

## **DELTA STATE PUBLIC PROCUREMENT COMMISSION**

### **PROCEDURE AND DOCUMENTATION FOR INCREASING SMALL AND MEDIUM SCALE ENTERPRISES PARTICIPATION IN PUBLIC PROCUREMENT OF GOODS, WORKS AND SERVICES.**

This document is for use by all Procuring Entities (PE) for procurement of SMEs-based goods, works and services (GWS) of value less than N25,000,000.00 (Twenty-five Million Naira only)

The under listed steps are procedure and documentation set by the Delta State Public Procurement Commission in line with the Small and Medium Scale Enterprises Guidelines.

#### **Sequence of Activity and Documentation:-**

1. Obtain All procurements, irrespective of the value, shall by Open Competitive Bidding (OCB) method.
2. appropriate mandatory approval according to approval limits as set by the Government:-
  - i. His Excellency, the Governor's approval;
  - ii. SSG's approval; or
  - iii. Honourable Commissioner's approval.
3. Publish solicitation documents in:-
  - i. the DSPPC's eProcurement Portal;
  - ii. Procuring Entities notice board; and
  - iii. one (1) local newspaper.Emphasizing that only SMEs registered with Delta State Contractor Registration Board can apply.
4. Issue Standard Bid Document (SBD) developed by DSPPC at a low fee enough to cover cost of production of SBD.
5. PEs receive tenders, making use of Bid Submission Register (hardcover notebook) to record incoming tenders. The Bid Submission Register (BR) should capture the following in tabulated format:-
  - i. Name of Company;
  - ii. time of bid submission;
  - iii. name of bid bearer;