



# **ADAMAWA STATE GOVERNMENT**

## **ADAMAWA STATE BUREAU OF PUBLIC PROCUREMENT (ADSBPP)**

### **PROCEDURES AND DOCUMENTATION PRE-REQUISITE FOR THE ISSUANCE OF CERTIFICATE OF NO OBJECTION TO**

**MDA's, STATE ASSEMBLY, STATE JUDICIARY,  
INSTITUTIONS OF HIGHER LEARNING AND  
LOCAL GOVERNMENT COUNCILS**

**DECEMBER, 2020**

*(Earlier edition of September, 2014 no longer in use)*

## **ADAMAWA STATE BUREAU OF PUBLIC PROCUREMENT**

In Compliance with Part II Section 6, Sub-section (1) (c) of the Public Procurement (Amendment) Law, 2020, the Bureau has developed procedures and documentation Pre-requisite for the issuance of a “No Objection” to Contract Award to MDA’s, State House of Assembly, State Judiciary, Institutions of Higher learning and Local Government Councils.

## REQUIREMENTS

S/N	DOCUMENTS REQUIRED
1.	Letter of request/transmission of documents signed by the Honourable Commissioner or Permanent Secretary (The Accounting Officer).
2.	Evidence of advertisement/invitation for pre-requisite/approval. For example ADSBPP, "Waiver" to adopt Restrictive Tender or Direct Procurement.
3.	Pre-qualification Document submitted by Contractors.
4.	Pre-qualifications Evaluation Report.
5.	Letter of Invitation to Bid (Contractor's acknowledged copies only).
6.	Project designs and drawings/full specifications for goods.
7.	Bills of quantities (BoQ)/Bill of Engineering Measurement and Evaluation (BEME).
8.	Financial Bids of Pre-qualified Contractors showing evidence of Counter-signing of Bills by competing firms.
9.	Bid Sheet (duly signed by all Pre-qualified bidders in attendance & Representatives of the Organization/NGO).
10.	Copies of protest letters and responses/action taken, if any.
11.	Progress Reports for ongoing Project requiring Augmentation/Latest interim Statement/Comparative Bill.
12.	Bid Evaluation Report: Hard/Soft Copy.
13.	Consultants or in House Project Estimate: Hard copy/soft copy.
14.	Appropriation/Source of Fund (Copy of highlighted Budget page).

## **NOTES ON ALL ITEMS REQUIRED!!!**

### **I. LETTER OF REQUISITE/TRANSMISSION OF OTHER DOCUMENTS**

- A letter signed by either the Honourable Commissioner or the Accounting Officer
- The letter must specify the company or group of companies for which ADSBPP Certificate of "No Objection" is to be granted, including the value of project in Naira.

### **II. EVIDENCE OF ADVERTISEMENT/INVITATION FOR PRE-QUALIFICATION/ APPROVAL FOR EXEMPTION ADSBPP "WAIVER" TO ADOPT RESTRICTED TENDER OR DIRECT PROCUREMENT.**

- Indicate whether there was advertisement for contractors pre-qualification and provide evidence.
- Provide copies of acknowledge correspondence of invitation to bid
- Provide evidence of "Waiver" Certificate/for Single Sourcing.
- FOR ADVERTISEMENTS INCORPORATING COMBINED Technical and Financial Bids, Contractors must be requested to submit Bids in different Envelopes to allow distinct evaluations.

### **III. PRE-QUALIFICATION DOCUMENT SUBMITTED BY CONTRACTORS**

- Indicate whether pre-qualification was conducted, and if not, whether post-qualification was provided for in the bidding documents.
- Includes copies of pre-qualification documents.

### **IV. PRE-QUALIFICATION EVALUATION REPORT**

- Provide details of members of Bid Evaluation Committee, indicating qualifications, designation and experience.
- Provide the basis and criteria for evaluation of bids and indicate how the evaluation criteria were applied, and how successful bidders were verified.

- Provide copies of evaluation criteria and scores allocated by individual members of evaluation committee.
- Where a modified format or completely different standard is used show evidence of ADSBPP's prior approval for its use.

#### **V. LETTERS OF INVITATION TO BID (CONTRACTORS ACKNOWLEDGED COPIES ONLY)**

- Provide acknowledge copies of letters of invitation to bid to pre-qualified contractors.
- Provide evidence of delivery to the contractors.

#### **VI. PROJECT DESIGNS & DRAWING/FULL SPECIFICATION OF GOODS**

- Indicate whether project designs and drawings have been prepared and whether by Consultants or in-house.
- If so, provide copies. This is especially important for Building and engineering projects.
- Provide full Specifications of Goods or machinery to be supplied.

#### **VII. BILLS OF QUANTITIES (BOQ)/BILLS OF ENGINEERING MEASUREMENT AND EVALUATION (BEME)**

- Submit BOQ-BEME describing the quantity and quality of the works to be carried out and agreeing with the drawings.
- Copies of the priced BOQ/BEME of all bidders including any corrections carried out during evaluation showing evidence of Counter-signing of Bills by competing firms.

## **VIII. FINANCIAL BIDS OF PRE-QUALIFIED CONTRACTORS SHOWING EVIDENCE OF COUNTER-SIGNING OF BILLS BY COMPETING**

### **IX. FIRMS BID RETURN SHEET**

- Provide copies of Bids Return Sheets duly signed by Representatives of Contractors, Private Professional groups NGOs, Civil Society Groups.
- The Sheet should reflect original currencies of offer and indicated exchange rates as submitted by the Contractors.
- Any discount offered, value of Bid Securities with names of issuing Banks, Completion period.

### **X. PROTEST/CLARIFICATION/ LETTERS BY BIDDERS AND RESPONSES/ ACTION TAKEN**

- Copies of Clarifications/protest letters, responses to the letters and actions taken in regard to the clarification/protests.

### **XI. PROGRESS REPORT FOR ON-GOING PROJECTS REQUIRING AUGMENTATION**

- Progress report, evidence of site visit, Financial statements, copies of variation orders, copies of each payment, original designs, designs used for construction, progress photographs, original contract documents, approval for contract commencement.
- Comparatives Bill of Original Revised works, Status Report highlighting reasons for the augmentation.

### **XII. BID EVALUATION REPORT HARD AND SOFT COPIES'**

- Submit Hard and Soft copies of Bid Evaluation Report.

### **XIII. CONSULTANT'S OR IN HOUSE ESTIMATE**

- Indicates whether cost is in line with the consultants/engineers estimate.
- Submit Consultant's or in house estimate based on pricing of the same document as the bidders, soft copy/hard copy in Microsoft Word Excel formats.

### **XIV. APPROPRIATION/SOURCE OF FUND (COPY OF HIGHLIGHTED BUDGET PAGE)**

- Indicate the Appropriation/Source of fund.
- Attach copy of the budget highlighting the relevant line.