

**ONDO STATE GOVERNMENT OF NIGERIA
BUREAU OF PUBLIC PROCUREMENT**

INVITATION TO REGISTER OR RENEW REGISTRATION AS WORKS CONTRACTOR

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)

- 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 in the Ondo State Revenue 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.

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).

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