



Public Procurement Review Software

# Requirements Analysis Proposal

Version 1.0



**UNODC**

United Nations Office on Drugs and Crime







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## INTRODUCTION

Nigeria has lost several hundred billion Naira over the last decade due to the abuse of procedures for the award of public contracts, the inflation of contract costs, the lack of transparency, the absence of competence-based evaluation, the lack of merit and the failure to obtain value-for-money, which are fundamental criteria for the awarding of public contracts. This finding has made urgent reform of the procurement system an imperative if Nigeria is to eliminate the large scale corruption and waste that has reduced the efficiency of the Nigerian public sector.

The Bureau of Public Procurement was established by the Public Procurement Act 2007 and charged with the responsibility, amongst others, of providing the legal and institutional framework and professional capacity for public procurement in Nigeria. BPP ensures efficient and integrity-based monitoring of the implementation of all Federal Government capital projects. Consequently, BPP needs to be equipped with an IT platform of modern networking, communication, and software facilities to automate its complex mandate.

Public Procurement Review Software (goPRS) is the substantive system that will address the monitoring and oversight of public procurement in Nigeria, designed specifically to automate the complex mandate of BPP, as proposed by UNODC through its Information and Technology Service (ITS) to meet the current and foreseen future needs of BPP.

Various international organizations recognize that a fully-integrated IT procurement review system will involve a lengthy reform program, most effectively implemented through a staged approach with different considerations for each stage in the procurement process.

According to UNCITRAL,

A longer-term, but equally important potential benefit [of IT] is that it allows a more strategic approach to procurement, harnessing the data that IT can generate to allow the pursuit of goals and performance to be guided by information and analyses rather than by procedures alone. Benefits through internal transparency, integrity support and efficiency savings can be achieved. Internal transparency and traceability – meaning better records of each procurement process – gives the ability to monitor, evaluate and improve not only individual procurement procedures but overall system performance and trends. Model Law Guide; Paragraph 49.

The United Nations Convention Against Corruption through its Article 61 [Collection, exchange and analysis of information on corruption] mandates that each State Party “*shall consider analyzing, in consultation with experts, trends in corruption in its territory, as well as the circumstances in which corruption offences are committed*” and “*shall consider monitoring its policies and actual measures to combat corruption and making assessments of their effectiveness and efficiency.*”

goPRS has the potential to significantly reduce corruption and abuse as well as enhance value for money and administrative efficiency in terms of both time and costs. By reducing human interaction in the procurement cycle and personal contacts between procurement officials and suppliers, opportunities for bribery and fraud are decreased or eliminated. goPRS will increase the integrity of the process and private business and financial institution confidence and willingness to participate. Increased competition will improve the quality and cost of the performance of government contracts.

goPRS is a unique fully integrated software designed specifically to:

- 1) facilitate interactions between BPP and Ministries, Departments, and Agencies (MDAs) in Nigeria;
- 2) improve BPP’s internal review and monitoring of the procurement approval process;
- 3) kick-off BPP’s oversight on budget appropriations versus reported procurement actions; and
- 4) manage and publish internal databases (vendors, price list, etc.) to support the procurement process.

This document serves as a starting point for the discussions between UNODC ITS and BPP to facilitate the understanding of the Public Procurement Act 2007 by narrowing down its technical aspects. The document also contains additional recommendations reflecting acknowledged international procedures, guidelines, and standards. Finally, the document highlights the development stage and modules of goPRS.





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## **CHAPTER 1: IDENTIFICATION OF SOLICITATION**





## 1.1 Project Identification

Project Name:	Text
Project description:	Text
Project Identification Number:	Identifier
Package Number:	Identifier
Lot Number:	Identifier
Request submitted by:	Dropdown List
Parent Ministry:	Dropdown List
Implementation Agency:	Dropdown List
Procuring Entity:	Dropdown List
Accounting Officer:	Text

### 1.1.1. Engineers Estimate

Value of Project (in Naira)	Naira
-----------------------------	-------

### 1.1.2. Zone/Region

<b>Select Applicable</b>
North Central
North West
South-South
South West
South East
North East

### 1.1.3. State

<b>Select Applicable</b>
Abia
Akwa Ibom
Bayelsa
Cross River
Delta
Ondo
Rivers
...





## 1.2 Budgetary Provision/ Appropriation/Source of Funds

	Amount in Naira	Budget Line Identifier
Internally Generated Fund		
Donor Fund		
Special Intervention Fund		
Ecological Fund		
Power Sector Intervention Fund		
ETF Special Intervention Fund		
Others		
Total		

## 1.3 Federation Share of Consolidated Revenue Fund

Amount		Currency
% of Appropriation or Proposed Appropriation		Percentage



## 1.4 BPP Bureau of Public Procurement - Review

### 1.4.1. Procurement Plan

Review requested:	Submission Date	Certification No.	Certification Date
Request for approval of Procurement Plan			
Notification of Changes to Procurement Plan (24.3)			

### 1.4.2. Goods/Works/Services

Review requested:	Submission Date	Certification No.	Certification Date
Review of Selection Procedure (40.44,78.2) (Ch2(2)-1)			
Review of Pre-Qualification/Expressions of Interest Documents and Advertisement (44)			
○ Request for prior review of Two-Stage Bidding (54)			
○ Request for prior review Restricted Tendering (more than one million naira) (78.2) (55-56)			
○ Request for prior approval to use Request for Quotations (Selective Tendering) (61)			
○ Request for prior approval of Direct Contracting/Sole Source Selection (62)			
○ Request for approval to use Direct Labour Account (64)			
○ Request for review of advance procurement action related to ICB/ICT and LIB (83.2) (93.2)			
Bid Evaluation Report and recommendation for award, approval to announce award (92 GWS) (54.1)			



### 1.4.3. Consultants

Review requested:	Submission Date	Certification No.	Certification Date
Review of selections procedures (advertisement, TOR, RFP, planning of procurement process) (Ch.2 (2) -1)			
○ Prior Certification of Direct/Sole Source Selection (136/62)			
Conflict Affidavit (16(6))			
Request for comments on proposed Request for Expressions of Interest (draft TOR, proposed shortlist, draft RFP, including evaluation criteria and conditions of contract) (Ch. 2(2)-6)			
Request for approval of Technical Evaluation Report (108)			
Request to proceed with opening and evaluation of financial proposals, proceed to negotiations (8/9)			
Request for approval of initialed contract, proceed to negotiations (9)			
Submission of minutes of financial opening (108)			
No-Objection to Contract Award			



#### 1.4.4. All Procurements

Review requested:	Submission Date	Certification No.	Certification Date
General Procurement Notice (8 weeks prior to issuing documents) (37.2)			
Special Procurement Notice (38.2)			
Changes to Standard Bid Docs (Ch.2-2)			
Extensions of Bid Validity (Ch. 2(2)-11) (96); Consult Regs 96 (Section 31 (b)(c))			
Approval to reject all proposals, draw up new shortlist or recommence new procedure (85) Consult Regs 87			
Approval of Direct Contracting after no response Consult Regs 87			
Request to Reject All Proposals (Ch. 2(2)-8) (28/110) Consult Regs (85)			
Request to Modify RFP Consult Regs 92 (Section 47(2))			
Submission of Copy of Executed Contract (Ch. 2(2)-14)			
Request for approval of payments			
Request for approval of changes/modifications to contract			
Emergency Procurement (77.2)			



## 1.5 Approving Authority

See [Approving Authority Thresholds](#)

Dropdown List
BPP/FEC
Ministerial Tenders Board
NNPC Tenders Board
Group Headquarters/Tender Boards
Parastatal Tenders Board
Accounting Officer: Permanent Secretary
Accounting Officer: DG/CEO
Refinery & Petrochemicals Exploration & Production Corporate Supply Chain Tenders Board
Minor Refinery & Petrochemicals Exploration & Production Corporate Supply Chain Tenders Board
Business Unit Refinery & Petrochemicals Exploration & Production Corporate Supply Chain Tenders Board
Accounting Officer: Permanent Secretary (Group Managing
Director at CHQ Level)
Accounting Officer: DG/CEO (Managing Directors at SBU Level)

## 1.6 Procurement Category

Select one
Goods
Commodities
Works
Works – Entrepreneur
Services
Consultant Services
Nigerian National Petroleum Corporation/Special Works
National Defense or Security



## 1.7 Procurement method

See [Procurement Method Thresholds](#)

Select One
International Competitive Bidding (ICB)
National Competitive Bidding (NCB)
Limited international Bidding (LIB)
Limited national Bidding (LNB)
Two-Stage
Restricted
Direct/Sole Source
Shopping (Market Survey)
Request for Proposals
Quantity and Cost Based
Least Cost
Fixed Cost



## 1.8 Approving Authority Thresholds

(Link back to [Approving Authority](#))

### 1.8.1. For Goods, Non-Consultant Services or Consultant Services

x> 100 Million	then BPP/FEC
100 Million >x> 5 Million	then MTB
50 Million >x> 2.50 Million	then PTB
5 Million >x	then Accounting Officer/Permanent Secretary
2.50 Million >x	then Accounting Officer; DG/CEO

### 1.8.2. For Works

x> 1 Billion	then BPP/FEC
1 Billion >x> 10 Million	then MTB
5 Million >x> 250 Million	then PTB
10 Million >x	then Accounting Officer/Permanent Secretary
5 Million >x	then Accounting Officer; DG/CEO

### 1.8.3. For Nigerian National Petroleum Corporation and Special Work

x> 2.7 Billion	then BPP/FEC
1.4 Billion >x> 2.7 Billion	then NNPC Tenders Board
1.4 Billion >x> 540 Million for GEC NNPC	then Group Headquarters/Tender Boards
540 Million >x> 270 Million for SBU B/GED/(DEXCOM)	then Refinery & Petrochemicals/Exploration & Production/Corporate Supply Chain Tenders Boards
270 Million >x> 70 Million for SBU MD/MT (MEXCOM)	then Minor Refinery & Petrochemicals/Exploration & Production/Corporate Supply Chain Tenders Boards)
70 Million >x> 13.5 Million for SBU ED/MT/ (DIVCOM)	then Business Unit Refinery & Petroleum/Exploration & Production/Corporate Supply Chain Tenders Board
40 Million >x	then Accounting Officer: Permanent Secretary (Group Managing Director at CHQ Level)
13.5 Million >x	then Accounting Officer: DG/CEO (Managing Directors at SBU Level)



## 1.9 Procurement Method Thresholds

(Link back to [Procurement Methods](#))

### 1.9.1. If Goods or Non-Consultant Services and

x> 100 Million	then International/National Competitive Bidding
100 Million >x> 2.5 Million	then National Competitive Bidding
2.5 Million >x	then Shopping (Market Survey)
0.25 Million >x	then Single Source/ Direct Contracting (Minor Value Procurements)
x> 100 Million	then Prequalification

### 1.9.2. If Works and:

x> 1 Billion	then International/National Competitive Bidding
1 Billion >x> 2.5 Million	then National Competitive Bidding
2.5 Million >x	then Shopping (Market Survey)
0.25 Million >x	then Single Source/ Direct Contracting (Minor Value Procurements)
x> 300 Million	then Prequalification

### 1.9.3. If Consultant Services and:

0.25 Million >x	then Single Source/Direct Contracting (Minor value procurement)
x> 25 Million	then Quality and Cost Based (QCB)
25 Million >x	then Consultant Qualifications
25 Million >x	then Lest Cost (LC)
1.0 Million >x	then Single Source (Minor value procurements)
No Limit for:	Quality Based Selection (QBS) Fixed Budget Selection (FBS) Individual Selection Single Source Selection

For contracts estimated to cost less than Naira 25.0 million, the shortlisted may be composed of national firms only.





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## CHAPTER 2: SHORT LIST STAGE

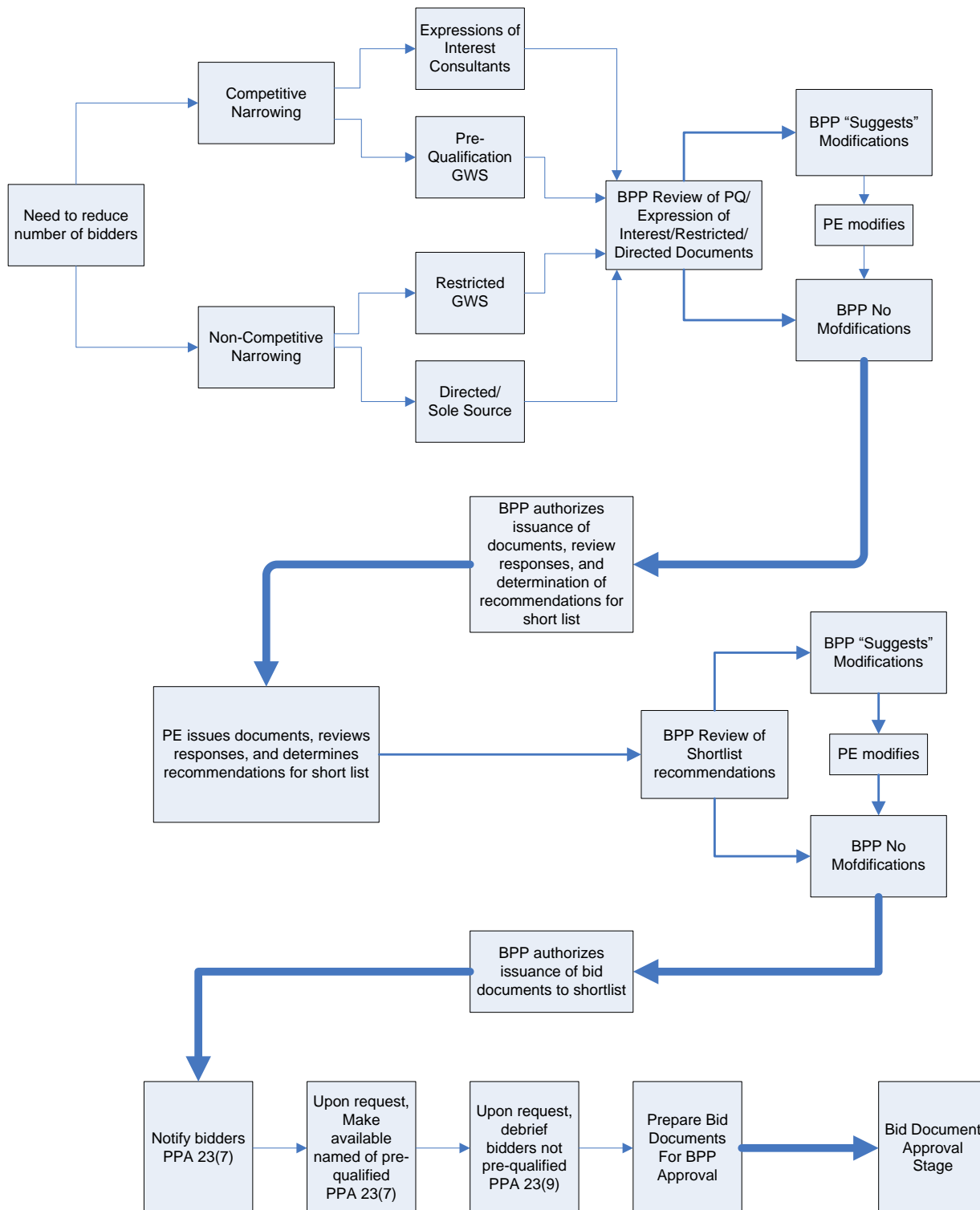


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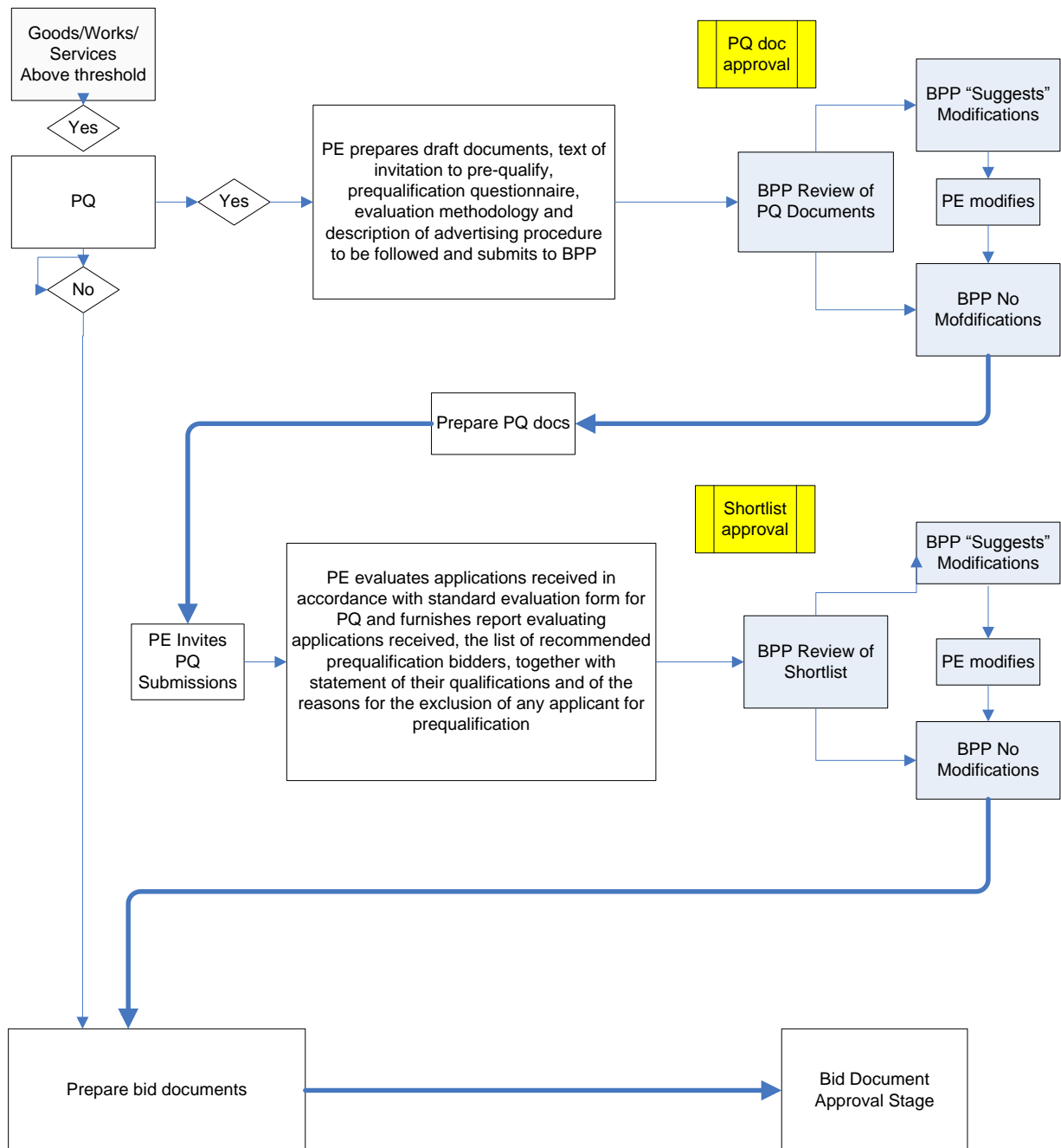


## 2.1 General Procedure



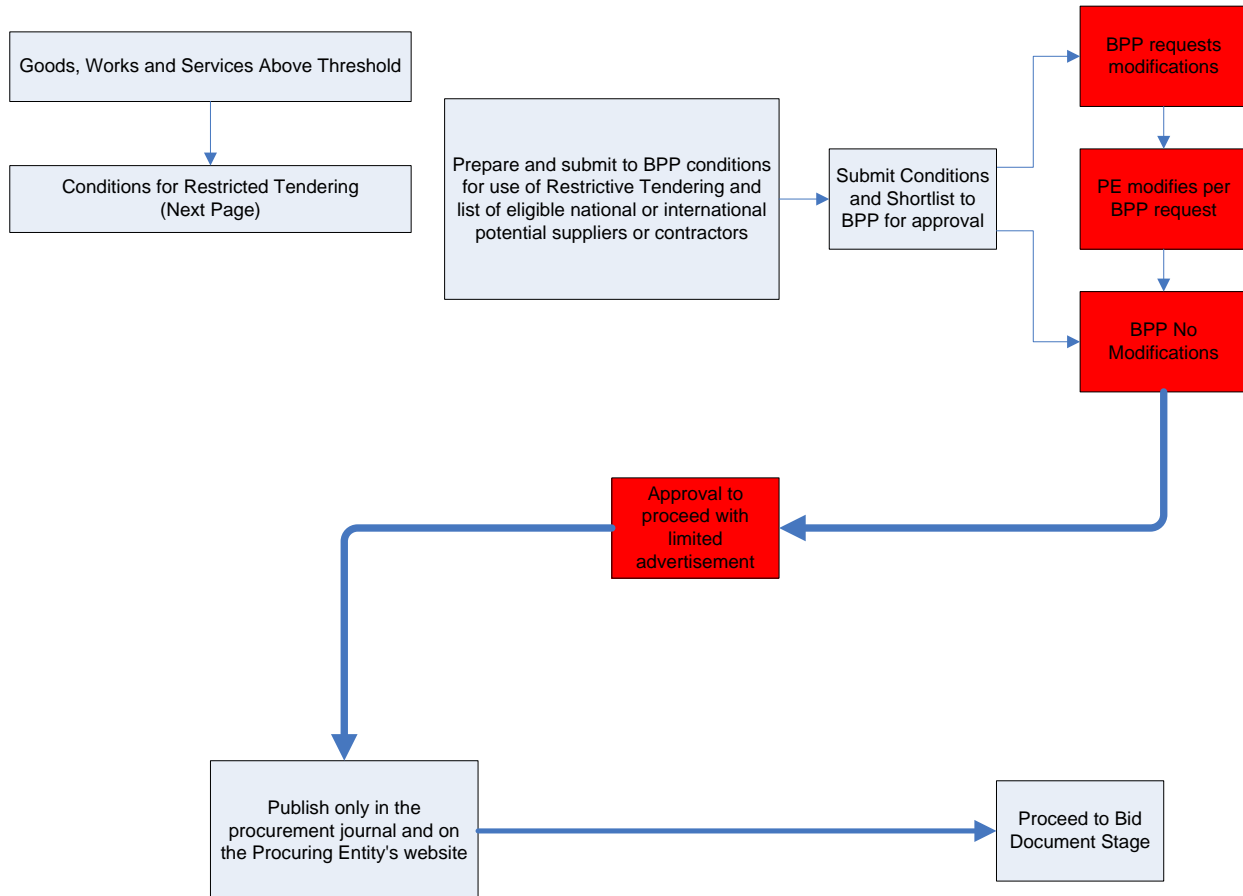


## 2.2 Pre-Qualification (ITB/NTB)



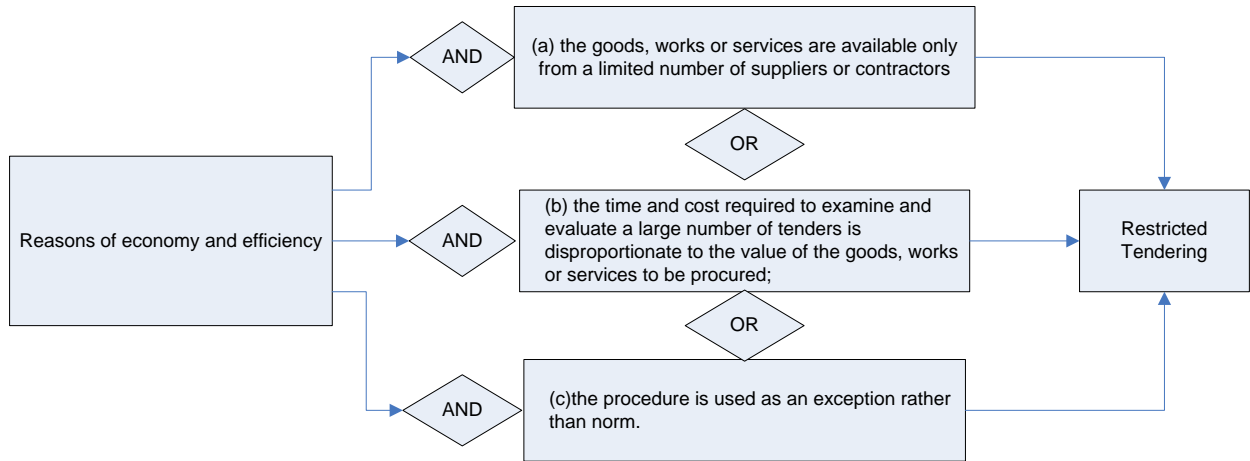


## 2.3 Restricted (GWS) Procedures



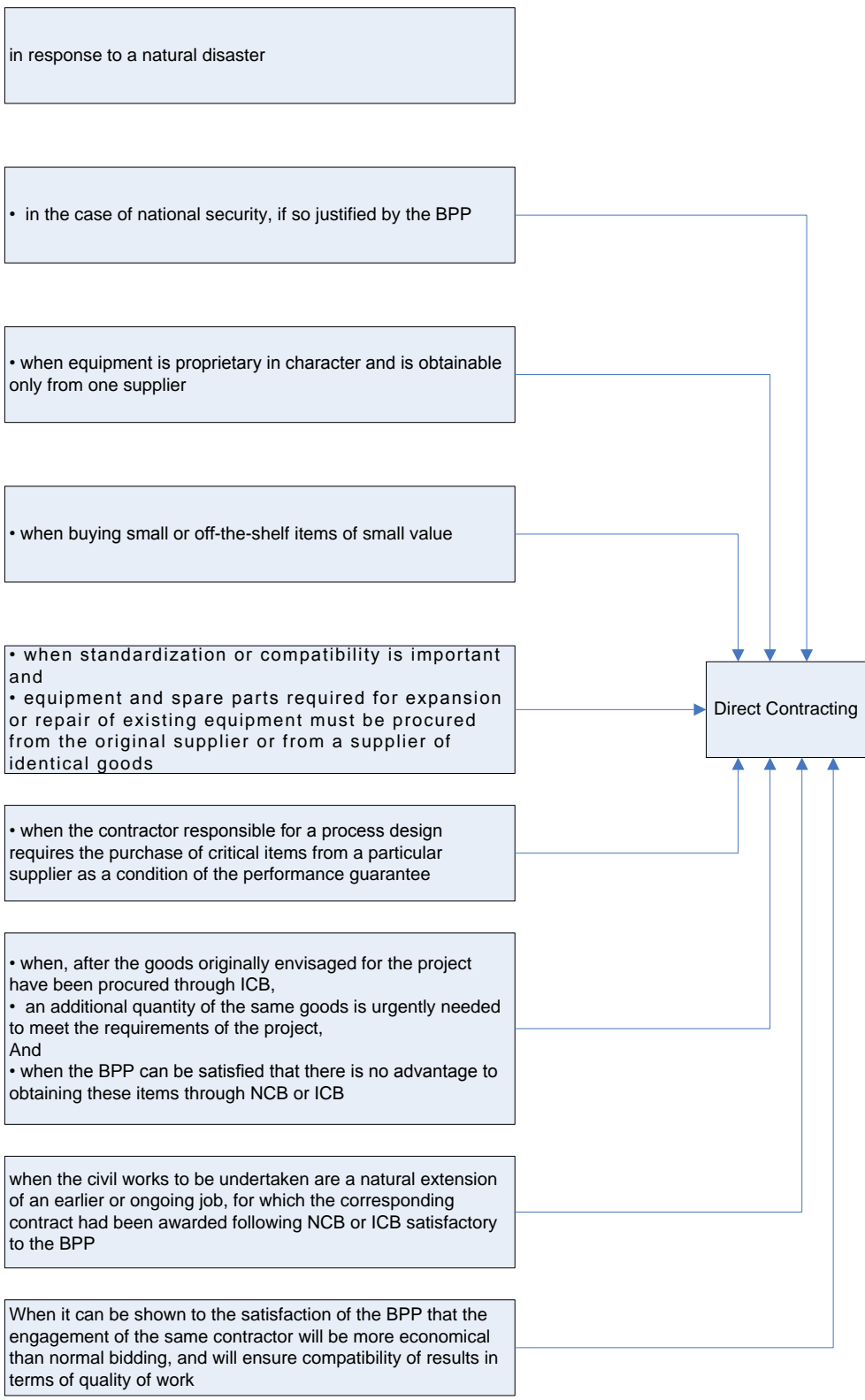


## 2.4 Restricted (GWS)



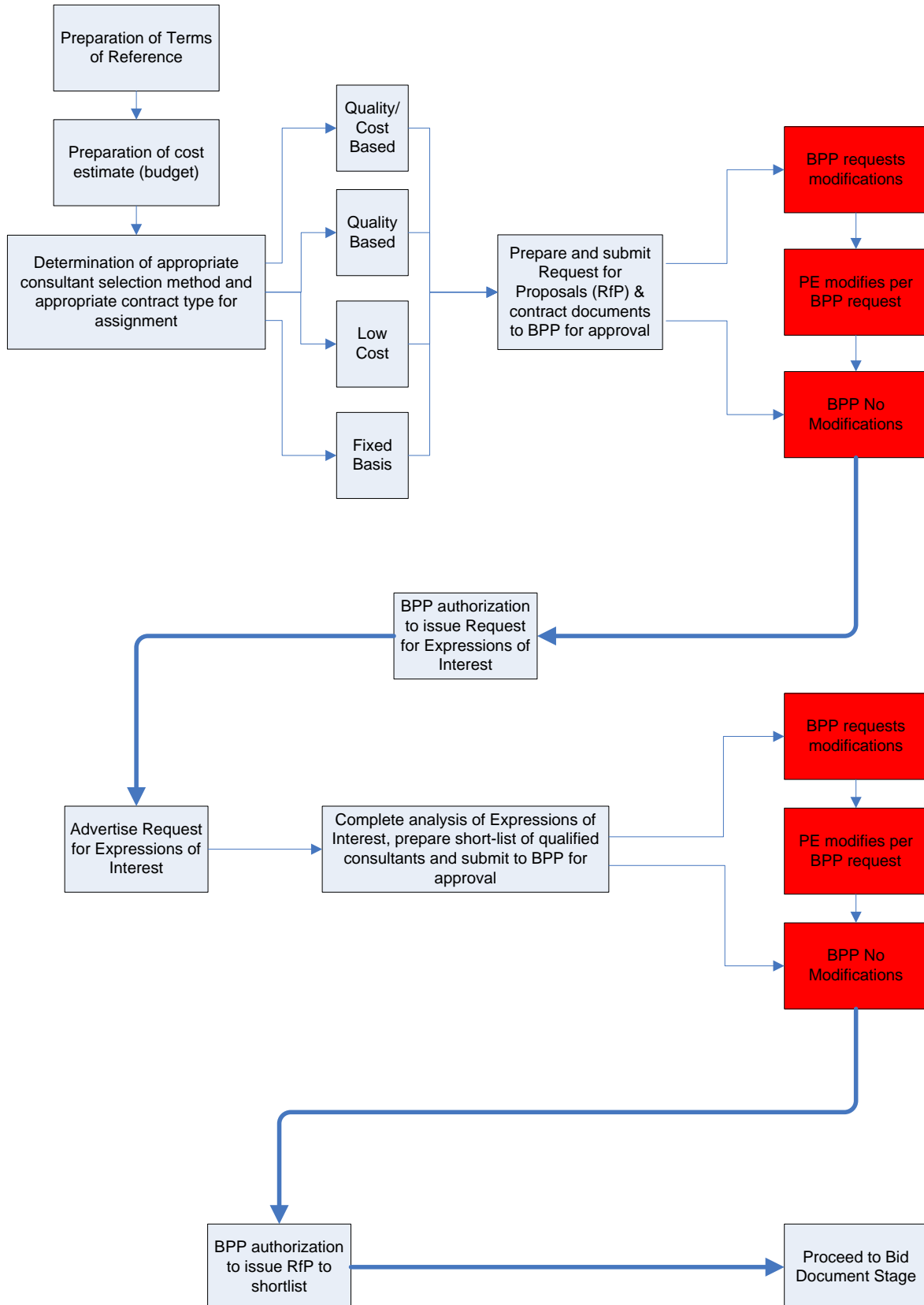


## 2.5 Direct/SSS Conditions



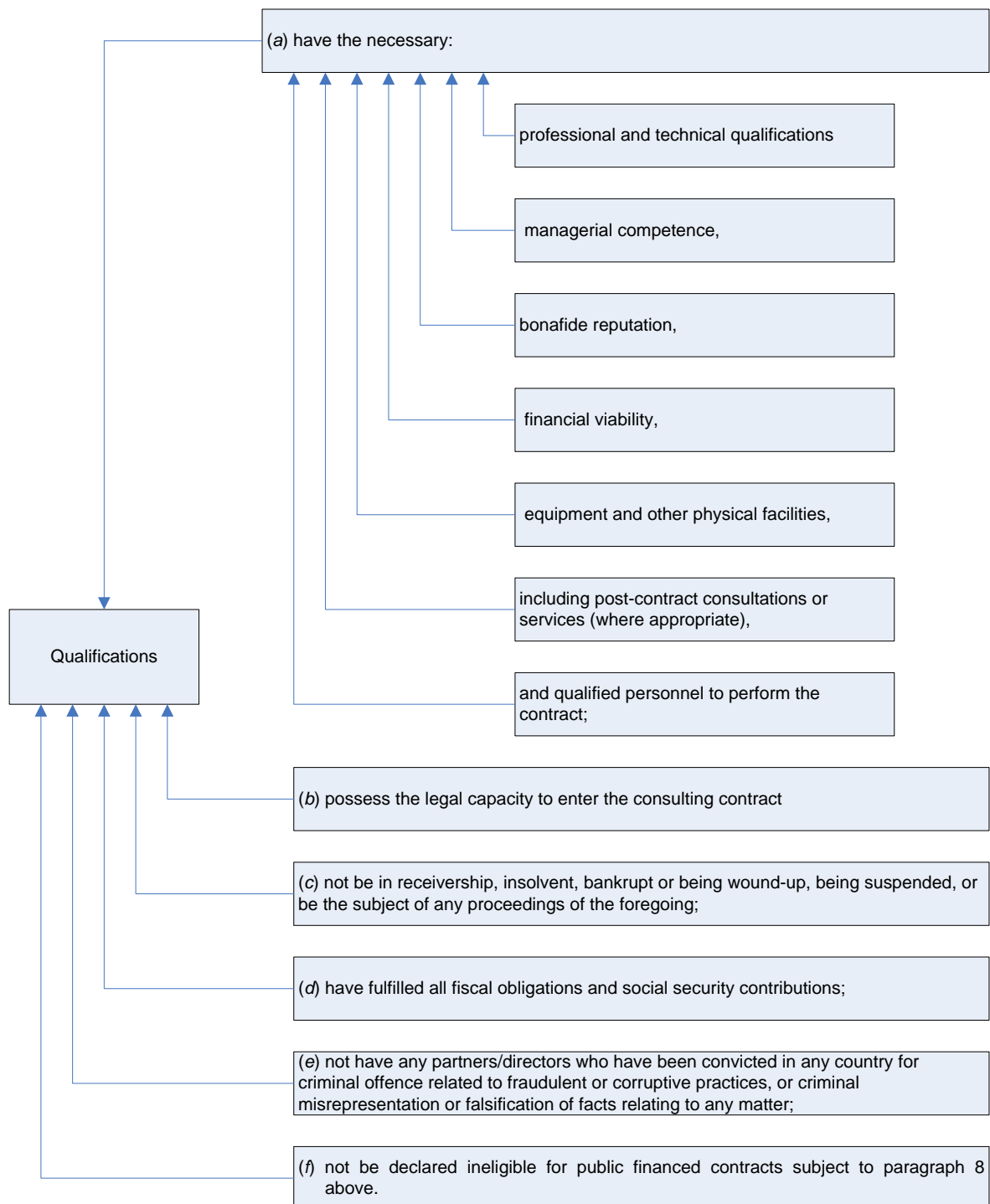


## 2.6 Consultant Expressions of Interest





## 2.7 Consultant Qualifications







## 2.8 Pre-Qualification & Tender Requirements

	Yes	No
Evidence of incorporate/registration with the Corporate Affairs Commission (CAC)		
Company audited account for last three (3) years		
Evidence of Tax Clearance Certificate for the last three (3) years		
Evidence of financial capability/banking support		
Experience and technical qualification of key personnel		
Record of previous executed projects		
Evidence of settlement and PAYEE and other withholding tax		
VAT Registration and evidence of past VAT remittance		
Evidence of financial capacity, including bank reference		
Evidence of execution of similar projects providing details including the name of the client, contract sum of the project, copies of letters of award, completion certificates etc.		
Tax Clearance Certificate		
Company audited accounts		
Comprehensive Company profile including registered address, functional contact email address, GSM phone numbers), and detailed resume of relevant staff		
Evidence of payment of non-refundable bidding fee in proper form		



## 2.9 Request for Expressions of Interest General Requirements

	Yes	No
Certificate of Incorporation / Registration with Corporate Affairs Commission		
Evidence of remittance of Employees Pension Contribution /Deductions or Evidence of exemption from PENCOT in accordance with the Pension Reform Act 2004, where applicable		
Evidence of Tax Clearance Certificate for the past three years (2009, 2010 & 2011) corresponding to declared turnover		
Company Audited Accounts for the past three years (2009, 2010, 2011) showing annual turnover		
Evidence of VAT registration with TIN No. and remittances for the past three years		
Verifiable list of similar jobs successfully executed in the past three years including letters of Award of Contracts, Project cost, job completion Certificate and payments (Please provide contact address of the Clients)		
Reference Letter from a reputable BANK only		
Company profile and Technical qualification of key personnel with evidence of experience on similar jobs		
A sworn Affidavit that none of the Directors has been convicted in any Court of Law for any criminal offence		
Evidence of Compliance with the Industrial Training Fund [ITF] Amended Act 2011 which stipulates that: "Every Employer having five (5) or more employees in his establishment, or having less than five (5) employees but with an annual turnover of N50million Naira and above per annum shall in respect of each calendar year and on the prescribed date, contribute to the Fund one per centum of his total annual payroll".		
All CAC, VAT, PENCOT and Tax Clearance Certificates may be referred to Security Agencies, Corporate affairs Commission, Federal Inland Revenue Service (FIRS), National Pension Commission and other relevant Bodies for verification		



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## **CHAPTER 3: BID DOCUMENT STAGE**

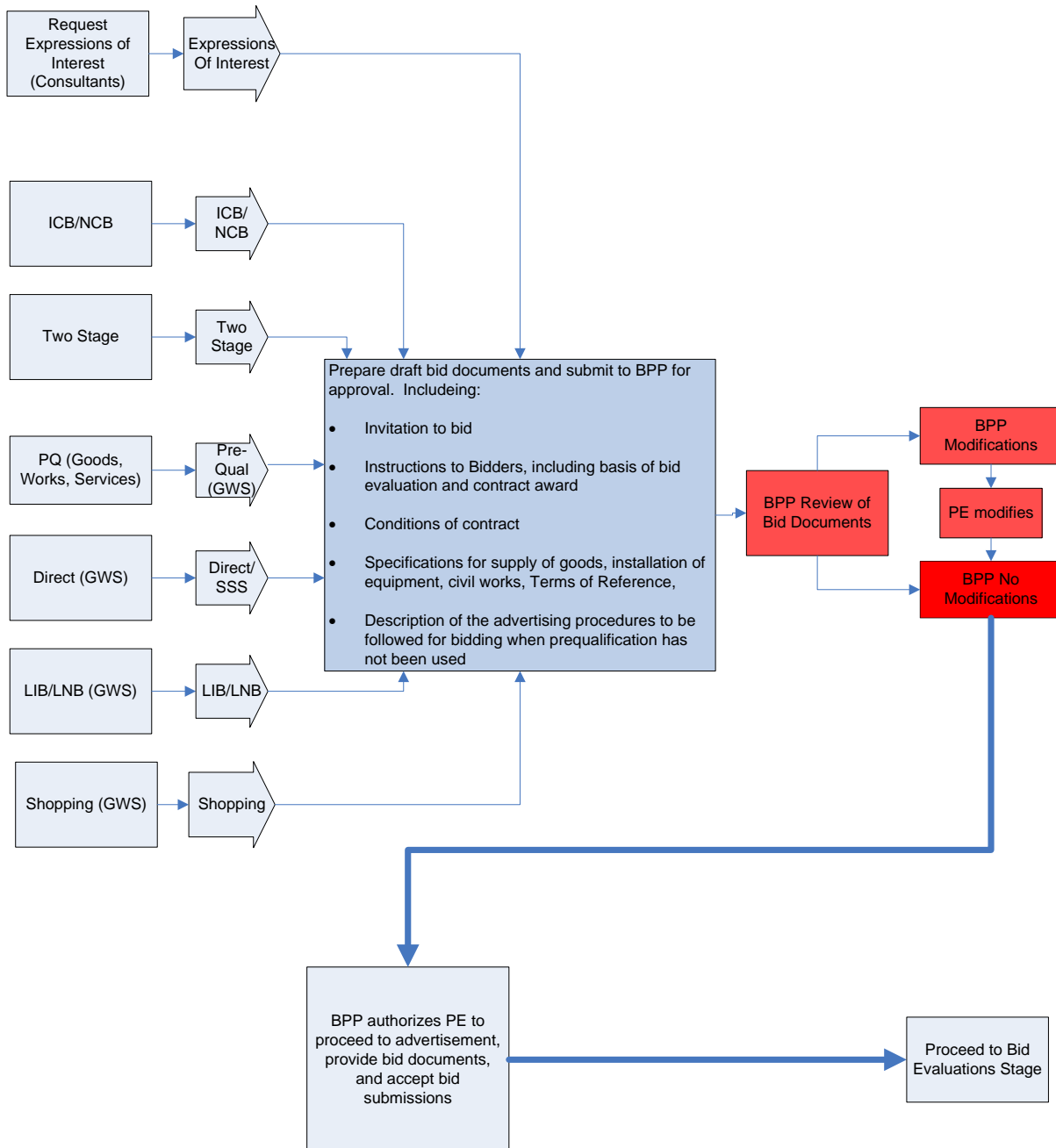


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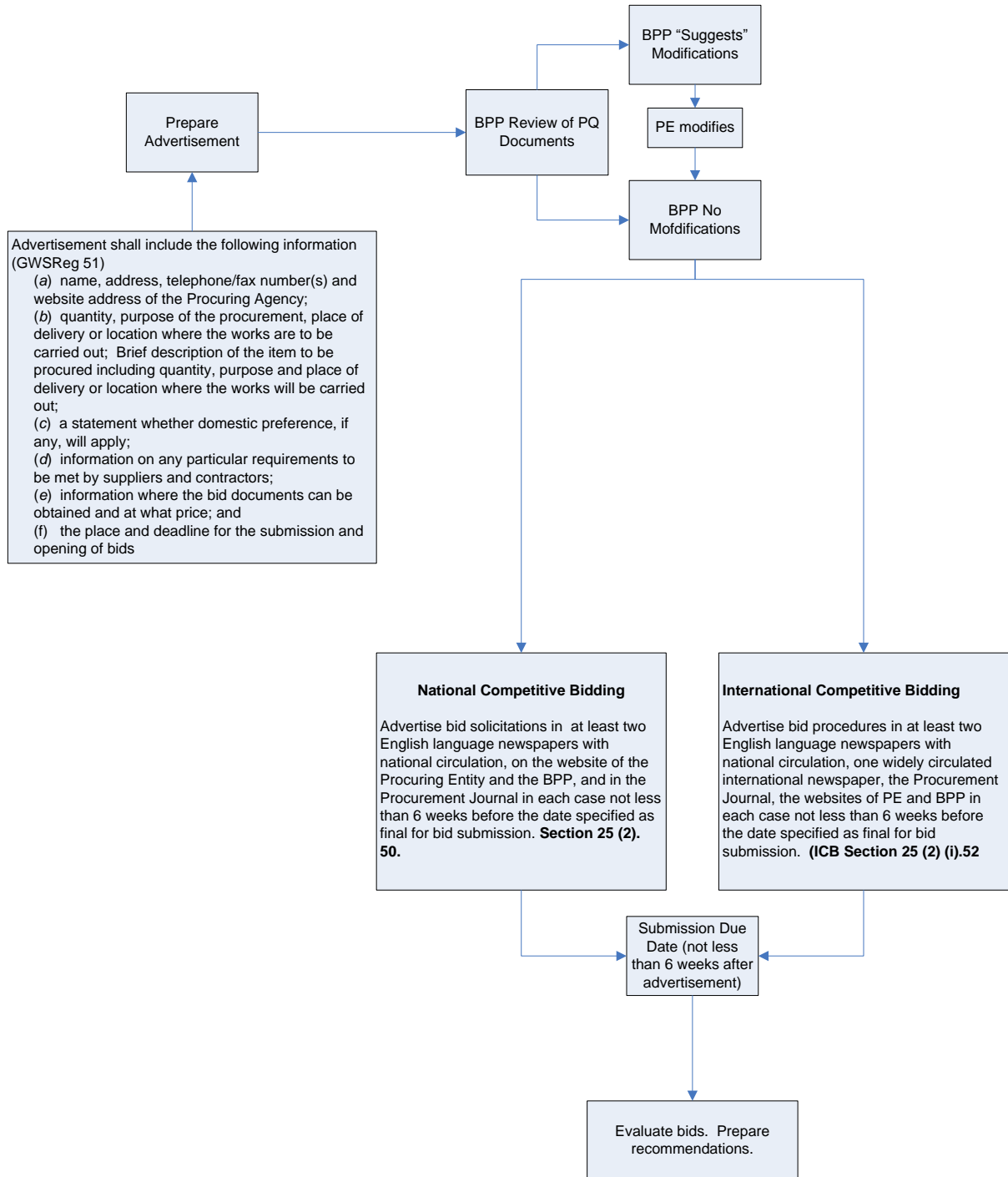


### 3.1 General Procedure



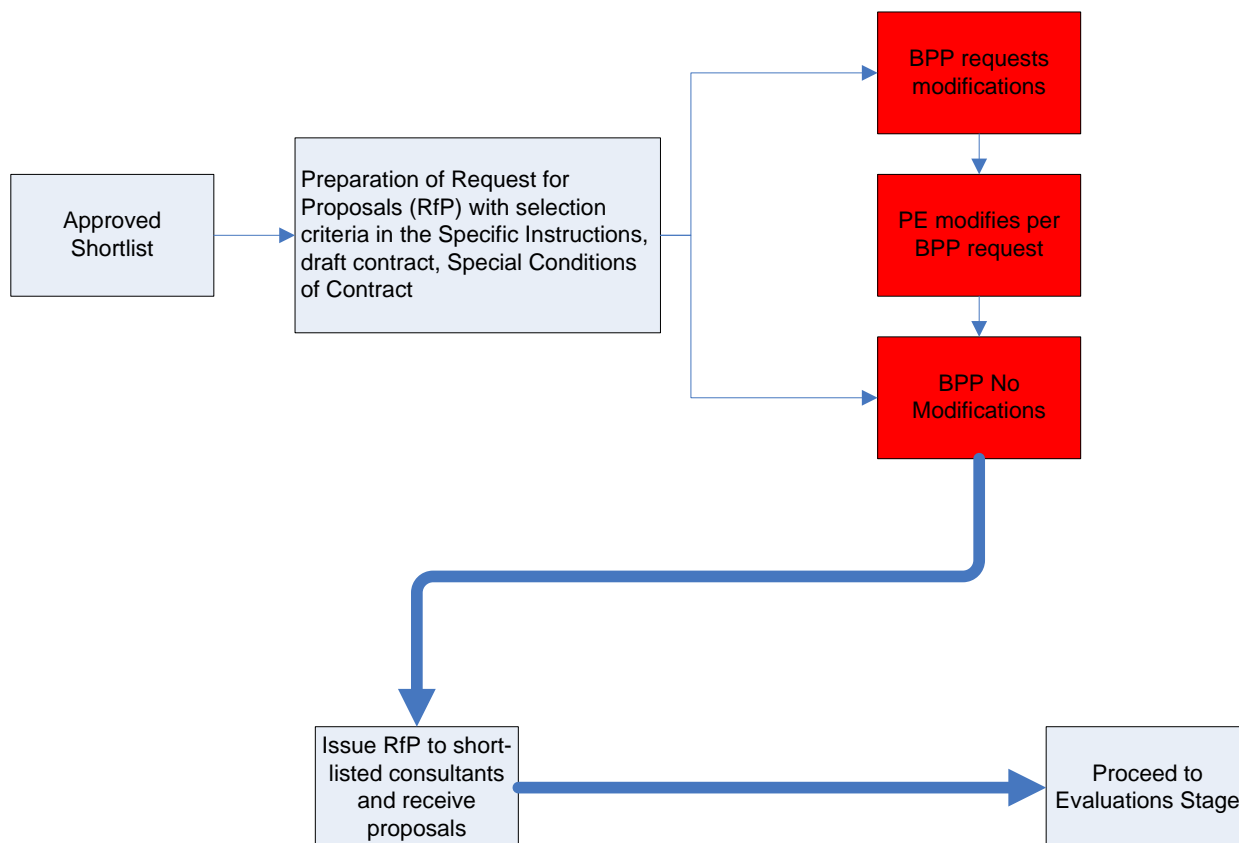


### 3.2 Advertisement Requirements



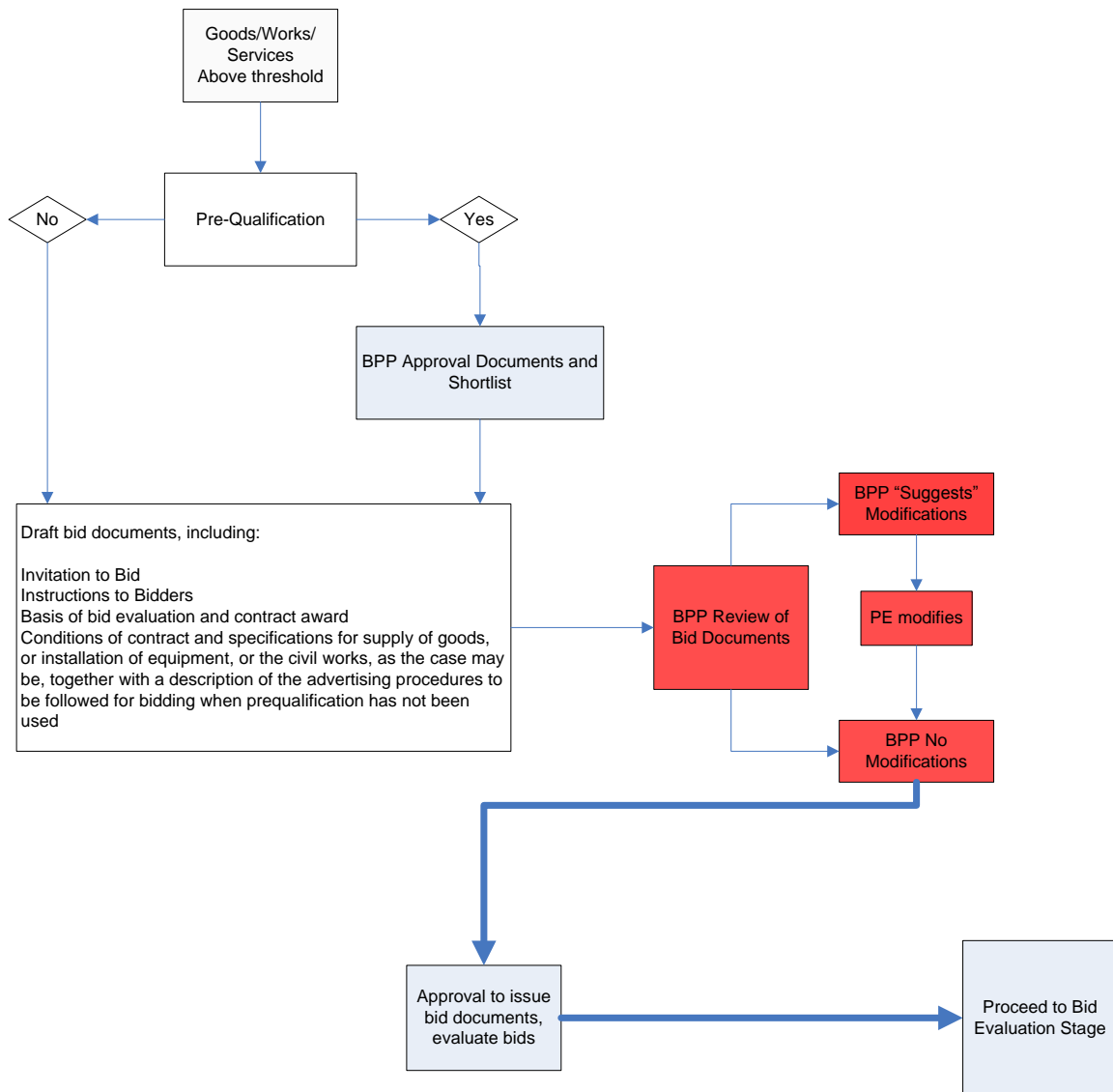


### 3.3 Consultant – Request for Proposal



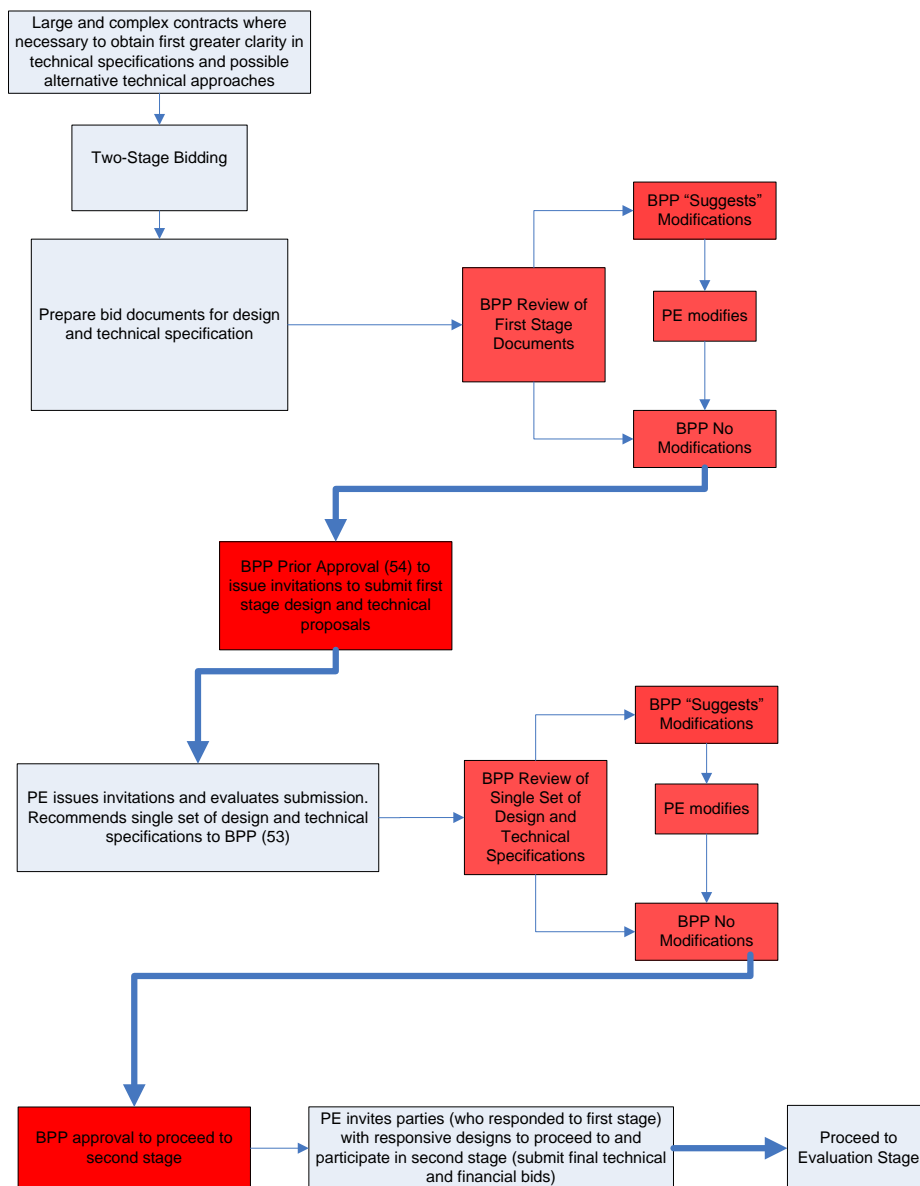


### 3.4 GWS – Invitation for Bids





### 3.5 Two-Stage Bidding







### 3.6 Requirements for Request for Proposals

<b>Content of the Request for Proposals</b> Section 46 (1) (2)
Name and address of the Procuring Entity
Requirement that the proposals are to be prepared in the English language
Names of the shortlisted consultants that were selected after the analysis of the Expressions of Interest received, and to whom the RfP will also be sent
Request to the shortlisted candidates in the introductory Letter of Invitation, which is part of the RfP, to acknowledge promptly receipt of the RfP, and to inform the Procuring Entity whether or not the candidate will submit a proposal
Description of the assignment, including the nature, required characteristics, and location of the services to be procured, and when they are to be provided
Statement that the Procuring Entity reserves the right to reject proposals without obligation
Statement that if a short-listed firm (or the firm with which it will be associated) combines the functions of consultants with those of contractor, or if it is associated with a manufacturer or is a manufacturer with a department or design office offering services as a consultant, the shortlisted candidate is required to include in its proposal all relevant information on such relationship, along with a statement to the effect that it shall limit its role to that of a consultant, and that neither the firm nor its associates/affiliates shall participate in the project in any other capacity
Deadline for submission of proposals. Any proposal received after the submission deadline shall be returned unopened, and this is not negotiable regardless of the circumstance
If based on the Quality Based Selection (QBS), Quality and Cost-Based Selection (QCBS), Least-Cost Selection (LCS) or Fixed Budget Selection (FBS) method, the proposal must be divided into a separate technical and a financial proposal
Standard forms to complete the technical and financial proposals, and clearly state that the technical proposal shall not provide any price information, subject to proposal rejection
Information on whether associations between short-listed consultants are acceptable (usually this is not the case to avoid limiting the competition or collusion among the candidates). Conditions for subcontracting part of the assignment are also stated
Procedure on how clarifications are permitted about the information given in the RfP
Names and contact information of officials to whom clarifications shall be addressed and with whom the consultants' representative shall meet, if necessary



<p>Reference to any laws in Nigeria that may be particularly relevant to the proposed consultants' contract, including the requirement that the proposal is to be expressed in Nigerian currency and for international proposals, that the local costs are to be expressed in Nigerian currency</p>
<p>Statement that the firm and any of its affiliates shall be disqualified from providing downstream services under the project if, in BPP's judgment, such activities constitute a conflict of interest with the services provided under the assignment, or, conversely, that the assignment includes a possible contract for downstream work, as detailed in the RfP; in the latter case, a statement that the RfP provides a phasing of the assignment and candidates are usually requested to make indicative proposals for the downstream work</p>
<p>Details of the selection method to be followed, including the criteria and procedures for the evaluation of the qualifications of the consultants, including weights given to each criterion, and the relative weights for quality and cost in the case of QCBS, or lowest cost and quality (LCS) or quality and cost within a fixed budget limit (FBS); a statement if a margin of preference will be applied for shortlists consisting of domestic and international consultants</p>
<p>Details on the public opening of financial proposals and the financial evaluation</p>
<p>Minimum technical qualifying mark necessary for a proposal to move to the financial evaluation (QCBS, LCS, FBS)</p>
<p>Estimate of the level of key staff inputs (in staff-months) required of the consultants; minimum experience, academic achievement expected of key staff</p>
<p>Information if advances are allowed, what the requirements are for bank guarantees covering the advance, the modalities for reporting and payment arrangements</p>
<p>Information on contract negotiations, and financial and other information that shall be required of the selected firm during negotiation of the contract</p>
<p>Period for which the consultants' proposals shall be held valid (normally 60-120 days) and during which the consultants shall undertake to maintain, without change, the proposed key staff, and shall not increase the rates and total price proposed</p>
<p>Statement indicating whether or not the consultants' contract and personnel shall be tax-free or not; and if not: what the likely tax burden will be or where this information can be obtained, and a statement requiring that the consultant shall include in its financial proposal a separate amount clearly identified, to cover taxes;</p>
<p>If not included in the TOR or in the draft contract, details of the services, facilities, equipment, and staff to be provided by the Procuring Entity.</p>
<p>In case of extension of the proposal validity period, the right of the consultants not to maintain their proposal;</p>



### 3.7 Requirements for Technical Proposals

Contents of Technical Proposal
Background, organization and experience of the shortlisted firm
List of similar assignments undertaken by the firm, at least during the last 3 to 5 years. Similar information regarding the associated firm or firms must also be submitted
Proposed technical approach and work program including:  comments on the Terms of Reference; the general approach proposed for carrying out the work plan, including the organization and time-schedule of the proposed services; a bar chart indicating clearly the estimated duration (separately, in the home office and in the field) and the probable timing of the assignment of each professional to be used as well as estimates of the number of man-months to be allocated by each professional; detailed description of the specific tasks to be assigned to each member of the proposed team in case of an association, details of the agreement defining the role of each firm and the mutual relationship.
Name, age, nationality, background, education, employment record and detailed professional experience of each professional to be assigned for providing the services.
Arrangement for office space, vehicles, office and field; equipment etc. required for carrying out the services.



### 3.8 Requirements for Financial Proposals

Specific Information on the Financial Proposal
Lump sum or time-based assignment (staff-month rates plus reimbursable costs)
Currency in which the costs of services shall be converted, compared (Naira at the medium exchange rate of the Central Bank of Nigeria at the date of financial proposal opening), and paid;
Breakdown of all time-based rates, including basic salaries, benefits, allowances, local taxes, overheads etc. The proposal must also give an estimate of the cost of any reimbursable items such as per diem, office space, equipment, travel and transportation;
Breakdown of the individual items of expenditure in local cost for domestic proposals or foreign and local currency cost for international proposals;
Final evaluation will be based on the cost of the financial proposal. For Quality and Cost Based Selection, the weight of the technical and financial proposals is usually based on a proportion of 80-20 points;
Proposals should remain valid for a period of 60 to 120 days from the date indicated in the RfP, depending on the complexity of the assignment.



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## CHAPTER 4: EVALUATION STAGE

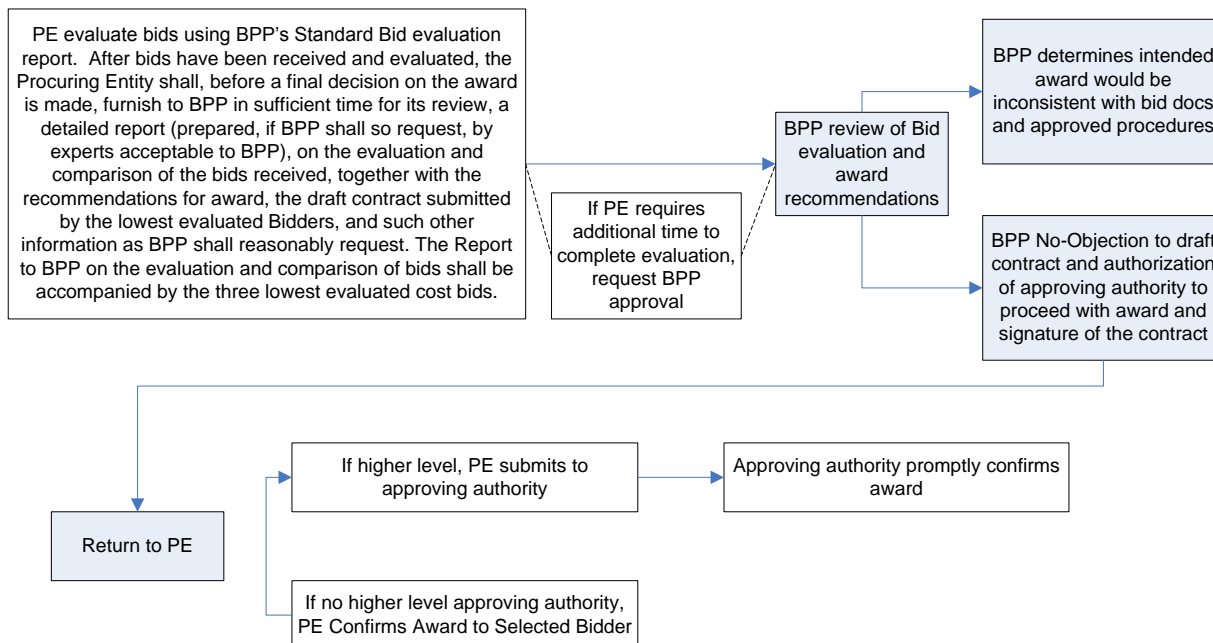


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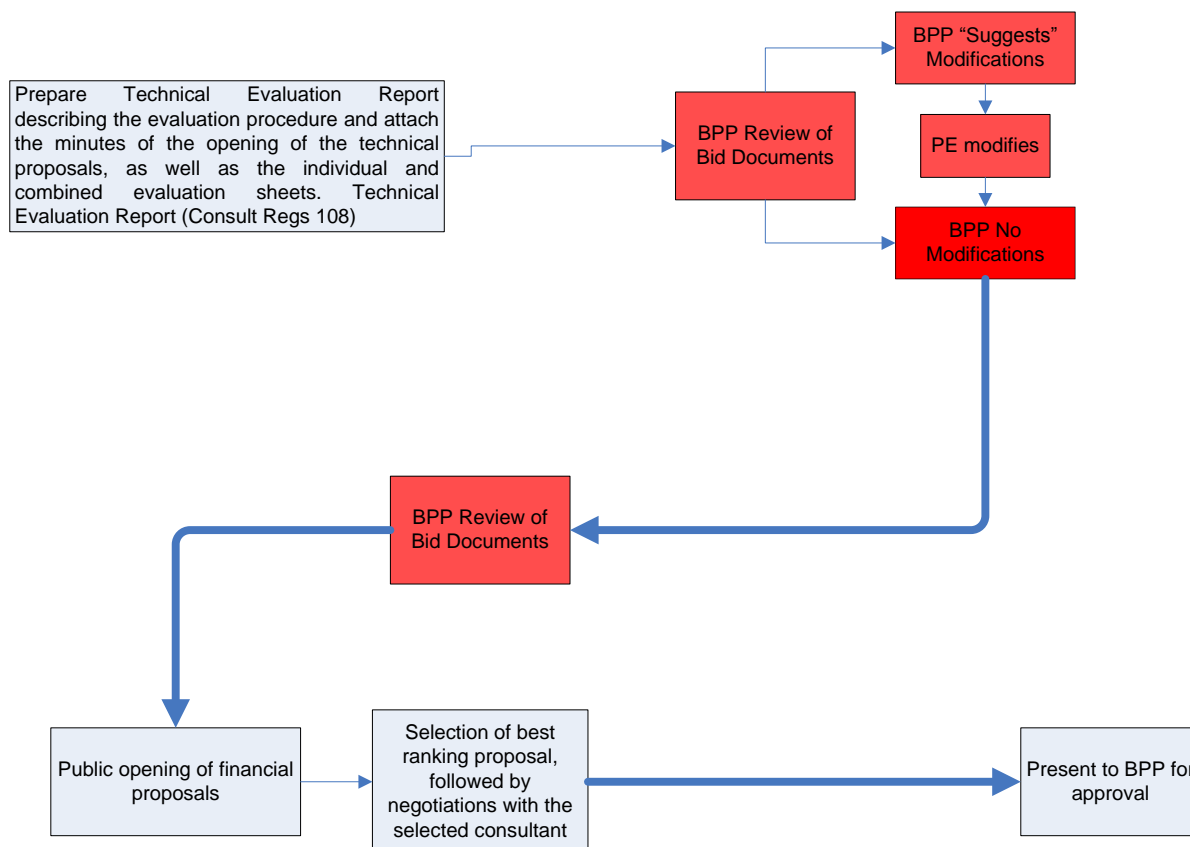


## 4.1 General Procedure





## 4.2 Technical Proposal Evaluation



Evaluation of Technical Proposals (Criteria)
General experience of the firm and particular experience in the sector concerned, years of experience and proven verifiable results
Responsiveness to the TOR and thoroughness of the approach and work plan
Qualifications and expertise of key personnel
Other aspects such as transfer of knowledge, training program, participation of domestic consultants in international proposals (if requested in the RfP)



## 4.3 Preliminary Examination

### 4.3.1. Clarifications

Clarifications PPA 23 (4)-(6)					
Date of request	Nature of Request	Manner of Request	Response	Date of Response	Date Response Communicated to Other Bidders

### 4.3.2. Minimum requirements

Bidders must possess the necessary:

- a) Professional and technical qualifications to carry out particular procurements
- b) Financial capability
- c) Equipment and other relevant infrastructure
- d) Adequate personnel to perform the obligations of the procurement contracts
- e) Legal capacity to enter into the procurement contract





### 4.3.3. Criteria

	Scoring Range	Weight	Total
Professional and technical qualifications to carry out particular procurements			
Financial capability			
Equipment and other relevant infrastructure			
Personnel to perform the obligations of the procurement contract			
Price			
Other factors			
Total		100%	

### 4.3.4. Subfactors of Criteria

	Score Range	Weight
Professional and technical qualifications to carry out particular procurements		
...		
Financial capability		
...		
Equipment and other relevant infrastructure		
...		
Adequate personnel to perform the obligations of the procurement contracts		
...		
Legal capacity to enter into the procurement contract		
...		



#### 4.3.5. Rejection of Bidder

	Yes	No	Reject Bidder
Supplier, contractor or consultant in receivership, the subject of any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings			
Supplier, contractor or consultant has not fulfilled all its obligations to pay taxes, pensions and social security contributions.			
Supplier, contractor or consultant has director who has been convicted in any country for any criminal offence relating to fraud or financial impropriety or criminal misrepresentation or falsification of acts relating to any matter			
Supplier, contractor or consultant has given or promised a gift of money or any tangible item, or has promised, offered or given employment or any other benefit, item or a service that can be quantified in monetary terms to a current or former employee of a procuring entity or the Bureau, in an attempt to influence any action, or decision making of any procurement activity			
Supplier, contractor or consultant during the last three years prior to the commencement of the procurement proceedings in issue, failed to perform or to provide due care in performance of any public procurement			
Supplier, contractor or consultant is in receivership or is the subject of any type of insolvency proceedings or if being a private company under the Companies and Allied Matters Act, is controlled by a person or persons who are subject to any bankruptcy proceedings or who have been declared bankrupt and or have made any compromises with their creditors within two calendar-years prior to the initiation of the procurement proceeding			
Supplier, contractor or consultant is in arrears regarding payment of due taxes, charges, pensions, or social insurance contributions, unless such bidders have obtained a lawful permits with respect to allowance, difference of such outstanding payments or payment thereof in installments			
Supplier, contractor or consultant has been validly sentence for a crime committed in connection with a procurement proceeding, or any other crime committed to gain financial profit			
Supplier, contractor or consultant has in its management or is in any portion owned by any person that has been validly sentence for a crime committed in connection with a procurement proceeding, or other crime committed to gain financial profit			
Supplier, contractor or consultant has failed to submit a statement regarding its dominating or subsidiary relationships with respect to other parties to the proceedings and persons acting on behalf of the procuring entity participating in same proceeding or whom remains in subordinate relationship with other participants to the proceedings			



#### 4.3.6. Stage 1: Eligibility

	Yes	No	Reject Bid
Bidder not blacklisted			
If works contract, domestic bidders have entity's registration			
If foreign funded project (if so specified by the funding agency) and works contract, bidder is from member country of funding agency			
If foreign funded project (if so specified by the funding agency) and if goods contract, goods are manufactured in one of the member countries of the funding agency.			
Bid is signed properly by an authorized party, including the power of attorney if stipulated and generally in order			
Bid securities submitted are in acceptable format, for required amount and duration			
Bid is containing all required critical documents including supporting evidence of bidder eligibility and qualifications			
Bid is complete and quote for all items in the lot or packages, if so stipulated in the bidding document			



### 4.3.7. Stage 2: Deviations in Bid (Major/Minor)

#### Major

Reject and provide written notice to contractor.

With respect to clauses in an offer:	Yes	No	Reject Bid
Unacceptable sub-contracting			
Unacceptable time schedule if time is of essence			
Unacceptable alternative design			
Unacceptable price adjustment			

With respect to the status of the bidder:	Yes	No	Reject Bid
Bidder is ineligible			
Bidder is not pre-qualified			
Bidder is uninvited			

With respect to bid documents:	Yes	No	Reject Bid
An unsigned bid			

With respect to time, date and location for submission:	Yes	No	Reject Bid
Any bid received after date and time for submission stipulated in solicitation document			
Any bid submitted at the wrong location			



**Minor**

Request written clarification from bidder, bidder must accept PE determination, PE quantifies deviation in monetary terms.

	Bidder Accepts	Bidder Refuses	Reject Bid
Use of codes			
Difference in standards			
Difference in materials			
Alternative design			
Alternative workmanship			
Modified liquidated damages			
Omission in minor items			
Discovery of arithmetical errors			
Sub-contracting that is unclear and questionable			
Different methods of construction			
Difference in final delivery date			
Difference in delivery schedule			
Completion period where these are not of essence			
Non-compliance with some technical local regulation payment terms			
Any other condition that has little impact on the bid			

**If DEBATABLE:**

Based on requirements of specific provisions in bid document, criticality of the deviation, value of contract in comparison to value of deviation, and the judgment of the Technical Evaluation Committee.

	Yes	No	Reject Bid
Impact on costs is major. If yes, then major deviation requiring rejection			
Impact on costs is minor. If yes, then minor deviation. If bidder rejects PE recommendation, rejection required.			



#### 4.3.8. Evaluation Tasks Performed:

	Provided for bid docs	Impact on Bid
Corrected arithmetical errors		
Applied appropriate discount		
Adjusted bid prices for omissions		
Adjusted for acceptable departures		
Adjusted for delivery period		
Adjusted for inland transportation		
Factored in operational costs and life cycle costing		
Converted to common currency		
Applied domestic preference		
Reassessed ranking order		
Examined for unbalance bidding		
Factored in after sales services		
Clarifications during evaluation		
Considered alternate bids		

#### Comparison with engineers estimate in the case of work contracts

The measure of acceptability should rather be the “reasonableness” of a bid price as determined during the evaluation. The reasonableness may be establish by considering all factors such as market conditions, special terms specified in the bidding documents, prices of similar items procured in the recent past any other relevant factors. If great differences between bid and engineers estimate are found, the reasons for the discrepancy must be analyzed.



#### 4.3.9. Comparison to Engineers estimate

	Yes/No	Analysis
Engineers estimate includes unusual provisions which may have affected the prices.		
There are current market conditions that would tend to increase or decrease the bid prices.		
Aspect of bidding documents are suspected to be the likely cause; all bids may be rejected and initiate re-bidding with modified bidding documents.		
Bid is reasonable under given circumstances and should be accepted.		
Bid prices are marginally low.		
Bidder requested to prove to the satisfaction of the Procuring Entity, how the bidder intends to procure such items/perform the Works/provide the Services as per the quoted rates		
Bidder asked to provide a rate analysis		
Bidder refused to provide such additional performance security, and bid rejected		

#### 4.3.10. Evaluated Bid Price

Bid price
Adjustments made for deviations
Adjustments for other evaluation factors
Total - Evaluated Bid Price



#### 4.3.11. Bid Evaluation Report Submissions

	Date Submitted
Key dates and steps in bidding process (copy of the invitation to bid as advertised attached)	
Bid opening information (copy of the bid opening minutes should be attached)	
For all bidders: Table showing the bidders compliance with major commercial conditions (e.g. completeness, bid security, bid validity, delivery or completion period, payment terms)	
For all bidders: Table showing bidder's compliance with key provisions of the technical specifications (e.g. capacity, operating characteristics, etc.)	
For all substantial responsive bids: Table showing arithmetical errors, discounts and currency conversion	
For all substantial responsive bids: Table showing additions and adjustments (indicating methods used in computing the adjustments)	
For all substantial responsive bids: Table showing currency conversion	
For all substantial responsive bids: Table showing domestic preference	
For all substantial responsive bids: Table showing various steps from bid price announced to evaluated bid price)	
Record of clarifications made from all bidders	
For lowest evaluated bidder: Post qualification verification	
Names of bidder's rejected and reasons for rejection	
The proposed contract award recommendation	





## 4.4 Contract Award and Post Qualification Verification

### 4.4.1. Rejection of All Bids (exceptional circumstances)

Circumstance	Yes	No	If yes, jump to section
Lack of effective competition			
No substantially responsive bid received			
Inadequate competition			
All bid prices were unreasonably high and substantially above the Procuring Entity's budget provision			
Bidding documents found to be defective			
Requirements of the Procuring Entity have changed			





Public Procurement Review Software

## **CHAPTER 5: TECHNICAL FUNCTIONS AND FEATURES**



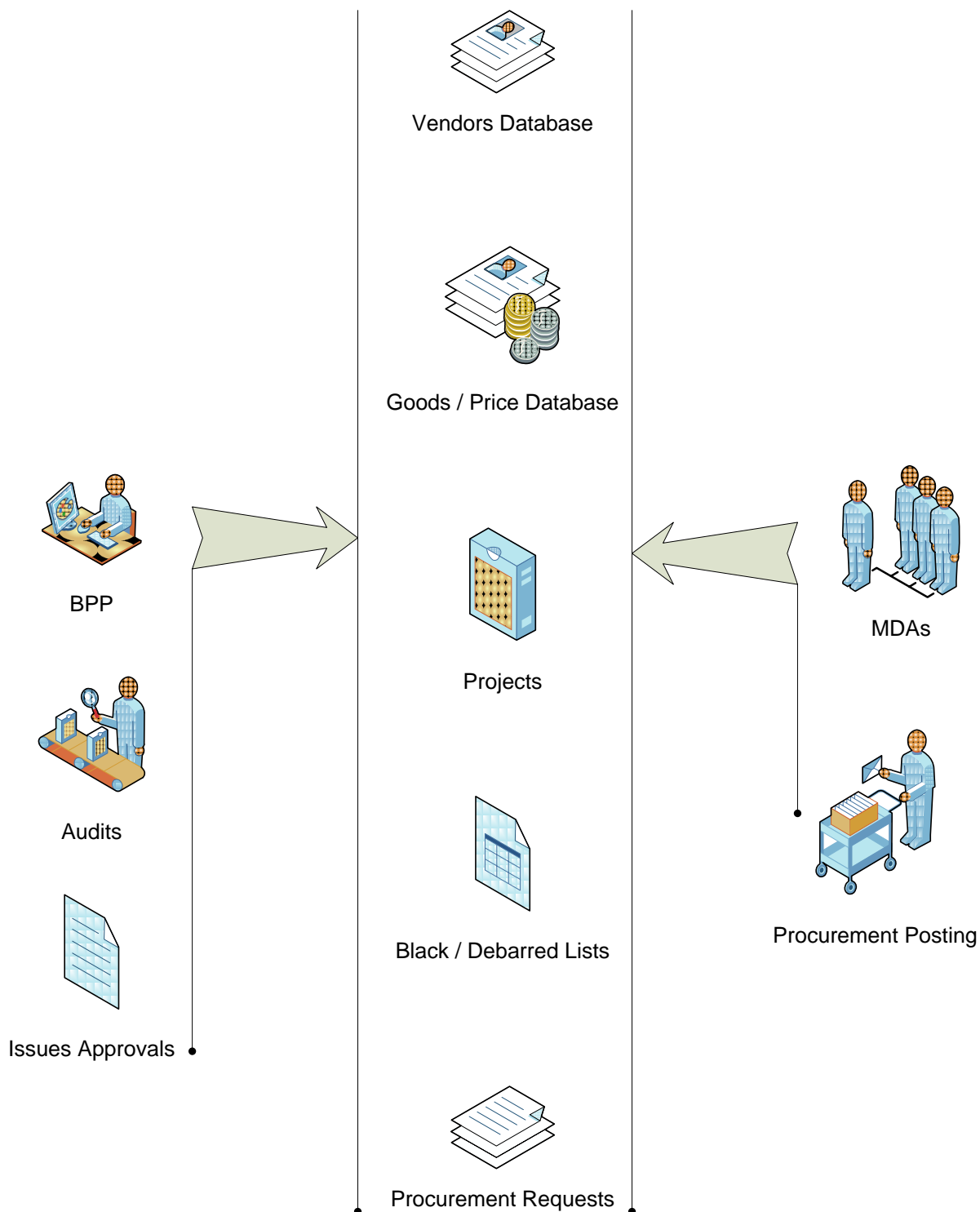
**UNODC**

United Nations Office on Drugs and Crime



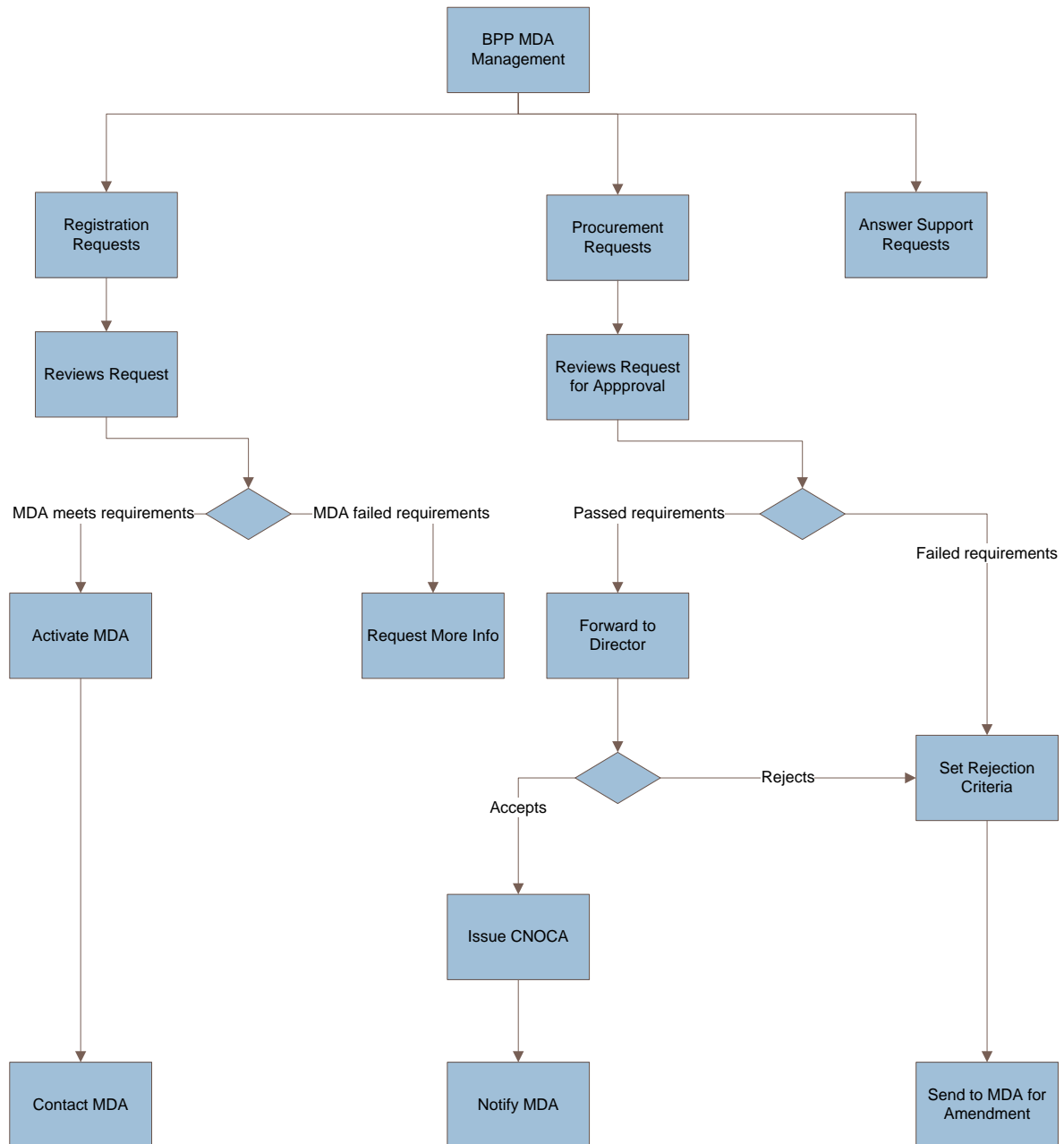


## 5.1 Functions and Features



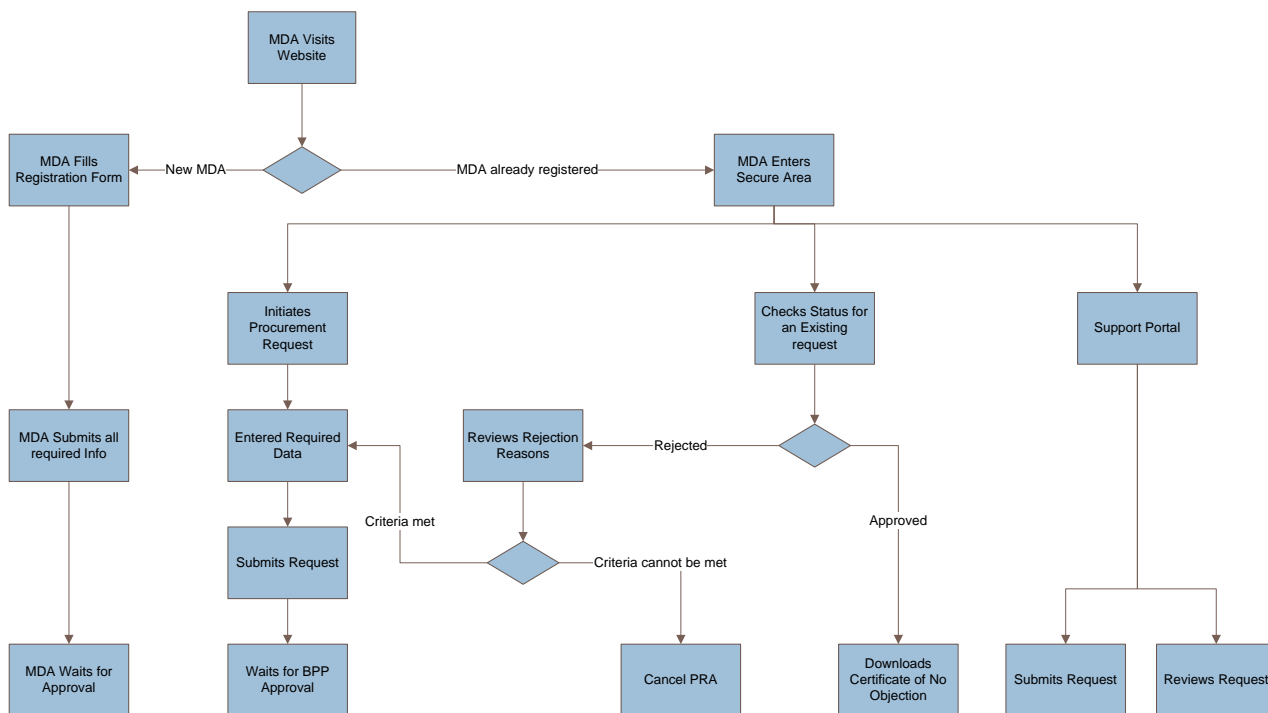


## 5.2 BPP Process





### 5.3 MDA Process





## 5.4 goPRS – Home screen

The screenshot shows the goPRS Home screen. At the top, there is a navigation bar with the goPRS logo and the text 'Public Procurement Review Software'. Below the navigation bar, there are several menu items: 'Home', 'New Request', 'All Requests', 'Projects', 'Price list', 'Vendors DB', 'Account Settings', and 'Welcome mdal | Log Off'. The main content area starts with a 'Welcome to goPRS!' message, followed by a paragraph describing the software as a substantive system for monitoring and oversight of public procurement in Nigeria. Below this is a large image of a magnifying glass over a document with a 'Total' of 2378.34 and 'PAST DUE AMOUNTS'. At the bottom of the page, there is a footer with the BPP logo and the text '© 2012 UNODC. All rights reserved. version: 1.0.0.0'.

Home New Request All Requests Projects Price list Vendors DB Account Settings Welcome mdal | Log Off

Welcome to goPRS!

Public Procurement Review Software (goPRS) is the substantive system that addresses the monitoring and oversight of public procurement in Nigeria, designed specifically to automate the complex mandate of the Nigerian Bureau of Public Procurement (BPP).

Freight: 0.00  
Total: 2378.34  
PAST DUE AMOUNTS

This site is intended for use by Ministries, Departments and Agencies in Nigeria! [Click here to continue](#)

BPP |  © 2012 UNODC. All rights reserved. version: 1.0.0.0



## 5.5 goPRS – Registration form

**Public Procurement Review Software**

Home New Registration [Log On]

**Requesting MDA Details**

Name of MDA: MDA 1 Type of MDA: Ministry  
Parent Ministry: Ministry 1  
Description/Comments:

**Contact Information**

Address: City: Abuja  
State: Zip Code:  
Phone: Fax:

**Login Information**

User Name: Email:  
Password: Repeat Password:

600884  
Please type the image text as you see above

Submit

BPP I © 2012 UNODC. All rights reserved. version: 1.0.0.0





## 5.6 goPRS – Department / Parent Ministry screen

Public Procurement Review Software

Home New Request All Requests Projects Price list Vendors DB Account Settings Welcome [initial] [Log Off]

Please find below all the requests. Select for more information or use the filter to narrow the results.

Drag a column header and drop it here to group by that column

Department / Agency	Parent Ministry
National Rural Electrification Agency	Ministry of Power
Nigerian Electricity Regulatory Commission	Ministry of Power
Nigeria Electricity Liabilities Management Limited/GTE (NELMCO)	Ministry of Power
Power Holding Company of Nigeria (PHCN)	Ministry of Power
Transmission Company of Nigeria	Ministry of Power
National Power Training Institute of Nigeria (NAPTIN)	Ministry of Power
Nigerian Bulk Electricity Trading (NBET) PLC	Ministry of Power
Centre for Automotive Design and Development	Ministry of Trade and Investment
Consumer Protection Council	Ministry of Trade and Investment
Tafawa Balewa Square Management Board	Ministry of Trade and Investment
Lagos International Trade Fair Management Board	Ministry of Trade and Investment
Financial Reporting Council of Nigeria (Formerly National Accounting Standard Board)	Ministry of Trade and Investment
National Automotive Council	Ministry of Trade and Investment
Industrial Training Fund	Ministry of Trade and Investment
Nigerian Export Promotion Council	Ministry of Trade and Investment
Nigeria Export Promotion Zones Authority	Ministry of Trade and Investment
Standards Organization of Nigeria	Ministry of Trade and Investment
Small and Medium Enterprise Development Agency of Nigeria	Ministry of Trade and Investment
Abuja Securities and Commodities Exchange	Ministry of Trade and Investment
Onne Oil and Gas Free Zone Authority	Ministry of Trade and Investment
Corporate Affairs Commission (CAC)	Ministry of Trade and Investment
National Sugar Development Council (NSDC)	Ministry of Trade and Investment
Bank of Industry (BOI)	Ministry of Trade and Investment
Nigerian Ports Authority	Ministry of Transport
Nigerian Railway Corporation	Ministry of Transport

Displaying items 1 - 25 of 709

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## 5.7 goPRS – Login screen

The screenshot shows the login interface for the goPRS Public Procurement Review Software. At the top, there is a navigation bar with 'Home' and 'New Registration' links, and a '[Log On]' button on the right. Below the navigation bar, the page title 'Log On' is displayed, followed by the instruction: 'Please enter your user name and password. Register if you don't have an account.' The main form area is titled 'Account information' and contains the following fields and options:

- User name: A text input field containing the text 'mda'.
- Password: A password input field containing a series of asterisks '\*\*\*\*\*'.
- Remember me?: A checkbox with the label 'Remember me?'.
- Log On: A button labeled 'Log On'.

At the bottom of the page, there is a footer with the BPP logo on the left and the copyright notice '© 2012 UNODC. All rights reserved. version: 1.0.0.0' on the right.