



Government of Benue State Public Procurement Commission Work Registration Process

In Accordance with the provisions of the Benue State “Public Procurement Law 2020 No. 16 of 2020” as the regulatory authority responsible for the monitoring and overseeing of public procurement, harmonizing the existing government policies and practices by regulating, setting standard and developing the legal framework and professional capacity for public procurement in Benue State, all investors willing to register as a contractor in the State can apply through the following process.

Step 1: Application Form

Applicants are to visit and obtain application form at: Office of the Director-General, Public Procurement Commission 3rd Floor, State Secretariat, Makurdi Benue State, Nigeria.

The following documents are required to accompany your application:

1. A copy of Certificate of Business Registration or Incorporation.
2. A copy of TAX CLEARANCE CERTIFICATE showing tax paid for three consecutive years proceeding application.
 - i. If it's a limited liability company, certificate should be obtained from FIRS
 - ii. If it's a Business name, certificate could be obtained from BIRS or FIRS (**See procedure to obtain certificate from BIRS below**)
3. Memorandum and Article of Association of the Company.
4. Passport photograph

Step 2: Documents Review, Fees, Payment and approval of application

The documents accompanying the application form is reviewed, if there are any questions the applicant will be contacted via phone call or text message to clarify else the commission will move forward with the application. The approval rates are contained in revenue codes 120204, page 135 of the Benue State Internal Revenue Administration Law 2022. The law can be found on this link (<https://birs.be.gov.ng/benue-revenue-law.pdf>).

(Applicants can verify approved rate chart from appendix 1 below)

Timeline for review of application: 1 Day

Upon the Director General review and approval, a remita RRR is generated for the applicant who proceeds to any commercial bank for payment and collection of a transaction receipt which will be presented to the Public Procurement Commission.

Note: Relevant fee schedule are as follows:

1. Cost of application form is One Thousand Naira only (N1,000.00).
2. Registration certificate:
Cost of registration certificate as a Benue State contractor is Fifty Thousand Naira only (50,000.00)
Fee for renewal of certificate annually is Ten Thousand Naira only (N10,000.00)

Applicant can make payment within a day, simultaneously with Step 2

Step 3: Presentation of receipt and collection of certificate

After payment, the applicant returns to the commission (**address as shown in step 1**) to present their receipt and collect their certificate. Collection of certificate will take **30 minutes**.

Please note the following

1. The certificate is valid for 12 Months after which it is subject to renewal.
2. For renewal, visit the Public Procurement Commission's office with your certificate (**see address above**)
3. A remita RRR for the sum of Ten Thousand (N1000.00) will be generated for you
4. Visit any commercial bank and make your payment, and obtain a receipt
5. Return to the Commission's office and present your receipt. A leaflet in the certificate booklet will be signed and stamped indicating its validity for the next 12 Months.

Procedure for obtaining Tax Clearance Certificate from Board of Internal Revenue Service (BIRS)

Step 1: Application: Visit the BIRS Office at: Beside Fidelity Bank, New Otukpo Road P.M.B 02023, Makurdi, Benue State, Nigeria with your application stating the purpose for which you want to use the certificate.

Note: The following items should accompany your application

- i. Tax Identification Number (TIN)
- ii. Certificate of Incorporation
- iii. ID Card
- iv. Passport Photograph
- iv. Evidence of previous Tax paid, if any (Tax Clearance)

Step 2: Proforma and Assessment Fee: A Proforma will be given to the applicant to fill in their information to be assessed by an officer of BIRS to determine the Fee applicant will pay depending on applicant's income.

Note that assessment can take up to one week.

Note: Relevant fee schedule are as follows:

1. Cost of assessment is dependent on applicant's income declared in the preforma in Step 2.
2. Tax Clearance Certificate: Two Thousand, Five Hundred Naira only (N2, 500.00) Per certificate issued.

Step 3: Payment, Receipt and Collection of Certificate: Once assessment fee is determined, a remita RRR is generated along with the fee per certificate which can be paid via any commercial bank. Obtain your receipt after payment and return to BIRS office address shown in Step 1 for collection of Tax Clearance Certificate.

Timeline: In all, the Board may issue tax clearance certificate to any person within two (2) weeks of receipt of an application.

For more information, enquiry, or complaint visit Office of the Director-General, Public Procurement Commission 3rd Floor, State Secretariat, Makurdi, Benue State, Nigeria or call +234 803 843 2265. Our office hours are between 8:00 am to 4:00pm (Monday – Friday, excluding public holidays).

Sign: Director-General, Public Procurement Commission, Benue State | all right reserved 2023

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Appendix 1

**GOVERNMENT OF BENUE STATE OF NIGERIA
BENUE STATE BOARD OF INTERNAL REVENUE SERVICE (BIRS)
SHEDULE OF TRADE RELATED FEES FOR INTER STATE TRADE IN BENUE
STATE.**

No. 3, of 2022

**A LAW TO FURTHER AMEND THE STATE INTERNAL REVENUE
ADMINISTRATION LAW 2015 AND REPEAL THE STATE
INTERNAL REVENUE ADMINISTRATION (AMENDMENT) LAW,
2020 AND FOR PURPOSES CONNECTED THEREWITH.**

(21st day of February, 2022)

Date of

ENACTED by the House of Assembly of Benue State:

Commencement

The revised regulations are pursuant to:

- I. The Benue State Internal Revenue Administration Law 2015.
- II. Repeal Benue State Internal Revenue Law (Amended) 2020.
- III. Benue State Gazetted Internal Revenue Law 7th April 2022.
- IV. Benue State Harmonised levies, fees or charges (collected by State/ Local Government) Law 2022.

The revised consolidated fees, charges and levies law 2022 can be downloaded
<https://birs.be.gov.ng/benue-revenue-law.pdf> See Page 135

PUBLIC PROCUREMENT COMMISSION

1. MINISTRY OF FINANCE

S/No	REVENUE HEAD	SUB HEAD	DESCRIPTION OF REVENUE SOURCE	OLD RATES ₦	NEW RATES ₦	REMARKS
	120204	17	Contract Registration Forms	1,000.00	3,000.00	Per form
	120204	89	Contract Processing	10,000.00/M	1% of Contract sum	
	120206	04	Sale of Written-off Equipment and Motor Vehicle			To be determined by the Board of Survey based on the cost of production.
	120207	11	25% earnings of Revenue Turnover Of Parastatals/State Owned Companies			
	120206	04	Sale of condemn Stores			-do-
	120206	18	Sale of Tractors			-do-
	120206	04	Sale of Equipment			-do-
	120204		Works Registration	30,000.00	50,000.00	
	120204	164	Renewal of Works Registration	5,000.00	10,000.00	

	120204	165	Contract Jobs Through Attorney	15,000.00	25,000.00	
	120204	166	Change of Company To obtain a Contract	25,000.00	50,000.00	
	120204	167	Issuance of a new Award Letter		5,000.00	
	120204	168	Registration of Financial/Tax Consultant Analysis	10,000.00	50,000.00	
	120204	17	Contract Registration Fees	30,000.00	50,000.00	
	120206	20	Sale of Budget Handbook		1,000.00	
	120206	38	Sale of Accountant General's Financial Statement of Account	500.00	1,000.00	

For more information, enquiries or complaints kindly contact the Benue State Internal Revenue Service Office at Beside Fidelity Bank, Otukpo Road, PMB 102023 Makurdi, Benue State Makurdi or call +234 808 714 7508. Our office hours are between 8:00 am to 4:00pm (Monday – Friday, excluding public holidays). Applicants can also access information via our website: <https://birs.be.gov.ng/benue-revenue-law.pdf>

Sign :

EMMANUEL TERLUMUN AGEMA, ACTI

ACTING CHAIRMAN/CHIEF EXECUTIVE
BENUE STATE INTERNAL REVENUE SERVICE

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