

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

- 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

- 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 Fadahunsi
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