



Edo State Public Procurement Agency (EDPPA)

Accountability, Transparency, & Value for Money

GOVERNOR'S OFFICE

8th Floor, Block C, Secretariat Complex,
Sapele Road Benin City, Edo State

REGISTRATION AND CATEGORIZATION OF CONTRACTORS/SERVICE PROVIDERS

A. REGISTRATION REQUIREMENTS

A.1 Petty Contractors/Service Providers

- (a) Evidence of Registration with Corporate Affairs Commission (CAC)
- (b) Tax Clearance Certificate/Evidence of payment of either the company or personal income tax of one Director for the immediate past year.
- (c) Evidence of Professional License/Certificate of Artisanhip
- (d) Evidence of TIN Registration
- (e) Edo State Health Insurance Certificate/Card
- (f) Sworn affidavit affirming the correctness of all registration documents.

A.2 Small and Medium Sized Enterprises (SMEs)

- (a) Evidence of Registration with Corporate Affairs Commission (CAC)
- (b) Tax Clearance Certificate/Evidence of payment of either the company or personal income tax of at least one Director for the immediate past year
- (c) Evidence of TIN Registration
- (d) Evidence of Professional License/Certificate of Artisanhip
- (e) Bank statement of account for the immediate past three (3) months
- (f) Edo State Health Insurance Certificate/Card
- (g) 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 of any offence in relation to financial impropriety and for the correctness of all registration documents.

A.3 Other Limited Liability Companies (NON SMEs)

- a) Evidence of Registration/Incorporation with the Corporate Affairs Commission, including current Form Co 7-Particulars of Directors.
- b) Tax 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 and 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 in the last three (3) years.
- g) Evidence of VAT Registration and Remittance.
- h) Evidence of TIN Registration.
- i) Evidence of owned/hired relevant equipment
- j) Joint Ventures/Partnership Agreements.
- k) Edo State Health Insurance Certificate/Card
- l) 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 to financial impropriety and for the correctness of all registration documents.

B. 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, and services as indicated hereunder;

Category	Monetary Threshold of contract/services ₦ : K	Registration Fee ₦ : K	Annual Renewal Fee ₦ : K
Petty Contractors/service providers	From 0 - 500,000.00	5,000.00	1,500.00
SMEs			
A	Above 500,000.00 - 10,000,000.00	10,000.00	2,500.00
B	Above 10,000,000.00 - 25,000,000.00	20,000.00	5,000.00
C	Above 25,000,000.00 - 50,000,000.00	30,000.00	7,500.00
D	Above 50,000,000.00 - 100,000,000.00	40,000.00	10,000.00
Other Limited Liability Companies			
E	Above 100,000,000.00 - 200,000,000.00	100,000.00	50,000.00
F	Above 200,000,000.00 - 500,000,000.00	200,000.00	100,000.00
G	Above 500,000,000.00 - 1,000,000,000.00	500,000.00	250,000.00
H	Above 1,000,000,000.00 - 5,000,000,000.00	1,000,000.00	500,000.00
I	Above 5,000,000,000.00	2,000,000.00	1,000,000.00

C. REGISTRATION:

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 **8th Floor, Block C, Secretariat Complex, Sapele Road. Benin City.**

NOTE:

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

D. Other Information:

i. Upgrading of Registration Category:

Registered Contractors/Service providers **without** pending tender/proposal are at liberty to upgrade from one category to a higher one by paying the differential in registration fees between the present category and the desired 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 differential in registration fee between the present category and the desired new one.

E. ENQUIRIES

+2349069337318 AND +2348118522668

Email: procurementagency.edostate@gmail.com

F. 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

WITH EFFECT FROM 22ND FEBRUARY 2021