



BAYELSA STATE DUE PROCESS BUREAU

SUPPLIERS, CONTRACTORS AND SERVICE PROVIDERS REGISTRATION GUIDE

A. INTRODUCTION:

Pursuant to Section 8 Sub 1 (k) of the Bayelsa State Public Procurement (Repeal & Re-enactment) Law, 2020, the Bayelsa State Due Process Bureau (BSDPB) is required as part of its functions, *maintain a database of the particulars and classification and categorization of suppliers, contractors, and service providers* that intend to do business with the Bayelsa State Government through its MDAs or Projects partly financed by the State Government.

Registering as a contractor with the Bayelsa State Government will not only make you eligible to bid for contracts with the state government only but also with the local councils in Bayelsa State.

B. CLASSIFICATION AND AMOUNT PAYABLE:

CLASS	CONTRACT VALUE / THRESHOLD (₦)	REGISTRATION FEES (₦)
A	Above 1 Billion	150,000.00
B	Above 500 Million – 1 Billion	100,000.00
C	Above 250 Million – 500 Million	75,000.00
D	Above 100 Million – 250 Million	50,000.00
E	Above 50 Million – 100 Million	30,000.00
F	Above 1 Million – 50 Million	20,000.00
G	1 Million and below	10,000.00

C. REGISTRATION STEPS

- i) Confirm Registration Fee required for the intended class of registration (*from section B above*)
- ii) Pay Registration Fee into the Bayelsa State Board of Internal Revenue Services (BIRS) Account

ACCOUNT NAME	ACCOUNT NUMBER	BANK
Bayelsa State Board of Internal Revenue	0708280559	Access Bank Plc

- iii) Pick up BSDPB Registration Guide and Supplier/Contractor/Service-Provider Registration Form – ***BSDPBCRF*** at Bayelsa State Due Process Bureau.
- iv) Return completed registration form – ***BSDPBCRF***, along with evidence of payment of registration fee and other requirements listed below, to the Bayelsa State Due Process Bureau.

D. REGISTRATION REQUIREMENT

- i) Two passport photographs and government-issued means of identification of the Applicant.
- ii) Signed and Dated Application Letter on Company Letterhead paper for Registration addressed to the Director-General (BSDPB).
- iii) Evidence of payment of Registration/Administrative Charges into the BYS BIRS's Account as stated
- iv) Evidence of Company/Business Name Registration with Corporate Affairs Commission (CAC).
- v) Company Profile which shall include: Contractor Name, Contractor ALT Name, Business Type, Contractor Phone No, Contractor Address, Contractor Contact Name, Contractor Contact number, Organization Type, Bank Account Number, Bank Account Name, Bank Name, Account Type, VAT Registration Number, Tax Identification Number, Company Registration Number (CAC), Organization Structure of the company with staff strength and Retainership Clinic.
- vi) TIN and Tax Clearance Certificates.

E. INFORMATION

- i) Upon the payment of the registration fee into the designated bank account, a duplicate copy of the TELLER or EVIDENCE of PAYMENT or RECEIPT, should be submitted to the Bayelsa State Due Process Bureau
- ii) Upon confirmation of payment, verification of documents submitted and clearance, the BSDPB shall issue a certificate of registration.
- iii) Duplication of the registration form - BSDPBCRF by unauthorized person(s) is prohibited.
- iv) Submission of falsified documents will lead to disqualification for registration.