



NASARAWA STATE OF NIGERIA

BUREAU OF PUBLIC PROCUREMENT

Old Deputy Governor's Residence, Project Quarters Shendam Road, Lafia

Contact: 08035321034 Email: info@nsbppgov.ng

Office Hours: 8:00am - 4:00pm (Mondays - Fridays)

Procedure for Contractors' Registration

The Nasarawa State Public Procurement Law, 2020 provides that all contractors/Service Providers MUST register with the Nasarawa State Bureau of Public Procurement first before they can bid, tender, or express interest in carrying out procurement of Works, Goods or Services in all Ministries, Departments and Agencies, Local Government Councils, Tertiary Institutions, etc of the State.

Therefore, all intending Contractors and Service Providers are mandated to register with the Bureau. Registration is done physically at the Bureau's Office.

Procedure of Application

Physical Registration at the Office

Step one

Expression of Interest *(this is completed within 24 hours)*

Expression of interest to register with the Bureau is made to the Principal Admin Officer of the Nasarawa State Bureau of Public Procurement.

Step two

Issuance of Registration Form *(this is completed within 24 hours)*

The Bureau's Principal Admin Officer issues the Contractor Registration Form to an applicant. The form is filled out and submitted alongside relevant documents.

Step three

Generation of Invoice and Payment *(this is completed within 24 hours)*

Registration charges are paid electronically through the State's Central Billing System. An applicant is to visit [NSIRS](#) and take the following steps to generate an invoice and make payment:

- Click on Make Payment
- Click on Generate Invoice

- Select the category of entity from the dropdown
- Fill out the information required to generate an invoice
- Carefully select payment type while filling out the form and submitting it.
- Click the 'Proceed to Payment' button
- Choose your method of payment.
- Enter your invoice number and submit, and a new tab will be opened to enable you to make a payment.
- Download the receipt after successful payment.

Step four

Evaluation of completed Contractor Registration form (*this is completed within 24 hours*)

The Bureau's Principal Admin Officer shall evaluate the registration form filled, alongside accompanying documents and receipt of payment of fees. After which he/she shall prepare the certificate of registration for issuance to the contractor.

Requirements/Documentation

The documents required for Contractors' Registration include:

- i. passport photograph
- ii. Company name
- iii. Tax Identification Number
- iv. Tax Clearance
- v. Certificate of registration with Corporate Affairs Commission
- vi. Evidence of payment of the registration fee required
- vii. Contact details
- viii. Certificate of National Social Insurance Trust Fund
- ix. PENCOM Certificate
- x. Means of identification

Approved Fees

Categorization	Contract Value (N)	Registration Charges (N)
A	100,000,000.00 & above	100,000.00
B	20,000,000.00 - 100,000,000.00	50,000.00
C	1,000,000.00 - 20,000,000.00	20,000.00

NOTE: Every registered contractor is expected to renew his/her contract registration annually. The renewal fee is 50% of the actual registration fee

Timeframe

Certificate of Contractors' Registration is granted within forty-eight (48) hours upon the completion of the registration process and payment of the required fee.

Legal Backing

The Nasarawa State Public Procurement Law, 2020 empowers the Bureau of Public Procurement to register all contractors/Service Providers first before they can bid, tender, or express interest in carrying out procurement of Works, Goods, or Services in all Ministries, Departments and Agencies, Local Government Councils, Tertiary Institutions. The law can be accessed [here](#)

Inquiries and Complaints

All inquiries and complaints can be directed to Polycarp Dogo on 08035321034, 08145952491 or info@nsbpgov.ng

Signed:

Ag. Director-General
Nasarawa State Bureau of Public Procurement
18th December, 2023.

