

4. Supplier Selection: Submission & Evaluation

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

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Purpose

- Define how bids/proposals are received, secured, opened, evaluated and documented to ensure fairness, confidentiality, and selection of the lowest evaluated responsive bid (goods/works) or best-evaluated proposal (services).
- Establish integrity controls to prevent interference, bid rigging, or post-deadline alterations.

Scope

- Applies from receipt of bids/proposals through evaluation report approval and recommendation for award.
- Covers goods/works bids (open competitive bidding) and consultant proposals (technical/financial).

Roles & Responsibilities (minimum)

- Procurement Unit / Tenders Board Secretary: manages bid receipt, custody, bid opening logistics, and records (PPA 2007 s.27 & s.30).
- Evaluation Committee/Sub-Committee: conducts examination and evaluation against published criteria; prepares evaluation report (PPA 2007 s.22(4); s.31-32).
- Tenders Board: reviews evaluation report and recommends award within thresholds (PPA 2007 s.22).
- Observers: two credible observers (private sector professional body + NGO) present; submit observations but do not intervene (PPA 2007 s.19(b)).
- Accounting Officer: ensures compliance; resolves complaints and disputes (PPA 2007 s.19(f); s.20).

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

1. Establish a secure bid receipt process: sealed envelopes; tamper-proof bid box; issue receipts with date/time (PPA 2007 s.27).
2. Enforce deadline strictly: any bid received after deadline is returned unopened (PPA 2007 s.27(5)).
3. Conduct public bid opening immediately after the submission deadline; register attendees; read out bidder name/address and bid totals/currency; record minutes (PPA 2007 s.30(b)-(e)).
4. Maintain confidentiality after opening: do not disclose examination/evaluation information until award is notified (Goods & Works Regs 2007 para 14).
5. Perform preliminary examination for eligibility, signature, responsiveness, and general orderliness (PPA 2007 s.31(1)).
6. Request clarifications only to assist examination/evaluation; prohibit changes in prices or substance (PPA 2007 s.31(2)-(3)).
7. Evaluate bids against stated criteria only; do not change criteria mid-process (PPA 2007 s.16(15) as reflected in the Act text; goods/works selection is lowest evaluated responsive bid) (PPA 2007 s.24(3); s.32-33).
8. Prepare an evaluation report including: evaluation methodology, responsiveness analysis, arithmetic corrections (if applicable), recommended bidder, and reasons for disqualification of others (best practice; consistent with transparency).

9. Enable debriefing of unsuccessful bidders upon request (PPA 2007 s.19(e)).

10. File all evaluation artefacts and minutes; ensure record completeness for audits and possible complaints (PPA 2007 s.38; Goods & Works Regs 2007 para 16).

Required Records / Evidence

- Bid receipt register and receipts.
- Bid opening attendance register and signed minutes.
- Confidential evaluation worksheets and scoring sheets (where applicable).
- Clarification requests and responses (written).
- Evaluation report with recommendation for award.
- Observers' reports (PPA 2007 s.19(b)).

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

- Time-stamp control: system/physical log ensures no late bids are opened (PPA 2007 s.27(5)).
- Confidentiality control: restricted access to evaluation files; NDA/ethics declarations (Goods & Works Regs 2007 para 14; PPA 2007 s.57).
- No-contact rule: no communication after publication except as permitted for clarifications (PPA 2007 s.27(6); s.31(2)).
- Anti-collusion screening: red flags review and escalation to BPP/anti-corruption bodies where needed (PPA 2007 offences; OECD integrity).

Service Levels (SLAs) & Statutory Timelines

Process point	SLA / timeline	Source	Notes / evidence
Bid opening timing	Immediately after deadline	PPA 2007 s.30(c)	Minutes must show opening time
Late bid handling	Return unopened	PPA 2007 s.27(5)	Log late receipt
Bidder complaint submission window	≤15 working days after awareness	Goods & Works Regs 2007 para 17; PPA 2007 s.54(2)(a)	Record complaint date
Accounting Officer response to complaint	≤15 working days	Goods & Works Regs 2007 para 18; PPA 2007 s.54(2)(b)	Provide reasons/corrective action
Appeal to BPP after AO decision	≤10 working days	Goods & Works Regs 2007 para 19; PPA 2007 s.54(3)	Attach AO decision
BPP decision on complaint	≤21 working days	Goods & Works Regs 2007 para 19; PPA 2007 s.54(6)	Decision in writing

Minimum Compliance Data Points for an Exceptions-Reporting Platform

- Bid deadline timestamp; bid opening timestamp (auto-flag if not immediate).
- Bid receipt count; late-bid count; receipt IDs.
- Observer attendance recorded (yes/no) and observer reports uploaded.
- Evaluation start/end dates and evaluation report upload date.

- Complaint/appeal tracker with statutory time windows.

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 PSD and Contract Management.
- OECD Recommendation on Public Procurement (2015) and implementation guidance (2025).