database of Vendors maintained for Government by the Ondo State Bureau of Public Procurement.

2. CLASSIFICATION OF SUPPLIERS

- i. Education/Instructional Materials (Textbooks, Stationeries, Chalks, Dusters etc), Printing of Security and Non-Security documents
- ii. Medical Supplies (Drugs, Consumables, Equipment etc)
- iii. Water Engineering Equipment (Pumps, Pipes, & Fittings) and Treatment Chemicals (Alum, Liquid Chlorine, Lime, Agric Inputs etc)
- iv. Motor Vehicles, Trucks, Agricultural Farm Machinery, Equipment, spare Parts and Earthmoving/Construction Plant & Equipment (Bulldozers, Graders, Road Rollers etc)
- v. Office and ICT Equipment (Computers, Typewriters, Printers, Scanners, Photocopies, PABX, Intercoms, General Consumables, etc)
- vi. Office Furniture, Fittings, Household and Communication Equipment.
- vii. Food and Beverages
- viii. Electrical & Electronics Goods, Power-Generators etc
- ix. Building and Construction Materials (Cement, Planks, Reinforcement, etc)
- x. Security Services, Cleaning and Fumigation
- xi. Sporting and Training Equipment

3. DOCUMENTATION

- 1.1** Prospective suppliers shall be required to submit the following documents along with their applications:
- i. Evidence of registration of company or business name with the Corporate Affairs Commission (Certificate of Incorporation for Limited Liability Companies and Registration of Business Names for Enterprises).
 - ii. Articles and Memorandum of Association, Form CAC07 i.e Particulars of Directors and Form CAC02 i.e Particulars of Shareholders.
 - iii. Copy of Companies Income Tax Clearance Certificate
 - iv. Copy of Personal Income Tax – Clearance Certificates (of two Directors in case of limited liability companies of the proprietor(s)/partners in case of enterprises) covering the last three years.
 - v. Value Added Tax (VAT) Registration Certificate and evidence of past remittances

SUPPLIERS 2

- vi. Verifiable documentary evidence of projects executed successfully in relevant sectors in the past five years (Submission of the following documents would confer additional advantage: i.e copies of Letter of Contract Awards; Certificates of Completion; Partnership Agreement or Memorandum of Understanding (MOU) with Foreign Companies, Organizations, Suppliers, Manufacturers etc)
- vii. Evidence of financial capability (Reference Letter issued by Banker)
- viii. Name(s) and Contact Address(es), e-mail/telephone number(s) of designated company liaison with Ondo State Government.
- ix. Company's 3-year Financial Summary and 3-year audited Accounts.
- x. Evidence of Registration of Business Premises with Ondo State Ondo State Agency for Commerce, Industries and Cooperatives and payment of Ondo State Development Levy.
- xi. Evidence of payment of registration fee depending on the maximum value of project the supplier is interested in bidding for as listed on page 130 of the Ondo State Revenue Administration Law (2018) shown below.
- xii. Copy of original Certificate of Registration with the Ministry of Works and Infrastructures (Renewal only).

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F	10,100,000.00 – 50,000,000.00	150,000.00	75,000.00
G	50,100,000.00 – 100,000,000.00	200,000.00	100,000.00
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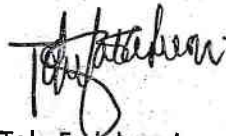
Copies of receipts evidencing payment of registration fees must be included in the registration package.

SUPPLIERS 3

Interested firms are to submit their Application Forms enclosed in a sealed envelope clearly marked on the top right-hand corner as follows: "APPLICATION FOR REGISTRATION AS SUPPLIES".

4. PLEASE NOTE THAT:

- i. Renewal can only be in the classification originally registered in. Suppliers wishing to be placed in a different classification must apply for fresh registration in the desired classification
- ii. Suppliers may remain in the same classification but may also migrate to a different category by paying the new category fee and requesting for a change in their renewal forms. At the same time, Vendors can hold more than one registration in different Classifications provided the fees and paper works are done.
- iii. Ondo State Government is not legally bound to enter into any contractual agreement or negotiation with any party based on this advertisement
- iv. Any Vendor without valid registration with the Bureau of Public Procurement will no longer be allowed to participate in the procurements of Ondo State Government and all her MDAs (including educational institutions).



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