

ONDO STATE GOVERNMENT OF NIGERIA

BUREAU OF PUBLIC PROCUREMENT

INVITATION TO REGISTER OR RENEW REGISTRATION AS SUPPLIES

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

- 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 in the Ondo State Revenue Law (2018) shown below.
- xii. 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

1. 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 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).

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