



STATE CONTRACTOR APPLICATION GUIDELINE

In accordance with the provisions of the Kano State Public Procurement Law 2021

1. Applicant obtains a free application form and a bank teller to register as a contractor with the State from the Desk Officer, Kano State Ministry of Public Procurement, Project Management and Evaluation office located at Magajin Rumfa Road, Kano. +2347049099994 Or download and fill out the application form from the Website at www.procurement.kn.gov.ng.
2. Applicant makes payment of a non-refundable processing fee of N50,000:00 to account section of the Ministry online payment via the website www.procurement.kn.gov.ng.
3. Applicant will submit the filled form online www.procurement.kn.gov.ng or physically at the SBPP office with attached copies of the following documents:
 - Company Profile
 - Company documents:
 - CAC registration obtainable from <https://www.cac.gov.ng/companies>
 - Stamp Duty obtainable from KIRS at <https://www.kirs.gov.ng>
 - Tax Clearance Certificate obtainable from <https://www.kirs.gov.ng>
 - Evidence of payment (bank teller or Remita e-invoice) of a non-refundable processing fee of N50,000.00.

Filling and submission of the application form can be done in one day. Applicants are advised to gather the relevant documents before picking up the application form.

4. Kano State Ministry of Public Procurement, Project Management and Evaluation reviews and verifies submitted documents. The review and verification process may take 2 days from the submission date.
5. Once the document has been reviewed, the desk officer will immediately notify the successful applicant of the availability of the certificate for collection via telephone or e-mail (+2347049099994 or info@procurement.kn.gov.ng).
6. The Certificate of Registration as a Contractor of the Government of Kano State will be issued to the applicant at the Kano State Ministry of Public Procurement, Project Management and Evaluation located at Magajin Rumfa Road, Kano the day of notification of the approved application.

A handwritten signature in blue ink, appearing to read 'Shehu Namadi Dala'.

Hon Shehu Namadi Dala
Commissioner, Ministry of Public Procurement, Project Monitoring and Evaluation
22nd November, 2023