

- iv. local government area(s) of the job; and
- v. signature of the bearer.

Thereafter, issue receiver receipt to the bearer as his evidence of submission of bid.

6. Conduct bid opening exercise (BOE). The following should be executed in BOE:-
  - i. register Tender Board members present;
  - ii. register companies and representatives present;
  - iii. register all other persons present;
  - iv. inspect the sealed envelopes to ensure tamper proof;
  - v. open the envelopes;
  - vi. read out each bidder's bid cost;
  - vii. maintain minutes of meeting of the exercise capturing 6.i-v;
  - viii. commit to the Technical Evaluation Sub-Committee (TESC).
7. Maintain minutes of meeting of the technical brief presentation by the TESC.
8. Notify winning bidder and the Ministry of Justice with a Letter of Intent to Award. Give Three (3) days to deal with complaints, and award contract.
9. Direct Bid Winner for Execution of Contract Agreement with the Ministry of Justice and maintain same in the procurement file,
10. Secure Advance Payment Declaration (APD) or Insurance Bond on Advance Payment, if applicable.

PEs are advised to enshrine the under listed documents in solicitation documents and use same, in combination with bid cost, in the evaluation of bids to determine lowest evaluated responsive bid:-

- a. Tenders' fee (mandatory);
- b. Company registration with Corporate Affairs Commission;
- c. Letter of Partnership with a professional and technical firm, if necessary.
- d. Obtain an 'affidavit of non-conflict of interest and truth of statements' from the Delta State High Court as provided under Section 22(6)(g) of the Delta State Public Procurement Law, 2020;
- e. Registration with Contractors Registration Board (mandatory);
- f. Tax clearance certificate for the past three (3) years;
- g. Certified Audited Accounts for the last three (3) years;