



**ONDO STATE GOVERNMENT**  
**ONDO STATE BUREAU OF PUBLIC PROCUREMENT**  
**GOVERNOR'S OFFICE**

**INVITATION TO TENDER FOR THE SUPPLY OF GENERAL GOODS**

The Governor of Ondo State, Arakunrin Oluwarotimi Akeredolu, SAN, has approved the engagement of Small and Medium Scale Enterprises (SMEs) based in Ondo State in the procurement of some general items in order to cushion the effect of the Covid-19 pandemic in Ondo State.

In view of this, the Ondo State Bureau of Public Procurement (ODBPP) hereby invites experienced and reputable SMEs in Ondo State with business name registration and also registered with ODBPP to tender for the underlisted jobs

| <b>S/N</b> | <b>DESCRIPTION</b>                   | <b>No of Lots</b> |
|------------|--------------------------------------|-------------------|
| 1          | Procurement of Infra-Red Thermometer | 3 Lots            |
| 2          | Procurement of Branded Nose Masks    | 3 Lots            |
| 3          | Procurement of Hand Sanitizers       | 3 Lots            |
| 4          | Procurement of Hand Washing Soap     | 1 Lot             |
| 5          | Procurement of Face Shields          | 3 Lots            |
| 6          | HP Laptop 255AMD quad core           | 1 Lots            |
| 7          | Century 2000watts                    | 3 Lots            |
| 8          | Office Table and Chair               | 3 Lots            |
| 9          | Extension Socket (APC)               | 1 Lot             |
| 10         | White Board (6ft x 8ft)              | 3 Lots            |

**A. Requirements for Bidding**

1. Evidence of Registration with Corporate Affairs Commission (CAC)
2. Evidence of Current Registration with Ondo State Bureau of Public Procurement as suppliers or SMEs. While regular contractors must have registered with ODBPP for the

year 2021. SMEs should submit their Certificate of Participation at the SME Training Workshop organized by the ODBPP in September 2020.

3. All SMEs bidding are to follow the Guidelines on the ODBPP Website, which is available at: <https://bpp.on.gov.ng/ondo-state-procurement-guide-for-smes-and-bidders-2/>
4. All regular suppliers are to follow the ensure the submission of the following:
  - i. Evidence of registration with Corporate Affairs Corporate
  - ii. Current FIRS Company Tax Clearance Certificate (2018, 2019 & 2020) having expiry date of 31<sup>st</sup> December, 2021 in the case of Limited Liability Company.
  - iii. Copy of Personal Income Tax – Clearance Certificates (of two Directors for 2018, 2019 & 2020) in case of Limited Liability Companies or the proprietor(s)/partners in case of Ventures or Enterprises) covering (2018, 2019 & 2020).
  - iv. Evidence of company and personal payment of 3 years’ Development Levy (2019, 2020 & 2021)
  - v. Evidence of Registration of Business Premises with Ondo State Agency for Commerce, Industry and Cooperatives
5. Evidence of Financial Capability and Banking support where required
6. Experience/Technical Qualification of key Personnel with evidence of professional registration with appropriate professional bodies where necessary
7. Evidence of similar projects executed or ongoing.
8. Letter of assent to allow for verification of all documents submitted to ODBPP.
9. Original Receipt of payment of non-refundable tender fee of N1,000.00.
10. Bidders may bid for one or more lots but bids will be evaluated on lot by lot basis.
11. Interested bidders can obtain tender documents and additional information from the Ondo State Bureau of Public Procurement, Governor’s Office, Akure.

## 5. Submission of Bidding Documents

All tender documents 1 original and 1 duplicate should be submitted in a sealed envelope with **ODBPP/2021/LOT Number** clearly indicated on the top right-hand corner and must be delivered by hand before 12 noon on Friday 19<sup>th</sup> of March, 2021, addressed to:

**The Director-General,  
Ondo State Bureau of Public Procurement,  
Governor’s Office, Akure.**

## B. Bid Opening

The bidding documents will be opened in the presence of the bidders making submissions or their representatives at the premises of the Ondo State Bureau of Public procurement (ODBPP) after the expiration of the submission of bids on Friday 12<sup>th</sup> of March, 2021 by 12 noon.

Late submissions will be rejected.

Signed  
**Tolu Fadahunsi**  
Director-General, ODBPP