

SECRET

BENUE STATE OF NIGERIA

BENUE STATE PUBLIC PROCUREMENT COMMISSION



All Correspondence should be addressed to the DG, PPC
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Our Ref: BSPPC/S/GEN/1/III/01



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12th January, 2026

Date:

CIRCULAR

TO:

All Permanent Secretaries,
All Heads of Extra-Ministerial Entities,
Benue State.

GUIDELINES FOR MEMBERSHIP OF TENDERS BOARD

1. INTRODUCTION

Section 24 of the Benue State Public Procurement (Amendment) Law, 2024 (the Law), requires every procuring entity to establish a Tenders Board following guidelines provided by the Public Procurement Commission (the Commission). Pursuant to section 24 of the Law, the Commission hereby provides the following guidelines for the constitution of Tenders Board in ministries and extra-ministerial entities in Benue State.

2. RESPONSIBILITIES OF TENDERS BOARD

The Tenders Board shall:

- i. initiate procurement;
- ii. carry out the procurement of goods, works and services subject to the provisions of the Law;
- iii. approve procurements within the threshold set by the Commission.

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3. MEMBERSHIP OF TENDERS BOARD

Every ministry and extra-ministerial entity shall constitute a **five-man** Tenders Board. The Board shall consist of the Chairman, the Secretary, and three (3) Standing Members with relevant technical, financial, and administrative competence who must be staff of the ministry or parastatal.

3.1 The Chairman of Tenders Board

The Accounting Officer of the ministry or extra-ministerial entity shall be the Chairman of the Tenders Board. In the case of ministries, the Permanent Secretary shall be the Chairman of the Tenders Board; for extra-ministerial entities, the head or the most senior officer of the entity shall be the Chairman of the Tenders Board. The Chairman shall:

- Convene and preside over all Tenders Board meetings;
- Ensure all procurement follow the Benue State Public Procurement Law;
- Ensure that the ministry or parastatal does not exceed its budgetary threshold; and
- Sign the final "Notice of Contract Award" after Board approval.

3.2 The Secretary of Tenders Board

The Secretary of Tenders Board shall be the Head of Procurement Unit of the entity. The Secretary shall:

- Prepare the meeting agenda and circulate relevant documents to members in advance;
- Record accurate minutes of every meeting; and
- Serve as custodian of procurement records.

3.3 Standing Members of Tenders Board

The Accounting Officer/Chairman shall appoint three (3) Standing Members who shall be senior officers with relevant technical, financial, and administrative competence to constitute the Tenders Board. They shall include:

- i. Director of Finance and Accounts;
- ii. Director of Administration; and
- iii. Director of a Technical Department/unit (where applicable).

3.4 Co-Opted Members of Tenders Board

- i. The Tenders Board shall have the power to co-opt Technical Sub-committees or external Consultants to provide expert advice on complex bids. Such co-opted members shall not have voting rights.
- ii. If a project is to be initiated and the Director of the department/unit that needs the project is not a member of the Tenders Board, such Director shall attend the Board meeting convened for the purpose of considering the project as a 'Technical Witnesses', make presentation and then leave the room before the final vote by members.

4. TECHNICAL EVALUATION SUB-COMMITTEE

- Where pre-qualification or technical evaluation of bids is required, the Chairman of the Tenders Board shall constitute a Technical Evaluation Sub-Committee made up of professional staff of the ministry/parastatal.
- The Secretary of the Tenders Board shall be the Chairman of the Technical Evaluation Sub-Committee.

5. ACCOUNTABILITY AND SANCTIONS

- All members of the Tenders Board are jointly and severally liable for irregular awards.
- Where it is established that the Law or the Commission's guidelines have been violated, each member of the Tenders Board shall be sanctioned individually or collectively.

6. STANDARD OPERATING PROCEDURE FOR MEETINGS OF TENDERS BOARD

6.1 Types of Tenders Board Meetings

- Procurement Initiation Meeting
- Bid Evaluation Consideration Meeting
- Emergency or Special Meetings (where applicable)

6.2 Procedure for Procurement Initiation Meetings

6.2.1 Pre-Meeting Activities

- The Secretary shall circulate meeting notice and agenda at least **24 hours** before the meeting.

6.2.2 Consideration of Memo on the Need for the Project

At every Tenders Board meeting convened to initiate procurement, the first substantive item shall be the consideration of a Memo on the Need for the Project. The Memo shall, at a minimum, address the following:

- i. **Background and Problem Statement:** Description of the service delivery gap or operational challenge;
- ii. **Justification for the Project:** Why the project is necessary at this time;
- iii. **Alignment with Mandate:** Linkage of proposed project to the statutory functions of the MDA;
- iv. **Expected Outcomes and Benefits:** Public value, efficiency gains, or service improvement;
- v. **Consequences of Non-Approval:** Operational, financial, or policy implications;
- vi. **Budgetary Provision:** Confirmation that the project is captured in the approved budget.

6.2.3 Deliberation by Tenders Board

The Tenders Board shall deliberate on the Memo and satisfy itself that:

- The project arises from a genuine and documented need;
- The proposed intervention is necessary, appropriate, and cost-effective;
- The project does not duplicate existing or ongoing interventions;
- The procurement is consistent with the approved Procurement Plan;
- The project is captured in the approved budget.

6.2.4 Decision of Tenders Board

Based on its deliberation, the Board may:

- Approve the Need for the Project and proceed to consider procurement method and bidding documents;
- Request additional justification or clarification; or
- Decline the proposal, with reasons recorded in the minutes.

No procurement process shall be initiated unless the need for the project has been formally approved by the Tenders Board.

6.2.5 Procurement Method

The Tenders Board shall decide on the appropriate

- Procurement method;
- Bid documents;
- Advertisement strategy; and
- Set timelines for the procurement process.

6.3 Procedure for Meetings to Consider Bid Evaluation Reports

6.3.1 Pre-Meeting Activities

- The Secretary shall circulate the Bid Evaluation Report (BER) and agenda ahead of the meeting.

6.3.2 Documents to be Presented at the Meeting by the Secretary:

- Bid Opening Register
- Technical Evaluation Report
- Financial Evaluation Report
- Combined Bid Evaluation Report

6.3.3 Meeting Deliberations

The Tenders Board shall:

- Review compliance with bid solicitation criteria;
- Examine evaluation methodology and scores;
- Confirm that the recommended bidder is:
 - Responsive
 - Qualified
 - The Lowest Evaluated Responsive Bidder

6.3.4 Decisions

The Board may:

- Approve award of contract;
- Step down the report for clarification or re-evaluation;
- Reject all bids (with justification);
- Recommend referral to a higher approving authority for procurement that are above the Board's approval threshold.

6.4 Quorum for Meetings of Tenders Board

- The Quorum for any meeting of the Tenders Board shall be three (3) members, which must include the Chairperson (or their designated alternate) and the Secretary;
- If a Standing Member is away on official duty, he/she shall nominate the next most senior officer in their department to attend meeting and vote;
- Prior to commencement of any Tenders Board meeting, the Secretary shall confirm that at least 3 members are present, including the Chairperson.

7. EFFECTIVE DATE

This Circular takes effect from the date of issuance and shall apply to all Ministries, Departments, Agencies, and parastatals of the Benue State Government.

You are required to follow these guidelines and immediately constitute your Tenders Board. The list of members of your Tenders Board so constituted should be forwarded to the Commission on or before 31st January 2026. Take notice that the Commission shall omit to treat requests from any ministry or parastatal that fails to submit list of members of its Tenders Board to the Commission.

