

THE 17 SECOND AFRICA HIGHER EDUCATION CENTRES OF EXCELLENCE FOR DEVELOPMENT IMPACT (ACE-IMPACT) PROJECTS

FINAL PROCUREMENT AUDIT REPORT



AFRICA CENTRE OF EXCELLENCE IN OILFIELD CHEMICAL RESEARCH (CEFOR)

UNIVERSITY OF PORTHARCOURT, RIVERS STATE

SUBMITTED BY

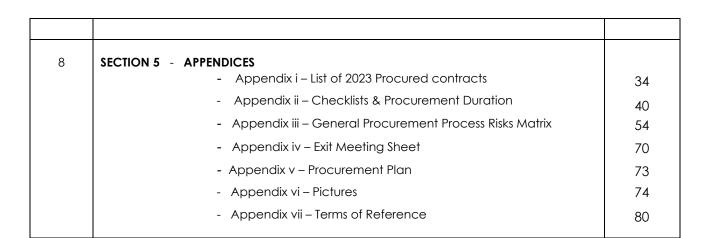
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ABBREVIATIONS AND ACRONYMSS

ACE Africa Centre of Excellence.

ACE - IMPACT Africa Centre of Excellence for Development Impact.

CEFTER Centre of Excellence for Oil Field Chemical Research.

CL Centre Leader.

CQS Consultant Qualification Selection.

DC Direct contract.

FGN Federal Government of Nigeria.

FME Federal Ministry of Education.

GPN General Procurement Notice.

IC Individual Consultant.

ICB International Competitive Bidding.

IDA International Development Association.

IS International Shopping.
LCS Least Cost Selection.

LIB Limited International Bidding.

M&E Monitoring and Evaluation.

NAPCU National ACE Project Coordination Unit.

NCB National Competitive Bidding.

NGN Nigerian Naira.

NPM National Procurement Manual.

NS National Shopping.

NUC National Universities Commission.

NUSNational University System.PADProject Appraisal Document.PIUProject Implementation Unit.

PM Procurement Manual
PPA Public Procurement Act

QCBS Quality and Cost Based Selection

RFP Request for Proposal

SBD Standard Bidding Document
SPN Specific Procurement Notice

SSS Single Source Selection

STEM Science, Technology, Engineering and Mathematics.

TA Technical Assistance
TOR Terms of Reference

UNIPORT University of Port Harcourt

USD United States Dollar
VFM Value for Money

WB World Bank



SECTION 1 - EXECUTIVE SUMMARY

1.1 General

The National Universities Commission (NUC) appointed Cosset Consultants as consultants to a carry out the Procurement Process Audit of the Africa Centre of Excellence in Oilfield Chemicals Research (CEFOR) of the University of Port Harcourt (UNIPORT): one of the 17 Second Africa Higher Education Centres of Excellence for Development Impact (Ace-Impact) Projects.

1.2 Aim

The primary aim and objective of this Procurement Process Audit is to review the procurement, contracting and implementation processes and determine the extent to which laws guiding the procurement activities are complied with; and confirm their consistency with the ACE-Impact institutional guidelines and the World Bank general guiding principles. This audit also helps to identify non-compliances and deficiencies in the procurement activities and proffer appropriate corrective measures.

1.3 Methodology and Review Procedure

1.3.1 Methodology

The methodology and approach adopted for this post review are in three phases: (i) Inception activities (ii) Field works/activities (iii) Preparation and presentation of audit reports.

Generally, these phases included the determination of scope of assignment and selection of contracts to review. The study and evaluation of the Project/Contract files and other documents. Interactive meetings with the procurement staff. Data collection and analysis; physical site inspections; and the preparation of inception, draft and final procurement audit reports.

Data collection at the ACE-CEFOR was carried out with the use of checklists. Appendix II.



1.3.2 Review Procedure

The audit procurement procedure used at ACE-CEFOR is based on the institutional guidelines and it also considered section 15(1)a & b of the PPA 2007 Act as amended, as well as the levels of compliances with the general procurement principles.

1.4 General Procurement

- 1. ACE-CEFOR procured eight (8) contracts in 2023. This is made up of eight (8) goods, six (6) works and one (1) service as shown in appendix 1 Inventory of sampled and reviewed contracts. All the contracts were procured through the Request for Quotation (RFQ) method.
- 2. The appropriate procurement methods to use for every contract based on the threshold were also stated; alongside the methods used by the Centre. Appendix 1.

Table 1

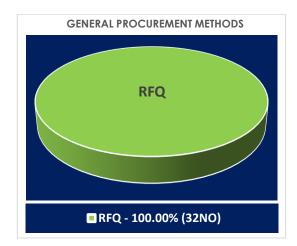
VALUES OF GENERAL PROCUREMENT METHODS AND TYPES (AMOUNT/%)										
	METHOD TYPE									
No	Method	Total Method Procured (N)	Туре	Total Type Procured (N)	% of Procured Type					
1	RFQ	254,150,888.77	100.00	GOODS	37,862,815.12	60.20				
2	NCB	0.00	0.00	WORKS	21,372,290.00	30.40				
3	SH	0.00	0.00	SERVICES 194,915,783.65 9.4						
4	TOTAL	254,150,888.77	100.00%	TOTAL	254,150,888.77	100.00%				

1.4.1 General Procurement Methods

Request for Quotation was the method used to procure all the contracts in 2023 as shown on figure 1. Table 1 above shows the values of the procurement methods.

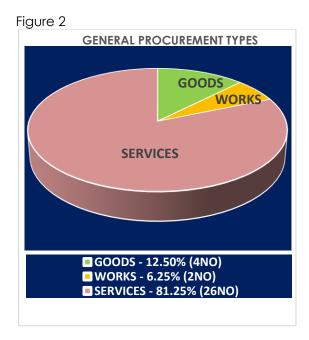
Figure 1





1.4.2 General Procurement Types

The procurement types were, four (4) goods at 12.50%, works has two (2) contracts at 6.25%, and services has twenty-six (26) procurements at 81.25% as illustrated in figure 2. Table 1 above shows the value representation of the procurement types



1.4.3 Sample Size

The total procurement by CEFOR in 2023 was thirty-two (32) contracts. Twenty-two of them were renewal of existing contracts awarded to Messrs. Speedlink Hi-tech Solution Ltd. There is an agreement in the form of Direct Contracting with Speedlink Hi-tech Solution Ltd on the timely renewal of the software.

In selecting sample size, these twenty-two (22) items were classified as one contract making effectively, ten (10) contracts for use in the sample size determination.

The sample size of 40.00% is made up of four (4) contracts. All the contracts were procured by using RFQ. One (1) of the sampled contracts was good, representing 25%, one (1) was works, 25.00% while the other two (2) are works and they make up 50.00% of the sample size. Tables 3 & 4

TABLE 3 – FORM 3 - SELECTION OF REVIEW SAMPLE METHODS

	CONTRACTS	RFQ	NCB	SH	Total
	CONTRACTS	Post Review	Post Review	Post Review	Post Review
F	Reviewed	4	0	0	4
		out of	out of	out of	out of
P	Population	4	2	4	10

TABLE 4 - FORM 3 - SELECTION OF REVIEW SAMPLE TYPES

		Goods	Works	Services	Total
	CONTRACTS	Post Review	Post Review	Post Review	Post Review
R	Reviewed	1	1	2	4
		out of	out of	out of	out of
P	Population	4	2	4	10

NOTE: THE 22 SERVICES (SOFTWARE RENEWAL ARE REPRESENTED WITH FOUR (4)) ITEMS AS THEY WERE JUST MONTHLY RENEWALS BASED ON AGREEMENT EARLIER RICH WITH SPEEDLINK HI-TECH SOLUTIONS AS A FORM OF DIRECT CONTRACTING.

Table 2

	PROCURED/SAMPLE VALUES OF METHODS AND TYPES (AMOUNT/%)											
		ı	METHOD		TYPE							
No	Method	Total Method Procured (N)	Reviewed Sample Method (N)	Review Sample (%)	Туре	Total Type Procured (N)	Reviewed Sample Type (N)	Review Sample (%)				
1	RFQ	254,150,888.77	38,117,156.50	100.00	GOODS	37,862,815.12	9,997,500.00	26.20				
2	NCB	0.00	0.00	0.00	WORKS	21,372,290.00	11,512,712.50	30.20				
3	SH	0.00	0.00	0.00	SERVICES	194,915,783.65	16,606,944.00	43.60				
4	TOTAL	254,150,888.77	38,117,156.50	100.00%	TOTAL	254,150,888.77	38,117,156.50	100.00%				

NOTE ③ (i) REVIEW SAMPLE SHOULD BE A PERCENTAGE OF REVIEWED CONTRACTS AND NOT TOTAL PROCUREMENT (ii) BECAUSE OF THE NATURE OF THE SERVICES, 20% OF IT IS USED IN THIS REVIEW.

1.4.3.1 Sample Method

The RFQ was used to procure all the sampled procurements. Figure 3

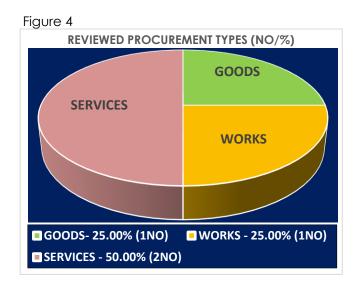
REVIEWED PROCUREMENT METHODS (NO/%)

RFQ

RFQ - 100.00% (4NO)

1.4.3.2 Sample Type

The procurement types for the four (4) reviewed procurements were; one (1) good representing 25.00% of the samples reviewed. One (1) work contract at about 25.00% and two (2) service at 50.00% of the reviewed samples. Figure 4.



1.5 Findings

- 1. The Centre used the University's procurement guideline and the Public Procurement Act (2007) as amended in her procurement activities.
- 2. The deployment of the Centre's e-procurement software was effective in storage and real-time retrieval of procurement data and information.



- 3. CEFOR presented a list of thirty-two (32) items of procurement for 2023. Out of this number, twenty-five (25) items were renewal of some software that had earlier been procured in previous years.
- 4. Out of the twenty-five (25) software renewal contracts, twenty-two (22) were awarded to Messrs. Speedlink High Tech Solution. The value the software renewal contract is N194,915,783.65 out of the total procurement value of N254,150,888.77 in 2023.
- 5. Some of the procured items are not in the procurement plan.
- 6. Standard Bidding Documents (SBD) were not used for the contracts.
- 7. Requests issued to the vendors for the quotations were standardized information sent to every bidder for each specific contract.
- 8. Contract agreements were not sighted. However, CEFOR stated in most of the award letters that the awards shall constitute the contract agreement. Nevertheless, the contents cannot qualify for an agreement especially where the contractors did not submit acceptance letters. See attached appendix vii.
- 9. The Centre has qualified procurement staff with requisite experience.
- 10. The suppliers and contractors used by the Centre complied with the mandatory requirements. The database of these vendors is domiciled at the University's central procurement Department.
- 11. The average number of bids received or invited for the lots was three(3).
- 12. Some vendors were observed to have won more than one contract which according to the CEFOR occurred because of the need to continue with the specifications of the existing products as could be observed with Messrs. Speedlink High-tech Solutions and software renewals.



- 13. Request for Quotation (RFQ) was used for the engagement of consultant to provide health, safety and risk training for staff and students. It was not the appropriate method for consulting services.
- 14. Withholding Taxes (WHT) and Value Added Taxes (VAT) were deducted but they were not seen to have been remitted to the relevant tax authorities.
- 15. Thresholds were observed and contracts were presented and approved by the appropriate approval authority.
- 16. Visits to the site for the physical inspection of some procured items indicated that good quality workmanship and materials were used.

1.6 Exit Meeting

An exit meeting was held where communications on the preliminary findings were discussed with the Centre staff. This presented opportunities for the Centre to clarify issues raised, with explanations on the identified concerns. Issues of minor concerns were very few and these were resolved through explanations on the disputed areas. The exit meeting data table is as in the attached appendix iv.

1.7. Infractions

CEFOR was notified of the identified infractions. These were extracted from findings and from the general issues raised with the CEFOR staff during the exit meeting. They are based on unsatisfactory explanations by the CEFOR staff. Appendix iv. The following is where the explanations was not satisfactory.

1. Taxes were not seen to be commensurate with the remittances. Section 40 of the FIRS (establishment) act 2007 stated when taxes should be remitted. The method adopted by the Centre in stating the remittances in the Cash Book could create opportunities for improper activities. In any case, the explanation was not satisfactory and evidentiary. The Centre should explain the remittances as captured in the cash book, with breakdown of who paid what and how much.



1.8 **Procurement Process and Activities Assessment**

The team considered the performance of the general procurement processes and activities to determine the level of exposure to perceived infractions and inconsistencies. The procurement activities were categorized into low, medium and high risks with percentages ranges of 0-39.99%, 40-59.99% and 60-100% respectively. Analysis of the specific contracts identified issues were carried out through the assessment matrix as shown with appendix iii, before the level of risks were finally aggregated and determined as stated.

The performances of the procurement processes were put to test and categorized as "Poor" at a range of 0 - 49.99%, "Fair" at 50 - 69.99% and "Good" at 70 – 100%.

The performances of the procurement processes were put to test and categorized as "Poor" at a range of 0 - 49.99%, "Fair" at 50 - 69.99% and "Good" at 70 - 100%.

Overall, the ACE-CEFOR has a "MEDIUM" risk grading and a "FAIR" procurement performance score.

1.9. **Rating and Classification**

The audit review opinion is classified and rated as shown on table 5 below Table 5:

S/NO	GRADING (%)	CLASS	OPINION
1	75 - 100	Good	Satisfactory
2	50 – 74.99	Fair	Need Improvement
3	0 – 49.99	Poor	Unsatisfactory



1.10 **Audit Opinion**

The ACE-Impact procurement activities of the CEFOR, University of Port Harcourt **NEEDS IMPROVEMENT** with a score of seventy-five percent (75%).

The opinion is based on the activities shown in table 6. It considered the effects and the levels of compliances of these activities to the Public Procurement Act 2007 and the WB general procurement principles.

Table 6

S/NO ACTIVITY		BASIS	COMPLIANT RATE
1	Preparation of Procurement Plan	Based on WB Guideline	Fair
2	Advertisements	Based on Institutional guideline and the PPA requirements	Fair
3	Procurement Method	Based on Institutional guideline and the PPA requirements.	Good
4	Bidding Processes	Based on Institutional guideline and the PPA requirements.	Good
5	Bid Evaluation & Reporting	Adherence to criteria	Fair
6	Contract Award	Meeting awards requirements	Fair
7	Documentations	Quality, filing, ease of retrieval and assessment	Good
8	Competition and Equal opportunity	Based on WB Guideline	Good
9	Value for money (VFM)	Based on the PPA 2007 and WB requirements	Good
10	Transparency	Based on WB Guideline	Fair
11	Economy	Based on Institutional guideline and the PPA 2007 and WB requirements	Fair
12	Efficiency	Based on the PPA 2007 and WB requirements	Good
13	Contract Implementation, Monitoring and Evaluation	Based on Institutional guideline and the PPA requirements	Good





1.11 Recommendations

- It is important that the use of institution's procurement guideline be reconsidered if certain practices of weaknesses and deficiencies are to be stopped. Selection for RFQ should not be based on the list of only those vendors that are registered with the University.
- 2. Contracts should also be placed on the University/Centre notice board and websites.
- 3. Some of the award letters that the Centre construed as agreements are not acceptable. The contracts were not awarded through Local Purchase Order (LPO). Agreements should be drafted and signed by all the parties for all such contracts procured by the Centre for 2023.
- 4. Every deduction for taxes should be remitted to the appropriate beneficiaries in line with section 40 of the FIRS (establishment) act 2007.
- 5. It is advised that all documents relating to the centre's activities be domiciled with the Centre. This is to allow seamless retrieval and provision of documents and information as at when required.
- 6. Continuous procurement training for staff of the Centre will enhance the quality of deliveries at every stage of the programme. This will enhance their understanding of general procurement principles. Them.
- 7. CEFOR should be commended for the development of her eprocurement software. This is very effective and has made procurement at the Centre seamless.



QS. Okoye Ifeanacho N (Team Leader) May 5, 2024



SECTION 2 - INTRODUCTION

2.1 BACKGROUND

Due to the need to promote regional specialization amongst Universities in the West and Central Africa sub-region within disciplines that address common regional challenges, the Africa Center of Excellence (ACE) Project aims at strengthening the capacities of these Universities to enable them deliver high quality training and applied research.

1. Africa Centre of Excellence (ACE 1) Project

The Africa Centre of Excellence (ACE 1) project was instituted in 2013 by the Government of Nigerian, Ghana, Benin Republic, Togo, Burkina Faso, Cameroun and Senegal with support from the World Bank.

The Federal Government of Nigeria (FGN) entered into a credit agreement (Credit Number 5415-NG) after securing US\$70.0 million with the International Development Agency (IDA) of the World Bank (WB) to finance the ACEs project in 10 Nigerian Universities.

2. The Second Africa Higher Education Centras of Excellence for Development Impact (ACE- Impact) Project

The Second Africa Higher Education Centras of Excellence for Development Impact (ACE-Impact) Project resulted from the successes achieved with the ACE 1. ACE-Impact project has 43 Centras in the sub-region, with 17 of them being run by Nigeria Universities.

ACE-Impact project (Credit Number 6510-NG) was designed to inject \$115 million to the Nigeria University System (NUS).

2.2. AFRICA CENTER OF EXCELLENCE IN OILFIELD CHEMICALS RESEARCH (ACE-CEFOR)

One of the main components of oil exploration are the chemicals used in the drilling for well completion and production to achieve optimum oil and gas recovery. Presently, some of these chemicals are imported for petroleum exploration when there are abundant mineral resources that are locally available in Nigeria and other African countries that can be processed to obtain them.





ACE-CEFOR objective is to promote regional specialization amongst participating universities in the West and Central Africa sub-region within disciplines that address common regional challenges. It aims at strengthening the capacities of the participating Universities to enable them deliver high quality training and applied research, and 'to develop the Nigerian oil and gas (in particular) and those of other African countries (in general) where oil and gas have been discovered'.

University of Port Harcourt.

The Africa Center of Excellence in Oilfield Chemicals Research (ACE-CEFOR), University of Port Harcourt, Rivers State, Nigeria is one of the 10 Nigerian Universities under ACE1 projects. It is also one of the 17 Nigerian Universities that are benefitting from the ACE-Impact project.

The ACE-CEFOR objective is to promote regional specialization amongst participating universities in the West and Central Africa sub-region within disciplines that address common regional challenges aimed at strengthening the capacities of the participating Universities to enable them deliver high quality training and applied research.

2.3 NATIONAL UNIVERSITIES COMMISSION (NUC)

The National Universities Commission (NUC) of Nigeria is a parastatal under the Federal Ministry of Education (FME). It was established in 1962 as an advisory agency in the Cabinet Office and became a statutory body in 1974. NUC is a regulatory agency acting as a catalyst for positive change and innovation for the delivery of quality University education in Nigeria.

The **NUC** aims to: achieve a stable and crisis-free University System; upgrade and maintain physical facilities in the Nigerian University System for delivery of quality university education and match university graduate output with national manpower needs; work with Nigerian Universities to achieve full accreditation status for at least 80% of the academic programmes; foster partnership between the Nigerian University System and the private sector.



The National Coordination of the ACE projects is domiciled at the National Universities Commission (NUC). It is responsible for the National Project facilitation, training, and supervision in fiduciary aspects as well as national Monitoring and Evaluation (M&E) and minor Technical Assistance (TA) in Nigeria.

2.4 WORLD BANK PROCUREMENT GUIDELINE

The WB guideline has set rules guiding the procurement processes to be followed for procurement of good, works, consulting and non-consulting services being financed with loans from the WB. It covers the consideration of the WB core procurement principles in every contract.

Notwithstanding the established procurement guidelines, the FG/NUC and the WB have agreed to allow the ACEs Centres to use the various institutions guidelines for the implementation of the projects.

2.5 PUBLIC PROCUREMENT ACT (PPA) 2007

'The Public Procurement Act 2007 as amended guides all procurement activities of the Ministries Departments and Agencies (MDAs) in Nigeria. The PPA is regulated by the Bureau of Public Procurement (BPP). One of BPP's functions is to regulate and ensure the reduction of infractions, weaknesses and non-compliances aimed at reducing corruption in public procurement. It also aims to ensure value for money, economy, transparency, competition, fairness, integrity and accountability in public procurement activities; improved professionalism and enhanced service delivery.

The PPA Act 2007 as amended provides the basic framework for the award and execution of contracts in Nigeria and promotes freedom of information that mandates all unclassified procurement records to be made available to appropriate public for inspection.

2.6 PROCUREMENT PROCESS AUDIT OF ACES

The purpose of the Procurement Audit of ACEs is to study, verify, interpret, and critically analyze all data, documents and Procurement statement collected/received and form true, fair and independent opinion on the Procurement Statements of the Procurement operation of ACE (Nigeria) for the



period under review and to report findings to the National Universities Commission (NUC).

2.7 OBJECTIVES OF THE ACE-IMPACT PROJECT PROCUREMENT PROCESS AUDIT

This Procurement Audit is to identify and report on negligence in procurement management operations and decisions. It is also structured to bring to light all fraudulent acts, weaknesses, deficiencies and non-compliances that negatively affect procurement activities and recommend deterrents and corrective actions to ensure improved processes.

The Procurement audit gave objective assessments of the procedures specified in the Credit Agreement and determine the levels of compliances with institutional guidelines with respect to the considerations of the World Bank guiding principles.

2.8 ENGAGEMENT OF COSSET CONSULTANTS

The NUC engaged Cosset Consultants to carry out post review of procurement activities of the 17 ACE-Impact Centres in fourteen (14) Nigeria Universities, including the ACE-CEFOR, University of Port Harcourt, Rivers State, Nigeria.

2.9 METHODOLOGY

- 1. The methodology adopted for this assignment is generally concerned with investigations, inquiry, assertions, reasoning and research. The approach is objective, verifiable, and quantifiable. Interactions and interviews were held with officers of ACE-CEFOR that were involved in the various stages of the procurement process/activities. The opinions and clarifications from the ACE-CEFOR staff are considered and addressed in the report.
- 2. Contract data forms are used to collect the information that were analyzed. The contents of the form include information on general contracts, procurement and





contracting, costs, time, contract administration, disbursement and deliverables. The documents made available to the consultant from which the data were collected include:

- (1) Procurement Plan.
- (2) Institution guideline.
- (3) Solicitation documents used before award.
- (4) Contract files.
- (5) Payment Vouchers.
- 3. Visits to selected project sites were undertaken to determine the quality of materials and labour deployed to the works by the contractor. It also helps to determine the level of supervision from the ACE-CEFOR procurement staff. Selected goods were also inspected to determine the qualities and specifications.
- 4. This data analyzed enabled the determination of the following critical success factors:
 - (1) Compliance with the provisions of the World Bank Procurement Guideline.
 - (2) Compliance with the provisions of the Public Procurement Act 2007 (examine the Management Control Framework in place to monitor procurement and contracting activities within ACE- CEFOR Project).
 - (3) Compliance with the use of standard bidding documents (examine procurement documents and contracts files issued between the stipulated periods).
 - (4) Compliance with the Code of Conduct for Public Officers involved in Procurement (review the processes undertaken by personnel of the ACE-CEFOR Project who are directly involved in procurement and contracting activities).
 - (5) Optimized commercial performance and value for money (review related procurement procedures, guidelines and processes and determine the level to which value for money was achieved).
- 5. Exit meeting was held with the procurement staff of the Centre. The observed key weaknesses and non-compliances were brought to their notice. The explanation given by the Centre staff are considered in the report.





- 6. The personnel interacted with at the UNIPORT ACE-CEFOR during the field works were
 - (1) Center Leader.
 - (2) Procurement Officer.
 - (3) Head of Information Technology.



SECTION 3 – SCOPE AND REVIEW SAMPLES

3.1 **AUDIT SCOPE**

The procurement audit covers the review of all the procurement transactions, limited to the samples selected for audit, including prices reviews and compares of similar rates as at the time of award. Selected project site and inspection of procured goods, works and services are expected to be taken into consideration. The scope incudes determining the following:

- Whether the procurement statements from the ACE-CEFOR procurement unit conform to accepted procurement principles in accordance with the NUC/WB guidelines.
- 2. Whether they fairly represent the financial position of the ACE- CEFOR project.
- 3 Whether the result of operations for a given period are accurately represented.
- 4. Whether the procurement statements have been altered.

3.2 **REVIEW SAMPLE**

During the field work, ACE-CEFORE presented their procurement plan with a list of thirty-two (32) 2023 procured contracts. Almost all the items were in the procurement plan. All were completed.

Fifteen (15) contracts/activities were selected for review, translating to an audit review sample of **33**% and amounts to **66.67**% value of procured packaged contracts/activities.

During the field work at the UNIPORT-CEFOR, only available documents and information received were reviewed for the selected contracts.







Table 7 - ANALYSIS OF COMPLETED/UNCOMPLETED CONTRACTS

S/NO	DESCRIPTION	NO OF PROJECTS COMPLETED	PROJECTS PROJECTS ON-	
1	January 1, 2023 to December 31, 2023	32	0	32
	TOTAL	32	0	32

Table 8 – ANALYSIS OF COMPLETED/UNCOMPLETED CONTRACTS

S/NO	DESCRIPTION	PERCENTAGE
1	Completed	100%
2	Uncompleted	0%
	TOTAL	100%

Table 9 - ANALYSIS OF COMPLETED/UNCOMPLETED CONTRACTS

S/NO	DESCRIPTION	VALUE (N)	TOTAL (N)
1	Completed	254,150,888.77	254,150,888.77
2	Uncompleted	0.00	0.00
	TOTAL	254,150,888.77	254,150,888.77

This audit review was based on information extracted from the Center's Procurement Plan, as well as other documents made available to the Consultant by the UNIPORT-CEFOR PIU. There were also interviews and interactions with key personnel

Some of the Projects procured by UNIPORT-CEFOR PIU were not specifically stated on the procurement Plan. The value of the thirty-two (45) procured contracts was N254,150,888.77.

The total value of the ten (10) sampled, awarded and reviewed contracts was N38,117,156.50.



SECTION 4 - SPECIFIC CONTRACTS/PROJECTS DETAILS

4.1 PROCURE AND INSTALL SUNDRY FURNITURE AND FITTINGS AT INTELLECTUAL PROPERTY AND TECHNOLOGY TRANSFER OFFICE

4.1.1 Introduction

This contract for the procurement of Procure and Install Sundry Furniture and Fittings at Intellectual Property and Technology Transfer Office is in the 2023 procurement plan. Requests for Quotations were issued to four (4) bidders on February 24, 2023. All the four (4) invited bidders responded and returned their quotations by the closing date on March 24, 2023. The quotations were evaluated and the lowest bidder was recommended for award. Through the notification letter dated April20, 2023, the contract was awarded to Messrs Vastland Concepts Ltd of No. 1, Close 3, Mgbesilaru New Layout, Gods Own Estate, Port Harcourt, Rivers State. at the contract sum of N11,512,712.50. About USD 24,989.60. This is about 0.49% of the Bank Financing. The contract was completed on April 25, 2023.

Other bidders were Messrs. Somit Integrated Services, N12,710,155.00; Messrs. Chrisomy Global Resources, N13,611,112.50 and Messrs. Primcore Global, N14,266,765.00.

4.1.2 Observations/ Findings

The review showed the following observation regarding the process;

4.1.2.1 Procurement Planning

This contract is in the ACE-CEFOR 2023 procurement plan.

4.1.2.2 Advertisement

It does not require advertisement in National Newspapers and the Federal Tenders' Journal. However, advert was not placed on the Centre's notice board or the website.

4.1.2.3 Pre/Post Qualification

Pre-Qualification exercise does not apply to this procurement. The bidders were post qualified through examination of their respective bids.

4.1.2.4 Competition

There was considerable competition with the process.

4.1.2.5 Bid Opening

The bids were opened, but the details of the opening were not sighted.



4.1.2.6 Bidding Documents

Standard bidding documents were not used for this procurement.

4.1.2.7 Evaluation of Bids/ Proposals

Bid evaluation was not detailed.

4.1.2.8 Award of Contract

The award was made to the lowest bidder Messrs Vastlands Unique Concept. Notification of award letter is dated April 20, 2023.

4.1.2.9 Contract Documents

The quotations and the award letter are the only contract documents. There was no acceptance letter and signed contract agreement.

4.1.2.10 Procurement Duration

The procurement duration was completed within 55 days, from date of RFQ to the date of award of contract.

4.1.2.11 Contract Implementation

The contract implementation was moderate considering the period within which the items were supplied to the Centre.

4.1.2.12 Payments

Payment of the Net amount of N10,066,930.00 was made on April 25, 2023 through PV/2023/UNIPT-2/000000099. This was the same day the contractor delivered and completed the contract.

4.1.2.13 Physical Inspection

The audit team inspected some of the materials procured. Some pictures are shown in the attached appendix vii.

4.1.3 Recommendation

- 1. The Centre should endeavour to keep records of bidding processes and make them available on time when requested.
- 2. Ensure that contract agreement is drafted and signed.
- 3. Ensure that appropriate advertisements are placed in the school websites and notice boards.

4.1.3 Conclusion

The Centre should always obey the rules and guidelines in all procurement processes.



4.2 SUPPLY OF LAPTOP SYSTEMS

4.2.1 Introduction

This contract for the procurement of computers is not in the 2023 procurement plan. Requests for Quotations were issued to three (3) bidders on May 29, 2023. All the three invited bidders responded and returned their quotations by the closing date on June 1, 2023. The quotations were evaluated and the lowest bidder was recommended for award. Through the notification letter dated July 12, 2023, the contract was awarded to Messrs. Ruefd Exclusive Resources Itd of No.1 Close 3, Mgbesilaru New Layout, God's own estate, Port-Harcourt, at the contract sum of Nine Million, Nine Hundred and Ninety-Seven Thousand, Five Hundred Naira (N9,997,500.00). About USD 22,129.13. This is about 0.44% of the Bank Financing.

Other bidders are Messrs. Chrisomy Global Resources, N10,800,000.00 and Messrs. Vonicin Integrated Services Limited, N11,750,000.00.

4.2.2 Observations/ Findings

The review showed the following observation regarding the process.

4.2.2.1 Procurement Planning

This contract is not in the CEFOR 2023 procurement plan.

4.2.2.2 Advertisement

Advertisement should have been placed on the University/Centre notice boards and on the websites.

4.2.2.3 Pre/Post Qualification

Pre-Qualification exercise does not apply to this procurement. Post qualification considerations were conducted on the bidder's documents.

4.2.2.4 Competition

There was considerable competition with the process.

4.2.2.5 Bid Opening

The bids were opened in the presence of bidders. The presence of independent observers could not be ascertained.

4.2.2.6 Bidding Documents

Standard bidding documents were not used for the procurement.

4.2.2.7 Evaluation of Bids/ Proposals



The bids evaluation report was prepared by the Centre procurement unit. Based on the recommendation of the procurement unit, approval was made by the University's Tenders Board before award letter was issued to the successful bidder.

4.2.2.8 Award of Contract

The award was made to the lowest responsive bidder, Messrs. Ruefd Exclusive Resources Ltd. Notification of award letter is dated November 1, 2023.

4.2.2.9 Contract Documents

The quotations, the award letter, and the acceptance letter constitute the contract documents. These were duly prepared. Signed contract agreement was not sighted.

4.2.2.10 Procurement Duration

The procurement process duration was completed within 44 days from the date if RFQ to the date of award.

4.2.2.11 Contract Implementation

The contract implementation was moderate considering the period within which the items were supplied to the Centre.

4.2.2.12 Payments

The net sum of N8,742,000.00 was paid to the contractor with PV/2023/UNIPT-2/000000219 of July 17, 2023. Taxes were seen deducted and remitted to the appropriate authority.

4.2.2.13 Physical Inspection

The team did not inspect the computer as they have been distributed to the various users.

4.2.3 Recommendation

- 1. The Centre should endeavour to keep records of bidding processes and make them available on time when requested.
- 2. Ensure that contract agreement is drafted and signed.
- 3. Ensure that appropriate advertisements are placed in the school websites and notice boards.

4.2.3 Conclusion

The Centre should always obey the rules and guidelines in all procurement processes.



4.3. DEVELOPMENT OF GRIEVANCE REDRESS PORTAL FOR UNIPORT

4.3.1 Introduction

This contract is not in the 2023 procurement plan of CEFOR. The Centre sent RFQ to three (3) bidders on May 31, 2023. All the bidders returned the completed respective quotations on June 7, 2023. The procurement unit examined and evaluated the three bids and made recommendation to the University Tenders' Board for the award to be made to the lowest bidder, Messrs C U Logistics Limited of No. 7 Temple Amadi Avenue, off Abacha Road G.R.A III Port Harcourt, at the contract sum of Nine Million Nine Hundred and Ninety-Nine thousand Nine hundred and Ninety-Four naira (N9,999,994.00). About USD 22,134.65. This is about 0.44% of the Bank financing. The notice was communicated with an award letter dated June 9, 2023. Payment of the net amount of N8,744,180.80 was made to the supplier through PV/2023/UNIPT-2/000000159 of June 26, 2023 after the completion of the contract on June 16, 2023.

4.3.2 Observations/ Findings

The review showed the following observation regarding the procurement of the contract.

4.3.2.1 Procurement Planning

This contract is not in the CEFOR 2023 procurement plan.

4.3.2.2 Advertisement

It does not require advertisement in National Newspapers and the Federal Tenders, Journal. However, the notice was not placed on the Centre's notice board or the website.

4.3.2.3 Pre/Post Qualification

Pre-Qualification exercise does not apply to this procurement. Post qualification considerations were conducted on the bidder's documents.

4.3.2.4 Competition

There was considerable competition with the process. However, there were wide margins between the offers made by the bidders.

4.3.2.5 Bid Opening

The bids were opened, but the details of the opening were not sighted.



4.3.2.6 Bidding Documents

Standard bidding documents were not used for this procurement.

4.3.2.7 Evaluation of Bids/ Proposals

Bid evaluation was not detailed.

4.3.2.8 Award of Contract

The contract was awarded to Messrs C U Logistics Limited, with an award letter dated June 9, 2023. This bidder offered the lowest amount and was the best responsive.

4.3.2.9 Contract Documents

The quotation and the award letter (construed to be agreement) constitute the contract documents.

4.3.2.10 Procurement Duration

The procurement duration was 9 Days from invitation for quotation to the award of contract. Completion of the supply took 7 days from the date of award to the date of delivery of the service.

4.3.2.11 Contract Implementation

The contract implementation was fair.

4.3.2.12 Payments

Payment of the net amount of N8,744,180.80 was made through PV/2023/UNIPT-2/000000159 of June 26, 2023. The Cash Book showed that taxes were not remitted to the beneficiaries.

4.3.2.13 Physical Inspection

Physical inspection was not undertaken.

4.3.3 Recommendation

- 1. Appropriate contract agreements should always be drafted and executed irrespective of the value of the contract.
- 2. Bid validity periods should always be provided as it helps to create sanity in the bidding/contract awards and administration process.

4.3.4.1 Conclusion

Procurement training of the CEFOR staff should be a regular exercise because it enables dynamic approaches that enhance seamless public procurement processes and management.



4.4. PROVISION OF SOCIAL MEDIA CAMPAIGN FOR ACE-CEFOR

4.4.1 Introduction

This contract is not in the 2023 procurement plan of CEFOR. The Centre sent RFQ to three (3) bidders on May 29, 2023. On the closing date of June 6, 2023, the three (3) bidders returned their completed bids. The procurement unit evaluated the three bids and made recommendation to the University Tenders' Board for the award to be made to the lowest bidder. Messrs Somit Integrated Services of No 3, Isiokpo Street Rumuomasi, Port Harcourt, Rivers State, at contract sum of Six Million Six Hundred and Six thousand Nine hundred and Fifty naira (N6,606,950.00). About USD 14,624.26. This is about 0.43% of the Bank financing. The award letter is dated June 9, 2023. The sum of N5,777,240.00 was paid to the contractor through PV/2023/UNIPT-2/0000000154 of June 21, 2023 and the contract was completed on June 12, 2023.

Other bidders are Messrs. Ambran Enterprises Nigeria who submitted N7,937,800 and Messrs. Ebit Technologies who offered N9,971,700.00.

4.4.2 Observations/ Findings

The following observation are made regarding the procurement process of the contract.

4.4.2.1 Procurement Planning

This contract is not in the CEFOR 2023 procurement plan.

4.4.2.2 Advertisement

It does not require advertisement in National Newspapers and the Federal Tenders, Journal. However, the notice was not placed on the Centre's notice board or the website.

4.4.2.3 Pre/Post Qualification

Pre-Qualification exercise does not apply to this procurement. Post qualification considerations were conducted on the bidder's documents.

4.4.2.4 Competition

There was considerable competition with the process.

4.4.2.5 Bid Opening

The bids were opened, but the details of the opening were not sighted.

4.4.2.6 Bidding Documents



Standard bidding documents were not used for this procurement.

4.4.2.7 Evaluation of Bids/ Proposals

Bid evaluation was not detailed.

4.4.2.8 Award of Contract

The contract was awarded to Messrs Somit Integrated Services, with an award letter dated June 8, 2023.

4.4.2.9 Contract Documents

The quotation and the award letter (construed to be agreement) constitute the contract documents.

4.4.2.10 Procurement Duration

The procurement duration was 10 days from the date of invitation for quotation to the date of award of contract. Completion of the supply took 4 days from the date of award to the date of delivery of the service.

4.4.2.11 Contract Implementation

The contract implementation was fair.

4.4.2.12 Payments

Payment of the net amount of N5,777,240.00 was made through PV/2023/UNIPT-2/0000000154 of June 21, 2023. The Cash Book showed that taxes were not remitted to the beneficiaries.

4.4.2.13 Physical Inspection

Physical inspection was not undertaken.

4.4.3 Recommendation

- 1. Appropriate contract agreements should always be drafted and executed irrespective of the value of the contract.
- 2. Bid validity periods should always be provided as it helps to create sanity in the bidding/contract awards and administration process.

4.4.4 Conclusion

Procurement training of the CEFOR staff should be a regular exercise because it enables dynamic approaches that enhance seamless public procurement processes and management.







APPENDICES







APPENDIX I LIST OF CONTRACTS PROCURED IN 2023



UNIVERSITY OF PORT HARCOURT - ACECEFOR

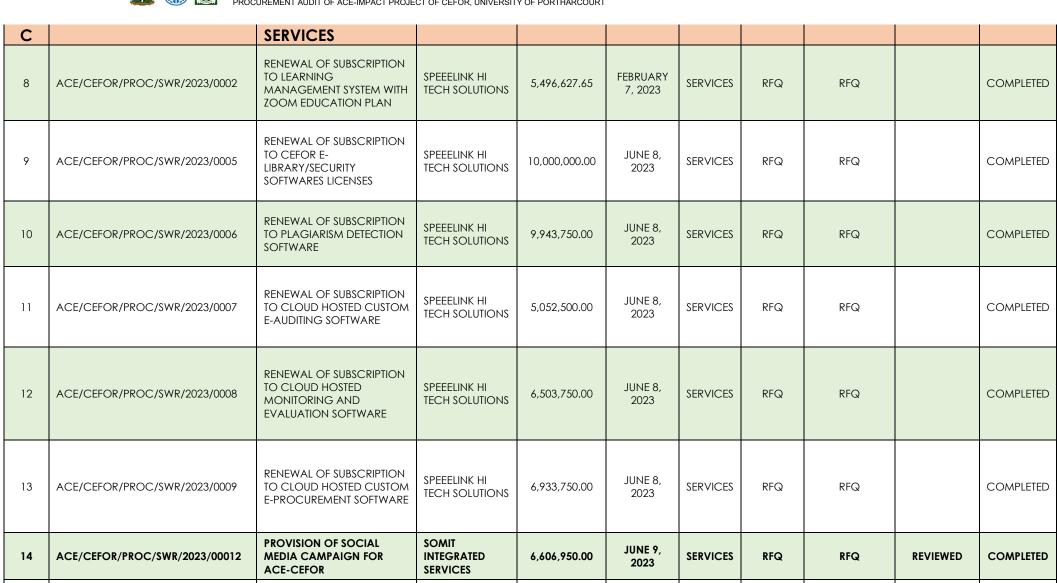
APPENDIX 1 -INVENTORY OF PROCURED ITEMS/SAMPLED & REVIEWED PROJECT

S/NO	PACKAGE NO	DESCRIPTION	CONTRACTOR/ BENEFICIARY	AMOUNT (NAIRA)	DATE	TYPE	METHOD USED	APPROPRIATE METHOD	REVIEWED CONTRACTS	REMARKS
		CEFOR-UNIPORT								
Α		GOODS								
1	ACE/CEFOR/PROC/GDS/2023/0003	PROCURE AND INSTALL INVERTER BACK-UP SYSTEM IN THE LABORATORY	GREAT GRACE SUPERSTORES LTD	9,657,800.00	JUNE 8, 2023	GOODS	RFQ	RFQ		COMPLETED
2	ACE/CEFOR/PROC/GDS/2023/0010	SUPPLY OF LAPTOP SYSTEMS	RUEFD EXCLUSIVE RESOURCE LTD	9,997,500.00	JULY 12, 2023	GOODS	RFQ	RFQ	REVIEWED	COMPLETED
3	ACE/CEFOR/PROC/GDS/2023/0013	PURCHASE OF NETWORK SECURITY EQUIPMENT AND SOFTWARE	CHRISOMY GLOBAL SERVICES	9,432,050.00	JUNE 8, 2023	GOODS	RFQ	RFQ		COMPLETED
4	ACE/CEFOR/PROC/GDS/2023/0019	PROCUREMENT OF SUNDRY MULTIMEDIA EQUIPMENT FOR INFORMATION AND PUBLIC RELATIONS UNIT	MIRACY ENERGY SERVICES LTD	3,060,465.12	JULY 12, 2023	GOODS	RFQ	RFQ		COMPLETED
5	ACE/CEFOR/PROC/GDS/2023/0020	PROCUREMENT AND INSTALLATION LABORATORY EQUIPMENT AT ACE-CEFOR LABORATORY	JACS INTERNATIONAL SOLUTION CONCEPTS LTD	5,715,000.00	SEPTEMBER 29, 2023	GOODS	RFQ	RFQ		COMPLETED
В		WORKS								
6	ACE/CEFOR/PROC/WRKS/2023/00001	PROCURE AND INSTALL SUNDRY FURNITURE AND FITTINGS AT INTELLECTUAL PROPERTY AND TECHNOLOGY TRANSFER OFFICE	VASTLAND CONCEPTS LTD	11,512,712.50	APRIL 20, 2023	WORKS	RFQ	RFQ	REVIEWED	COMPLETED
7	ACE/CEFOR/PROC/WRKS/2023/00004	PROCURE AND INSTALL SUNDRY FURNITURE AND FITTINGS AT STUDENTS HOSTEL	VASTLAND CONCEPTS LTD	9,859,577.50	JUNE 8, 2023	WORKS	RFQ	RFQ		COMPLETED



15

ACE/CEFOR/PROC/SWR/2023/0014



JUNE 9,

2023

SERVICES

RFQ

RFQ

COMPLETED

REVIEWED

9.999.994.00

Cosset Consultants 33

C U LOGISTICS

LIMITED

DEVELOPMENT OF

GRIEVANCE REDRESS

PORTAL FOR UNIPORT





16	ACE/CEFOR/PROC/SWR/2023/0015	RENEWAL OF SUBSCRIPTION OF ACE-CEFOR WEBSITE	SPEEELINK HI TECH SOLUTIONS	8,923,145.00	JUNE 16, 2023	SERVICES	RFQ	RFQ	COMPLETED
17	ACE/CEFOR/PROC/SWR/2023/0016	SUBSCRIPTION TO CYBERSECURITY MODULES FOR THE UNIVERSITY OF PORT HARCOURT	SPEEELINK HI TECH SOLUTIONS	9,855,256.00	JUNE 16, 2023	SERVICES	RFQ	RFQ	COMPLETED
18	ACE/CEFOR/PROC/SWR/2023/0017	SUBSCRIPTION TO GOOGLE ENTERPRISE PLATFORM FOR ACE-CEFOR BATCH 7 STUDENTS	SPEEELINK HI TECH SOLUTIONS	2,771,264.00	JUNE 16, 2023	SERVICES	RFQ	RFQ	COMPLETED
19	ACE/CEFOR/PROC/SWR/2023/0018	RENEWAL TO PASET MANAGEMENT INFORMATION SYSTEM SOFTWARE	SPEEELINK HI TECH SOLUTIONS	8,062,500.00	JULY 12, 2023	SERVICES	RFQ	RFQ	COMPLETED
20	CE/CEFOR/PROC/SWR/2023/0021	ADDITION OF LABORATORY MODULE TO THE CEFOR ERP SOFTWARE	SPEEELINK HI TECH SOLUTIONS	9,094,500.00	SEPTEMBER 29, 2023	SERVICES	RFQ	RFQ	COMPLETED
21	ACE/CEFOR/PROC/SWR/2023/0022	RENEWAL OF SUBSCRIPTION TO SECURED HOSTING AND SECURITY PLATFORM FOR CEFOR ACCOUNTING SOFTWARE	SPEEELINK HI TECH SOLUTIONS	8,514,000.00	NOVEMBER 27, 2023	SERVICES	RFQ	RFQ	COMPLETED
22	ACE/CEFOR/PROC/SWR/2023/0023	RENEWAL OF ACE-CEFOR GOOGLE MAIL ACCESS AT ACECEFORUNIPORT.EDU.NG DOMAIN	SPEEELINK HI TECH SOLUTIONS	4,971,875.00	NOVEMBER 27, 2023	SERVICES	RFQ	RFQ	COMPLETED
23	ACE/CEFOR/PROC/SWR/2023/0024	RENEWAL OF SUBSCRIPTION TO PRTG NETWORK MONITORING TOOL	SPEEELINK HI TECH SOLUTIONS	6,718,750.00	NOVEMBER 27, 2023	SERVICES	RFQ	RFQ	COMPLETED







24	ACE/CEFOR/PROC/SWR/2023/0025	RENEWAL OF SUBSCRIPTION TO CLOUD BASED MATRIX LEARNING MANAGEMENT PLATFORM	SPEEELINK HI TECH SOLUTIONS	5,330,280.00	NOVEMBER 27, 2023	SERVICES	RFQ	RFQ	COMPLETED
25	ACE/CEFOR/PROC/SWR/2023/0026	RENEWAL OF ACE-CEFOR COLLABORATING CENTRES GOOGLE MAIL ACCESS AT ACECEFORUNIPORT.EDU.NG DOMAIN	SPEEELINK HI TECH SOLUTIONS	3,762,500.00	NOVEMBER 27, 2023	SERVICES	RFQ	RFQ	COMPLETED
26	ACE/CEFOR/PROC/SWR/2023/0027	RENEWAL OF SUBSCRIPTION TO AUTOMATED LIBRARY CATALOG/CIRCULATION PORTAL	SPEEELINK HI TECH SOLUTIONS	6,161,900.00	NOVEMBER 27, 2023	SERVICES	RFQ	RFQ	COMPLETED
27	ACE/CEFOR/PROC/SWR/2023/0028	RENEWAL OF SUBSCRIPTION TO KOHA ILS INTEGRATED LIBRARY AUTOMATION MANAGEMENT SOFTWARE	SPEEELINK HI TECH SOLUTIONS	7,775,337.40	NOVEMBER 27, 2023	SERVICES	RFQ	RFQ	COMPLETED
28	ACE/CEFOR/PROC/SWR/2023/0029	RENEWAL OF SUBSCRIPTION TO NORDLAYER DATA SECURITY PLAN	SPEEELINK HI TECH SOLUTIONS	7,005,775.00	NOVEMBER 27, 2023	SERVICES	RFQ	RFQ	COMPLETED
29	ACE/CEFOR/PROC/SWR/2023/0030	RENEWAL OF E-LIBRARY 100MBPS DEDICATED INTERNET BANDWIDTH	SPEEELINK HI TECH SOLUTIONS	9,137,500.00	NOVEMBER 27, 2023	SERVICES	RFQ	RFQ	COMPLETED
30	ACE/CEFOR/PROC/SWR/2023/0031	RENEWAL OF FIBRE OPTICS BACKUP 100 MBPS DEDICATED INTERNET BANDWIDTH	SPEEELINK HI TECH SOLUTIONS	9,943,750.00	NOVEMBER 27, 2023	SERVICES	RFQ	RFQ	COMPLETED



RENEWAL OF MICROWAVE RADIO 100 MBPS SPEEELINK HI NOVEMBER 31 ACE/CEFOR/PROC/SWR/2023/0032 9,943,750.00 **SERVICES** RFQ RFQ COMPLETED DEDICATED INTERNET TECH SOLUTIONS 27, 2023 **BANDWIDTH** NIGERIAN RESEARCH AND RENEWAL OF EBSCOHOST 32 ACE/CEFOR/PROC/SWR/2023/0033 16,406,379.60 **SERVICES** RFQ RFQ COMPLETED DATABASES **EDUCATION NETWORK** 254,150,888.77







APPENDIX II **CHECKLISTS & PROCUREMENT DURATION**



AFRICA CENTRE OF EXCELLENCE CENTER FOR OILFIELD CHEMICALS RESEARCH (ACE-CEFOR)

UNIVERSITY OF PORTHACOURT, RIVERS STATE CHECK LIST

1. WORKS

LOAN/CREDIT NO.6510-NG REVIEW DATE: March 05, 2024				
CONTRACT DATA				
Contract Name & Number: Procure and Install Sundry	Type of Contract: Lump Sum	Contract Amount: N		
Furniture and Fittings at Intellectual Property and Technology Transfer Office (ACE/CEFOR/PROC/WKS/2023 /0001)	Goods Work Services ()	N11,512,712.50		
Contractor's Name & Address: Messrs VASTLAND CONCEPTS LTD: No. 1, Close 3, Mgbesilaru	Notification of Award & Date	April 20, 2023		
New Layout, Gods Own Estate, Port Harcourt, Rivers State.	Acceptance Letter & Date	Not sighted		
No. Of Bids Received: Four (4)	Date of Contract Performance:	Not sighted		
, ,	Date of Contract Agreement:	Not sighted		
Location of Goods, Works or Service:	University of Port Harcourt, Rivers Star	te		
TOPIC	COMMENTS & FINDINGS:			
PRFOCUREMENT AND CONTRCTIN				
Contract Package (Items & Quantity	Contract package: Procure and Install Sundry Furniture and Fittings at Intellectual Property and Technology Transfer Office Quantities; 13 items 5Nr. 2.5m x 1.5m Brown Day and Night Blinds 2Nr. 7ft x 6ft Book Shelve 2Nr. 30cm x 10cm Glass Door Signages 3Nr. 1m x 0.5m Sign Post 3Nr. 40mm x 100mm Signage 1Nr. 20ft 5mm Aluminum profile for Partitioning with 3ft			
Contract Type {Goods, Works	Door 3000m Fiber Optics cable 3000m HDPE Pipe with Trenching 4Nr. 40W Fitting with Wiring 4Nr. HP laptop Core i5 500Gb, 8Gb Ram 5 buckets of inter-colour with 4 oil paints with labour Works			



(S&L) Services}					
Procurement Method (ICB, LIB, NCB, SHOPPING-RFQ/RFT)	RFQ				
Prequalification (Yes/No)	No				
Single Stage/Two Stage	Single stage				
Domestic Preference (Yes/No)	No				
Bank Review (PRIOR, POST, SOL)	Post				
COSTS					
USD Equivalent	\$24,989.60				
Exchange Rate/Date	USD 460.47 (February	[,] 2023)			
Price of Lowest Evaluated Bidder (N)	N11,512,712.50				
Contract Value at Award (N)	N11,512,712.50				
Contingencies in PAD	Not applicable				
Final Contract Price	N11,512,712.50				
TIME (DATE)					
General Procurement Notice (GPN)	Not applicable				
Request for Proposal (RFP)	Not applicable				
Invitation for Prequalification	No				
Invitation for Bids	February 24, 2023				
Submission of Bids/Quotation	March 24, 2023				
Contract Award Signature	April 20, 2023				
Date of Contract Performance	Not sighted				
Completion Period Offered by the Contractor	Not sighted				
Date of Contract Completion	April 25, 2023.				
CONTRACT ADMINISTRATION:					
Changes to Contract	Description	Date	Price Impact		
	None	Not Applicable	Not Applicable		
Final Payment	Description	Date of Invoice	Date of Payment		
	To procure and install sundry F&F @ April 25, 2023 April 25, 2023 IPTTO				
Total Payment	N10,066,930.00 Net				
DISBURSEMENT					
Disbursement Method (Direct, SOE, Special Account)	Direct				
Percentage of Bank Financing (%)	0.49%				
Disbursements: Amount & Date	N10,066,930.00 – Pay F&F @ IPTTO – PV/202 2023.				







DELIVERABLES:					
Contract Package	Reference/ Description	Quantity/% Completed	Date Delivered/ Completed	Remarks (Note any Discrepancies from Contract)	
ACE/CEFOR/PROC/WKS/2023/ 0001	Procure and Install Sundry Furniture and Fittings at Intellectual Property and Technology Transfer Office	100%	April 25, 2023		



AFRICA CENTRE OF EXCELLENCE CENTER FOR OILFIELD CHEMICALS RESEARCH (ACE-CEFOR)

UNIVERSITY OF PORTHACOURT, RIVERS STATE PROCUREMENT DURATION FORM **SERVICES**

Contract No: ACE/CEFOR/PROC/WKS/2023/0001

Contract Name: Procure and Install Sundry Furniture and Fittings at Intellectual Property and

Technology Transfer Office

Date General Procurement Notice (GPN): Not Used

Bid Validity Period: Not stated

		DURATION (DAYS)					
S/No.	STEPS	Actual Date	Between Events	Overall (No of Days)			
1	Prequalification documents received by Bank	Not Applicable	0	0			
2	Bank's No Objection	Not Applicable	0	0			
3	Invitation for Prequalification issued	Not Applicable	0	0			
4	Submission of Prequalification applications	Not Applicable	0	0			
5	PQ Evaluation Report received by Bank	Not Applicable	0	0			
6	Bank's No Objection	Not Applicable	0	0			
7	Bid documents received by Bank	Not Applicable	0	0			
8	Bank's No Objection/BPP No Objection	None	0	0			
9	Invitation for Bids issued	February 24, 2023	0	0			
10	Submission of bids	March 24, 2023	28	28			
11	Bid Evaluation Report preparation (financial)	Not sighted	0	0			
12	Request for Clarification	Not Applicable	0	0			
13	Bank's No Objection	Not Applicable	0	0			
14	Contract Award Notice	April 20, 2023	27	27			
15	Contract Signed	Not Sighted	0	0			
	TOTAL DAYS		DAYS	55 DAYS			



AFRICA CENTER OF EXCELLENCE, CENTER FOR OILFIELD CHEMICALS RESEARCH (CEFOR) **UNIVERSITY OF PORT-HARCOURT**

CHECK LIST GOODS

2. **SUPPLY OF LAPTOP SYSTEMS**

LOAN/CREDIT NO.6510-NG	REVIEW DATE: March 5, 2024				
CONTRACT DATA					
Contract Name & Number:			: Lump Sum	Contract Amount: N	
Supply of laptop systems.	Goods (X)	Work ()	Services ()	9,997,500.00	
Contractor's Name & Address: Ruefd Exclusive Resources Itd.	Notification o	of Award	& Date	July 12, 2023	
No.1 Close 3, Mgbesilaru New Layout, God's own estate. Port-Harcourt.	Acceptance	Letter &	Date	July 12, 2023	
No. Of Bids Received: Three (3)	Date of Cont	ract Perf	ormance:	Not sighted	
No. Of bids received. If the (3)	Date of Cont	ract Agre	eement:	Not sighted	
Location of Goods, Works or Service:	ACE-CEFOR,	Universit	y of Port Harcour	t	
TOPIC	COMMENTS &				
PRFOCUREMENT AND CONTRCTII	ı				
Contract Package (Items & Quantity	Contract package: Supply of laptop systems. Quantities: 1. HP 15 LAPTOP. Core i.5, 256GIG SSD, 8GB RAM, WINDOWS 11 HOME – 14no. 2. Logistics.				
Contract Type {Goods, Works (S&L) Services}	Goods				
Procurement Method (ICB, LIB, NCB, SHOPPING-RFQ/RFT)	RFQ				
Prequalification (Yes/No)	No				
Single Stage/Two Stage	Single stage				
Domestic Preference (Yes/No)	No				
Bank Review (PRIOR, POST, SOL)	Prior				
COSTS					
USD Equivalent	\$ 22,129.13				
Exchange Rate/Date	USD 451.78 (July 12, 2023)				
Price of Lowest Evaluated Bidder (N)	9,997,500.00				
Contract Value at Award (N)	9,997,500.00				



Contingencies in PAD	None				
Final Contract Price (N)	9,997,500.00				
TIME (DATE)					
General Procurement Notice (GPN)	Not Applicable	Э			
Request for Proposal (RFP)	Not Applicable	Э			
Invitation for Prequalification	Not Applicable	Э			
Invitation for Bids/Quotation	May 29, 2023				
Submission of Bids/Quotation	July 4, 2023				
Contract Award Signature	July 12, 2023				
Date of Contract Performance	Not sighted				
Completion Period Offered by the Contractor	Not sighted				
Date of Contract Completion	July 12, 2023				
CONTRACT ADMINISTRATION:					
Changes to Contract	Description		Date		Price Impact
	None		Not Applicable		Not Applicable
Final Payment ACE/CEFOR/PROC/GDS/2023/	Description		Date of Invoice		Date of Payment
0010	Supply of lapto systems	op	July	12, 2023	July 17, 2023
Total Payment (N)	8,742,000.00				
DISBURSEMENT					
Disbursement Method (Direct, SOE, Special Account)	Direct				
Percentage of Bank Financing (%)	0.44%				
Disbursements: Amount & Date	Voucher no.: PV/2023/UNIPT-2/000000219 of July 17, 2023				
DELIVERABLES:					
Contract Package	Reference/ Quantity, Description Complet		-	Date Delivered/ Completed	D:
ACE/CEFOR/PROC/GDS/2023/ 0010	Supply of laptop systems	10	00%	July 12, 2023	None



AFRICA CENTER OF EXCELLENCE, CENTER FOR OILFIELD CHEMICALS RESEARCH (CEFOR) UNIVERSITY OF PORT-HARCOURT PROCUREMENT DURATION FORM GOODS

Contract No: ACE/CEFOR/PROC/GDS/2023/0010

Contract Name: Procure and install inverter backup system in the laboratory

Date General Procurement Notice (GPN): Not Used

Bid Validity Period: Not sighted

		DURATION (DAYS)					
S/No.	STEPS	Actual Date	Between Events	Overall (No of Days)			
1	Prequalification documents received by Bank	Not Applicable	0	0			
2	Bank's No Objection	Not Applicable	0	0			
3	Invitation for Prequalification issued	Not Applicable	0	0			
4	Submission of Prequalification applications	Not Applicable	0	0			
5	PQ Evaluation Report received by Bank	Not Applicable	0	0			
6	Bank's No Objection	Not Applicable	0	0			
7	Bid documents received by Bank	Not Applicable	0	0			
8	Bank's No Objection/BPP No Objection	None	0	0			
9	Invitation for Bids issued	May 29, 2023	0	0			
10	Submission of bids	June 1, 2023	3	3			
11	Bid Evaluation Report preparation (financial)	June 6, 2023	5	5			
12	Request for Clarification	Not Applicable	0	0			
13	Bank's No Objection	Not Applicable	0	0			
14	Contract Award Notice	July 12, 2023	36	36			
15	Contract Signed	Not sighted	0	0			
	TOTAL DAYS		DAYS	44 DAYS			



AFRICA CENTRE OF EXCELLENCE FOR PUBLIC HEALTH AND TOXICOLOGICAL RESEARCH (PUTOR)

UNIVERSITY OF PORTHARCOURT

SERVICES

3.. CHECK LIST

LOAN/CREDIT NO.6510-NG	REVIEW DATE: March 6, 2024				
CONTRACT DATA					
Contract Name & Number: Development of Grievance	Type of Co	ontract: Lun	np Sum	Contract Amount: N	
redress portal for Uniport	Goods (X)	Works ()	Services ()	9,999,994.00	
Contractor's Name & Address: Messrs C U LOGISTICS LIMITED:	Notification of Aw	ard & Date	•	June 9, 2023	
No. 7 Temple Amadi Avenue, off Abacha Road G.R.A III Port Harcourt	Acceptance Lette	er & Date		June 10, 2023	
No. of Bids Received: Three (3)	Date of Contract	Performan	се	Not sighted	
	Date of Contract Agreement:			Award letter dated June 9, construed to be agreement	
Location of Goods, Works or Service:	CEFOR, University of Port Harcourt, Rivers State.				
TOPIC	COMMENTS & FINDINGS:				
PREOCUREMENT AND CONTRCTING					
Contract Package (Items &	ACE/CEFORE/PROC/SWR/2023/0014 - Development of				
Quantity	Grievance redre			Development of	
	5 Items				
Contract Type (Goods, Works (S&L) Services)	Goods				
Procurement Method (ICB, LIB, NCB, SHOPPING-RFQ/RFT)	RFQ				
Prequalification (Yes/No)	No				
Single Stage/Two Stage	Single Stage				
Domestic Preference (Yes/No)	No				
Bank Review (PRIOR, POST, SOL)	Prior				
COSTS					
USD Equivalent	22,134.65				
Exchange Rate/Date	USD 451.78 (as received by CEFOR for July, 2023).				
Price of Lowest Evaluated Bidder (N)	9,999,994.00				
Contract Value at Award (N)	9,999,994.00				



Contingencies in PAD	N/A				
Final Contract Price (N)	9,999,994.00 (gro	ss) includi	ng 1	TAX and VA	Т
TIME (DATE)					
General Procurement Notice (GPN)	Not applicable				
Request for Proposal (RFP)	Not Applicable				
Invitation for Prequalification	Not Applicable				
Invitation for Bids/Quotation	May 31, 2023				
Submission of Bids	June 7, 2023				
Contract Award Signature	June 9, 2023				
Date of Contract Performance	Not sighted				
Completion Period Offered by the Contractor	60 Days				
Date of Contract Completion	June 16, 2023				
CONTRACT ADMINISTRATION:					
Changes to Contract	Description		Da	te	Price Impact
	None		No Ap	t plicable	Not Applicable
Final Payment	Description		Da	te of oice	Date of Payment
	Development o Grievance redre portal for Unipol	ess	Jur	ne 16, 2023	June 26, 2023
Total Payment	N9,999,994.00 (c				
DISBURSEMENT		•			
Disbursement Method (Direct, SOE, Special Account)	Direct				
Percentage of Bank Financing (%)	0.44%				
Disbursements: Amount & Date:	N8,744,180.80 (net); PV/2023/UNIPT-2/000000159 of June 26, 2023				
DELIVERABLES:					
Contract Package	Reference/ Quantity/% Description Completed			Date Delivered/ Completed	Remarks (Note any Discrepancies from Contract)
ACE/CEFORE/PROC/SWR/2023 /0014	Development of Grievance redress portal for Uniport	100%		June 16, 2023	None



AFRICA CENTRE OF EXCELLENCE FOR PUBLIC HEALTH AND TOXICOLOGICAL RESEARCH (PUTOR)

UNIVERSITY OF PORTHARCOURT PROCUREMENT DURATION FORM

GOODS

Contract No: ACE/CEFORE/PROC/SWR/2023/0014

Contract Name: Development of Grievance redress portal for Uniport

Date General Procurement Notice (GPN): Not Used

Bid Validity Period: Not Sighted

S/No.	STEPS	DUR		
		Actual Date	Between Events	Overall (No of Days)
1	Prequalification documents received by Bank	Not Applicable	0	0
2	Bank's No Objection	Not Applicable	0	0
3	Invitation for Prequalification issued	Not Applicable	0	0
4	Submission of Prequalification applications	Not Applicable	0	0
5	PQ Evaluation Report received by Bank	Not Applicable	0	0
6	Bank's No Objection	Not Applicable	0	0
7	Bid documents received by Bank	Not Applicable	0	0
8	Bank's No Objection/BPP No Objection	None	0	0
9	Invitation for Bids issued	May 31, 2023	0	0
10	Submission of bids	June 7, 2023	7	7
11	Bid Evaluation Report preparation (financial)	June 8, 2023	1	1
12	Request for Clarification	Not Applicable	0	0
13	Bank's No Objection	Not Applicable	0	0
14	Contract Award Notice	June 9, 2023	1	1
15	Contract Signed	Not Sighted	0	0
	TOTAL DAYS		DAYS	9 DAYS



AFRICA CENTRE OF EXCELLENCE CENTER FOR OILFIELD CHEMICALS RESEARCH (ACE-CEFOR) UNIVERSITY OF PORTHACOURT, RIVERS STATE **CHECK LIST**

SERVICES 4.

4.	2EKAIC	LJ			
LOAN/CREDIT NO.6510-NG REVIEW DATE: March 06, 2024					
CONTRACT DATA				I	
Contract Name & Number: Provision of Social Media	Type of C	Contract: Lu	mp Sum	Contract Amount: N	
Campaign for ACE-CEFOR (ACE/CEFOR/PROC/SWR/2023 /00012)	Goods Work Services () () (X)			N6,606,950.00	
Contractor's Name & Address: Messrs SOMIT INTEGRATED SERVICES, No 3, Isiokpo Street	Notification of	f Award & D	ate	June 8, 2023	
Rumuomasi, Port Harcourt, Rivers State.	Acceptance	Letter & Dat	е	June 16, 2023	
No of Ride Reserved. There a (2)	Date of Contr	act Perform	ance:	Not sighted	
No. Of Bids Received: Three (3)	Date of Contr			Not sighted	
Location of Goods, Works or Service:	University of P				
TOPIC	COMMENTS & FINDINGS:				
PRFOCUREMENT AND CONTRCTI	NG				
	for ACE-CEFC	PR	sion of Social	Media Campaign	
Contract Package (Items & Quantity	Quantities; 5 items: Twelve months year Facebook/LinkedIn/twitter, Instagram/YouTube advertisement and Ads subscription Twelve months E-Newsletter Subscription service Video documentary of CEFOR facilities in the University. Twelve months E-PowerPoint Presentation Template Production Twelve months Aweber Auto responder				
Contract Type {Goods, Works (S&L) Services}	Services				
Procurement Method (ICB, LIB, NCB, SHOPPING-RFQ/RFT)	RFQ				
Prequalification (Yes/No)	No				
Single Stage/Two Stage	Single stage				
Domestic Preference (Yes/No)	No				
Bank Review (PRIOR, POST, SOL)	Post				
COSTS					
USD Equivalent	\$14,624.26				
Exchange Rate/Date	USD 451.78 (January to October, 2023)				



D					
Price of Lowest Evaluated Bidder (N)	N6,606,950.00				
Contract Value at Award (N)	N6,606,950.00				
Contingencies in PAD	Not applicable	е			
Final Contract Price	N6,606,950.00				
TIME (DATE)					
General Procurement Notice					
(GPN)	Not applicable	e 			
Request for Proposal (RFP)	Not applicable	е			
Invitation for Prequalification	No				
Invitation for Bids	May 29, 2023				
Submission of Bids/Quotation	June 6, 2023				
Contract Award Signature	June 8, 2023				
Date of Contract Performance	Not sighted				
Completion Period Offered by the Contractor	Not sighted				
Date of Contract Completion	June 12, 2023.				
CONTRACT ADMINISTRATION:					
Changes to Contract	Description		Date	Price Impact	
	None		Not Applicable	Not Applicable	
Final Payment	Description		Date of Invoice	Date of Payment	
	Provision of So Media Campo ACE-CEFOR		June 16, 2023	June 21, 2023	
Total Payment	N5,777,240.00	Net			
DISBURSEMENT					
Disbursement Method (Direct, SOE, Special Account)	Direct				
Percentage of Bank Financing (%)	0.43%				
Disbursements: Amount & Date	N5,777,240.00 – Payment for the Provision of Social Media Campaign for ACE-CEFOR – PV/2023/UNIPT- 2/000000154 of June 21, 2023.				
DELIVERABLES:					
Contract Package	Reference/ Description	.		Remarks (Note any Discrepancies from Contract)	
ACE/CEFOR/PROC/SWR/2023/ 00012	Provision of Social Media Campaign	100%	June 12, 2023		



AFRICA CENTRE OF EXCELLENCE CENTER FOR OILFIELD CHEMICALS RESEARCH (ACE-CEFOR)

UNIVERSITY OF PORTHACOURT, RIVERS STATE

PROCUREMENT DURATION FORM **SERVICES**

Contract No: ACE/CEFOR/PROC/SWR/2023/00012

Contract Name: Provision of Social Media Campaign for ACE-CEFOR

Date General Procurement Notice (GPN): Not Used

Bid Validity Period: Not stated

STEPS	Actual Date	Between	Overall
n documents received		Events	(No of Days)
Prequalification documents received by Bank		0	0
Bank's No Objection		0	0
requalification issued	Not Applicable	0	0
Prequalification	Not Applicable	0	0
Report received by	Not Applicable	0	0
ection	Not Applicable	0	0
s received by Bank	Not Applicable	0	0
ection/BPP No	None	0	0
ids issued	May 29, 2023	0	0
bids	June 6, 2023	8	8
Report preparation	Not sighted	0	0
arification	Not Applicable	0	0
ection	Not Applicable	0	0
rd Notice	June 8, 2023	2	2
ed	Not Sighted	0	0
		DAYS	10 DAYS
	ection requalification issued Prequalification Report received by ection s received by Bank ection/BPP No ids issued bids Report preparation arification ection rd Notice	requalification issued Prequalification Report received by Retion Solve received by Bank Retion Not Applicable Not Applicable Not Applicable Not Applicable Not Applicable Not Applicable None None None None Not Sighted Not Applicable Not Applicable Applicable Not Applicable	requalification issued Prequalification Not Applicable Not Applicable Not Applicable Not Applicable Not Applicable Not Applicable O Report received by Not Applicable O section Not Applicable Not Applicable Not Applicable Not Applicable O None O ids issued May 29, 2023 Dids Report preparation Not sighted O arification Not Applicable O not Applicable O D Ids Sighted O Ids Sighted







APPENDIX III GENERAL PROCUREMENT PROCESS RISKS MATRIX





UNIVERSITY OF PORTHACOURT, RIVERS STATE

1.. PROCURE AND INSTALL SUNDRY FURNITURE AND FITTINGS AT INTELLECTUAL PROPERTY AND TECHNOLOGY TRANSFER OFFICE

		/ACTIVITY P	ERFORMANC	E RISK	PROCESS EVALUATION SCORE				REMARK	
S/NO	PROCESS/ACTIVITY	NOT APPLICABLE NA	0% - 39.99% (L)	40%- 59.99% (M)	60%- 100% (H)	0%- 49.99% (POOR)	50%- 74.99% (FAIR)	75%- 100% (GOOD)	OVERAL L SCORE	
Α	INVITATION FOR BIDS						Fair			
1	In the Procurement Plan		Х							
2	Appropriate Advertisement				X					Advertisement should have been placed in the Centre's websites and Notice boards
3	Standard Bidding Documents				Х					Not used
4	Specifications		Χ							
5	Appropriateness of Procurement Method and Threshold		Х							
6	No. of Invited Vendors		Χ							Four (4)
7	Bid Validity Period				Χ					Not stated
В	BIDS SUBMISSION							Good		
1	Submission Made Within Solicitation Period.		Х							
2	No of Bids Received		Χ	-			-			Four (4)







3	Adequacy of Time for Bid Submission	Х				
4	Level of Compliance to Instructions	Х				
С	QUALITY OF BID EVALUATION PROCEDURE, BID EVALUATION REPORT AND TRANSPARENCY			Fair		
1	Composition and Adequacy of Bid Evaluation Committee	Х				The Procurement committee acted in that capacity
2	Disqualification of Responsive Bids	X				
3	Failure to Disqualify Non-Responsive Bids		Х			Falsified TCC
4	Timeliness of Evaluation of Bids		Х			Bid evaluation was not report sighted
5	Similarities Between Competing Bids	Χ				
6	Collusion of Bids	Χ				
7	Falsification of Bids Documents		Х			The contractor's scanned TCC bar code indicted that it belongs to another company - WATCO LOGISTICS LIMITED
8	Third Party Observer		Х			No evidence of third- party observer
D	NOTIFICATION OF AWARD OF CONTRACT				Good	
1	Period within which Award Letter was issued	Х				The award letter was issued 30 days after the closing of bid submission deadline
2	Adequacy of Award Letter content	Х				

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E	ACCEPTANCE OF AWARD OF CONTRACT			Poor			
1	Timeliness of Award Acceptance		X				The acceptance letter was not sighted
F	SIGNED CONTRACT/DATE			Poor			
1	Signed Contract Agreement		X				Not Sighted
2	Timeliness of Signing of Agreement		X				Not Sighted
G	CONTRACT AMENDMENTS, IF ANY					Good	
1	Any Amendments	X					None
Н	STORE RECEIPT DOCUMENT					Good	
1	Appropriateness of Date of Receipt of Item	Х					
2	Adequacy of Representation of items Received	Х					
J	EVIDENCE OF DELIVERY/COMPLETION					Good	
1	Completion Documentation	Х					
2	Completion within Agreed Time Period	X					
K	CONSULTANTS OPINION ON VALUE FOR MONEY		Mode	rate			
L	OVERALL RATING OF	Risk			Efficier	су	High risk was adjudged







PROCUREMENT RISK AND EFFICIENCY			because of the seemingly falsified Tax Clearance Certificate. The efficiency was adjudged "fair"
	High	Fair	because of the store receipt documents and evidence of delivery and completion which shows that the contract was completed on time.



AFRICA CENTRE OF EXCELLENCE CENTER FOR OILFIELD CHEMICALS RESEARCH (ACE-CEFOR)

UNIVERSITY OF PORTHACOURT, RIVERS STATE

2. SUPPLY OF LAPTOP SYSTEMS

		PROCESS/ACTIVITY PERFORMANCE RISK				PROCESS EVALUATION SCORE				REMARK
S/NO	PROCESS/ACTIVITY	NOT APPLICABLE NA	0% - 39.99% (L)	40%-59.99% (M)	60%-100% (H)	0%-49.99% (POOR)	50%-74.99% (FAIR)	75%-100% (GOOD)	OVERALL SCORE	
Α	INVITATION FOR BIDS						Fair			
1	In the Procurement		Х							
2	Appropriate Advertisement				Х					Advert should have been placed in the Centre's notice board and website.
3	Standard Bidding Documents				Х					Standard bidding documents were not used
4	Specifications		Х							Specifications were stated in the RFQ
5	Appropriateness of Procurement Method and Threshold		Х							
6	No. of Invited Vendors		Х							Three (3)
7	Bid Validity Period				Χ					Not stated
В	BIDS SUBMISSION							Good		
1	Submission Made within Solicitation Period.		Х							
2	No of Bids Received		Χ							Three (3)
3	Adequacy of Time		Х							

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	for Bid Submission					
4	Level of Compliance to Instructions	Х				
С	QUALITY OF BID EVALUATION PROCEDURE, BID EVALUATION REPORT AND TRANSPARENCY				Good	
1	Composition and Adequacy of Bid Evaluation Committee	Х				
2	Disqualification of Responsive Bids	Х				
3	Failure to Disqualify Non-Responsive Bids	X				
4	Timeliness of Evaluation of Bids	X				
5	Similarities Between Competing Bids	X				
6	Detected Collusion of Bids	X				
7	Detected Falsification of Bids Documents	Х				
8	Third Party Observer		Χ			No third-party observer
D	NOTIFICATION OF AWARD OF CONTRACT				Good	
1	Period within which Award Letter was issued	Х				







2	Adequacy of Award Letter content	Х				
Е	ACCEPTANCE OF AWARD OF CONTRACT				Good	
1	Timeliness of Award Acceptance	X				
F	SIGNED CONTRACT/DATE			Poor		
1	Signed Contract Agreement		Х			Contract agreement not sighted
2	Timeliness of Signing of Agreement		Х			Date of contract signing not sighted
G	CONTRACT AMENDMENTS, IF ANY				Good	
1	Any Amendment	X				
Н	STORE RECEIPT				Good	
	DOCUMENT					
1		X				
2	Appropriateness of Date of Receipt of	X				All items were represented and received in good conditions.
'	DOCUMENT Appropriateness of Date of Receipt of Item Adequacy of Representation of				Good	represented and received in good
2	DOCUMENT Appropriateness of Date of Receipt of Item Adequacy of Representation of items Received EVIDENCE OF DELIVERY/COMPLETI					represented and received in good







K	CONSULTANTS OPINION ON VALUE FOR MONEY	Fo	Fair					
L	OVERALL RATING OF PROCUREMENT RISK AND EFFICIENCY	Risk Medium	Efficiency Fair	Medium risk and fair efficiency were adjudged based on the levels of compliances with the procurement rules and guidelines				



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AFRICA CENTRE OF EXCELLENCE FOR PUBLIC HEALTH AND TOXICOLOGICAL RESEARCH (PUTOR)

UNIVERSITY OF PORTHARCOURT GOODS

PROCESS/ACTIVITY PERFORMANCE RISK RANGE AND SCORE

DEVELOPMENT OF GRIEVANCE REDRESS PORTAL FOR UNIPORT

		PROCES	SS/ACTIVITY F	PERFORMANC	E RISK	PROCESS EVALUATION SCORE		RE	REMARK	
S/NO	PROCESS/ACTIVITY	NOT APPLICABLE (NA)	0% - 39.99% (L)	40%-59.99% (M)	60%-100% (H)	0%-49.99% (POOR)	50%-74.99% (FAIR)	75%-100% (GOOD)	OVERALL SCORE	
A	INVITATION FOR BIDS						Fair			Adjudged fair because SBD was not used/poor detailed specifications
1	In the Procurement Plan				Х					
2	Appropriate Advertisement			Х						No placement on Centre's notice board or website
3	Standard Bidding Documents				Х					
4	Specifications				Χ					
5	Appropriateness of Procurement Method and Threshold		Х							
6	No. of Bids received		Х							Three (3) RFQ were received
7	Bid Validity Period				Χ					Not Stated
8	Compliance Documents received		Х							
В	BIDS SUBMISSION							Good		
1	Submission made within solicitation period.		Х							
2	No of Bids Received	1	Х							Three (3) were invited

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3	Adequacy of time for Bid Submission	Х					
4	Level of Compliance to Instructions	Х					
С	QUALITY OF BID EVALUATION PROCEDURE, BID EVALUATION REPORT AND TRANSPARENCY					Good	
1	Composition and Adequacy of Bid Evaluation Committee		X				Evidence of committee not sighted but there was procurement dept input
2	Disqualification of responsive Bids	Х					
3	Failure to Disqualify Non-Responsive Bids	X					
4	Timeliness of Evaluation of Bids	Χ					
5	Similarities Between Competing Bids	Х					
6	Collusion of Bids	Χ					
7	Falsification of Bids Documents	Χ					
8	Third Party Observer			Х			
D	NOTIFICATION OF AWARD OF CONTRACT					Good	
1	Period within which Award Letter was issued	Х					
2	Adequacy of Award Letter content	Х					
E	ACCEPTANCE OF AWARD OF CONTRACT					Good	
1	Timeliness of Award Acceptance	Χ					Made in nine (9) days.







F	SIGNED CONTRACT/DATE			Poor		
1	Signed Contract Agreement		Х			Agreement not sighted
2	Timeliness of Signing of Agreement		Х			Not determined because Agreement was not sighted
G	CONTRACT AMENDMENTS, IF ANY				Good	
1	No contract amendment	X				
Н	STORE RECEIPT DOCUMENT				Good	
1	Appropriateness of Date of Receipt of Item	X				
2	Adequacy of representation of items received	Х				
J	EVIDENCE OF DELIVERY/COMPLETION				Good	
1	Completion Documentation	X				
2	Completion within Agreed Time Period	X				
K	CONSULTANTS OPINION ON VALUE FOR MONEY		Mode	erate		
L	OVERALL RATING OF PROCUREMENT RISK	Risk			Efficiency	Medium risk and good efficiency were
	AND EFFICIENCY	Medium			Good	adjudged based on the considerations of the levels of compliances with the
						rules and guidelines

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AFRICA CENTRE OF EXCELLENCE CENTER FOR OILFIELD CHEMICALS RESEARCH (ACE-CEFOR)

UNIVERSITY OF PORTHACOURT, RIVERS STATE

4. PROVISION OF SOCIAL MEDIA CAMPAIGN FOR ACE-CEFOR

		PROCESS	/ACTIVITY P	ERFORMANC	E RISK	PRO	OCESS EVALU	IATION SCO	RE	REMARK
S/NO	PROCESS/ACTIVITY	NOT APPLICABLE NA	0% - 39.99% (L)	40%- 59.99% (M)	60%- 100% (H)	0%- 49.99% (POOR)	50%- 74.99% (FAIR)	75%- 100% (GOOD)	OVERAL L SCORE	
A	INVITATION FOR BIDS						Fair			
1	In the Procurement		Х							It is in the centers work plan.
2	Appropriate Advertisement				Х					Appropriate Advertisement should have been placed in the school websites and Notice boards
3	Standard Bidding Documents				Х					Not sighted for this project
4	Specifications		Х							
5	Appropriateness of Procurement Method and Threshold		Х							
6	No. of Invited Vendors		Х							Three (3)
7	Bid Validity Period				Х		_			Not stated
В	BIDS SUBMISSION							Good		
1	Submission Made within solicitation Period.		Х							

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2	No of Bids Received	Χ					Three (3)
3	Adequacy of Time for Bid Submission		X				The contractors had 8 days to submit their bids
4	Level of Compliance to Instructions	Χ					
С	QUALITY OF BID EVALUATION PROCEDURE, BID EVALUATION REPORT AND TRANSPARENCY				Fair		
1	Composition and Adequacy of Bid Evaluation Committee		Х				No Bid evaluation report sighted but procurement dept input sighted
2	Disqualification of Responsive Bids		Х				No Bid evaluation report sighted but procurement dept input sighted
3	Failure to Disqualify Non-Responsive Bids	Х					
4	Timeliness of Evaluation of Bids	Χ					
5	Similarities Between Competing Bids	Χ					
6	Collusion of Bids	Χ					
7	Falsification of Bids Documents	Х					
8	Third Party Observer			Х			No evidence of third-party observer
D	NOTIFICATION OF AWARD OF CONTRACT					Good	
1	Period within which Award Letter was issued	Х					The award letter was issued 10 days after the closing of bid submission deadline



	EVIDENCE OF DELIVERY/COMPLETION				Good	
	Representation of items Received	X				
2	Item Adequacy of	^				
1	Appropriateness of Date of Receipt of	Х				
Н	STORE RECEIPT DOCUMENT				Good	
	Any Amendments					 None
G	CONTRACT AMENDMENTS, IF ANY					
2	Timeliness of Signing of Agreement		Х			Not Sighted
1	Signed Contract Agreement		X			Not Sighted
F	SIGNED CONTRACT/DATE			Poor		
1	Timeliness of Award Acceptance	Х				
E	ACCEPTANCE OF AWARD OF CONTRACT				Good	
2	Adequacy of Award Letter content	Х				



L	OVERALL BATING OF	Risk	Efficiency	Medium risk and fair
	OVERALL RATING OF PROCUREMENT RISK AND EFFICIENCY	Medium	Fair	efficiency were adjudged based on the considerations of the levels of compliances with the rules and guidelines.













APPENDIX IV EXIT MEETING SHEET



CEFOR-UNIVERSITY OF PORTHARCOURT ISSUES AND EXIT CONFERENCE – WITH CENTRE RESPONSES

S/NO	ISSUES RECORDED/CLAUSES	CLAUSE	NATURE OF INFRACTION	CENTRE RESPONSE	REMARK 58.5(a & b); 58.6 (a&b); 58.7
1	Not in the Procurement Plan	18(a-g)			
2	Debriefing	19(e)	The unsuccessful bidders were not debriefed.		
3	Invitation to Bid	25.2(ii)	No placement of advertisement on Centre notice board or website	Going forward will be done on both notice board and website	Though it was RFQ, adverts should have been placed on center's notice board or website for more responses from interested vendors.
4	Mandatory Compliances	16(6)b			
5	Bids after deadline	27.5			
6	Bid opening register	30(d)			
7	Collusive Practice	58.4(a)			
8	Coercion and undue influence (Directly, indirectly or attempting to influence in any manner the procurement process)	58.4(b & c)			
9	Contract Splitting	58.4(d)			
10	Bid Rigging	58.4(e); 58.10(a & b)			
11	Competition, transparency	24	Speedlink Hi-Tech Solution repeatedly won several contracts.	This is due to the need to maintain standards and specifications.	Speedlink Hi-Tech Solution got 22 out of the 32contracts in 2023. All were renewal of subscriptions.
12	Observers	19(b)			
13	Refusal to provide Requested	54.4(h)			

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	Document(s)				
14	Non-remittance of Taxes	40* (FIRS establishment) Act 2007	Taxes were not seen to have been remitted accordingly.	They were remitted	The Cash book does not show clear remittance.
15	Direct Procurement	42			
16	Expression of Interest	44			
17	Request for Quotation	41			
18	Request for Proposal	45			
19	Bid Validity Period	29			
20	Procurement Planning Committee	21			
21	Tenders Board	22			







APPENDIX V PROCUREMENT PLAN







PROCUREMENT AUDIT OF ACE-IMPACT PROJECT OF CEFOR, UNIVERSITY OF PORTHARCOURT

Country: NIGERIA

Loan No: Grant ID#: 60029544

Name of Institution: UNIVERSITY OF PORT HARCOURT

Organisation: WORLD BANK AFRICA CENTRE OF EXCELLENCE IN OILFIELD CHEMICALS RESEARCH (ACE-CEFOR)

Project/Programme: PROCUREMENT PLAN (GOODS) FOR JANUARY - DECEMBER 2023 (12 MONTHS)

GOODS				BASIC DATA			Spec Proc	Bidding Period		Rid Fu	aluation			Contract Fi	nalization			Contract Implementation						
Description	Package	Lot	Estimated Amount	Procurement	Pre-or Post	Prior or Post	Plan vs.	Prep & Submission	No-objection	Notice On-line UNDB Gateway	Bid Invitation	Bid Closing-	Submission	No-objection	Plan vs. Actual	Contract Amount	Date Contract	Date Contract	Date Contract	Opening of	Arrival	Inspection	Final Cost (US \$)	Link to Results
- Companie	Number	Number	in US \$	Method	Qualification	Review	Actual	by Ex Agency	Date	Nat Press	Date	Opening	Bid Eval Rpt	Date		in US\$'000	Award	Advert	Signature	Let of Credit	Goods	Acceptance		resuns
					If Prequalification			4 - 7 wks	1 - 1.5 wks	1.5 - 2 wks	6 to	12 wks	1.5 - 3 wks	1 - 1.5 wks	Plan		1 wk		1.5-3 wks					
Norm Duration of Proc Steps					add 7-13 wks		Actual								Actual									
List of Contracts Communication and marketing, Procure and																								
print newsletters, CEFOR annual report, postgraduate handbook, flyers, notice board, bill board, door/office tag, and self assassment of impact, as applicable	NG/CEFOR/GD S/NS/2023/01	1	\$35,000.00	National Shopping*	Post	Post	Plan	NA	NA	NA	20/01/2023	03/02/2023	NA	NA	Plan	\$35,000.00	10/02/2023	NA	17/02/2023	NA NA	Mar; Jun; Sept; Dec 2023	Apr; Jul; Oct; Dec 2023	\$35,000.00	DLI#s 2; 3; 4;
Office Consumables (bills, stationery,																								
realms of paper, toners for printers, maintenance of internet facility and other office equipment, as applicable	NG/CEFOR/GD S/NS/2023/02	2	\$40,000.00	National Shopping	Post	Post	Plan	NA	NA	NA	20/01/2023	03/02/2023	NA	NA	Plan	\$40,000.00	10/02/2023	NA	17/02/2023	NA .	Mar; Jun; Sept; Dec 2023	Apr; Jul; Oct; Dec 2023	\$40,000.00	DLI#s 2; 3; 4; 5; 6; 7
Teaching aids (MIS/LMS equipment like,	NG/CEFOR/GD																							
projectors, data services, internet connectivity) maintenance	S/NCB/2023/03	3	\$150,000.00	National Shopping	Post	Post	Plan	NA	NA	07/02/2023	21/02/2023	04/04/2023	NA	NA	Plan	\$150,000.00	11/04/2023	11/04/2023	18/04/2023	25/04/2023	24/05/2023	06/06/2023	\$150,000.00	DLI#s 3; 4; 7
Books & journals. Procure books and journals with subscriptions relevant for graduate studies at ACE-CEFOR/partner units, library catalogue software/renewals	NG/CEFOR/GD S/NCB/2023/04	4	\$70,000.00	National Shopping	Post	Post	Plan	NA	NA	07/02/2023	21/02/2023	04/04/2023	NA	NA	Plan	\$70,000.00	04/11/2023	04/11/2023	18/04/2023	3 25/04/2023	3 24/05/2023	06/06/2023	\$70,000.00	DLI#s 3; 4; 7
150 kVA Diesel Generator with transformer																								
and accessories/backup power supply/Inverter batteries/electricity maintenance	NG/CEFOR/GD S/NS/2023/05	5	\$95,000.00	National Shopping	Post	Post	Plan	NA	NA	NA	20/01/2023	03/02/2023	NA	NA	Plan	\$95,000.00	10/02/2023	NA	17/02/2023	NA .	Mar; Jun; Sept; Dec 2023	Apr; Jul; Oct; Dec 2023	\$95,000.00	DLI#s 1; 2; 3; 4; 5; 6; 7
Delication black of the Board o	NOISEESTION																					1		D. III. 4 0 0
Project vehicles (fuelling (petrol), servicing, repairs, maintenance, etc)	NG/CEFOR/GD S/NS/2023/06	6	\$20,000.00	National Shopping	Post	Post	Plan	NA	NA	NA	20/01/2023	03/02/2023	NA	NA	Plan	\$20,000.00	10/02/2023	NA	17/02/2023	NA .	Mar; Jun; Sept; Dec 2023	Apr; Jul; Oct; Dec 2023	\$20,000.00	DLI#s 1; 2; 3; 4; 5; 6; 7
Laboratory equipment and associated furniture, reagents, maintenance/lab staff training	NG/CEFOR/GD S/NCB/2023/07	7	\$230,000.00	National Shopping	Post	Post	Plan	NA	NA	07/02/2021	21/02/2023	04/04/2023	NA	NA	Plan	\$230,000.00	04/11/2023	04/11/2023	18/04/2023	3 25/04/2021	24/05/2021	06/06/2023	\$230,000.00	DLI#s 1; 2; 3; 4; 5; 7
Office, e-library and NgREN internet hardware support for CEFOR/partner centres/departments/units in UniPort	NG/CEFOR/GD S/NCB/2023/08	8	\$250,000.00	National Shopping	Post	Post	Plan	NA	NA	02/07/2023	21/02/2023	04/04/2023	NA	NA	Plan	\$250,000.00	04/11/2023	04/11/2023	18/04/2023	25/04/2023	24/05/2023	06/06/2023	\$250,000.00	DLI#s 3; 4; 7
e-Procurement software. Procure and install facilities/furniture, e-procurement/e-accounting/e-auditting software for ACE-CEFOR Procurement/Accounting/Audit Units	NG/CEFOR/GD S/DC/2023/09	9	\$150,000.00	National Shopping	Post	Post	Plan	NA	NA	03/05/2023	19/03/2023	02/04/2023	NA	NA	Plan	\$150,000.00	04/09/2023	16/04/2023	19/04/2023	3 23/04/2023	30/04/2023	07/05/2023	\$150,000.00	DLI#s 4; 6; 7
Decised			\$52,000.00													\$52,000.00							\$52,000.00	
Project management (5% of project cost)																								
Total Cost			\$1,092,000.00				Plan Actual								Plan Actual	\$1,092,000.00							\$1,092,000.00	
Fill gray cells only!	EXCHANGE RA	TE: #445 -	U.S. \$1				Actual								Actual									
i iii giuy cona omy.	KEY:	T	0.00.91																					
	1		National Shopping	shall be used becau	ise they require	continuous / au	arterly sun	nlies estimated to	n he less than	NGN N 5 000 or	10 which is not	very easy to din	ectly quantify ein-	e the needs for r	maintenance offe	vary ner time				-				







Country: NIGERIA Loan No: Grant ID#: 60029544

Name of Institution: UNIVERSITY OF PORT HARCOURT

Organisation: WORLD BANK AFRICA CENTRE OF EXCELLENCE IN OILFIELD CHEMICALS RESEARCH (ACE-CEFOR)

Project/Programme: PROCUREMENT PLAN (WORKS) FOR JANUARY - DECEMBER 2023 (12 MONTHS)

											If Post-Review, No-objection Dates are not needed													
WORKS				Basic	: Data				ents, including specs and quar		Spec Proc Notice	Bidding Period		Bid Evaluation				Contract F	Contract Finalization			Contract Im	plementation	
Description	Package Number	Lot Number	Lumpsum or Bill of Quantities	Procurement Method	Estimated Amount in US \$	Pre-or Post Qualification	Prior or Post Review	Plan vs. Actual	Prep & Submission by Ex Agency	No-objection Date	On-line UNDB Gateway Nat Press	Bid Invitation Date	Bid Closing- Opening	Submission Bid Eval Rpt	No-objection Date	Plan vs. Actual	Contract Amount in US \$	Date Contract Award	Date Contract Advert	Date Contract Signature	Mobilization Advance Pavment	Substantial Completion	Final Acceptance	Final Cost in US \$
						If Prequalification	n	Plan	4 - 7 wks	1 - 1.5 wks	1.5 - 2 wks	1.5 - 2 wks	6 to	12 wks	1.5 - 3 wks	Plan		1 wk		1.5-3 wks				
Norm Duration of Proc Steps						add 7-13 wks		Actual								Actual								
List of Contracts																								
CEFOR Building (external works landscaping, maintenance of facilities in building). Details: extension of mini-laboratory, expansion of gen house, relocate gen house of Biotechnology Centre for safety at baby-		10	Bill of Quantities	Selective Tendering¶	250,000.00	Post	Post	Plan	NA	NA	NA	18/03/2023	01/04/2023	NA	NA	Plan	250,000.00	08/04/2023	NA	16/04/2023	23/04/2023	27/05/2023	06/06/2023	250,000.00
Project management (5% of project cost)					12,500.00												12,500.00							12,500.0
Total Cost					262,500.00			Plan								Plan	262,500.00							262,500.0
								Actual								Actual								
Fill gray cells only!		EXCHA	NGE RATE: #44	15 = U.S. \$1																				

¶KEY

1 To, as much as is possible, ensure work continuation coupled with difficulty in reproducing by another vendor, and since the existing contractor did not default in the first instance but, hindered by project fund source.

2 Defining the exact needs of the requirements for completing the project is also very complicated, which may pose a great challenge for open tendering.

3 Generally, the proposed procurement method shall help save time and money for ACE-CEFOR





PROCUREMENT AUDIT OF ACE-IMPACT PROJECT OF CEFOR, UNIVERSITY OF PORTHARCOURT

Probability of the probability	Country: NIGERIA Loan No: Grant ID#: 60029544																															
Processing Pro	Name of Institution: UNIVERSITY OF PORT!	IARCOURT																														
Feature Section Sect	Organisation: WORLD BANK AFRICA CEN	TRE OF EXCE	LLENCE IN (DILFIELD CH	EMICALS I	RESEARCE	I (ACE-CEFO	OR)																								
Feature Section Sect	Project/Programme: PROCUREMENT PLAN	CONSULTAN	CY) FOR JAN	(UARY - DEC	EMBER 202	3 (12 MON	THS)	ĺ																								
Part		`	,			Ì																										
Cultical C			For Contracts	under project	ts approved b	efore the M	lay 2002 Guid	lelines																								
This provides This provide																																
Section Companies Compan	CONCIL TANCY		Contract				Prepa	ration	Request f	or EOI	Sh	ort		Cor	sultant																	
Part	JUNGULIANCI		**				_				I			Pro		To	chnical (T) &	Financial (F)	and Negotion	s (N)		Draft (Contract		Contract F					Contract I	<u>nplementatio</u>	1
Part	2	Selection			Prior/Post	Plan vs.					Submission		Plan vs.	Invitation							Plan vs.	Submission	No-objection		Contract		Contract	Plan vs.		Draft	Final	Final
North Designed (Phy Supple Medicing) (Phy Su	Description	Method			Review	Actual	Submission	objection	y		Date		Actual	Date						(N)	Actual	Date	Date		Award		Signature	Actual		Report	Report	Cost in US
Non-Disclation of two Nages 100			TIMP-K2SPA	10 115.5		Plan						HAIF	Plan	4 to	17217					2 wks	Plan	1 - 2 wks	1 - 2 wks	138,000	1 wk	AffVPIT	_		Pavment			
The Contracts Contract Contra	Norm Duration of Proc Steps						o o maio	2 1120	I III HAD	2 mas		2 1120		1.00	12 112	2 0 1120	OID 2 Hab	2 1120	1 2 1100	2 1120	_	2 112	2 7785		1		1 0 1120					
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Section Sect	Strategic Marketing, Vigorious online marketing	a: 1 a																														
Development potential grants for all institutional lampacts NgReN Subscriptions for Safeth Subscriptions for Institutional Sacotiations and Annual Subscriptions for Institutional Sacotiations and Subscriptions for Institutional Sacotiations and Annual Subscriptions for Institutional Sacotiations and	and campaigns within and outside region,		Lump sum	\$50,000.00	Post	Plan	18/01/2023	02/08/2023	NA	NA	NA	NA	Plan	02/10/2023	NA	NA	NA	NA	NA	NA	Plan	15/02/2023	22/02/2023	\$50,000.0	0 03/01/2023	03/02/2023	03/10/2023	Plan	17/03/2023	13/09/2023	10/11/2023	\$50,000.
Intermet service) journals, distribution to Selection Limpy sim \$100,000.00 Post Plan 18 01/20/3 20 08/30/3 NA	Develop research/patents/grants portal	Selection																														
Selection Sele	Institutional Impact: NgReN Subscriptions for	Cinale Course																														
Centresclipage manufal Manufal Subscriptions to importane in manufal Subscriptions to importane in manufal Subscriptions of importane in manufal Subscriptions of international paraleys for international paraleys for international associations and networks. Single Source Lump sum \$10,000,000 Pest Plan \$10,000,000 Plan \$1	, ,		Lump sum	\$100,000.00	Post	Plan	18/01/2023	02/08/2023	NA	NA	NA	NA	Plan	02/10/2023	NA	NA	NA	NA	NA	NA	Plan	15/02/2023	22/02/2023	\$100,000.0	0 03/01/2023	03/02/2023	03/10/2023	Plan	17/03/2023	13/09/2023	10/11/2023	\$100,000
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Negotialasisgin memoranda, and commitment to partners, renewal of AAU, ACU, RUFORUM, etc and Uniport health portal Accreditation Gap analysis for international accreditation gap analysis, self-evaluationiclose-ups for Centre programmes Project management (5% of project cost) Total Civit Project management (5% of project cost) Filling years of the control of t	'																															
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election duriport health portal Accreditation/Gap analysis for international accreditation/gap analysis, self evaluation/close-ups for Centre programmes Project management (5% of project cost) S13,500.00 Plan Actual Actual EXCHANGE RATE: #445 = U.S. \$1 KFY:	Negotiate/sign memoranda, and commitment to	Selection	Lump sum	\$100,000.00	Post	Plan	07/02/2023	28/03/2023	NA	NA	NA	NA	Plan	30/03/2023	NA	NA	NA	NA	NA NA	NA	Plan	06/04/2023	13/04/2023	\$100,000.0	0 20/04/2023	21/04/2023	28/04/2023	Plan	05/07/2023	04/08/2023	06/09/2023	\$100,000.
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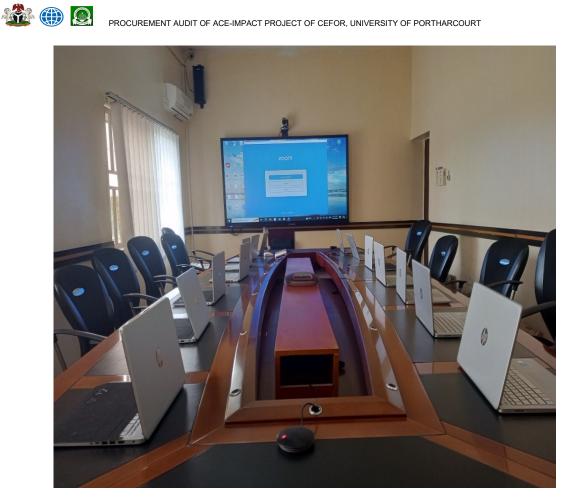


APPENDIX VI PICTURES











- 1. Vacuum Filtration System
- 2. Magnetic Stirring Heating Plate







APPENDIX VIII TERMS OF REFERENCE



3.1 TERMS OF REFERENCE

The Terms of Reference (TOR), the WB Procurement Guideline, the Public Procurement Act 2007 and the Public Service circular relating to the Procurement practice within the University is the guiding framework for the post procurement review. Key procurement processes were considered including:

- Client's Capacity, Adequacy of Staff; Role of Procurement Agents/Consultants;
 Implementation Arrangements;
- Procurement Plans and Monitoring;
- Advertising;
- Pre/Post-Qualification;
- Bid Opening;
- Bidding Documents;
- Evaluation and Awards;
- Bid Validity Extensions;
- Signed Contracts;
- Contract Amendments and Change/Variation Orders;
- Actual Contract Payments vs. Contract Award Amount
- Securities (for Bid, Performance, Advances, Insurance, Liability, etc.);
- Contractors' Claims;
- Damages and Penalties for Delays, non-compliance with Functional Guarantees, etc.;
- Payment certificates, payments made (date and value), final price;
- Withdrawals from the Loan/Credit Agreement (date and value);
- Protests from Bidders/Contractors;
- Reasons for Slow Progress of Completion;
- Delays in Payments, Imports, Customs, etc. if any;
- Shipping documents
- Test certificates, quality certificates etc.
- List of deliverables and completion (date, description, quantity, location of goods or works);
- Contractual Disputes and their Resolution;
- Bank Comments/Reviews/Interventions at each stage; Turnaround time and Efficiency;