



# GOVERNMENT OF NIGER STATE

## PUBLIC PROCUREMENT BOARD

Motto: **Transparency, Accountability & Professionalism**

08036780510

Email: nsppb19@gmail.com

Ref: NSPPB/ADM/5/VOL.3

Date: 15<sup>th</sup> April, 2020

The Chief of Staff,  
Government House.

The Director Administration,  
Deputy Governor's Office.

The Secretary to the State Government.

All Permanent Secretaries.

The Clerk of the House.

Head of Parastatals/ Extra Ministerial Department

### **ADDENDUM TO EMERGENCY PROCUREMENT GUIDELINES ON THE CONDUCT OF PUBLIC PROCUREMENT ACTIVITIES BY MINISTRIES, DEPARTMENTS AND AGENCIES AS A RESULT OF THE COVID-19 PANDEMIC/ LOCKDOWN**

#### **Introduction**

The Niger state Public Procurement Board wishes to draw the attention of the general public and particularly Procuring Entities to the earlier Emergency guidelines on the Conduct of Public Procurement Activities by Ministries, Departments and Agencies as a result of the COVID-19 Pandemic/Lockdown issued on 13<sup>th</sup> April, 2020. The following modifications shall apply

#### **(a) Request for Bids/Quotations**

- i. Bidders can also download the bidding documents/Request for Quotation from Niger State website i.e [www.nigerstate.gov.ng](http://www.nigerstate.gov.ng).

- ii. Procuring Entities should consider the extension of bid submission deadline if bid/quotation submission is impacted by the emergency situation.

**(b) Submission of Bids/Quotations**

- i. Bidders can submit bids as attachments to email.
- ii. The bids/quotation must be read-only and password protected.
- iii. Procuring Entities must acknowledge receipt of submitted bids via email.

**(c) Bids/Quotations Opening**

- i. In the bidding document, Bidders will be requested to send password to their bids within one hour after the submission deadline.
- ii. Procuring Entities shall acknowledge receipt via email of the password for the bids/quotations from the bidders
- iii. Bids/quotations shall be opened electronically only after the submission deadline.
- iv. Bid/quotation opening records must be sent to all bidders via email who submitted bids/quotations immediately after bid opening.
- v. Video recording of the bid/quotation opening is encouraged.
- vi. Bid Registers, Bid Return Sheets and other relevant documents required by the Niger State Public Procurement Board should be kept by the Procuring Entity as part of the Bid Opening records

**(d) Bid Security**

- i. Procuring Entities are advised to request for Bid Securing Declaration instead of Bid Security for small procurement packages with monetary value not more than 250Million for Works and 100Million for Goods

**(e) Submission of Original Documents**

- i. Request for submission of certain documents; Bid Submission Forms, Bid Securing Declarations, Power of Attorney, Manufacturers' Authorizations should include a language stating that copies of these documents will be treated as if they are originals during the COVID-19 emergency.

**(f) Bids/Quotations Evaluation**

- i. Bids/Quotations evaluation can be carried out electronically with the members of evaluation committee.
- ii. For procurement of goods, works and non-consulting services, evaluation can be conducted virtually.

### **(g) Contact Signing**

- i. Depending on the restrictions on movement the contract can be executed at a meeting of both representatives, in this case social distancing will be observed.
- ii. Alternatively, one copy of the pdf contract with the latest Adobe Acrobat Reader (<https://get.adobe.com/reader/otherversions/>) with an option to "Signature and Initial", could be signed and initialed by both parties and send by email. The final signed contract must be printed, scanned and shared with the bidder by email; or
- iii. the duplicate copies of the contract are signed simultaneously by both parties and pdf copies exchanged by email. The process is as follows:
  1. On finalizing the contract, each party prints a copy and signs according to their procedural requirements.
  2. Each party scans the signed contract and emails as a pdf to the other party.
  3. On receipt of the email, each party downloads the contract, prints a hard copy and signs.
  4. Each party then scans the contract (now signed by both parties), and sends, as a pdf, to the other party.
- iv. An exchange of emails with properly executed pdf contracts is evidence of contract execution.

### **(h) Contract Implementation**

- i. Activities within the contract that are not affected by restriction of movement or physical gathering of people should continue.
- ii. If otherwise, a force majeure should be declared in accordance with the provisions of the contract.
- iii. For consultancy services for the supervision of civil works or similar contracts, the employer should declare a force majeure.

### **Conclusion**

Ministries, Departments and Agencies (MDAs) should note that the Board is working in collaboration with the Niger State Ministry of Finance and Planning Commission, to ensure that these Guidelines are properly implemented. Consequently, any procurement that does not substantially comply with these guidelines issued by the NSPPB shall not be able to access funds from the Niger State Government.



**Shehu Jibrin**  
**Permanent Secretary**  
**Niger State Public Procurement Board**