



National Open University of Nigeria

SOP Title	Directorate of Procurement (DOP)
SOP No:	NQSA/SOP/IGM/008
Owner:	National Open University of Nigeria (NOUN)
Approved By:	The University Senate
Manager/Driver:	Directorate of Procurement (DOP)
Date of Approval:	
Date of Next Review:	The date will be 3 years from the date of approval (to be inserted after approval)

Purpose

To institutionalise systems and processes that are crucial in delivering efficient and effective procurement services in the University which also meets the core objective of achieving 'value for money' and timely delivery of goods, works and services to end users.

Directorate of Procurement Activities

1. Procurement Planning
2. Small Value Recurrent Procurement
3. Large Recurrent Procurement/Capital Procurement/ TETFUND Projects
4. Contract Management
5. Procurement Office Administration

Activities and Actions

S/N	Activity (Assigned Task)	Steps (Task Description)	Maximum Days to Complete each Step	Action by (Name and ID number)	Evidence of completed Activity (Task)
1.	Procurement Planning	1. Plan and prioritise procurement activities based on University needs.	90 Days		<p>1. Procurement Plans: A plan that includes details such as the contract type, delivery dates, and supplier performance metrics</p> <p>2. Procurement work plan: A plan that included the items to be procured, the process for acquiring them, and the delivery timeframes.</p> <p>3. Procurement management plan: A plan that includes analyses from previous procurement processes, demand forecasts, and a list of potential vendors.</p>
		2. Develop annual procurement plans and schedules.	90 days		<p>1. Procurement items: A detailed description of the items to be procured and the conditions under which they will be procured</p> <p>2. Selection process:</p>

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					<p>A description of the selection process, including the criteria and any analytical tools that will be used</p> <p>3. Stakeholders: A list of all stakeholders involved in the procurement process, including their contact information and role</p> <p>4. Contracts: A list of the types of contracts that will be used and the actions required to initiate them</p> <p>5. Documentation standards: The standards for documentation that will be used for each contract</p> <p>6. Quality assurance: A description of the steps the project team will take to ensure that the vendor provides the agreed-upon products and services at the appropriate quality levels</p>
2.	Small Value Recurrent Procurement	1. Receive and compile requisitions from Faculties,	90 Days		List of needed items by Faculty/Directorate/Centre/Unit,

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		Directorates, Centres and Units as required.			Description, Quantity, Purpose, Cost, Date
		2. Finalise requirements and specifications with technical experts.	90 Days		Written Technical Specifications from Experts with dates
		1. Conducting Market Survey and coordination of in-house estimates and sourcing of goods, works and Services.	90 Days		Report of appropriate market survey carried out for goods and services and Bill of quantities for works.
		4. Request for quotations from Suppliers and Contractors.	90 Days		List of quotations from Suppliers, Contractors, approval and list of contractors that received award of contract letters
		5. Approval of lowest responsive bid.			
		6. Preparation of Award of Contract Letter.			
3.	Large recurrent Procurement/ Capital Procurement/ TETFUND Projects	1. Preparation of prequalification documents for Goods and works and expressions of interest for consultancy service.	90 Days		List of goods and works that are included in the prequalification documents for expression of interest with dates.
		2. Advertise and Publish the Prequalification requirements.	90 Days		List of news papers and others where advertisement were made for bidders.

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		2. Preparation of standard Bidding Documents taking cognisance of Technical Specifications and Evaluation criteria.	90 Days		The Standard Bidding documents.
		4. Receipt and opening of solicitation documents in the presence of invited staff and independent observers.	90 Days		Bid opening Report.
		5. Technical Evaluation Committee to evaluate harvested bids and shortlist.	90 Days		Technical Evaluation Committee report of shortlisted bidders.
		3. Opening of financial bids submitted by shortlisted bidders by the financial Evaluation Committee.	90 Days		Financial Evaluation Committee report on the least evaluated responsive bidder.
		7. Evaluation of Financial Bids by the Tenders Evaluation Sub-Committee.	90 Days		Financial Bid Opening Report.

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		8. Request to the University Tenders Board for the approval of least evaluated responsive bidders.	90 Days		Letter or memo of approval of least evaluated responsive bidders.
		9. Preparation of letters of Award of contract.	90 Days		List of awards of contract letters with dates.
		10. Issuance of letter of Acceptance by Contractor and Performance Security where necessary.	90 Days		List of contractors that sent in letters of acceptance by name, contract type, amount, contract cycle, and date.
4.	Contract Management	1. Contract Management and monitoring of compliance with specifications of goods and services Supplied/ rendered and works carried out.	90 Days		List of activities carried out by the contractors by name of the contractor, type of contract, specification required, specification at delivery, date,
		2. Issuance of completion certificates.	90 Days		List of contractors that received completion certificate with date it was issued..
		3. Storage of Bidding documents and all reports relating therefrom.	90 Days		List of bidding documents that were store indicating the mode of storage and its life cycle.

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		4. Maintenance of Procurement Records for audit purposes when needed.	90 Days		List of activities carried out on the procurement records for the purpose of audit.
5.	Procurement Office Administration	1. Secretarial functions and General Management of Stationeries.	90 Days		List of specific activities carried out on management of stationaries.
		2. Dispatch and Receipt of outgoing and Incoming mails respectively.	90 Days		List of incoming and outgoing mails with dates.
		3. Arrangement of Bid Box and location.	90 Days		List of bid boxes arranged by purpose, location, and dates.
		4. Arrangement of Refreshments during Bidding exercises and other meeting.	90 Days		List of refreshment by activity, quantity, amount, and date

Team of Developers

1. Dinah Abass
2. Qs. Kazeem Onubaiye
3. Rita Kenny-Ogwu
4. Okolo Ozoemene.C (Quality Assurance Compliance Officer)
5. Blessing U. Ozukwe (head of Unit Quality Assurance Compliance Officer)

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