

## 9. TRAINING OF SMEs ON THIS GUIDELINE

The Delta State Public Procurement Commission (DSPPC) will periodically provide training sessions to the SMEs on this guideline to enable them to participate and win contracts in the State. The focus of the training shall be on the following:

- Where to find bidding opportunities for contracts to be awarded by the Procuring Entities (PEs);
- The provisions of the State Public Procurement Law;
- Preparation of responsive bids. This will include among other topics:
- How to request for clarifications on the bidding documents.
- Bid preparation and submission including ensuring that bids are responsive to the technical specifications, other requirements of the issued bidding document, and ensuring that all required evidences to support bid submission are included in the bids.
- Common mistakes in bid preparations.
- How to request for a de-brief.
- Complaint handling mechanism in the State PPL.

## 10. MONITORING OF SMEs PARTICIPATION

Each PE or MDA will submit to the DSPPC the details of contracts awarded by the PE on monthly basis and the details will be published on the DSPPC website. The following information will be provided for each contract:

- Description of the contract;
- The names of the bidders;
- The number of persons employed by the bidders;
- The winning bidder; and
- State if the winning bidder is an SME.

The DSPPC will also provide training to the PEs on the application of these guidelines.



**The Chairman**

Delta State Public Procurement Council

22 September, 2020.