



ZAMFARA STATE GOVERNMENT
ZAMFARA STATE BUREAU OF PUBLIC PROCUREMENT

**CONTRACT PROCESSING AND
REGISTRATION PROCESS GUIDELINE**

A Guide for Contractors, Suppliers, Service Providers and Other Applicants

Office of the Director General
Bureau for Public Procurement
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Issued under the Zamfara State Bureau of Public Procurement Law 2020

This edition includes a full fee guide

Section 7 explains every fee and guarantee in plain language, who pays it, and what to do to pay safely. Annex 3 gives a one page summary you can print.

1. About This Guideline

This Process Guideline explains how to apply for **Contract Processing** and **Contract Registration** with the Zamfara State Bureau of Public Procurement (the Bureau).

It is written for contractors, suppliers, consultants, service providers and procuring entities who need to deal with the Bureau for these two services. It uses plain language so that any citizen can follow it.

Use this guide to understand:

- What each service covers
- Who should apply
- What documents to prepare
- How to submit your application
- How long processing takes
- **What you may have to pay, and what you do not pay the Bureau**
- What you receive at the end of the process
- How to ask for clarification or make a complaint

This Guideline is based on the Zamfara State Bureau of Public Procurement Law 2020 and the Bureau's established service standards.

In simple terms

Contract Processing is for government offices that want the Bureau to check a procurement before they award a contract.

Contract Registration is for businesses and individuals who want to be listed with the Bureau so they can take part in government contracts.

2. Contract Processing and Registration at a Glance

The usual journey for an applicant is shown below.

Process Overview

1. Confirm the service you need (Contract Processing or Contract Registration)
2. Prepare the required documents
3. Submit your application to the Bureau
4. Completeness check by the Bureau
5. Technical and compliance review
6. Query or clarification (if required)
7. Decision or approval
8. Payment of applicable fees (where required, see Section 7)
9. Issuance of the relevant certificate or confirmation
10. Collection or receipt of the final output

Important

The committed service standard for both Contract Processing and Contract Registration is **30 working days** from receipt of a complete application. All stages are completed within this window. Incomplete applications will delay processing. Make sure all required documents are attached before you submit.

3. Who Can Apply

The following persons and organisations may use these services:

- Contractors and construction firms
- Suppliers of goods
- Consultants and professional service providers
- Other service providers who want to take part in public contracts in Zamfara State
- Procuring entities (Ministries, Departments, Agencies and Local Government Councils) seeking a Certificate of No Objection or related processing

A **Procuring Entity** is a government body that awards public contracts. An **Applicant** (contractor, supplier or service provider) is the party seeking registration or whose contract is being processed through the Bureau.

4. Contract Processing

4.1 What is Contract Processing?

Contract Processing is the Bureau's review and certification of a public procurement process before a contract is finally awarded. The main output is the **Certificate of No Objection** (or a formal decision declining to issue the Certificate).

The Bureau checks the procurement process against the Zamfara State Bureau of Public Procurement Law 2020 and the thresholds set by the State Council on Public Procurement.

4.2 When is Contract Processing Required?

Contract Processing is required when a procuring entity needs the Bureau's certification (Certificate of No Objection) before awarding a public contract, subject to the money and prior-review thresholds set by the Council. Confirm the threshold that applies to you with the Bureau before you start.

4.3 Required Documents

- ☐ Formal request or transmission letter signed by the Accounting Officer of the procuring entity
- ☐ Complete procurement process file (invitation or advertisement, bids received, evaluation report, recommended award)
- ☐ Evidence that the process followed the applicable procedures and thresholds
- ☐ Any other document the Bureau may request for the specific case

Confirm the current document list with the Bureau before you submit.

4.4 How to Apply: Step by Step

1. Prepare a complete set of the documents listed above.
2. Submit the application to the Office of the Director General, Bureau for Public Procurement, Government House, Gusau, Zamfara State (or by email to zamfarabpp@gmail.com).
3. The Bureau records the submission and checks that it is complete.
4. If documents are missing, the Bureau issues a query asking for them. Processing continues once a complete response is received.
5. When the application is complete, the Bureau carries out a technical and compliance review of the procurement process.
6. The Bureau gives its decision: a Certificate of No Objection, or a formal refusal with reasons.
7. The decision is communicated to the procuring entity or applicant.
8. The applicable processing fee (see Section 7) is paid through an official channel, and the final output is issued or collected.

Timeline

The whole Contract Processing cycle, from receipt of a complete application to issuance of the decision or output, is completed within **30 working days**.

4.5 Processing Timeline

The committed service standard for Contract Processing is 30 working days from the date a complete application is received. All stages are completed within this single 30-working-day window.

The Bureau has maintained 100% compliance with this standard in the periods it has reported.

4.6 Fee for Contract Processing

A **non-refundable processing fee** applies. The amount depends on the size and scope of the project. As a guide, about **₦700,000** has been noted for major state procurements, and about **₦10,000** for smaller local government or board level tenders.

Because the fee cannot be refunded, check the amount and your documents before you pay. See Section 7 for the full fee guide.

4.7 Outcome

A successful application receives a Certificate of No Objection (or equivalent formal certification). An unsuccessful application receives a written decision with reasons. The Certificate or decision is the formal output of the process.

5. Contract Registration

5.1 What is Contract Registration?

Contract Registration is how contractors, suppliers and service providers are entered on the Bureau's database of contractors. The Law empowers the Bureau to register and keep this database for all procuring Ministries, Departments and Agencies in the State.

5.2 Who Needs Contract Registration?

Contractors, suppliers, consultants and service providers who want to take part in public procurement in Zamfara State must be duly registered with the Bureau.

5.3 Required Documents

- ☐ Corporate Affairs Commission (CAC) registration documents
- ☐ Tax clearance certificate
- ☐ Evidence of pension compliance or social security contributions
- ☐ Evidence of professional and technical capacity (as applicable)
- ☐ Any other document the Bureau may require for registration

Confirm the current document list with the Bureau before you submit.

5.4 Registration Process: Step by Step

1. Prepare the required registration documents.
2. Submit the application to the Office of the Director General, Bureau for Public Procurement, Government House, Gusau, Zamfara State (or by email to zamfarabpp@gmail.com).

3. The Bureau records the submission and checks that it is complete.
4. If documents are missing, a query is issued. Processing continues once a complete response is received.
5. The Bureau reviews the application for compliance.
6. A decision is taken to register the applicant, or to decline with reasons.
7. The decision is communicated and, where successful, the applicant is entered on the contractor database.
8. Any applicable registration fee (see Section 7) is paid through an official channel and confirmation is issued.

Timeline

The whole Contract Registration cycle, from receipt of a complete application to issuance of confirmation, is completed within **30 working days**.

5.5 Registration Fees and Payment

- **Small and Medium Enterprises (SMEs):** registration is **free**. SMEs receive a contract registration certificate valid for two years at no cost.
- **Other contractors, suppliers and service providers:** the registration fee is set under State financial regulations and revenue laws. Confirm the current amount with the Bureau before you pay.

Do not pay any fee except through the official channels confirmed by the Bureau.

5.6 Registration Output

Successful registration means you are entered on the Bureau's contractor database and receive formal confirmation of registration. An unsuccessful application receives a written decision with reasons.

6. Required Document Checklist

Contract Processing

- ☐ Request or transmission letter signed by the Accounting Officer
- ☐ Full procurement process file (advertisement, bids, evaluation, recommendation)
- ☐ Evidence of compliance with applicable thresholds and procedures
- ☐ Any additional documents requested by the Bureau

Contract Registration

- ☐ CAC registration documents
- ☐ Tax clearance certificate
- ☐ Pension or social security compliance evidence
- ☐ Evidence of technical and financial capacity (as applicable)

- ☐ Any additional documents requested by the Bureau

Always confirm the current checklist with the Bureau before you submit.

7. Fees and Payment

This section tells you, in plain words, what you may have to pay. It separates two different things that people often confuse:

- **Fees** are payments for the Bureau's services (Contract Processing and Contract Registration).
- **Guarantees** are promises of money (a bid security or a performance guarantee) that a bidder or contractor gives to the procuring entity as part of a tender. **They are not fees and are not paid to the Bureau.**

7.1 Fees for the Bureau's Services

Service	What you pay	Notes
Contract Processing (Certificate of No Objection)	A processing fee. The amount depends on the size of the project. Major state procurements: about ₦700,000. Smaller local government or board level tenders: about ₦10,000.	Non-refundable. Confirm the exact amount with the Bureau before you pay.
Contract Registration: Small and Medium Enterprises (SMEs)	Free. A two-year contract registration certificate at no cost.	Ask the Bureau what proof you need to show that your business qualifies as an SME.
Contract Registration: other contractors, suppliers and service providers	A registration fee set under State financial regulations and revenue laws.	The amount is not fixed in this Guideline. Confirm it with the Bureau before you pay.

7.2 Guarantees in Tenders (Not Fees to the Bureau)

If you bid for a government contract, the tender document may ask you to provide these guarantees. You arrange them with the procuring entity, not with the Bureau.

Guarantee	Amount	When it applies	In plain words
Bid security	2% of your bid value	Major state contracts above ₦100 million, and local government contracts above ₦20 million.	A promise of money that shows you are serious about your bid. It protects government if a bidder pulls out after winning.
Performance guarantee	10% of the contract value	Major tenders.	Given by the winning contractor. It protects government if the work is not completed as agreed.

For smaller contracts, read the tender document to see what bid security, if any, is required. Ask the procuring entity how and when a guarantee is returned or released.

7.3 A Worked Example

Illustration only

A contractor bids ₦150,000,000 for a major state contract.

Bid security (2%): 2% of ₦150,000,000 = ₦3,000,000.

If the contractor wins a contract of ₦150,000,000, the **performance guarantee (10%)** is 10% of ₦150,000,000 = ₦15,000,000.

These amounts go to the procuring entity's tender process. They are separate from any fee for Contract Processing or Contract Registration.

7.4 How to Pay Safely

- Confirm the fee with the Bureau before you pay.
- Use only the official payment channels confirmed by the Bureau.
- Keep your proof of payment and submit it with your application or when asked.
- The Bureau does not authorise payment to any personal account. Always check payment instructions through the official contact details in Section 12.

Fee amounts can change. Always confirm the current amount with the Bureau before you pay.

8. Service Level and Processing Time

The Bureau's committed turnaround time for both Contract Processing and Contract Registration is 30 working days.

Service	Committed Timeline	Fee (see Section 7)	Notes
Contract Processing	30 working days	Varies by project size. Non-refundable.	From receipt of a complete application
Contract Registration	30 working days	Free for SMEs. Others: confirm with the Bureau.	From receipt of a complete application

Working days do not include weekends and public holidays. Incomplete applications or slow replies to queries can affect the overall timeline.

9. What Happens if Your Application is Incomplete?

If the Bureau finds that documents are missing or information is incomplete:

- A written query is issued saying what is needed
- Processing is paused until a complete response is received
- You should reply promptly and completely to avoid further delay
- Once the missing items are supplied, the review continues

Submitting a complete application from the start is the best way to make sure it is processed within the 30-working-day standard.

10. Tracking the Status of Your Application

After you submit, you may ask about the status of your application by contacting the Bureau through the official channels in Section 12. When you ask, give:

- Your full name or company name
- The date of submission
- Any reference or acknowledgement number issued by the Bureau
- A short description of the service requested

The Bureau will reply through the same official channel.

11. Complaints and Grievance Redress

If you have a concern about how your application was handled, you may:

- Write to the Bureau at zamfarabpp@gmail.com
- Submit a formal letter to the Office of the Director General, Bureau for Public Procurement, Government House, Gusau

Your complaint should clearly state:

- Your identity and contact details
- What the complaint is about
- The date and reference of the related application (if any)
- The outcome you want

The Bureau will acknowledge and address complaints through its official processes. For wider administrative complaints, the Public Complaints Commission has an office in Gusau.

12. Contact Information

Zamfara State Bureau of Public Procurement

Office of the Director General

Bureau for Public Procurement

Government House, Gusau, Zamfara State

Email: zamfarabpp@gmail.com

Director General: Engr. Bashar Galadima

Use the official email and physical office for all formal submissions and enquiries.

13. Frequently Asked Questions

Do I need to process my contract through the Bureau?

Yes, where the contract falls within the thresholds and requirements set under the Zamfara State Bureau of Public Procurement Law 2020. Confirm the threshold that applies with the Bureau.

What documents do I need?

See Sections 4.3 and 5.3 and the checklists in Section 6. Always confirm the current list with the Bureau.

How much does it cost?

Contract Processing has a non-refundable processing fee that depends on the project: about ₦700,000 for major state procurements and about ₦10,000 for smaller local government or board level tenders. Contract Registration is free for SMEs. Other applicants should confirm the registration fee with the Bureau. See Section 7.

I run a small business. Do I have to pay to register?

No, if your business qualifies as a Small and Medium Enterprise (SME). SMEs receive a free contract registration certificate valid for two years. Ask the Bureau what proof you need to show.

Is bid security or a performance guarantee a fee paid to the Bureau?

No. These are guarantees connected to a particular tender and are given to the procuring entity. Bid security is 2% of your bid value and the performance guarantee is 10% of the contract value, where they apply. Follow the instructions in the tender document.

Where do I submit my documents?

Office of the Director General, Bureau for Public Procurement, Government House, Gusau, Zamfara State, or by email to zamfarabpp@gmail.com.

How long does processing take?

The committed standard is 30 working days from receipt of a complete application.

What happens if my documents are incomplete?

The Bureau will issue a query. Reply fully and promptly so that processing can continue.

How do I check the status of my application?

Contact the Bureau by email or in person and quote your submission details.

How do I make a complaint?

Write to zamfarabpp@gmail.com or submit a formal letter to the Office of the Director General.

Who can I contact for clarification?

Use the official contact details in Section 12.

14. Legal Basis

These services are provided under the Zamfara State Bureau of Public Procurement Law 2020 (1442 A.H.). Relevant provisions include:

- Establishment and functions of the Bureau (Sections 2, 16 and 17)
- Powers of the Bureau, including certification and contractor registration (Section 18)
- Principles of public procurement and bidder qualification requirements (Section 32)
- Issuance of Certificates of No Objection based on thresholds (Sections 17(c), 17(h) and 18(1))
- Keeping a database of contractors (Section 18(7))

This Guideline is issued to help the public understand and use the Bureau's Contract Processing and Contract Registration services. It does not amend or replace the Law.

Annexes

Annex 1: Contract Processing Checklist

- ☐ Request or transmission letter signed by the Accounting Officer
- ☐ Complete procurement process file
- ☐ Evidence of compliance with procedures and thresholds
- ☐ Any additional documents required by the Bureau

Annex 2: Contract Registration Checklist

- ☐ CAC registration documents
- ☐ Tax clearance certificate
- ☐ Pension or social security compliance evidence
- ☐ Evidence of capacity (as applicable)
- ☐ Any additional documents required by the Bureau

Annex 3: Fee and Payment Summary

Item	Amount	Paid to
Contract Processing fee (non-refundable)	About ₦700,000 (major state procurements) About ₦10,000 (smaller local government or board level tenders)	The Bureau, through an official channel
Contract Registration: SMEs	Free (two-year certificate)	Not applicable
Contract Registration: other applicants	Confirm with the Bureau	The Bureau, through an official channel
Bid security (a guarantee, not a fee)	2% of bid value (state contracts above ₦100 million, local government contracts above ₦20 million)	Given to the procuring entity
Performance guarantee (a guarantee, not a fee)	10% of contract value (major tenders)	Given to the procuring entity

Confirm current amounts and official payment channels with the Bureau before you pay. Never pay into a personal account.

Annex 4: Contact and Complaint Channels

Email: zamfarabpp@gmail.com

Physical: Office of the Director General, Bureau for Public Procurement, Government House, Gusau, Zamfara State

Complaints may be sent through the same channels.

Annex 5: Simple Meanings of Common Terms

Term	What it means
Applicant	The contractor, supplier or service provider who applies for registration or whose contract is processed.
Procuring Entity	A government body that awards public contracts, such as a Ministry, Department, Agency or Local Government Council.
Certificate of No Objection	The Bureau's written confirmation, before a contract is awarded, that the procurement process followed the rules.
Contract Registration	Being entered on the Bureau's database of contractors so you can take part in government contracts.
SME	Small and Medium Enterprise: a small or medium sized business. SMEs register free of charge.
Bid	Your offer to do a job or supply goods for a stated price.
Bid security	A guarantee of 2% of your bid value, where required, showing you are serious about your bid.
Performance guarantee	A guarantee of 10% of the contract value, where required, given by the winning contractor to protect government if the work is not done as agreed.
Working days	Monday to Friday, not counting public holidays.