
TARABA STATE BUREAU OF PUBLIC PROCUREMENT

Regulatory Business Process, Procedure & SLA

1. Vendor Registration & Accreditation

Objective: To onboard qualified vendors for participation in public procurement.

Procedure:

- Vendor completes registration form
- Submit required documents:
 - CAC registration certificate
 - Tax clearance (last 3 years)
 - PENCOM & NSITF compliance certificates
 - Company profile and references
- Pay registration fee via approved payment channels
- Receive vendor ID and login credentials

SLA:

7–10 working days from submission to approval

2. Procurement Planning & Publication

Objective: To ensure transparency and predictability in procurement cycles.

Procedure:

- MDAs submit annual procurement plans to TSBPP
- Plans reviewed for compliance with budget and procurement law
- Approved plans published on the state procurement portal

SLA:

Within 30 days of budget approval

3. Bid Solicitation & Advertisement

Objective: To invite competitive bids for public contracts.

Procedure:

- TSBPP prepares bid documents (RFP, RFQ, ITT)
- Advertise opportunities via:
 - State procurement portal
 - National dailies
 - MDA notice boards
- Include eligibility criteria, submission deadline, and evaluation method

SLA:

Minimum 14 calendar days for bid submission window

4. Bid Submission & Opening

Objective: To receive and transparently open bids.

Procedure:

- Vendors submit sealed bids or via e-procurement portal
- Bid opening conducted publicly with observers
- Record bid prices and attendance

SLA:

Same day as submission deadline

5. Bid Evaluation & Recommendation

Objective: To assess bids based on technical and financial criteria.

Procedure:

- Evaluation Committee reviews bids
- Score based on published criteria
- Submit report to TSBPP for review and approval

SLA:

5-10 working days post bid opening

6. Contract Award & Notification

Objective: To formally award contracts to successful bidders.

Procedure:

- TSBPP issues Certificate of No Objection
- MDA prepares award letter
- Notify winning and unsuccessful bidders
- Publish award details on procurement portal

SLA:

Within 5 working days of evaluation approval

7. Contract Execution & Monitoring

Objective: To ensure delivery of goods, works, or services as agreed.

Procedure:

- MDA signs contract with vendor
- TSBPP monitors implementation milestones
- Conduct site visits and performance reviews

SLA:

Ongoing based on contract duration

✦ 8. Procurement Performance Reporting

Objective: To track and publish procurement outcomes.

Procedure:

- MDAs submit quarterly performance reports to TSBPP
- TSBPP consolidates and publishes:
 - Number of contracts awarded
 - Value and sectoral distribution
 - SLA compliance rates

SLA:**Within 30 days** of quarter end

Summary Table

Process	Responsible Entity	SLA
Vendor Registration	TSBPP	7–10 working days
Procurement Plan Publication	TSBPP + MDAs	30 days post-budget
Bid Advertisement	TSBPP	14 calendar days
Bid Opening	TSBPP	Same day
Bid Evaluation	Evaluation Committee	5–10 working days
Contract Award	TSBPP + MDA	5 working days
Contract Monitoring	TSBPP + MDA	Ongoing
Performance Reporting	TSBPP	30 days post-quarter
