



TARABA STATE
BUREAU OF PUBLIC PROCUREMENT


**GUIDELINES TO INCREASE
SME's PARTICIPATION
IN CONTRACT AWARDS**

By
STATE GOVERNMENT

- (d) Taraba State Bureau of Public Procurement should endeavor to organize trainings/workshops for SME's that are registered with it on bidding procedures and relevant provisions of the State Public Procurement Law, 2012.
- (e) All procurement opportunities in procuring Entities shall be forwarded to the BPP for publishing on State website @ www.tarabastate.gov.ng similar information should be made available to the Nigeria Association of Small and Medium Enterprises Taraba State chapter.
- (f) Free download of bidding documents from a freely available website should be provided.
- (g) Upon submission of bid, the price to be stipulated for any bid document must not exceed the reasonable cost of printing, compilation and delivery of the documents.
- (h) Procuring Entities should allow the electronic submission of password protected, read-only bids and quotation.
- (I) Financial instrument (bid security, advance payment and performance guaranties) shall not be required for contracts within the approval thresholds of procuring Entities Ministerial Tenders Board, N5 million and Above but less than N50 Million for goods, N10 million and Above but less than N100 Million for Works and N5 million and Above but less than N50 Million for services(consultancy and non-consultancy),Parastatal Tenders Board, N2.5 million and Above but less than N25 Million for goods, N5 million and Above but less than N50 Million for Works and N2.5 million and Above but less than N25 Million for services (consultancy and non-consultancy),Accounting Officer Permanent Secretary, Less than N5 million for goods, less than N10 Million for Works and less than N5 Million for services (consultancy and non-consultancy), Accounting Officer Director General, Less than N2.5 million for goods, less than N5 Million for Works and less than N2.5 Million for services (consultancy and non-consultancy),as captured on the approved Tenders Board limit for MDA's in the State.

- (j) Procuring Entities shall allow for submission of performance bond declaration in place of Bank performance guarantee, advance payment declaration form instead of advance payment guarantee and bid securing declaration instead of bid security for procurement, Ministerial Tenders Board, less than N50 Million for goods, less than N100 Million for Works and less than N50 Million for services (consultancy and non-consultancy), Parastatal Tenders Board, less than N25 Million for goods, less than N50 Million for Works and less than N25 Million for services (consultancy and non-consultancy), Accounting Officer Permanent Secretary, Less than N5 million for goods, less than N10 Million for Works and less than N5 Million for services (consultancy and non-consultancy), Accounting Officer Director General, Less than N2.5 million for goods, less than N5 Million for Works and less than N2.5 Million for services (consultancy and non-consultancy), as captured on the approved Tenders Board limit for MDA's in the State.
- (k) Advance payment for all procurement shall be 15% of the total contract sum in line with **Section 37 Sub-section 1** of the State Public Procurement Law, 2012.
- (L) In addition to the provisions of **section 18 (13a-d)** of the Taraba State Public Procurement Law, 2012 procuring Entities shall submit to the Bureau details of contract awarded by the procuring Entities on monthly basis containing the following information for each contract;
 - i. Description of the contract.
 - ii. The names of the bidders.
 - iii. The number of persons employed by the bidders.
 - iv. The winning bidder and state if the winning bidder, is an SME's.

The details will be forwarded to the BPP for publishing on State website. Finally, the Bureau will not hesitate to sanction any procuring Entity/Accounting officer that fails to comply with these guidelines.


JONAH S. MAGAJI 23/09/20
DIRECTOR GENERAL

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