

**REQUIREMENT FOR REGISTRATION WITH THE BUREAU OF PUBLIC PROCUREMENT THAT MUST  
BE FULFILLED BY CONTRACTORS**

Prospective Contractors shall be required to submit the following documents along with their applications:

- (i) Evidence of registration of company or business name with the Corporate Affairs Commission (Certificate of Incorporation for Limited Liability Companies and Registration of Business Names for Enterprises).
- (ii) Articles and Memorandum of Association, Form CAC07 i.e. Particulars of shareholders.
- (iii) Copy of Companies Income Tax Clearance Certificate.
- (iv) Copy of Personal Income Tax Clearance Certificate (of two Directors in case of limited liability companies or the proprietor(s) partners in case of enterprises) covering the last three years.
- (v) Value Added Tax (VAT) Registration Certificate and evidence of remittances.
- (vi) Company Profile including the List and Resume of Management and Key Professional Staff and photocopies of their academic qualification certificates and evidence of registration with relevant Professional Bodies.
- (vii) Verifiable documentary evidence of projects executed successfully in relevant sectors in the past five years. (Submission of the following documents would confer additional advantage i.e. copies of Letter of Contract Awards, Certificate of Completion, Partnership Agreement or Memorandum of Understanding (MOU) with Foreign Companies, Organizations, Suppliers, Manufacturers etc.
- (viii) Evidence of Financial Capability (Reference Letter issued by Banker).
- (ix) Name(s) and Contact Address(es) email/ telephone number(s) of designated company liaison with Oyo State Government.
- (x) Company's 3-Year Financial Summary and 3-Year Audited Accounts.
- (xi) Evidence of Registration of Business premises with Oyo State Ministry of Trade, Investment and Co-operatives and payment of Oyo State Development Levy.
- (xii) Evidence of payment of registration fee depending on the value of projects Contractor is interested for in bidding.