

# **TETFUND CENTRE OF EXCELLENCE FOR INTEGRATED FARMING SYSTEM**

## **FEDERAL POLYTECHNIC BAUCHI**

### **Summary of Procurement Guidelines in Nigeria**

#### **Procurement Framework in Nigeria**

##### **Legal framework**

- Primary law: Public Procurement Act 2007 governs public procurement across federal MDAs and provides the procurement principles, methods, and institutional roles.
- Regulator: Bureau of Public Procurement (BPP) issues guidelines, circulars and certificates of “No Objection” and recommends threshold adjustments to the President and approving authorities.

##### **Core principles**

- Transparency, Competition, Accountability, Value for Money, Equality of Access, and Efficiency. These guide every stage from planning to contract management under the Act and BPP guidance.

#### **Procurement methods and recent thresholds**

##### **Common procurement methods**

- Open/National/International Competitive Bidding
- Restricted Bidding
- Request for Quotations (RFQ) / Request for Proposals (RFP)
- Two-stage tendering (for complex projects)
- Direct Procurement (limited to emergencies, single-source situations)
- Prequalification (for large or technical works).

## Revised approval and method thresholds (summary)

Approving Authority	Goods	Works	Consultancy / Non-consultant Services
Federal Executive Council (FEC) — requires BPP No Objection	≥ N5 billion	≥ N10 billion	≥ N5 billion
BPP No Objection for Ministerial Approval	N1 billion–	N5 billion–	N1 billion–
Ministerial Tenders Board (MTB)	N50 million–	N75 million–	N50 million–
Parastatal Tenders Board (PTB)	N25 million–	N50 million–	N25 million–
Accounting Officer (Permanent Secretary / CEO / DG)	delegated lower limits	delegated lower limits	delegated lower limits

Notes: International/National Competitive Bidding required for goods ≥ N1 billion and works ≥ N5 billion; RFQs allowed for goods/non-consultant services below ~N30 million and works below ~N50 million under the revised guidance.

### Typical procurement lifecycle (practical steps)

- 1. Planning & Needs Assessment** — prepare Procurement Plan, budget alignment, define specs.
- 2. Method Selection & Approvals** — choose method consistent with thresholds and obtain necessary No Objection or MTB/PTB/FEC approvals.
- 3. Advertising & Solicitation** — publish tender notices where required; issue RFQs or bidding documents.
- 4. Bid Submission & Opening** — time-stamped submissions; public opening for competitive tenders.
- 5. Evaluation & Due Diligence** — technical then financial evaluation, verification of documents, conflict-of-interest checks.
- 6. Award & Contracting** — award recommendation, approval, contract preparation and signing.
- 7. Implementation & Contract Management** — monitor deliverables, variations, payments, performance bonds where applicable.

8. **Audit & Reporting** — maintain documentation for internal/external audit and submit reports to BPP as required.

#### Roles, oversight and compliance

- **BPP:** issues guidelines, reviews major procurements, issues No Objection certificates, capacity building and enforcement.
- **Accounting Officers / Tenders Boards:** ensure internal compliance and carry delegated procurement authority within set thresholds.
- **Independent Audit and Anti-corruption Agencies:** review contracts, investigate infractions and enforce sanctions where breaches occur.

#### Common procurement violations and best practices

- Common violations: splitting contracts to avoid thresholds, awarding without competition, poor documentation, conflicts of interest, non-adherence to technical specifications.
- Best practices: maintain clear procurement plan, strictly follow threshold-based approval lines, record decisions, run competitive processes where possible, declare and manage conflicts, and document evaluations and contract variations.