

# 3. Solicitation: Tender Preparation & Publication

*Standard Operating Procedure (SOP) & Service Levels (SLAs)*

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## **Purpose**

- Standardise how MDAs prepare and publish Invitations for Bids (IFB) / Requests for Proposals (RFP) to ensure competition, transparency and legal compliance.
- Ensure solicitations contain complete, objective and enforceable requirements and evaluation criteria.

## **Scope**

- Applies from finalization of solicitation documents through publication of the opportunity and issuance of bid/RFP documents.
- Covers goods/works open competitive bidding and consultant services (EOI/RFP).

## **Roles & Responsibilities (minimum)**

- Procurement Unit: drafts solicitation package using BPP Standard Bidding Documents with minimum necessary changes (Goods & Works Regs 2007 on use of SBDs); coordinates publication.
- User Department/Technical Team: validates technical specifications, deliverables, and acceptance criteria.
- Legal Unit: reviews contract conditions, dispute clauses, and integrity provisions (best practice; aligns with PPA 2007 code of conduct).
- Tenders Board: approves solicitation package and publication (PPA 2007 s.22; s.19).
- BPP: for procurements under prior review thresholds, reviews draft bidding documents and later issues Certificate of No Objection to award (PPA 2007 s.19(h)).

## **Procedure (What to do, when, why, and how)**

1. Confirm procurement method and thresholds (NCB/ICB; open competitive bidding as default for goods/works) (PPA 2007 s.24; s.25(1)).
2. Prepare solicitation documents using the relevant BPP SBD/RFP templates; include: scope/specs, instructions, eligibility/qualification, evaluation criteria, contract conditions, and bid security requirements where applicable (PPA 2007 s.26; Regs 2007 on advertising content).
3. Ensure specifications are objective/functional and non-discriminatory; justify any restrictive requirement (UNCITRAL Model Law 2011; PPA 2007 s.16 principles).
4. Set the bid submission deadline with statutory minimum advertising lead-time: not less than six (6) weeks from advert to deadline for goods/works under both NCB and ICB (PPA 2007 s.25(2)(i)-(ii); Goods & Works Regs 2007 reg.49-52).
5. For consultant services RFPs: allow at least 30 days between issuing notice/request and proposal deadline (PPA 2007 s.48(1)).
6. Publish the invitation as required: at least two national newspapers and the Procurement Journal; plus MDA and BPP websites; and for ICB, one relevant internationally recognised publication (PPA 2007 s.25(2)(i)-(ii); Goods & Works Regs 2007 reg.50-52).
7. Issue bid/RFP documents consistently to all requesters; charge only printing/provision cost where fees apply (PPA 2007 s.23(2) by analogy for prequalification documents; good practice for bidding documents).

8. Manage clarifications: receive questions in writing; respond in writing and circulate to all bidders where relevant without naming the source (PPA 2007 s.23(6) principle; bid clarifications permitted under PPA 2007 s.31(2)).

9. Maintain a public log of addenda and ensure addenda are issued with sufficient time and are binding (consultant RFP addenda provisions: PPA 2007 s.47).

10. Lock the solicitation package (version control) and upload required artefacts to the procurement file (PPA 2007 s.38).

### Required Records / Evidence

- Approved solicitation package (IFB/RFP) with version number.
- Publication evidence: newspaper pages, Procurement Journal posting, website screenshots, dates.
- Bid/RFP issuance register (who collected, when).
- Clarification Q&A log and addenda register.
- Approvals (Tenders Board minutes; BPP no-objection where applicable).

### Key Controls (Integrity, Value-for-Money, Compliance)

- Checklist-based completeness review (scope, criteria, forms, contract, securities).
- No discriminatory specifications; justification required for any brand/single-source constraint (UNCITRAL).
- Publication control: verify all mandated channels used; verify 6-week minimum lead-time (PPA 2007 s.25(2)).
- Addenda control: ensure addenda issued to all bidders and deadlines adjusted when needed (PPA 2007 s.47 for services; good practice for bids).

### Service Levels (SLAs) & Statutory Timelines

Process point	SLA / timeline	Source	Notes / evidence
Goods/Works: minimum advert-to-deadline gap	≥6 weeks	PPA 2007 s.25(2); Regs 2007 reg.49	Record advert date and deadline
NCB advertisement channels	2 national newspapers + Procurement Journal + MDA website + BPP website + notice board	PPA 2007 s.25(2)(ii); Regs 2007 reg.50	Archive proof of publication
ICB advertisement channels	2 national newspapers + Procurement Journal + MDA & BPP websites + 1 relevant international publication	PPA 2007 s.25(2)(i); Regs 2007 reg.52	Archive proof of publication
Consulting services: minimum notice-to-deadline gap	≥30 days	PPA 2007 s.48(1)	Record issue date and deadline

### Minimum Compliance Data Points for an Exceptions-Reporting Platform

- Procurement method, threshold class (NCB/ICB/Services), and prior-review flag.
- Advert date(s), channels used, and deadline date (auto-check 6-week rule for goods/works).
- Bid/RFP document version hash and addenda log.
- Clarification questions count + response dates.
- Evidence uploads (PDF scans/screenshots) for each publication channel.

## **References (in-line citations appear in brackets)**

- Nigeria: Public Procurement Act, 2007 (PPA 2007).
- Nigeria: Public Procurement (Goods and Works) Regulations, 2007.
- UNCITRAL Model Law on Public Procurement (2011) and Guide to Enactment.
- World Bank Procurement Regulations for IPF Borrowers (7th ed., Sep 2025) and associated guidance on PPSD and Contract Management.
- OECD Recommendation on Public Procurement (2015) and implementation guidance (2025).