

DUE PROCESS & PROJECT MONITORING BUREAU

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Business hours: 9am – 5:00pm Monday to Friday, except Public Holidays

Bureau's Mandate on Vetting Projects in Jigawa State

Section 3.12 of the Due Process Guidelines of 2019 provides that Project Designs (where applicable), Bills of Quantities, Quotations and other tendering documents in respect of any Construction Works, Supply or Service Contracts whose value is Five Million Naira (N5,000,000.00) and above shall be vetted by the Due Process & Project Monitoring Bureau (herein referred to as the Bureau).

The Bureau reserves the right to reject any submission made to it which does not include all required/necessary documents.

Documents Required For Vetting

For effective projects implementation, the Bureau has the mandate to determine realistic cost of projects based on prevailing market prices of items in accordance with international best practice. The basic documents required include, but not limited to, the following:

1. Copy of Procurement Plan in line with Annual Budget and/or Supplementary Budget
2. Copy of Budget page where the project is narrated
3. Project designs/specifications (where applicable)
4. Bill of Quantities or Quotations
5. Environmental & Social Impact Assessment (ESIA) report (where applicable)

The vetting process by the Bureau shall be done as provided for in Section 4.6 of the Due Process Guidelines 2019 within the following time frames.

1. Contracts whose values are between N5,000,000.00 to N10,000,000.00; a maximum of 5 working days
2. Contracts whose values are between N10,000,000.00 to N50,000,000.00; a maximum of 2 weeks

3. Contracts whose values are between N50,000,000.00 to N100,000,000.00; a maximum of 4 weeks
4. Contracts whose values are above N100,000,000.00; a maximum of 6 weeks

Collection of Vetting Certificate

Vetted and signed certificates are issued to the procuring entity within twenty-four (24) hours for further necessary action as provided for in Section 3.13 of the Due Process & Project Monitoring Bureau Guidelines 2019.

Further procurement actions shall not be taken by the procuring entity until the Bureau has concluded its vetting, notwithstanding that it exceeds the maximum stipulated time. However, the Bureau shall notify the procuring entity of any delay and the reason for the delay in completing the vetting exercise.

Sincerely,



Prof. Kasim Mohammed
The Director General
Due Process & Project Monitoring Bureau, Dutse, Jigawa State

November 20, 2024