

5. Contract Award Processes

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

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Purpose

- Define the steps from approval of evaluation recommendation to contract award notification, including statutory approvals and transparency requirements.
- Ensure awards are made only after required approvals and (where applicable) BPP Certificate of No Objection.

Scope

- Applies from evaluation report endorsement through award notification and contract signature.
- Covers goods/works and services; includes standstill/complaints handling where applicable.

Roles & Responsibilities (minimum)

- Tenders Board: approves award within its threshold; recommends to higher approving authority where required (PPA 2007 s.22; s.17).
- Accounting Officer: obtains approvals; executes contract agreements; announces and publicizes award (PPA 2007 s.19(d), (i), (j)).
- BPP: issues 'Certificate of No Objection to Contract Award' for procurements within prior review thresholds (PPA 2007 s.19(h); s.16 provisions on BPP powers).
- Legal Unit: prepares contract agreement and ensures securities/guarantees are in place (best practice; supports PPA 2007 s.36 and s.37).
- Finance Unit: confirms funding and payment terms; ensures late-payment interest clauses are included (PPA 2007 s.37(4)).

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

1. Confirm award recommendation is based on lowest evaluated responsive bid (goods/works) or valid services selection method and published criteria (PPA 2007 s.24(3); s.49-52 for services).
2. Tenders Board reviews and approves (or escalates) the evaluation report and recommendation (PPA 2007 s.22).
3. Where within prior-review thresholds, submit the award package to BPP for review and obtain a Certificate of No Objection before award (PPA 2007 s.19(h)).
4. Validate required securities and guarantees: bid security (if required) not exceeding 2% of bid price (PPA 2007 s.26); performance guarantee as applicable (PPA 2007 s.36).
5. Prepare award notification and issue to successful bidder; notify unsuccessful bidders and provide debriefing upon request (PPA 2007 s.19(e)).
6. Publish/announce award in the required format and channels per BPP guidance (PPA 2007 s.19(j)). (Specific publication channels/timelines for award notices should be confirmed from current BPP circulars/guidelines.)
7. Finalize and sign the contract agreement; ensure all material terms match the solicitation and winning bid; document any permitted clarifications (best practice; prevents scope creep).

8. Set up the contract file and contract management plan (CMP) with performance indicators, reporting, and payment milestones (World Bank Contract Management Guidance; OECD performance focus).

9. Archive the award package in the procurement record (PPA 2007 s.38; Regs 2007 para 16).

Required Records / Evidence

- Approved evaluation report and Tenders Board minutes.
- BPP Certificate of No Objection (where applicable).
- Award notification letter and bidder acknowledgements.
- Debriefing records (requests and responses).
- Signed contract agreement and all schedules.
- Contract Management Plan (CMP) and KPI schedule.

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

- No award without required approvals and BPP no-objection where applicable (PPA 2007 s.19(h)).
- Securities control: verify authenticity/validity of bank guarantees; store originals securely (PPA 2007 s.26; s.36).
- Transparency control: publish the award and retain evidence; enable debriefing (PPA 2007 s. 19(e), (j)).
- Change-control: prohibit post-award material changes outside permitted variation rules; log all variations (PPA 2007 s.53(3) on variation orders by BPP in contravention contexts).

Service Levels (SLAs) & Statutory Timelines

Process point	SLA / timeline	Source	Notes / evidence
BPP no-objection requirement (where prior review applies)	Must be obtained before award	PPA 2007 s.19(h)	Platform should block award without upload
Mobilization fee cap (if applicable)	≤15% and only with unconditional guarantee	PPA 2007 s.35(1)	Record guarantee details
Performance guarantee (if mobilization applies)	≥10% of contract value OR ≥ mobilization fee, whichever higher	PPA 2007 s.36	Verify before mobilization
Bidder appeal to court after BPP decision	≤30 days	Goods & Works Regs 2007 para 20; PPA 2007 s.54(7)	Track litigation risk

Minimum Compliance Data Points for an Exceptions-Reporting Platform

- Award recommendation date; approval date(s) and approving authority level.
- BPP no-objection required? (yes/no) + certificate upload.
- Award notification date to winner and date(s) to losers.
- Award publication evidence upload and date.
- Securities: bid security, performance guarantee, mobilization guarantee (amounts, issuers, validity dates).

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).

Uncertainty / Items to Confirm

- Exact timelines for BPP issuance of 'Certificate of No Objection' and for award publication requirements may be specified in BPP circulars/manuals; confirm current SLA targets from BPP's latest guidance and embed into the platform as configurable parameters.