



Edo State Public Procurement Agency (EDPPA)

Accountability, Transparency, & Value for Money

GOVERNOR'S OFFICE

Plot 89, Dennis Osadebe Avenue, G.R.A,
PMB 1080, Benin City, Edo State, Nigeria

REGISTRATION AND CATEGORIZATION OF CONTRACTORS

1. The Edo State Government through its Regulatory Agency, the **Edo State Public Procurement Agency**, hereafter referred to as "The Agency" is currently updating its database of registered Contractors and Service providers in various categories in line with Sections 5(l) (e) & (f) of Edo State Public Procurement Law, 2012.

Accordingly, all Contractors and Service Providers who are yet to register are advised to do so as only duly registered Contractors and Service Providers will be eligible to transact with the state government henceforth.

2. REGISTRATION REQUIREMENTS

- (a) Evidence of Registration/Incorporation with the Corporate Affairs Commission. Including current Form Co 7 – Particulars of Directors.
- (b) Taxes Clearance Certificate/ Evidence of Payment of Taxes in the last three (3) years.
- (c) Evidence of Professional License/Certificate of Artisanhip to carry out the stated/specified service(s).
- (d) Corporate/Company Profile of the firm, including CV of Management & key technical staff as well as evidence of their registration with relevant professional bodies.
- (e) Company audited accounts in the last three (3) years.
- (f) Evidence of projects executed over the past three (3) years.
- (g) Evidence of VAT Registration and Remittance.
- (h) Evidence of TIN Registration.
- (i) Evidence of owned/hired relevant equipments.
- (j) Joint Ventures/ Partnership Agreements.
- (k) Sworn affidavit affirming that the company is not in receivership, subject of any form of insolvency or bankruptcy proceedings, winding up petition, that none of the directors have been convicted for any offence in relation financial impropriety and for the correctness of all registration documents.

3. NON REFUNDABLE REGISTRATION FEE

- (i) All requests/applications for registration should include a **non-refundable fee** in bank draft in favour of **Edo State Government/Edo State Public Procurement Agency (EDSG/EDPPA)** according to the desired threshold of works, goods services as indicated hereunder;

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- (ii) **Petty Contractors:** These are generally Contractors and Service providers to various government MDAs who provide services and or carry out works, or undertake supplies not exceeding **₦500, 000.00** per transaction. This category of contractors or service providers will pay a registration fee of **₦10, 000.00** per annum in addition to meeting the registration requirement in 2 (a), (b), (c), (d), (h), (i) and (k) above.

CATEGORY	MONETARY THRESHOLD OF CONTRACT/ SERVICES (₦ : K)	FIRST REGISTRATION FEE (In Bank Draft) (₦ : K)	ANNUAL RENEWAL FEES (₦ : K)
Petty Contractors	From ≤ 500,000.00	10,000.00	2,000.00
A	Above 500,000.00 - 10,000,000.00	50,000.00	20,000.00
B	Above 10,000,000.00 - 25,000,000.00	75,000.00	30,000.00
C	Above 25,000,000.00 - 50,000,000.00	100,000.00	40,000.00
D	Above 50,000,000.00 - 100,000,000.00	125,000.00	50,000.00
E	Above 100,000,000.00 - 1,000,000,000.00	250,000.00	100,000.00
F	Above 1,000,000,000.00	500,000.00	200,000.00

4. NOTE:

Photocopies of all registration documents will be collected by the Agency after **sighting** the **originals**.

5. REGISTRATION:

All registration takes place daily (Monday – Friday) from **10.am – 3.pm**, and applicants are expected to visit our website **procurement.edostate.gov.ng** and **DOWNLOAD** the registration form and fill it accordingly and return same with photocopies of all the relevant documents and originals for sighting to the Agency's office located at **Plot 89, Dennis Osadebey Avenue, Off Vincent Aghemomen Avenue, Near Edo State Pensions Board/MDGs office, GRA, Benin City.**

Other Information:

(i) Up grading of Registration Category:-

Registered Contractors without pending tender/proposal are at liberty to upgrade from one category to a higher one by paying the difference between the present category and the required new category, while registered contractor with pending tender/proposal can upgrade to a higher category by paying a fee of 10% of the desired category plus the difference between the present category and the required new one.

6. ENQUIRIES

+234 906 933 7318 and +234 811 852 2668

Email: procurementagency.edostate@gmail.com

7. DISCLAIMER

Please note that the aim of this registration is to create/maintain a database of contractors and Service providers to the exclusion of all Procuring Entities and not an invitation to participate in any Tender process or contract award. The Edo State Public Procurement Agency or the Edo State Government is under no financial obligation to any firm, contractor, service provider who submits him/herself for registration in response to this advertisement.

Signed
Henry Imogiemhe Idogun
 Managing Director/CEO