

**2- days training/sensitization workshop on  
covid-19/emergency procurement for smes in  
jigawa state**

**ROLE OF ICT IN DEVELOPMENT OF SMEs**

**By**

**enr shaaibu ali mnse, mniecee, r. coren**

**At**

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# INTRODUCTION

- The ability of small and medium-scale business operators to respond rapidly to the environmental challenges depends largely on their engagement of electronic communication and information systems in the management of their business activities. Information and communication technology plays a crucial role in global business operation therefore, SMEs operators are advised to adopted this system of information in the management of their business activities which can help them to re-direct and re-design their business process to meet the current changes.

# WHAT IS ICT

- Information and Communications Technology (ICT) involves the use of computer hardware, software and telecommunication devices to store, manipulate, convert, protect, send and receive data/information (Olifer 2006).
- The World Bank (2006) observed that ICTs are adopted and used by most businesses as productive input factor which can increase labour and productivity. ICTs can help businesses to keep up with global competition , increase staff satisfaction and increase operational efficiency of communication with suppliers, customers, and enhance joint working in collaborative venture.

Cont.

- Small and medium-scale enterprises require information technology infrastructure to provide a solid platform on which their business processes can be built to meet the dynamic business environment.
- The Jigawa State Due Process is part of the overall government reform process aimed at ensuring effective and efficient service delivery.
- Public procurement policies and practices are the essential elements of good governance. Good Governance is doing the right thing in a lawful manner.

## **Cont.**

- Section 4(i) of the state procurement law under functions of the Bureau, provides that the bureau shall sensitize, promote and educate the citizens and other stake holders in the state on public procurement issues.
- Section 5(e)(f) of the state procurement law under powers of the Bureau, provides that the bureau shall register and maintain a database of contractors and service provider to the exclusion of all procuring entities
- Section 59 (1)(2)(3)(4) of the state procurement law provide the use of emergency procurement system for goods, works and services.
- Section 62 (1) (2) of the state procurement law provide the use of electronics system to conduct procurement of goods, works and services.

# **BUREAU REGISTRATION REQUIREMENTS**

- Evidence of Incorporated/Business Name Registration.
- Memorandum and Article of Association (Evidence of Annual Return).
- Company Audited Account for the last one year.
- Evidence of Tax Clearance for the last three years.
- VAT Registration and Evidence of Remittance.
- Evidence of Business Premises License in Jigawa State.
- One (1) Photograph.
- Registration with professional Body as Consultant.

# **BUREAU REGISTRATION REQUIREMENT FOR SMEs**

- Evidence of Business Name Registration.
- Evidence of Tax Clearance for the last three years(for Directors).
- VAT Registration.
- Evidence of Business Premises License in Jigawa State.
- One (1) Photograph.
- Functional e-mail address.

# CLASS CATEGORY FOR REGISTRATION FEE

- Class A      Contract value < N100,000.00      **N1,000.00**
- Class B      Contract value >N100,000.00 ≤ N250,000.00      **N1,500.00**
- Class C      Contract value >N250,000.00 ≤ N500,000.00      **N3,000.00**
- Class D      Contract value >500,000.00 ≤ N100,000.00      **N4,500.00**
- Class E      Contract value > N1,000,000.00      **N7,500.00**
- For this COVID-19 the SMEs to pay **N3,500.00** for above 1M



# HOW TO REGISTER AS A CONTRACTOR

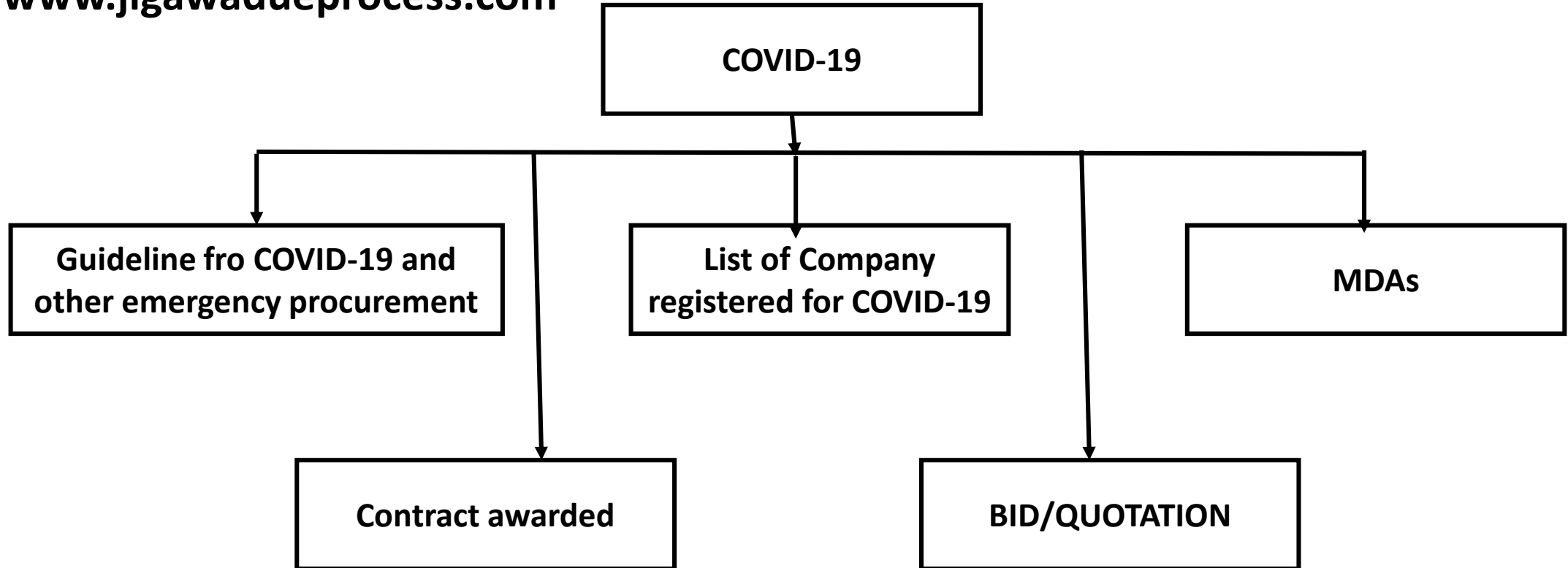
1. Go to any Branch of Commercial Bank Nationwide/Master card, Pay N7,500.00, N4,500.00, N3,000.00, N1,500.00 OR N1,000.00 where applicable using (Pay-direct System of Revenue Collection) and obtain your E-Slip. You will receive an SMS confirmation with Username and Password within 24 Hours.
2. Go to the following Website ([www.jsgdueprocessportal.com](http://www.jsgdueprocessportal.com)), Now Enter **USERNAME** and **PASSWORD** you received and **CLICK** on Login.

# Cont.

3. Click on the Access **E-Registration Form** and fill in all the necessary information, upload all the required documents.
4. Please **REVIEW YOUR FORM** (for any corrections/observation) before submitting.
5. Once ALL required information / Files were successfully uploaded, you can now Click on **SUBMIT MY FORM NOW**.
6. For any enquiry or support contact us via [info@jsgdueprocessportal.com](mailto:info@jsgdueprocessportal.com).  
here or call us on 080 25940834, 090 99999054.

# HOW TO PARTICIPATE ON COVID-19 AND OTHER EMERGENCY PUBLIC PROCUREMENT SYSTEM

➤ [www.jigawadueprocess.com](http://www.jigawadueprocess.com)



# CLICK BID/QUOTATION

- Go to bid/quotation box and click your document
- Download the bid/quotation
- Read carefully the general instruction of bidding/quotation document
- Special instruction of bidding/quotation document.
- Fill the bidding/quotation document accordingly.
- If the document are on word or excel document fill and submit as attachment to the e-mail mentioned in the bidding document.
- If the document is on PDF format fill, scan the document submit as attachment to the specified e-mail mentioned in the bidding document.
- The procurement entities must acknowledge the submitted bids via e-mail.

# CLARIFICATION ON THE BIDDING DOCUMENT

- Send the request for clarification through the MDAs e-mail mentioned in the bidding document.
- A virtual meeting will be organized by MDAs for all bidders to address any clarification.
- Sufficient advance notice should be given to contractor to enable them plan for their attendance.

# **BIDS/QUOTATION EVALUATION**

- Bids/quotation evaluation can be carried out electronically with the members of evaluation committee.
- For procurement of goods, works and non-consulting services, evaluation can be conducted virtually.

# CONTRACT SIGNING

- The duplicate copies of the contract are signed simultaneously by both parties and pdf copies are exchanged through e-mail.
- Each party prints a copy and sign according to their requirements.
- Each party scans the signed contract and send in pdf format to the other party.
- On receipt of the e-mail, each party download the contract document agreement, print and signs.
- Each party then scans the contract document(signed by both parties), and sends in pdf format to the other party.
- When this done properly, then evidence of contract engagement executed.

# CONCLUSION

- ICT provides the bedrock on which SMEs can build their business information systems aimed at improving their business processes, customer relations and efficient delivery of goods and services to satisfy the needs of their customers.
- SMEs owners should align technology to their business strategy and seek how technology can give them competitive advantage.
- SMEs should invest in educating their staff and management about ICT and its benefits
- Government intended to encourage SMEs to participate and win contracts in the state.



**THANKS FOR LISTENING**