



**EDO STATE PUBLIC PROCUREMENT AGENCY (EDPPA)**

# **CODE OF CONDUCT FOR EDO STATE GOVERNMENT PERSONNEL INVOLVED WITH PUBLIC PROCUREMENT**

Pursuant to its functions and powers as provided under Sections 4(e) & (j); 5(3); & 10 of the Edo State Public Procurement Agency Law, 2012, the Edo State Public Procurement Agency (EDPPA) hereby issues this Code of Conduct for all public officers involved with public procurement and personnel under the Edo State public procurement cadre.

All public officers and public procurement personnel are expected to undertake their procurement roles in strict conformity with the following Code:

1. They shall at all times uphold the provisions of the Edo State Public Procurement Agency Law, the Regulations , Manuals and other subsidiary instruments issued pursuant to the Law.
2. They shall accept postings to any procuring entity to undertake their procurement functions.
3. They shall comply with all lawful directives issued by the EDPPA
4. They shall accept to serve in any ad-hoc Committee or Body constituted or inaugurated by EDPPA towards the attainment of the objectives of the Edo State Public Procurement Agency Law.
5. They shall comply with all lawful directives issued by the Accounting Officer, the Procurement Planning Committee, the Tenders Board, the Technical Evaluation Sub-Committee of the Tenders Board and the Procurement Office
6. They shall wear their identity cards at all times while undertaking their functions as personnel involved with public procurement in Edo State.
7. They shall not grant press interviews, comments or express personal opinions on any procurement proceedings save appropriate approvals are obtained or in obedience to the lawful directives of a Court after obtaining requisite instructions and clearances from appropriate authorities.

8. No public officer shall present any false certification or document in order to aid his conversion to the procurement cadre, and posting or promotion within the cadre.
9. No public officer involved with procurement shall wear any apparel which:
  - a. reflects affiliation with a Bidder or Service Provider partaking in any procurement proceedings; or
  - b. in any way canvasses or promotes the interest of a Bidder or Service Provider in a procurement proceeding.
10. No public officer involved with procurement shall participate in any function or activity that could lead to the perception of leaning or being favourably disposed towards a particular bidder in any procurement proceeding.
11. A public officer shall not accept any gift, offer of employment, favour or any other benefit, item or service that can be quantified in monetary terms from any Bidder, Service Provider, or any person prior to, during and after any procurement proceedings in which the public officer was involved.
12. Public officers involved with procurement shall display strict impartiality in the course of discharging their duties in any procurement proceedings and shall at no time indicate or express any statement capable of public incitement.
13. A Public officer involved with procurement shall decline being involved in any procurement proceedings in which any or some of the Bidders or Service Providers engaged in the procurement proceedings are related to him by blood, marriage or grant relationship or where the success of a particular Bidder or Service Provider in the proceedings will confer a pecuniary or other advantages on him, and under such circumstances, shall fully disclose in writing to the appropriate authorities the justifications for declining to be involved with the proceedings.

14. No public officer involved with public procurement shall disclose a Bidder or Supplier's confidential information contained in bid documents submitted in response to a bid solicitation.
15. Public officers involved with procurement shall not take undue advantage of information or knowledge acquired in the course of any procurement proceedings by sharing such with competing Bidders or Suppliers for pecuniary interest.
16. All public officers involved with procurement shall take reasonable steps to be factual and substantiate information, materials and data contained in Procurement Reports and Records of procurement activities.
17. Public officers involved with public procurement shall at all time assist EDPPA in any form of administrative review procedure, or investigation concerning any procurement activity, and extend such assistance to any investigative agency or body as the need arises.
18. All public officials involved with public procurement shall participate in skills enhancement exercises for enhanced output delivery, especially programmes organized or supported by EDPPA.
19. All public officials involved with public procurement shall at all times discharge their roles in a manner that upholds the ethical standards under the Law, manual, regulations, national and international leading procurement practices and standards.
20. A breach of this Code of Conduct constitutes a violation of the Edo State Public Procurement Agency Law, 2012

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Firm's Representative: \_\_\_\_\_

Designation of Firm's Representative: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_