

**REPORT OF THE SMES TRAINING ON  
PROCUREMENT PROCESSES  
CONDUCTED AT MINISTRY FOR  
WOMEN AFFAIRS BIRNIN KEBBI KEBBI  
STATE**

**ORGANISED BY**

**KEBBI STATE PRICE INTELLIGENCE AND PUBLIC  
PROCUREMENT BUREAU IN COLLABORATION  
WITH KEBBI STATE MINISTRY FOR BUDGET AND  
ECONOMIC PLANNING**

***HANNAH CONSULT***

**FROM 22<sup>ND</sup> TO 23<sup>RD</sup> SEPTEMBER, 2020**

**SEPTEMBER 2020**

# **REPORT OF THE SMES TRAINING ON PROCUREMENT PROCESSES CONDUCTED AT MINISTRY FOR WOMEN AFFAIRS BIRNIN KEBBI**

**Date: 23rd September 2020**

## **1.0 Summary**

This training on procurement processes was organised by the Kebbi State Price Intelligence and Public Procurement Bureau (Due Process) in collaboration with the Ministry for Budget and Economic Development for SMEs in Kebbi State. The aimed of this training was to provide SMEs in Kebbi state the opportunity to participate and understand the procurement process as contained in the public Procurement law (PPL). The dates for the training were 22nd and 23rd September 2020. The SMEs were identified through SMEDAN and Ministry of Commerce Kebbi State. Gender presentations for training were satisfactorily and provided equal opportunity for both men and women.

The opening ceremony was attended by the Permanent Secretary Ministry for Budget and Economic Planning, Permanent Secretary Women Affairs, Acting Chairman Price Intelligence and Public Procurement Bureau, the Chairman of SMEs Kebbi state and Media people. The number of the participant on the first date was about 98 participants from various Local Governments (LGs) but mainly from the, Argungu, Aleiro, Arewa-Dandi, Augie, Bagudo, Birnin Kebbi, Bunza, Gwandu, Jega, Kalgo, Koko-Besse, Maiyamma LGs. However, the second day there was approximately 55 participants Danko-Wasagu, Fakai, Ngaski, Sakaba, Shanga, Wara, Wasagu, Yauri and Zuru

The training was divided into two folds. The first part of the training was session A, on the SMEs procurement processes. This part deals with procurement



processes and bidding documents. At the same time, session B was for the inclusion of SMEs in public procurement processes. The second part discusses the roles and the importance of SMEs participation in procurement and development of the state. Some participants were able to share their experiences on procurement processes in the state. Examples of procurements processes were provided to the participants to understand how the procurement system is in the public sector. There is no doubt about the significance of this training to SMEs as stated by the Chairman of SMEs.

Each of the participants was given a copy of handouts, writing materials, file jackets, and notebooks. Breakfast was served with Tea and water while food, drinks and water served for Lunch period. There was compliance with the requirements of both National and State NCDC protocols of distancing and wearing of a mask.

## **2.0 MANAGEMENT OF THE TRAINING**

**Dr M. Y Alkali.**

### **First (1st) Session)**

Although each of the training is for a day, it was arranged with the following methods.

The first session has about 55 slides that were divided into two parts, **9:00 AM to 11:00 AM**

- ❖ SMEs in the Nigerian Context
- ❖ Where to find bidding opportunities for contracts to be awarded by the Ministries, Departments and Agencies (MDAs)
- ❖ The provisions of the Kebbi State Public Procurement Law
- ❖ Preparation of responsive bids. This will include, among other topics:
- ❖ How to request for clarifications on the bidding documents

**The second part discussed the following;**

**11:30AM TO 1:30PM**

- ❖ Bid preparation and submission including ensuring that bids are responsive to the technical specifications
- ❖ Other requirements of the issued bidding document, and ensuring that all required evidence to support bid submission are included in the bids.
- ❖ Common mistakes in bid preparations
- ❖ How to request for a de-brief
- ❖ Complaint handling mechanism in the state PPL.

**SECOND SESSION**

**2:30 PM to**

**4:30 PM**

**Aminu Umar Argungu M.C.I PS UK**

Session B discusses the inclusion of Micro, Small and Medium Enterprises in public procurement. Also, in the session, different types of SMEs and their operations in Nigeria and international were provided. Issues on procurement related to SMEs were also discussed.

The training programme ended on 23rd September 2020 and was closed by the Director Planning Ministry of Budget and Economic Planning.

### **3.0 FEEDBACK**

There were several feedbacks from the participants concerning the training. Majority of the participants have shown their excitement and happiness on the intention of the government to give SMEs equal opportunity to participate in the contract bids in the state. Besides, the participants were happy to learn the procurements processes.



## CONCLUSION

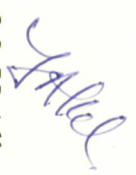
The government effort to organised this kind of training is commendable. The development of any economy relies on the SMEs to grow. Many of the developed and developing economies in the US, Europe and Asia depend on the SMEs for Internally Generated Revenue. They provided the much-needed IGR for the growth of those economies. Having done the training on procurement processes, it will assist the government to have more participation of SMEs in the state and generating more revenue and employments, thereby, reducing the burden of unemployment in the state.

Given that, the government should train the procurement units in the Ministries, Departments and other agencies on the procurement process. The training will make these organisations to have more knowledge of procurement and its operations.

Lastly, attached to this report, is the copy of training manual and certificate issued to participants for your perusal.

## ACKNOWLEDGEMENT

We wish to thank the Ministry for Budget and Economic Planning and Price Intelligence and Public Procurement Bureau for giving us the opportunity of providing this training.

  
Dr M. Y Alkali

MD/Chief Consultant



Research | Consultancy | Training | ICT

No.: KB249

# Certificate

*This is to certify that*

---

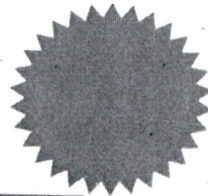
*has participated in the*

*SMEs Training on Procurement Processes*

*Organized by Ministry of Budget and Economic Planning & Price Intelligence  
and Procurement Bureau Kebbi State*

This 22<sup>nd</sup> Day of September 2020

Ag. Chairman Kebbi State  
Price Intelligence and Procurement Bureau



MD/Consultant