MINISTRY OF FINANCE

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SERVICE LEVEL AGREEMENT (SLA) ON PUBLIC PROCUREMENT OVERSIGHT IN JIGAWA STATE BY THE MINISTRY OF FINANCE

Overview

Public procurement oversight is a critical function of the Ministry of Finance, ensuring that government contracts and expenditures align with legal and financial standards. The Jigawa State Public Expenditure and Financial Management Law No. 02, 2019 provides the legal framework for public procurement activities, promoting transparency, efficiency, and accountability in the management of public resources.

This is one of the core services of the Ministry which ensures that businesses engaging with public contracts in Jigawa State comply with procurement regulations as outlined in the Jigawa State Procurement Law and the Public Expenditure and Financial Management Law. The Ministry of Finance plays a central role in evaluating, approving, and monitoring procurement plans to promote transparency, fair competition, and accountability in public sector contracting.

The service facilitates the smooth participation of businesses in public procurement while ensuring adherence to legal and financial guidelines. It contributes to a business-enabling environment by reducing bottlenecks and increasing confidence in public procurement processes.

Objective

This SLA defines the processes, timelines, responsibilities, and expectations for the approval of public procurement plans by the Ministry of Finance, Jigawa State. The purpose is to ensure efficiency, transparency, and compliance with public procurement laws, fostering a business-enabling environment.

Scope of the Service

The service applies to contractors, suppliers, and service providers submitting procurement plans for public contracts, including infrastructure projects, goods supply, and service delivery.

Benefits to Businesses

1. Provision of clear guidelines and feedback ensure businesses understand the requirements and approval process;
2. Facilitating timely approval of procurement plans minimizes delays and supports smooth project execution;
3. Continuous engagement with the Ministry and periodic monitoring ensure alignment with best practices.
4. Enforcing compliance with financial management laws, preventing misuse of public funds.
5. Encouraging private sector participation in public projects, driving local economic development.

Responsibilities of Parties

Ministry of Finance

1. Ensure timely review and approval of procurement plans;
2. Maintain transparency in the review process by providing clear feedback;
3. Monitor implementation of approved plans to ensure compliance with state policies.

Contractors/Suppliers

1. Submit complete and accurate procurement plans with all required documents;
2. Respond promptly to requests for clarifications or additional information;
3. Adhere to the approved procurement plan and agreed timelines.

Processes and Procedures

The following are the outline of the public procurement oversight processing procedures in Jigawa State Ministry of Finance. It is worthy to note that these are administrative processes at no cost for the contractor or payee apart for statutory taxes applicable on contracts:

Step One – Submission of procurement plan

Contractors submit a detailed procurement plan to the Procurement Unit of the Ministry of Finance. This should include: project details and objectives, comprehensive financial estimates (breakdowns, taxes, and total costs), project implementation timeline with milestones, proof of registration on the Jigawa State Procurement Portal, Tax Clearance Certificate (TCC), compliance certificates (e.g., CAC registration for businesses), and any

additional documents required for specific contracts (e.g., environmental assessments for infrastructure projects).

All procurement opportunities must be advertised publicly by the Ministry to encourage competition. Bids are evaluated based on pre-determined criteria and guidelines of the Due Process and Project Monitoring Bureau. Contracts are awarded to the most responsive and responsible bidder, with agreements monitored to ensure compliance with terms.

The timeline for bidding to evaluation is based on the advert made but can take within one month.

Step Two – Acknowledgement of submission

The Procurement Officer of the Ministry will screen the submission for completeness and issue an acknowledgment receipt. This is completed within 2 working days

Step Three – Review and verification

The Procurement Officer of the Ministry performs an in-depth review to ensure: financial feasibility and alignment with state budget priorities, regulatory compliance with the Jigawa State Procurement Law, contribution to state development goals (e.g., infrastructure, education). At the end of the review process a report with findings and recommendations would be submitted by the Procurement Officer.

Timeline: This is completed within 5 working days

Step Three – Review and verification

The Ministry through the Procurement Officer will requests additional documents or clarifications if gaps are identified during the review. A written notification specifying the required adjustments or documents would be communicated.

Timeline: This is completed within 5 working days

Step Four- Request for clarifications

Plans that meet all requirements are approved by the State Procurement Committee. An official Procurement Clearance Certificate is issued to the contractor by Procurement Officer, authorizing the business to proceed with the contract.

On the other hand, plans that do not meet requirements are rejected with detailed feedback from the Procurement Officer on areas requiring revision. The Ministry provides details on areas that require adjustments or additional compliance. Businesses can resubmit revised plans without incurring additional fees if submitted within the specified timeline.

Timeline: This is completed within 7 working days

Step Five – Approval and Rejection

The contractor will be informed of either approval or rejection within 3 working days.

The Ministry conducts periodic reviews to ensure the implementation of the procurement plan aligns with the approved proposal to ensure compliance with the agreed terms. Monitoring reports based on periodic assessments would be generated. Reports from the contractor may be requested periodically to track progress and financial utilization.

The law mandates that all procurement activities are transparent, competitive, and aligned with legal and fiscal policies. These measures aim to promote value for money, fairness, and the optimal use of public funds. It also addresses conflict resolution and ensures periodic audits to enforce compliance and penalize irregularities.

In case of further clarifications, please contact the address and email above.

Signed

The Accountant General,

For: Honorable Commissioner

Jigawa State Ministry of Finance

December 29, 2024