



**Bayero University, Kano**  
African Center of Excellence in Population  
Health and Policy

**Procurement Manual**  
(Extract from Public procurement Manual)

## **Table of Contents**

1.0 INTRODUCTION .....	3
2.0 CONTRACT AWARDS FOR PROJECTS, PROCUREMENTS AND SERVICES.....	4

## **1.0 INTRODUCTION**

There is an indisputable need to have in place a strong modus operandi to guide the operations of procurement in the University system. This will build the confidence that is required to ensure a corrupt free procurement operation.

It is therefore deemed necessary for the University to have its own Procurement Manual to facilitate smooth procurement operations and reporting to meet the requirements of both internal and external stakeholders. Hence, this Procurement Manual was extracted from the Public Procurement Manual to achieve the stated objective.

This Manual prescribes basic procedures and processes to be followed in initiating, authorizing, processing and recording procurement transactions of the University.

Utilization of this Manual will go a long way in sanitizing the Procurement system of the University.

## **2.0 CONTRACT AWARDS FOR PROJECTS, PROCUREMENTS AND SERVICES**

2.1 All University contracts shall be awarded through due process and the following procedure shall be observed.

2.2 The University shall establish a Procurement Planning Committee consisting of the following members:

- (i) The Vice Chancellor as chairman
- (ii) The Deputies Vice Chancellor (Academic and Administration)
- (iii) The Registrar
- (iv) The Bursar
- (v) The Librarian
- (vi) The Director of Physical Planning Unit
- (vii) The University's Legal Officer
- (viii) Technical Personnel of the University
- (ix) Center leader of African Center of Excellence for Population health and Policy
- (x) Other Stakeholders, NGOs and Professional Associations
- (xi) The Director, Procurement/Secretary of the Tenders Board shall serve as the Secretary

2.3 The University shall plan its procurement by:

- a. Preparing the needs assessment and evaluation;
- b. Identifying the goods, works or services required;
- c. Carrying out appropriate market and statistical surveys and on the bases prepare an analysis of cost implications of the proposed Procurement;
- d. Integrating the procurement expenditure into the annual estimates;
- e. Ensuring that these responsibilities are carried out by the procurement Planning Committee.

2.4 The Vice Chancellor shall have the overall responsibility for the planning, organization, evaluation of tenders and execution of all procurements.

- 2.5 The University shall establish a Tenders Board to be responsible for the award of Procurement of Goods, Works and Services. The Tenders Board shall consist of the following members:
- (i) The Vice Chancellor as chairman
  - (ii) The Deputies Vice Chancellor (Academic and Administration)
  - (iii) The Registrar
  - (iv) The Bursar
  - (v) The Librarian
  - (vi) The Director of Physical Planning Unit
  - (vii) The Director, Maintenance Services
  - (viii) The Director, Internal Audit
  - (ix) The Director, Academic Planning
  - (x) The University's Legal Officer
  - (xi) Other relevant Personnel that may be seen to be relevant
  - (xii) The Director, Procurement/Secretary of the Tenders Board

**Approval thresholds:**

- (a) Any procurement of Goods and Services above ~~₦~~2.5 million (Two Million five hundred thousand naira) but not exceeding ~~₦~~100 million (One hundred million naira);
  - (b) Any procurement of above ~~₦~~5 million (Five million naira) but not exceeding ~~₦~~250 million (Two hundred and fifty million naira) shall be authorized by the University's Tenders Board for Works only;
  - (c) Any procurement, above ~~₦~~100 million (One hundred million naira) for Goods and Services and above ~~₦~~250 million (Two hundred and fifty million) for Works shall be referred to the Ministerial Tenders Board;
  - (d) Any procurement in excess of ~~₦~~1 billion (One billion naira) shall be referred to the Federal Executive Council through the Federal Ministry of Education;
  - (e) All contracts awarded by any authorizing body shall be reported to Council at each Council meeting.
- 2.6 In all cases where there is need for Pre-qualification, the Chairman of the Tenders Board shall constitute a Technical sub-committee of the

Tenders Board charged with the responsibility for evaluating the documents.

- 2.7 All procurements of Goods and Works shall be by open competitive bidding which may be National or International.
- 2.8 The University shall set the minimum qualification of suppliers, contractors and service providers and require interested persons to submit applications for pre-qualification. The University shall apply only the criteria set out in the Pre-qualification advertisement for selecting suppliers, contractors and service providers.
- 2.9 Invitation to bids under National competitive bidding shall be advertised on the Notice board of the University, Federal Tenders Journal and two national daily newspapers. In the case of international Competitive bidding, the invitation for bids shall be advertised in at least two national newspapers, one relevant internationally recognized publication and the Federal Tenders Journal.
- 2.10 In both cases, the advertisement shall not be less than six weeks before the deadline for submission of the bids.
- 2.11 Any bid received after the deadline for submission shall be returned unopened to the supplier or contractor who submitted it.
- 2.12 Contract for supplies of less than ~~₦~~2.5 million shall be communicated by the issuance of Local Purchase Order (L.P.O) to the contractor. Contracts for services of less than ~~₦~~2.5 million shall be communicated by the issuance of Local Job Order (L.J.O). The Bursar shall countersign all L.P.O.s and or L.J.O.s after due processing to confirm that funds for meeting the liability are available in the budget.
- 2.13 Contracts by whosoever awarded, shall normally be evidenced by:
  - (a) Issuance of a Letter of Award signed by the Registrar and Secretary to Council

(b) Execution of a Contract Agreement enforceable by Law.

- 2.14 It is the responsibility of the Secretary to Council to bring a Contract Award to the knowledge of the Bursar early enough to enable him prepare to meet the University's side of the Contract.
- 2.15 Variation may be approved by the awarding agency for a good reason where the original order plus the variation do not make the total price paid rise above the limit of the awarding agency's threshold.
- 2.16 The Original Copy of all Contracts Agreements especially all contracts of values ~~N~~1,000,000.00 and above must be duly registered in the Register of University Contracts and shall be kept in secure custody by the Secretary to the University Council. Copies of the Contracts Agreement shall be made available to the Bursar and to Officer of the University who is administering the Contract.
- 2.17 Where Contracts for Building Construction or Engineering works provide for the payment of amounts by installments, the Bursar shall arrange to keep a Register or Registers showing the state of accounts between the University and each contractor. The Register shall be called "Projects Register".
- 2.18 Payment to Contractors on account for contracts for building construction or engineering works, and for every extra or variation Order thereof, shall be made on a Certificate issued by the Director of Physical Planning Unit or by outside Consultant(s) as approved by the authorizing agent.

Such Certificate shall have:

- a. Total amount of the Contract
- b. The amount of work done and its value
- c. The value of materials on site
- d. The total value of money retained up to date
- e. The total amount certified to date
- f. The amount of VAT deductible where applicable
- g. The amount now certified payable

- h. Date of the certificate
  - i. Number of the certificate
- 2.19 All agreements in respect of major contracts for building construction or engineering works etc., shall be subject to a retention limit of 5% of the contract sum to be deducted up to 10% of valuations to the limit. Such retention money shall be deducted from each payment due and if necessary be used to make good any defects or deficiencies or defaults arising from the Contract for which the Contractor is responsible in accordance with the terms of the contract. The money shall be held in a Contractors Retention Fund Account and a Register also kept.
- 2.20 Retention money shall be held for a maintenance period of not less than six months from the time of completion of the work. The Retention period should as much as possible be made to include the period of the rainy season.
- 2.21 Payment of Mobilization fees of not more than 15% as provided for in the Public Procurement Act 2007 shall apply for all procurements.
- 2.22 It shall be the responsibility of the Director of Physical Planning Unit to advise the Bursar of all completed buildings and works taken over from contractors indicating clearly:
- (a) Date of taking over
  - (b) Description of the building
  - (c) Completion cost of the project
  - (d) Furniture and equipment supplied and fitted in the building with their costs
- 2.23 All Goods for which Official Order have been placed either by any department or by LPO, or in any other approved manner, shall normally be passed, deposited or lodged at the Central Stores for subsequent issue to user Department.
- 2.24 In cases of emergency however, or in cases of bulky specialized supplies where double handling is considered undesirable or



uneconomical, supplies may be delivered direct to the Department. Necessary Stores routine shall as soon as possible be completed to evidence receipt and issue of such items to the Department concerned.