



## **ABIA STATE GOVERNMENT**

### **DUE PROCESS & PUBLIC PROCUREMENT BUREAU**

#### **Steps to be registered Vendors/Contractors/Service Providers**

##### **Step 1: Read carefully the requirements for Registration of Vendor/Contractor with Abia State Government Due Process and Public Procurement Bureau.**

Please find below the requirement for registration as a Vendor/Contractor with Due Process & Public Procurement Bureau, Abia State.

1. Certificate of Registration with CAC, CAC2, CAC7 and CAC 10A
2. Memorandum/Article of Association.
3. Evidence of tax Clearance, VAT Registration
4. Evidence of PENCOM compliance
5. Evidence of ITF compliance
6. Evidence of SCUML compliance
7. ABSSIN printed out from Abia State Internal Revenue Office
8. Affidavit
9. Bank Reference/Capability
10. Audited account report (2year)
11. Company Profile, Organizational Structure, key Personnel Resume and Professional Practicing License.
12. List of Completed and Ongoing Similar Projects
13. List of Construction Equipment (if applicable)
14. Tax Clearance Certificate (TCC)
15. TIN
16. Evidence of previous work done (e.g. Signed contracts)
17. One File jacket
18. Valid email address and a secure website that complies with relevant regulations

#### **For renewal of vendor/contractor with Abia state government due process and public procurement bureau**

Please find below the requirement for Renewal of Registration as a Vendor/Contractor with Due Process & Public Procurement Bureau, Abia State.

1. Previous Registration Certificate (with Abia Due Process)
2. Certificate of Registration with CAC,
3. Evidence of Tax Clearance (current year)
4. Evidence of PENCOM compliance (current year)
5. Evidence of ITF compliance (current year)
6. Evidence of SCUML compliance

**Oluebube A. Chukwu, Ph.D.,mnipr**  
Head, Due Process & Public Procurement Bureau



## **ABIA STATE GOVERNMENT**

**DUE PROCESS & PUBLIC PROCUREMENT BUREAU**

### **Step 2: Review contract value/threshold for registration and renewal fee**

<b>CLASS</b>	<b>CONTRACT VALUE/THRESHOLD</b>	<b>NEW REGISTRATION N</b>	<b>RENEWAL N</b>
A	500,000,001 & above	5,000,000.00	3,000,000.00
B	300,000,001 – 500,000,000	3,000,000.00	1,500,000.00
C	100,000,001 – 300,000,000	2,000,000.00	1,000,000.00
D	50,000,001 – 100,000,000	1,500,000.00	700,000.00
E	10,000,001 – 50,000,000	750,000.00	600,000.00
F	1,000,000 – 10,000,000	500,000.00	300,000.00

**Oluebube A. Chukwu, Ph.D.,mnipr**

Head, Due Process & Public Procurement Bureau



## ABIA STATE GOVERNMENT

DUE PROCESS & PUBLIC PROCUREMENT BUREAU

### Step3: Create an ABSSIN

#### For Personal

- I. Visit [www.abiapay.com](http://www.abiapay.com)
- II. Click on **CREATE PERSONAL ABSSIN**
- III. Select **ID type**; (BVN or NIN) and put the number.
- IV. Input your Email and click send.
- V. On the next slide, fill in the necessary information needed.
- VI. Confirm and send them wait for your personal ABSSIN (10 digits number)

#### For corporate

- I. Visit [www.abiapay.com](http://www.abiapay.com)
- II. Click on **CREATE BUSINESS ABSSIN**
- III. input your personal ABSSIN
- IV. On the next slide, put the company's details
- V. Confirm and click send.

Your ABSSIN will be sent as SMS and email.

**Oluebube A. Chukwu, Ph.D.,mnipr**

Head, Due Process & Public Procurement Bureau



## ABIA STATE GOVERNMENT

### DUE PROCESS & PUBLIC PROCUREMENT BUREAU

#### Step4: How to make payment

Payment for Registration of Contractors should be made (using either of the under listed Revenue codes or online) at any Commercial Bank into **Abia State IGR Account**, and present evidence of such payment to the Due Process and Public Procurement Bureau for Certification. Please pay for the CLASS of your choice. For further information, contact Due Process & Public Procurement Bureau, Government House, Umuahia.

#### Revenue Name

#### Codes

1. Registration of Contractors/Consultants/Service Providers-**11010001/12040017**
2. Renewal of Contractors Registration/Consultants/Service Providers-**11010001/12040151**

**OR**

#### Make Payment Online with Abia Direct by following the steps below.

1. Visit [www.abiapay.com](http://www.abiapay.com) or scan the QR code below to access the website (Android users can use google lens to scan the code),
2. Scroll and select **Instant Payment** on the Menu bar.
3. Select **I Have my ABSSIN** on instant payment method.
4. Enter your Company's ABSSIN Number and click on proceed
5. Put the year, (Registration or Renewal) current year
6. Select MDA, Due Process and Public Procurement Bureau
7. Select item (Registration or Renewal)
8. Put amount of the category you are paying for.
9. Confirm every details on the screen before clicking on make payment.
10. Select any payment option of choice and make payment
11. Afterwards revert to Due Process Office with your payment receipt

(Receipts can be printed from the Company's ABSSIN Dashboard)



**Oluebube A. Chukwu, Ph.D., mnipr**

*Head, Due Process & Public Procurement Bureau*