



THE 17 SECOND AFRICA HIGHER EDUCATION CENTRES
OF EXCELLENCE FOR DEVELOPMENT IMPACT
(ACE-IMPACT) PROJECTS

FINAL 2024 PROCUREMENT AUDIT REPORT



**AFRICA CENTRE OF EXCELLENCE FOR DRUG
RESEARCH, HERBAL MEDICINE DEVELOPMENT
AND REGULATORY SCIENCE
(ACE-DHARS)**

**UNIVERSITY OF LAGOS
LAGOS STATE**

SUBMITTED BY

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**ABBREVIATIONS AND ACRONYMS**

ACE	Africa Centre of Excellence.
ACEDHARS	Africa Centre of Excellence for Drug Research, Herbal Medicine Development and Regulatory Science.
ACE - IMPACT	Africa Centre of Excellence for Development Impact.
CL	Centre Leader.
CQS	Consultant Qualification Selection.
DC	Direct contract.
FGN	Federal Government of Nigeria.
FME	Federal Ministry of Education.
GPN	General Procurement Notice.
IC	Individual Consultant.
ICB	International Competitive Bidding.
IDA	International Development Association.
IS	International Shopping.
LCS	Least Cost Selection.
LIB	Limited International Bidding.
M&E	Monitoring and Evaluation.
NAPCU	National ACE Project Coordination Unit.
NCB	National Competitive Bidding.
NGN	Nigerian Naira.
NPM	National Procurement Manual.
NS	National Shopping.
NUC	National Universities Commission.
NUS	National University System.
PAD	Project Appraisal Document.
PIU	Project Implementation Unit.
PM	Procurement Manual
PPA	Public Procurement Act
QCBS	Quality and Cost Based Selection
RFP	Request for Proposal
SBD	Standard Bidding Document
SPN	Specific Procurement Notice
SSS	Single Source Selection
STEM	Science, Technology, Engineering and Mathematics.
TA	Technical Assistance
TOR	Terms of Reference
UNILAG	University of Lagos
USD	United States Dollar
VFM	Value for Money
WB	World Bank



SECTION 1 - EXECUTIVE SUMMARY



1.1 General

Cosset Consultants was appointed by the National Universities Commission as Procurement auditors to review the procurement activities of the Africa Centre of Excellence for Drug Research, Herbal Medicine development and Regulatory Science (ACEDHARS), University of Lagos. It is one of the 17 Second Africa Higher Education Centres of Excellence for Development Impact (Ace-Impact) Projects.

1.2 Aim

The primary aim and objective of this Procurement Process Audit is to review the procurement, contracting and implementation processes and determine the extent to which laws guiding the procurement activities are complied with; and confirm their consistency with the ACE-Impact institutional guidelines and the World Bank general procurement principles. This audit also helps to identify non-compliances and deficiencies in the procurement activities and proffer appropriate corrective measures

1.3 Methodology and Review Procedure

1.3.1 Methodology

The methodology and approach adopted for this post review are in three phases:

- i. Inception activities.
- ii. Field works/activities.
- iii. Preparation and presentation of audit reports.

Generally, these phases included the determination of scope of assignment and selection of contracts to review. The study and evaluation of the Project/Contract files and other documents. Interactive meetings with the procurement staff. Data collection and analysis; physical site inspections; and the preparation of inception, draft and final procurement audit reports.

Data collection at the ACEDHARS was carried out with the use of checklists. Appendix II.



1.3.2 Review Procedure

The audit procurement procedure used at ACEDHARS is based on the institutional guidelines and it also considered the levels of compliances with the guidelines and the achievement of the Bank's procurement principles.

However, the procurement process activities of ACEDHARS are being implemented in consideration of section 15(1)a & b of the PPA 2007 Act as amended.

1.4 General Contract Packages

1. ACEDHARS procured sixteen (16) contracts in 2024. This is made up of twelve (12) goods, and four (4) works as shown in appendix 1 - Inventory of sampled and reviewed contracts. All the contracts were procured through the Request for Quotation (RFQ) method.

2. The appropriate procurement methods to use for every contract based on the threshold were also stated; alongside the methods used by the Centre. Appendix 1.

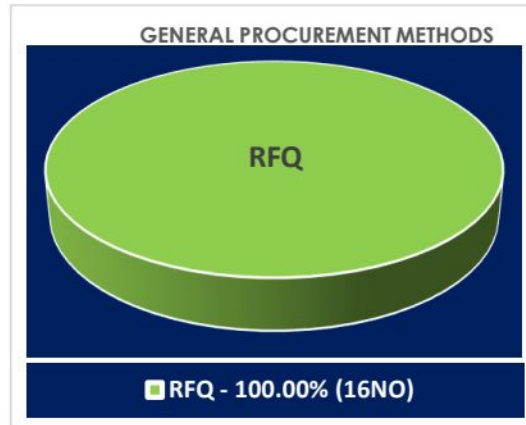
Table 1

VALUES OF GENERAL PROCUREMENT METHODS AND TYPES (AMOUNT/%)						
	METHOD			TYPE		
No	Method	Total Method Procured (N)	% of Procured Method	Type	Total Type Procured (N)	% of Procured Type
1	RFQ	214,159,781.19	100.00	GOODS	165,358,824.81	77.20
2	NCB	0.00	0.00	WORKS	48,800,956.38	22.80
3	TOTAL	214,159,781.19	100.00%	TOTAL	214,159,781.19	100.00%

1.4.1 General Procurement Methods

Request for Quotation was the method used to procure all the items in 2024 as shown on figure 1. Table 1 above shows the values of the procurement methods.

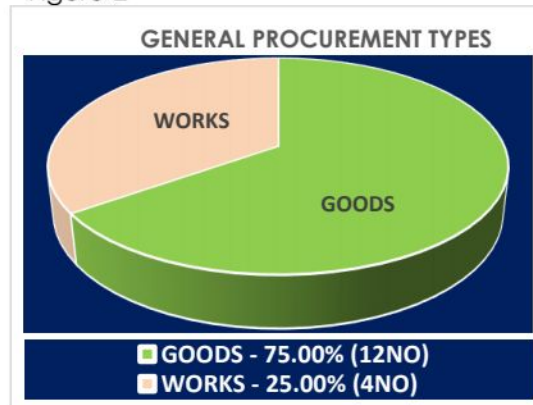
Figure 1



1.4.2 General Procurement Types

The procurement types were, twelve (12) goods at 75.00%, and works has four (4) contracts at 25.00%, as illustrated in figure 2. Table 1 above shows the value representation of the procurement types

Figure 2



1.4.3 Sample Size

There are four (4) procured items that fall within the shopping threshold. These four (4) shopping contracts were not considered in determining the sample size for this Centre due to their volume. In effect, the sample size was determined, based on the remaining twelve (12) procurements. The audit sample size of four (4), is 33.30% of the procurements under consideration.

1

The samples were three (3) goods and one (1) works types and they were all procured using the RFQ. Tables 3 & 4.



TABLE 3 – FORM 3 - SELECTION OF REVIEW SAMPLE TYPES

	CONTRACTS	Goods	Works	Services	Total
		Post Review	Post Review	Post Review	Post Review
	Reviewed	3	1	0	4
		out of	out of	out of	out of
	Population	12	4	0	16

TABLE 4 – FORM 3 - SELECTION OF REVIEW SAMPLE METHODS

	CONTRACTS	RFQ	NCB	SH	Total
		Post Review	Post Review	Post Review	Post Review
	Reviewed	4	0	0	4
		out of	out of	out of	out of
	Population	12	4	0	16

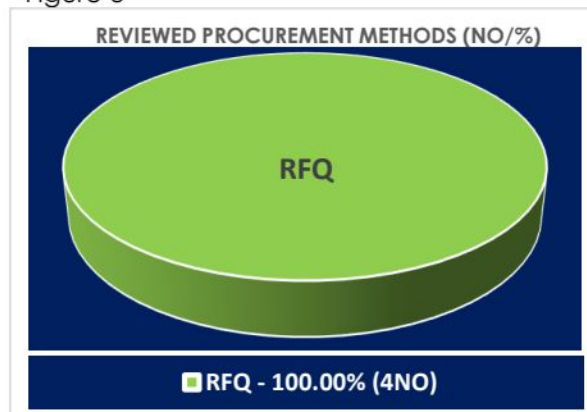
Table 2

PROCURED/SAMPLE VALUES OF METHODS AND TYPES (AMOUNT/%)								
No	METHOD				TYPE			
	Method	Total Method Procured (N)	Reviewed Sample Method (N)	Review Sample (%)	Type	Total Type Procured (N)	Reviewed Sample Type (N)	Review Sample (%)
1	RFQ	214,159,781.19	87,032,566.51	40.30	GOODS	165,358,824.81	67,136,175.13	31.30
2	NCB	0.00	0.00	0.00	WORKS	48,800,956.38	19,896,391.38	9.00
3	TOTAL	214,159,781.19	214,159,781.19	40.30%	TOTAL	214,159,781.19	430,247,579.97	40.30%

1.4.3.1 Sample Method

The RFQ was used to procure all the sampled procurements. Figure 3

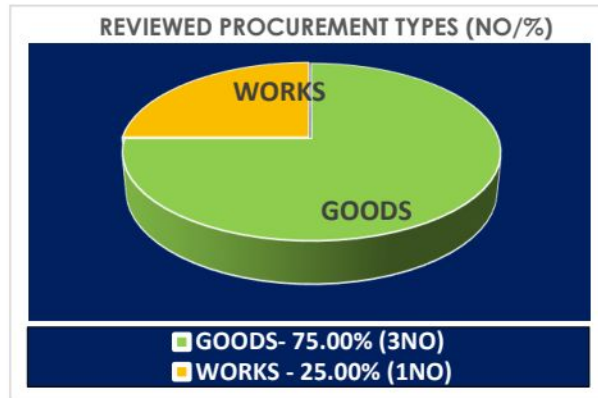
Figure 3



1.4.3.2 Sample Type

Three (3) sampled procurements representing about 75% were goods contacts while one (1), about 25% was works. Figure 4.

Figure 4



1.5 Findings

1. The Centre used the University's procurement guideline and the Public Procurement Act (2007) as amended in the procurement activities.
2. The Standard Bidding Documents (SBD) were used for the procurements.
3. The Centre has qualified procurement staff, some of whose primary assignments are at the University's central procurement department but coordinate the procurement processes of major contracts awards.
4. Withholding Taxes (WHT) and Value Added Taxes (VAT) were deducted and evidently remitted to the relevant tax authorities.
5. Contracts were presented and approved by the appropriate approval authority. The analysis and evaluation of tenders were moderate.



1.6 Exit Meeting

The few issues identified were discussed and positions of the Centre were well noted and taken. The explanations were reasonable. The exit meeting data table is as in the attached appendix iv.

1.7. Infractions

ACEDHARS incurred no infractions. The explanations given were understood and accepted and requires no further action.

1.8 Procurement Process and Activities Assessment

The team considered the performance of the general procurement processes and activities at **ACEDHARS** to determine the level of exposure to perceived infractions and inconsistencies. The procurement activities were categorized into low, fair and good, with percentages ranges of 0-39.99%, 40-59.99% and 60-100% respectively.

Overall, the **ACEDHARS** has a **“MEDIUM”** risk grading and a **“GOOD”** procurement performance score.

1.9. Rating and Classification

The audit review opinion is classified and rated as shown on table 5 below

Table 5:

S/NO	GRADING (%)	CLASS	OPINION
1	75 - 100	Good	Satisfactory
2	50 – 74.99	Fair	Need Improvement
3	0 – 49.99	Poor	Unsatisfactory

1.10 Audit Opinion

Based on the compliant ratings as shown in table 6; which basically was interplay of the institutional guidelines, the Public Procurement Act 2007 and the WB general procurement principles, the ACE-Impact project of ACE-DHARS, University of Lagos **NEEDS IMPROVEMENT** at Sixty-Five (70%) mark.



Table 6: Performance and Compliant Grading

S/NO	ACTIVITY	BASIS	COMPLIANT RATE
1	Preparation of Procurement Plan	Based on WB Guideline	Fair
2	Advertisements	Based on Institutional guideline and the PPA requirements	Good
3	Procurement Method	Based on Institutional guideline and the PPA requirements.	Good
4	Bidding Processes	Based on Institutional guideline and the PPA requirements.	Good
5	Bid Evaluation & Reporting	Adherence to criteria	Poor
6	Contract Award	Meeting awards requirements	Good
7	Documentations	Quality, filing, ease of retrieval and assessment	Good
8	Competition and Equal opportunity	Based on WB Guideline	Good
9	Value for money (VFM)	Based on the PPA 2007 and WB requirements	Fair
10	Transparency	Based on WB Guideline	Good
11	Economy	Based on Institutional guideline and the PPA 2007 and WB requirements.	Fair
12	Efficiency	Based on the PPA 2007 and WB requirements.	Fair
13	Contract Implementation, Monitoring and Evaluation	Based on Institutional guideline and the PPA requirements	Good

1.8 Recommendations

1. It is important that the use of institution's procurement guideline be reconsidered if certain processes with weaknesses and limited compliances are to be improved.
2. Continuous procurement training for staff of the Centre will improve the qualities of deliveries at every stage of the programme. This will enhance their understanding of general procurement guidelines and principles.

QS. Okoye N. Ifeanacho *FNIQS*
(Team Leader)

February 11, 2025



SECTION 2 – INTRODUCTION



2.1 BACKGROUND

Due to the need to promote regional specialization amongst Universities in the West and Central Africa sub-region within disciplines that address particular common regional challenges, the Africa Center of Excellence (ACE) Project aims at strengthening the capacities of these Universities to enable them deliver high quality training and applied research.

1. Africa Centre of Excellence (ACE 1) Project

The Africa Centre of Excellence (ACE 1) project was instituted in 2013 by the Governments of Nigeria, Ghana, Benin Republic, Togo, Burkina Faso, Cameroun and Senegal with support from the World Bank.

The Federal Government of Nigeria (FGN) entered into a credit agreement (Credit Number 5415-NG) after securing US\$70.0 million with the International Development Agency (IDA) of the World Bank (WB) to finance the ACEs project in 10 Nigerian Universities.

2. The Second Africa Higher Education Centres of Excellence for Development Impact (ACE- Impact) Project

The Second Africa Higher Education Centres of Excellence for Development Impact (ACE- Impact) Projects resulted from the successes achieved with the ACE 1. ACE-Impact project has 43 Centres in the Africa sub-region, with 17 of them being run by Nigeria Universities.

ACE-Impact project (Credit Number 6510-NG) was designed to inject \$115 million into the Nigeria University System (NUS).

2.2 THE AFRICA CENTRE OF EXCELLENCE FOR GRUG RESEARCH, HERBAL MEDICINE DEVELOPMENT AND REGULATORY SCIENCE (ACE-DHARS), UNILAG

ACE-DHARS stated its vision as "to build up manpower on quality assurance, standardization of dosages, reproducibility of herbal preparations, drug development, drug repurposing and safety monitoring of drugs in West and Central African region". Its objective being "to provide intervention through training and research in the production of



standard herbal products for the treatment of some prevalent NCDs in the region as well as enhancing information database for quality control and post-marketing surveillance"

2.3 NATIONAL UNIVERSITIES COMMISSION (NUC)

The **National Universities Commission (NUC)** of Nigeria is a parastatal under the Federal Ministry of Education (FME). It was established in 1962 as an advisory agency in the Cabinet Office and became a statutory body in 1974. NUC is a regulatory agency acting as a catalyst for positive change and innovation for the delivery of quality University education in Nigeria.

The **NUC** aims to: achieve a stable and crisis-free University System; upgrade and maintain physical facilities in the Nigerian University System for delivery of quality university education and match university graduate output with national manpower needs; work with Nigerian Universities to achieve full accreditation status for at least 80% of the academic programmes; foster partnership between the Nigerian University System and the private sector.

The National Coordination of the ACE projects is domiciled at the National Universities Commission (NUC). It is responsible for the National Project facilitation, training, and supervision in fiduciary aspects as well as national Monitoring and Evaluation (M&E) and minor Technical Assistance (TA) in Nigeria.

2.4 WORLD BANK PROCUREMENT GUIDELINE

The WB guideline has set rules guiding the procurement processes to be followed for procurement of good, works, consulting and non-consulting services being financed with loans from the WB. It covers the consideration of the WB core procurement principles in every contract.

Notwithstanding the established procurement guidelines, the FG/NUC and the WB have agreed to allow the ACEs Centres to use the various institutions guidelines for the implementation of the projects.



2.5 PUBLIC PROCUREMENT ACT (PPA) 2007

The Public Procurement Act 2007 as amended guides all procurement activities of the Ministries Departments and Agencies (MDAs) in Nigeria. The PPA is regulated by the Bureau of Public Procurement (BPP). One of BPP's functions is to regulate and ensure the reduction of infractions, weaknesses and non-compliances aimed at reducing corruption in public procurement. It also aims to ensure value for money, economy, transparency, competition, fairness, integrity and accountability in public procurement activities; improved professionalism and enhanced service delivery.

The PPA Act 2007 as amended provides the basic framework for the award and execution of contracts in Nigeria and promotes freedom of information that mandates all unclassified procurement records to be made available to appropriate public for inspection.

2.6 PROCUREMENT PROCESS AUDIT OF ACES

The purpose of the Procurement Audit of ACES is to study, verify, interpret, and critically analyze all data, documents and Procurement statement collected/received and form true, fair and independent opinion on the Procurement Statements of the Procurement operation of ACE (Nigeria) for the period under review and to report findings to the National Universities Commission (NUC).

2.7 OBJECTIVES OF THE ACE-IMPACT PROJECT PROCUREMENT PROCESS AUDIT

This Procurement Audit is to identify and report on negligence in procurement management operations and decisions. It is also structured to bring to light all fraudulent acts, weaknesses, deficiencies and non-compliances that negatively affect procurement activities and recommend deterrents and corrective actions to ensure improved processes.

The Procurement audit gave objective assessments of the procedures specified in the Credit Agreement and determine the levels of compliances with institutional guidelines with respect to the considerations of the World Bank guiding principles.



2.8 ENGAGEMENT OF COSSET CONSULTANTS

The NUC engaged Cosset Consultants to carry out post review of procurement activities of the 17 ACE-Impact Centres in fourteen (14) Nigeria Universities, including the ACEDHARS, University of Lagos, Lagos State, Nigeria.

2.9 METHODOLOGY

1. The methodology adopted for this assignment is generally concerned with investigations, inquiry, assertions, reasoning and research. The approach is objective, verifiable, and quantifiable. Interactions and interviews were held with officers of ACEDHARS that were involved in the various stages of the procurement process/activities. The opinions and clarifications from the ACEDHARS staff are considered and addressed in the report.

2. Contract data forms are used to collect the information that were analyzed. The contents of the form include information on general contracts, procurement and contracting, costs, time, contract administration, disbursement and deliverables. The documents made available to the consultant from which the data were collected include:

1. Procurement Plan.
2. Institution guideline.
3. Solicitation documents used before award.
4. Contract files.
5. Payment Vouchers.
6. Cash Book

3. Visits to selected project site was undertaken to determine the quality of materials and labour deployed to the work by the contractor. It also helps to determine the level of supervision from the ACEDHARS procurement staff.

4. This data analyzed enabled the determination of the following critical success factors;



1. Compliance with the provisions of the World Bank Procurement Guideline.
2. Compliance with the provisions of the Public Procurement Act 2007 (examine the Management Control Framework in place to monitor procurement and contracting activities within ACEDHARS PIU).
3. Compliance with the use of standard bidding documents (examine procurement documents and contracts files issued between the stipulated periods).
4. Compliance with the Code of Conduct for Public Officers involved in Procurement (review the processes undertaken by personnel of the ACEDHARS Project who are directly involved in procurement and contracting activities).
5. Optimized commercial performance and value for money (review related procurement procedures, guidelines and processes and determine the level to which value for money was achieved).
5. Exit meeting was held with the procurement staff of the Centre. The observed key weaknesses and non-compliances were brought to their notice. The explanation given by the Centre staff are considered in the report.
6. The personnel interacted with at ACEDHARS, UNILAG during the field works were.
 1. The Centre Leadre
 2. Procurement Officer.
 3. The M&E Officer



SECTION 3 – SCOPE AND REVIEW SAMPLES



3.1 **AUDIT SCOPE**

The procurement audit covers the review of all the procurement transactions, limited to the samples selected for audit, including prices reviews and compares of similar rates as at the time of award. Selected project site and inspection of procured goods, works and services are expected to be taken into consideration. The scope includes determining the following:

1. Whether the procurement statements from the ACEDHARS procurement unit conform to accepted procurement principles in accordance with the NUC/WB guidelines.
2. Whether they fairly represent the financial position of the procurement activities of ACEDHARS
3. Whether the result of operations for a given period are accurately represented.
4. Whether the procurement statements have been altered.

3.2 **REVIEW SAMPLE**

ACEDHARS presented the 2023 procurement plan and a list of fifteen (15) procured contracts. Fourteen (14) were completed while one (1), which is the Construction of ACEDHARS Centre Building was on-going and it is at about 45% completion.

Four (4) procurements were selected for review. The selection was 33.33% of the considered and procured items in 2024. It amounts to about 40.64% of the value (in naira) of the total procurement in 2024.

The data used for the audit were sourced from available documents and information received from the ACEDHARS procurement unit.



Table 7– ANALYSIS OF COMPLETED/UNCOMPLETED CONTRACTS

S/NO	DESCRIPTION	NO OF PROJECTS COMPLETED	NO OF PROJECTS ON-GOING	TOTAL
1	January 1, 2024 to December 31, 2024	16	1	16
	TOTAL	16	1	16

Table 8 – ANALYSIS OF COMPLETED/UNCOMPLETED CONTRACTS

S/NO	DESCRIPTION	PERCENTAGE
1	Completed (16No)	100.00
2	Uncompleted (0No)	0.00%
	TOTAL	100.00%

CONTRACT FOR CONSTRUCTION OF ACEDHARS CENTRE BUILDING WAS AT ABOUT 45% COMPLETION

Table 9– ANALYSIS OF COMPLETED/UNCOMPLETED CONTRACTS

S/NO	DESCRIPTION	VALUE (N)	TOTAL (N)
1	Completed (16No)	214,159,781.19	214,159,781.19
2	Uncompleted (0No)	0.00	0.00
	TOTAL	214,159,781.19	214,159,781.19



SECTION 4 - SPECIFIC CONTRACTS/PROJECTS DETAILS



4.1 1. SUPPLY OF BIOMEDICAL TOXICOLOGY LABORATORY EQUIPMENT

4.1.1 Introduction

The contract was procured through the National Competitive Bidding (NBC). The Advertisement was placed in the Daily Trust Newspapers and the Guardian Newspapers of June 10, 2024. Five (5) bidders responded to the advertisement which had a bid submission deadline of July 8, 2024. Bids examination and evaluation were carried out on July 29, 2024 and recommendation was made by the procurement committee for the award to be made to the lowest responsive bid. The University Tenders' Board approved the recommendation and an award was made to **Messrs. DCL Laboratory Products Limited, DCL House, Plot 1299 Fumilayo Ransome Kuti Road, Area 3, Garki, Abuja** in the sum of Thirty-eight Million., one Hundred and Sixty-six Thousand, Five Hundred and fifty Naira (N38,166,550.00). This is was equivalent of USD 22,843.82, and 0.38% of the Bank financing. The award letter is dated October 15, 2024. The acceptance of award was made on October 17, 2024, and the contract agreement was signed on October 18, 2024.

The bids were as follows:

It was observed that the best responders rejected the offer of award of contract, citing the volatility in the foreign exchange market as excuses.

1. Messrs. Daose Global Services Ltd. bided N31,916,750.00.
2. Messrs. Amtrade Medical Solution Ltd N34,311,420.00
3. Messrs. DCL Laboratory Products Ltd = N38,166,550.00
4. Messrs. Katchay Company Ltd = N99,999,938.24
5. Messrs. Eagle Scientific and Lab Equipment Ltd = N161,088,750.00

The good were delivered on February 7, 2024 but payment has not been made.



4.1.2 Observations/ Findings

The NCB method was used for the procurement process and the following observation were made.

4.1.2.1 Procurement Planning

This contract is in the 2024 procurement plan.

4.1.2.2 Advertisement

It was Advertisement in the Daily Trust Newspaper and the Guardian Newspaper of June 10, 2024.

4.1.2.3 Pre/Post Qualification

This does not qualify for a separate pre-qualification based on the threshold.

4.1.2.4 Competition

The level of competition is commendable as five (5) bidders responded and the prices are within market average.

4.1.2.5 Bid Opening

The bids were opened in the presence of bidders and some independent observers. Attendance sheet, and other bidding records were kept.

4.1.2.6 Bidding Documents

Standard bidding documents were used for the procurement.

4.1.2.7 Evaluation of Bids/ Proposals

The examination and evaluation were commendable. Recommendation by the Procurement Committee was approved by the University Tenders' Board bids before award letter was issued the successful bidder.

4.1.2.8 Award of Contract

The award was made to the lowest bidder. Notification of award letter is dated October 15, 2024

4.1.2.9 Contract Documents

The Contract documents were the SBD, the quotation, the award letter, the acceptance letter and the signed contract agreement.



4.1.2.10 Procurement Duration

The procurement duration of 133 days (up to the date of award) was not commendable.

4.1.2.11 Contract Implementation

The contract implementation was satisfactory.

4.1.2.12 Payments

The contractor did not collect mobilization and there has not been any payment to the contractor. Because the good arrived late.

4.1.2.13 Physical Inspection

Physical Inspection was carried out. Appendix v shows picture of of the goods.

4.1.3 Recommendation

The Centre should ensure that procurement duration period is not unnecessarily prolonged.

4.1.4 Conclusion

The primary attribute of good procurement is dependent on compliances with rules and regulations guiding the public procurement. ACEDHARS is commended for reasonably adhering to these with this procurement.



4.2. SUPPLY AND INSTALLATION OF 10KVA/48V HYBRID INVERTER FOR ACEDHARS CENTRE BUILDING

4.2.1 Introduction

This item was procured to improve the power supply at the ACEDHARS new building complex. It was procured through selection by using the RFQ procurement method.

The invitation was issued to three (3) bidders on December 20, 2024. The deadline for the return of completed individual quotations was on December 27, 2024. The bids were opened and examined by the Procurement Committee of the University. The evaluation report was prepared on December 27, 2024.

The procurement committee made recommendation for award to be made to the lowest bidder, **Messrs TEE TEE A & B Enterprises, No. 2 Elkanem Hall, University of Lagos**. The notification of award of contract was communicated with Messrs. Elizade Nigeria Limited through an award letter dated December 31, 2024, in the contract sum of Seven Million, Nine Hundred and Forty-four Thousand, Two Hundred and Fifty Naira, (N7,944,250.00). This is about USD4,828.60 and represent 0.08% of the Bank financing. The acceptance letter is dated December 31, 2024 while the contract agreement is dated January 2, 2025. The goods were delivered on January 2, 2025.

The Payment of the gross amount of N7,944,250.00 was made through Payment voucher number PV 0000558 of January 13, 2025.

4.2.2 Observations/ Findings

The review showed the following observation regarding the procurement process.

4.2.2.1 Procurement Planning

This contract is in the ACEDHARS 2024 procurement plan.

4.2.2.2 Advertisement

National Advertisements was not necessary for this threshold.

4.2.2.3 Pre/Post Qualification



This is not within the threshold for prequalification. However, post qualification was carried out.

4.2.2.4 Competition

The competition in terms of prices offered and the number of invited vendors were commendable.

4.2.2.5 Bid Opening

Details of the bids opening were sighted.

4.2.2.6 Bidding Documents

Standard Bidding Documents were used.

4.2.2.7 Evaluation of Bids/ Proposals

The bids were examined and evaluated by the Procurement Committee who issued an evaluation report dated December 27, 2024, with the lowest and best responsive bidder recommended for the award of the contract.

4.2.2.8 Awards of Contract

Notification of Award was communicated with Messrs TEE TEE A & B Enterprises on December 31, 2024 at the contract sum of N7,944,250.00. The acceptance letter was received on December 31, 2024. Contract Agreement was signed on January 2, 2025.

4.2.2.9 Contract Documents

The quotations, the Award letter, the Acceptance letter and the contract agreement constitute the contract documents.

4.2.2.10 Contract Implementation

Contract implementation was complimentary as the contract was completed within seven (7) days after the award of contract.

4.2.2.11 Payments

Gross amount of N7,944,250.00 was paid to the supplier with PV 0000558 of January 13, 2025.

4.2.2.12 Physical Inspection

The goods were seen at the ACEDHARS as captured and shown on appendix v.



4.2.3 RECOMMENDATION

The procurement was good.

4.2.4 CONCLUSION

The procurement of this contract is commendable.



4.3 REMODELING OF UNILAG LIBRARY STUDIO

4.3.1 Introduction

This procurement is in the 2024 procurement plan of ACEDHARS. Requests for Quotations were issued to three (3) bidders on July 2, 2024. All the three invited bidders responded and returned their quotations by the closing date on July 16, 2024. The quotations were evaluated on July 16, 2024 and the lowest bidder was recommended for award.

The Vice-Chancellor approve the request for award on July 25, 2024. Through the notification letter dated July 29, 2024, the contract was awarded to Messrs. Boanerges Estate & Investments Limited, Located at Plot 24, Block 27, Oluyole Estate Extension, Ibadan, Oyo State at the contract sum of Nineteen Million, Eight Hundred and Nine-Six Thousand, Three Hundred and Ninety-One Naira, Thirty-Eight Kobo (N19,896,391.38). About Twelve Thousand, Five Hundred and Twenty-Seven Dollar, Sixty-Four Cents (\$12,527.64), based on an exchange rate of One Thousand, Five Hundred and Eighty-Eight Naira, Twenty Kobo per Dollar (N1,588.20/\$1) as of July 29, 2024. This value constitutes 0.21% of the total Bank financing.

Other bidders made submissions as follows, Messrs. Haysh-Five Resources Limited quoted N22,928,513.50 and Messrs. Hef-Hay Construction Limited quoted N24,597,344.83.

The contract was completed on September 20, 2024.

Payments were as follows: The Certificate No. 1 was a net payment of Twelve Million, Eight Hundred and Forty-Five Thousand, Forty-Nine Naira, Nine Kobo (N12,845,049.09) made through a payment voucher no. PV NO. PV/2024/UNILAG-1/000000156 of September 19, 2024.

Certificate Nr. 2 was a net payment of Four Million, Ninety-Nine Thousand, Two Hundred and Seventy-Three Naira, Six Kobo (N4,099,273.06) made via a payment voucher no. PV NO. PV/2024/UNILAG-1/000000190 on November 4, 2024.



4.3.2 Observations/ Findings

The review showed the following observation regarding the process;

4.3.2.1 Procurement Planning

This contract is in the ACE-DHARS 2024 procurement plan.

4.3.2.2 Advertisement

This contract does not require Advertisements

4.3.2.3 Pre/Post Qualification

Pre-Qualification exercise does not apply to this procurement.

4.3.2.4 Competition

There was a considerable competition with the process.

4.3.2.5 Bid Opening

Bid opening was done on July 16, 2024

4.3.2.6 Bidding Documents

Standard bidding documents were used for this contract

4.3.2.7 Evaluation of Bids/ Proposals

Bid evaluation was done on July 16, 2024

4.3.2.8 Award of Contract

The contract was awarded to Messrs. Boanerges Estate & Investments Limited at a contract value of N19,896,391.38

4.3.2.9 Contract Documents

The standard bidding documents, the award letter, acceptance letter and signed contract agreement constitute the contract documents.

4.3.2.10 Procurement Duration

The procurement duration took a total of 28 Days from the date of solicitations to the date of contract Agreement.

4.3.2.11 Contract Implementation

The contract implementation was good considering the adherence to the procurement guideline and outcome of the processes.

4.3.2.12 Payments

i. Net payments of N12,845,049.09 made through PV NO. PV/2024/UNILAG-1/000000156/ of September 19, 2024.

ii. and N4,099,273,06 Net – Final Payment of N4,099,273,06 (net) for made through PV NO. PV/2024/UNILAG-1/000000190/ of November 4, 2024.



4.3.2.13 Physical Inspection

The audit team made physical inspection of the materials procured. Some pictures are shown in the attached appendix v.

4.3.3 Recommendation

Based on the audit process field work at the ACE-DHARS the following recommendations are made:

- i. Contractors should continue to prioritize timely project completion, as demonstrated by the contractor's completion of the project in seven weeks instead of the eight-week stipulated timeline.
- ii. The procurement team should consider regular updates and meetings with contractors to monitor progress and resolve any potential issues promptly, ensuring that projects stay on track.

4.3.4 Conclusion

The execution of the contract for the remodeling of the OFUNILAG Library Studio was conducted in a transparent, efficient, and timely manner, adhering to the provisions of the PPA 2007 as amended.



4.4 SUPPLY, INSTALLATION AND DEPLOYMENT OF LOCAL AREA NETWORK INFRASTRUCTURE AT THE ACEDHARS CENTRE

4.4.1 Introduction

This contract is not in the 2024 procurement plan of the Centre and was procured through Request for Quotation (RFQ). Three (3) contractors, were invited to submit quotations on May 20, 2024. The date for the return of completed quotation was on July 3, 2024. After examination and evaluation of quotations by the bids evaluation committee, recommendation was made to the University Tenders Board for approval of award to be made to the lowest bidder, Messrs. Equilab Business Solutions Limited, whose business is situated at No. 5, dele Labisi Street, Off Arida Bus Stop, Idimu-Ikotun Lagos State at the contract sum of Nineteen Million, Five Hundred and Seventy-Nine Thousand, Seven Hundred and Eleven Naira, Thirty-Eight Kobo (N19,579,711.38). This amount has a Dollar equivalent of Twelve Thousand, Five Hundred and Thirty-Eight Dollar, Sixty-Four Cents (\$12,538.64), calculated using an exchange rate of One Thousand, Five Hundred and Sixty-One Naira, Fifty-Five Kobo to One Dollar (N1,561.55/\$1) as at July 15, 2024. This constitutes about 0.21% of the total Bank financing.

On August 19, 2024 a payment of Seventeen Million, One Hundred and Seven Thousand, Two Hundred and Three Naira, Sixty-Four Kobo (N17,107,203.64) was made to the contractor using a payment voucher no. – PV NO. PV/2024/UNILAG-1/000000140/ of August 28, 2024.

4.4.2 Observations/ Findings

The review showed the following observation regarding the process;

4.4.2.1 Procurement Planning

This contract is in the ACE-DHARS 2024 procurement plan.

4.4.2.2 Advertisement

This contract does not require Advertisements

4.4.2.3 Pre/Post Qualification

Pre-Qualification exercise does not apply to this procurement.

4.4.2.4 Competition

There was a considerable competition with the process.



4.4.2.5 Bid Opening

Bid opening was done on July 3, 2024

4.4.2.6 Bidding Documents

Standard bidding documents were used for this contract

4.4.2.7 Evaluation of Bids/ Proposals

Bid evaluation was done on July 3, 2024

4.4.2.8 Award of Contract

The contract was awarded to Messrs. Equilab Business Solutions Limited at a contract value of 19,579,711.38

4.4.2.9 Contract Documents

The standard bidding documents, the award letter, acceptance letter and signed contract agreement constitute the contract documents.

4.4.2.10 Procurement Duration

The procurement duration took a total of 58 Days from the date of solicitations to the date of contract Agreement.

4.4.2.11 Contract Implementation

The contract implementation was good considering the adherence to the procurement guideline and outcome of the processes.

4.4.2.12 Payments

- i. Net payments of N12,845,049.09 was made through PV NO. PV/2024/UNILAG-1/000000156/ of September 19, 2024
- ii. N4,099,273,06 Net being final payment was made through PV NO. PV/2024/UNILAG-1/000000190/ of November 4, 2024.

4.4.2.13 Physical Inspection

The audit team made physical inspection of the materials procured. Some pictures are shown in the attached appendix v.

4.4.3 Recommendation

Based on the audit process field work at the ACE-DHARS the following recommendations are made:

1. The procurement team should continue adhering to best practices in procurement.
2. Future procurement processes should continue to follow the structured RFQ method while exploring ways to shorten bid evaluation timelines to expedite project execution.



4.4.4 Conclusion

The procurement of cosmetics production equipment was successfully executed following due process, with the contractor fulfilling the contract requirements within the stipulated timeframe,



APPENDICES



APPENDIX I
LIST OF 2024 PROCUREMENTS BY ACEDHARS

UNIVERSITY OF LAGOS – ACEDHARS

APPENDIX 1 -INVENTORY OF PROCURED ITEMS/SAMPLED & REVIEWED PROJECT

S/NO	PACKAGE NO	DESCRIPTION	CONTRACTOR/ BENEFICIARY	AMOUNT (NAIRA)	DATE	TYPE	METHOD USED	APPROPRIATE METHOD	REVIEWED CONTRACTS	REMARKS
		UNILAG- ACEDHARS								
A		GOODS								
1		SUPPLY OF LAPTOP COMPUTERS FOR ACEDHARS	MESSRS. PRIMETOUCH TECHNOLOGIES VENTURES	9,322,560.00	JUNE 3. 2024	GOODS	RFQ	RFQ		COMPLETED
2		SUPPLY OF HERBAL PRODUCTION CONSUMABLES FOR ACEDHARS	MESSRS. JOLAJIDE GLOBAL SERVICES	9,422,375.00	JUNE 26. 2024	GOODS	RFQ	RFQ		COMPLETED
3		SUPPLY OF WATER TREATMENT EQUIPMENT FOR ACEDHARS	MESSRS. AFRILAB INVESTMENT LIMITED	19,676,800.00	JULY 15. 2024	GOODS	RFQ	RFQ		COMPLETED
4		SUPPLY OF COSMETIC PRODUCTION EQUIPMENT	MESSRS. EQUILAB BUSINESS SOLUTIONS LIMITED	19,579,711.38	JULY 15. 2024	GOODS	RFQ	RFQ	REVIEWED	COMPLETED



5		PROCUREMENT OF RESEARCH CHEMICALS AND REAGENTS	MESSRS. JOLAJIDE GLOBAL SERVICES	3,937,832.50	AUGUST 20. 2024	GOODS	RFQ	RFQ		COMPLETED
6		SUPPLY AND INSTALLATION OF AUTOMATIC TEA BAG PACKAGING MACHINE	MESSRS. AFRILAB INVESTMENT LIMITED	19,957,375.00	AUGUST 22. 2024	GOODS	RFQ	RFQ		COMPLETED
7		SUPPLY OF LABORATORY GLASSWARES AND APPARATUS FOR ACEDHARS	MESSRS. NIKILAB SUPPLIES ENTERPRISES	9,998,455.68	SEPTEMBER 16. 2024	GOODS	RFQ	RFQ		COMPLETED
8		SUPPLY AND INSTALLATION OF CCTV SURVEILLANCE AT ACEDHARS BUILDING	MESSRS. ZANACLOVE IT SOLUTIONS	17,348,639.00	SEPTEMBER 25. 2024	GOODS	RFQ	RFQ		COMPLETED
9		SUPPLY OF CHEMICALS AND REAGENTS FOR RESEARCH	MESSRS. JOLAJIDE GLOBAL SERVICES	4,727,312.50	OCTOBER 14. 2024	GOODS	RFQ	RFQ		COMPLETED

10		PROCUREMENT AND INSTALLATION OF LABORATORY EQUIPMENTS (BIOMEDICAL TOXICOLOGY) FOR ACEDHARS	MESSRS. DCL LABORATORY LIMITED	38,166,500.00	OCTOBER 15. 2024	GOODS	RFQ	RFQ	REVIEWED	COMPLETED
11		SUPPLY OF HIGH RESOLUTION 18MP C-MOS DIGITAL CAMERA	MESSRS. NIKILAB SUPPLIES ENTERPRISES	3,831,300.00	NOVEMBER 26. 2024	GOODS	RFQ	RFQ		COMPLETED
12		SUPPLY AND INSTALLATION OF 10KVA /48V HYBRID INVERTER FOR ACEDHARS CENTER BUILDING	MESSRS. TEE & TEE A&B ENTERPRISEES	9,389,963.75	DECEMBER 11. 2024	GOODS	RFQ	RFQ	REVIEWED	COMPLETED
		WORKS								
13		PARTITIONING OF LEGACY UNIT SCHOOL OF POST GRADUATE	MESSRS. ADONAI ENTERPRISES	1,967,000.00	APRIL 23. 2024	WORKS	RFQ	RFQ		COMPLETED
14		REMODELING OF UNILAG LIBRARY STUDIO	MESSRS. BOANERGES ESTATES & INVESTMENTS LIMITED	19,896,391.38	JULY 29. 2024	WORKS	RFQ	RFQ	REVIEWED	COMPLETED



15		PARTITIONING AND SOUNDPROOFING OF OPEN SPACE TO STUDIOS AT ACEDHARS BUILDING	MESSRS. BOANERGES ESTATES & INVESTMENTS LIMITED	18,993,315.00	NOVEMBER 20. 2024	WORKS	RFQ	RFQ		COMPLETED
16		REHABILITATION OF EIGHTEEN (180 NO. ROOM AT ALIKU HOSTEL LUTH IDI-ARABA	MESSRS. TEE TEE A&B ENTERPRISEES	7,944,250.00	DECEMBER 31. 2024	WORKS	RFQ	RFQ		COMPLETED
				214,159,781.19					33.30% REVIEW SAMPLE	



APPENDIX II

CHECKLISTS & PROCUREMENT DURATION



AFRICA CENTRE OF EXCELLENCE CENTRE FOR DRUG RESEARCH, HERBAL MEDICINE DEVELOPMENT AND REGULATORY SCIENCE (ACEDHARS).

UNIVERSITY OF LAGOS

WORKS

CHECK LIST

2. SUPPLY AND INSTALLATION OF 10KVA/48V HYBRID INVERTER FOR ACEDHARS CENTRE BUILDING

LOAN/CREDIT NO.6510-NG	REVIEW DATE: FEBRUARY 7, 2025			
CONTRACT DATA				
Contract Name: Supply and Installation of 10KVA/48V Hybrid Inverter for ACEDHARS Building Contract Number: NG-UNILAG/ACEDHARS/GO/RFQ	Type of Contract: Lump Sum			Contract Amount: N
	Goods ()	Works (X)	Services ()	7,944,250.00
Contractor's Name & Address: Messrs TEE TEE A & B Enterprises, No. 2 Elkanem Hall, University of Lagos.	Notification of Award & Date			December 31, 2024
	Acceptance Letter & Date			December 31, 2024
No. of Bids Receive: Three (3)	Start date of Contract Performance			January 2, 2025
	Date of Contract Agreement:			January 2, 2025
Location of Goods, Works or Service:	ACEDHARS, University of Lagos.			
TOPIC	COMMENTS & FINDINGS:			
PRFOCUREMENT AND CONTRCTING				
Contract Package (Items & Quantity)	NG-UNILAG/ACEDHARS/GO/RFQ			
	-Five (5) Items: - 10KVA Hybrid Inverter – 1 no. - 15kvwh Lithium Battery – 1 no. - 1 Hp Inverter A/C – 1 no. - Installation kit and materials – sum - Logistics and Installation – sum.			
Contract Type {Goods, Works (S&L) Services}	Works			
Procurement Method (ICB, LIB, NCB, SHOPPING-RFQ/RFT)	RFQ			
Prequalification (Yes/No)	Yes			
Single Stage/Two Stage	Single Stage			
Domestic Preference (Yes/No)	No			
Bank Review (PRIOR, POST, SOL)	Prior			
COSTS				



USD Equivalent	4,828.60			
Exchange Rate/Date	USD 1,645.25 (December 31, 2024).			
Price of Lowest Evaluated Bidder (N)	7,944,250.00			
Contract Value at Award (N)	7,944,250.00			
Contingencies in PAD	N/A			
Final Contract Price (N)	7,944,250.00 (gross) including TAX and VAT			
TIME (DATE)				
General Procurement Notice (GPN)	Not used			
Request for Proposal (RFP)	Not Applicable			
Invitation for Prequalification	Not Applicable			
Invitation for Bids/Quotation	December 20, 2024			
Submission of Bids	December 27, 2024			
Contract Award Signature	December 31, 2024			
Start Date of Contract Performance	January 2, 2025			
Completion Period Offered by the Contractor	Four (4) weeks			
Date of Contract Completion	January 7, 2025 (1 week)			
CONTRACT ADMINISTRATION:				
Changes to Contract	Description	Date	Price Impact	
	None	Not Applicable	Not Applicable	
Final Payment	Description	Date of Invoice	Date of Payment	
	Supply and Installation of 10KVA/48V Hybrid Inverter for ACEDHARS Building.	January 7, 2025	January 13, 2025	
Total Payment (N)	7,944,250.00 (gross)			
DISBURSEMENT				
Disbursement Method (Direct, SOE, Special Account)	Direct			
Percentage of Bank Financing (%)	0.08%			
Disbursements: Amount & Date:	N7,944,250.00 (Gross); PV 0000558 of January 13, 2025.			
DELIVERABLES:				
Contract Package	Reference/Description	Quantity/% Completed	Date Delivered/Completed	Remarks (Note any Discrepancies from Contract)
NG-UNILAG/ACEDHARS/GO/RFQ	Supply and Installation of 10KVA/48V Hybrid Inverter for ACEDHARS Building	100%	January 7, 2025	None



AFRICA CENTRE OF EXCELLENCE CENTRE FOR DRUG RESEARCH, HERBAL MEDICINE DEVELOPMENT AND REGULATORY SCIENCE (ACEDHARS).

UNIVERSITY OF LAGOS WORKS

Contract No: NG-UNILAG/ACEDHARS/GO/RFQ

Contract Name: Supply and Installation of 10KVA/48V Hybrid Inverter for ACEDHARS Building Complex

Date General Procurement Notice (GPN): Not Used

Bid Validity Period: 90 Days

S/No.	STEPS	DURATION (DAYS)		
		Actual Date	Between Events	Overall (No of Days)
1	Prequalification documents received by Bank	Not Applicable	0	0
2	Bank's No Objection	Not Applicable	0	0
3	Invitation for Prequalification issued	Not Applicable	0	0
4	Submission of Prequalification applications	Not Applicable	0	0
5	PQ Evaluation Report received by Bank	Not Applicable	0	0
6	Bank's No Objection	Not Applicable	0	0
7	Bid documents received by Bank	Not Applicable	0	0
8	Bank's No Objection/BPP No Objection	None	0	0
9	Invitation for Bids issued	December 20, 2024	0	0
10	Submission of bids	December 27, 2024	7	7
11	Bid Evaluation Report preparation (financial)	December 27, 2024	0	0
12	Request for Clarification	Not Applicable	0	0
13	Bank's No Objection	Not Applicable	0	0
14	Contract Award Notice	December 31, 2025	4	4
15	Contract Signed	January 2, 2025	2	2
	TOTAL DAYS		DAYS	13 DAYS



AFRICA CENTRE OF EXCELLENCE FOR DRUG RESEARCH, HERBAL MEDICINE DEVELOPEMNT AND
REGULATORY SCIENCE (ACEDHARS)
UNIVERSITY OF LAGOS

**GOOD
CHECK LIST**

1. SUPPLY OF BIOMEDICAL TOXICOLOGY LABORATORY EQUIPMENT

LOAN/CREDIT NO.5410-NG	REVIEW DATE: FEBRUARY 7, 2025			
CONTRACT DATA				
Contract Name: Supply of Biomedical Toxicology Laboratory Equipment. Number: NG- UNILAG/ACEDHARS/GO/NCB/XX	Type of Contract: Lump Sum			Contract Amount: N
	Goods (X)	Works ()	Services ()	38,166,550.00
Contractor's Name & Address: Messrs. DCL Laboratory Products Limited,DCL House, Plot 1299 Fumilayo Ransome Kuti Road, Area 3, Garki, Abuja	Notification of Award & Date			October 15, 2024
	Acceptance Letter & Date			October 17, 2024
No. of Bids Received: Five (5)	Start Date of Contract Performance			October 18, 2024
	Date of Contract Agreement:			October 18, 2024
Location of Goods, Works or Service:	ACEDHARS, University of Lagos			
TOPIC	COMMENTS & FINDINGS:			
PRFOCUREMENT AND CONTRCTING				
Contract Package (Items & Quantity)	NG-UNILAG/ACEDHARS/GO/RFQ/004			
	Eleven (11) items: Laptop Computers for ACEDHARS			
Contract Type {Goods, Works (S&L) Services}	Good			
Procurement Method (ICB, LIB, NCB, SHOPPING-RFQ/RFT)	NCB			
Prequalification (Yes/No)	No			
Single Stage/Two Stage	Single Stage			
Domestic Preference (Yes/No)	No			
Bank Review (PRIOR, POST, SOL)	Prior			
COSTS				
USD Equivalent	22,843.82			
Exchange Rate/Date	USD 1,670.76 (October 15, 2024).			
Price of Lowest Evaluated Bidder (N)	38,166,550.00			
Contract Value at Award (N)	38,166,550.00			
Contingencies in PAD	N/A			
Final Contract Price	38,166,550.00gross			
TIME (DATE)				



General Procurement Notice (GPN)	Not used. Advertisement was placed in the Daily Trust Newspapers and the Guardian Newspapers of June 10, 2024			
Request for Proposal (RFP)	Not Applicable			
Invitation for Prequalification	Not Applicable			
Invitation for Bids	June 10, 2024			
Submission of Bids	July 8, 2024			
Contract Award Signature	October 18, 2024			
Start date of Contract Performance	October 18, 2024			
Completion Period offered by the Contractor.	Six weeks (42 days)			
Date of Contract Completion	Goods supplied on February 7, 2024 but not yet certified by the Centre.			
CONTRACT ADMINISTRATION:				
Changes to Contract	Description	Date	Price Impact	
	None	Not Applicable	Not Applicable	
Final Payment	Description	Date of Invoice	Date of Payment	
	Supply of Biomedical Toxicology Laboratory Equipment.	Invoice not submitted yet	No payment yet	
Total Payment	38,166,550.00 (Gross)			
DISBURSEMENT				
Disbursement Method (Direct, SOE, Special Account)	Direct			
Percentage of Bank Financing (%)	0.38%			
Disbursements: Amount & Date:	No payment made as at the date of audit.			
DELIVERABLES:				
Contract Package	Reference/Description	Quantity/% Completed	Date Delivered/Completed	Remarks (Note any Discrepancies from Contract)
NG-UNILAG/ACEDHARS/GO/RFQ/004	Supply of Biomedical Toxicology Laboratory Equipment	100%	February 7, 2025 (not yet certified by the Centre)	None



AFRICA CENTRE OF EXCELLENCE FOR DRUG RESEARCH, HERBAL MEDICINE DEVELOPEMNT AND REGULATORY SCIENCE (ACEDHARS)

UNIVERSITY OF LAGOS

WORKS

PROCUREMENT DURATION FORM

Contract No: NG-UNILAG/ACEDHARS/GO/NCB/**Contract Name:** Supply of Biomedical Toxicology Laboratory Equipment**Date General Procurement Notice (GPN):** Not Used**Bid Validity Period:** 90 Days

S/No.	STEPS	DURATION (DAYS)		
		Actual Date	Between Events	Overall (No of Days)
1	Prequalification documents received by Bank	Not Applicable	0	0
2	Bank's No Objection	Not Applicable	0	0
3	Invitation for Prequalification issued	Not Applicable	0	0
4	Submission of Prequalification applications	Not Applicable	0	0
5	PQ Evaluation Report received by Bank	Not Applicable	0	0
6	Bank's No Objection	Not Applicable	0	0
7	Bid documents received by Bank	Not Applicable	0	0
8	Bank's No Objection/BPP No Objection	None	0	0
9	Invitation for Bids issued	June 12, 2024	0	0
10	Submission of bids	July 8, 2024	26	26
11	Bid Evaluation Report preparation (financial)	July 29,2024	21	21
12	Request for Clarification	Not Applicable	0	0
13	Bank's No Objection	Not Applicable	0	0
14	Contract Award Notice	October 15, 2024	83	83
15	Contract Signed	October 18, 2024	3	3
	TOTAL DAYS		DAYS	133 DAYS



**AFRICA CENTRE OF EXCELLENCE FOR DRUG RESEARCH, HERBAL MEDICINE DEVELOPMENT AND
REGULATORY SCIENCE
(ACEDHARS)
UNIVERSITY OF LAGOS AKOKA, LAGOS STATE
WORKS
CHECK LIST**

3. REMODELING OF UNILAG LIBRARY STUDIO

LOAN/CREDIT NO.6510-NG	REVIEW DATE: FEBRUARY 7, 2025			
CONTRACT DATA				
Contract Name: Remodeling of UNILAG Library Studio Contract Number: NG- UNILAG/ACEDHARS/WO/RFQ/006	Type of Contract: Lump Sum			Contract Amount: N
	Goods ()	Works (X)	Services ()	19,896,391.38
Contractor's Name: Messrs. Boanerges Estate & Investments Limited Contractor's Address: Plot 24, Block 27, Oluyole Estate Extension, Ibadan – Oyo State.	Notification of Award & Date			July 29, 2024
	Acceptance Letter & Date			July 30, 2024
No. Of Bids Received: Three (3)	Start Date of Contract Performance:			July 30, 2024
	Date of Contract Agreement:			July 30, 2024
Location of Goods, Works or Service:	ACE-DHARS – University of Lagos			
TOPIC	COMMENTS & FINDINGS:			
PRFOCUREMENT AND CONTRCTING				
Contract Package (Items & Quantity)	Item: Remodeling of UNILAG Library Studio - Quantity: One (1)			
Contract Type {Goods, Works (S&L) Services}	Works			
Procurement Method (ICB, LIB, NCB, SHOPPING-RFQ/RFT)	RFQ			
Prequalification (Yes/No)	No			
Single Stage/Two Stage	Single Stage			
Domestic Preference (Yes/No)	No			
Bank Review (PRIOR, POST, SOL)	Prior			
COSTS				
USD Equivalent	\$12,527.64			
Exchange Rate/Date	USD 1588.20 (As at July 29, 2024).			
Price of Lowest Evaluated Bidder (N)	19,896,391.38			
Contract Value at Award (N)	19,896,391.38			



Contingencies in PAD	N/A			
Final Contract Price (N)	19,896,391.38			
TIME (DATE)				
General Procurement Notice (GPN)	Not Applicable			
Request for Proposal (RFP)	Not Applicable			
Invitation for Prequalification	Not Applicable			
Invitation for Bids	July 2, 2024			
Submission of Bids/Quotation	July 16, 2024			
Contract Award Signature	July 29, 2024			
Start Date of Contract Performance	July 30, 2024			
Completion Period Offered by the Contractor	Not stated			
Date of Contract completion	September 20, 2024			
CONTRACT ADMINISTRATION:				
Changes to Contract	Description	Date	Price Impact	
	None	Not Applicable	Not Applicable	
Final Payment	Description	Date of Invoice	Date of Payment	
	Final Payment for Remodeling of OFUNILAG Library Studio	September 20, 2024	November 4, 2024	
Total Payment	N19,896,391.38 (Gross)			
DISBURSEMENT				
Disbursement Method (Direct, SOE, Special Account)	Direct			
Percentage of Bank Financing (%)	0.21%			
Disbursements: Amount & Date	<p>N12,845,049.09 Net – Payment for Rehabilitating of Library Studio – PV NO. PV/2024/UNILAG-1/000000156/ of September 19, 2024.</p> <p>N4,099,273.06 Net – Final Payment for Remodeling of OFUNILAG Library Studio – PV NO. PV/2024/UNILAG-1/000000190/ of November 4, 2024.</p>			
DELIVERABLES:				
Contract Package	Reference/Description	Quantity/% Completed	Date Delivered/Completed	Remarks (Note any Discrepancies from Contract)
NG-UNILAG/ACEDHARS/WO/RFQ/006	Remodeling of UNILAG Library Studio	100%	September 20, 2024	None



**AFRICA CENTRE OF EXCELLENCE FOR DRUG RESEARCH, HERBAL MEDICINE DEVELOPMENT AND
REGULATORY SCIENCE
(ACEDHARS)
UNIVERSITY OF LAGOS AKOKA, LAGOS STATE
WORKS
PROCUREMENT DURATION FORM**

Contract No: NG-UNILAG/ACEDHARS/WO/RFQ/006
Contract Name Remodeling of UNILAG Library Studio
Date General Procurement Notice (GPN): Not Used
Bid Validity Period: 90 Days

S/No.	STEPS	DURATION (DAYS)		
		Actual Date	Between Events	Overall (No of Days)
1	Prequalification documents received by Bank	Not Applicable	0	0
2	Bank's No Objection	Not Applicable	0	0
3	Invitation for Prequalification issued	Not Applicable	0	0
4	Submission of Prequalification applications	Not Applicable	0	0
5	PQ Evaluation Report received by Bank	Not Applicable	0	0
6	Bank's No Objection	Not Applicable	0	0
7	Bid documents received by Bank	Not Applicable	0	0
8	Bank's No Objection/BPP No Objection	None	0	0
9	Invitation for Bids issued	July 2, 2024	0	0
10	Submission of bids	July 16, 2024	14	14
11	Bid Evaluation Report preparation (financial)	July 16, 2024	0	0
12	Request for Clarification	Not Applicable	0	0
13	Bank's No Objection	Not Applicable	0	0
14	Contract Award Notice	July 29, 2024	13	13
15	Contract Signed	July 30, 2024	1	1
	TOTAL DAYS		DAYS	28 DAYS



**AFRICA CENTRE OF EXCELLENCE FOR DRUG RESEARCH, HERBAL MEDICINE DEVELOPMENT AND
REGULATORY SCIENCE
(ACEDHARS)
UNIVERSITY OF LAGOS AKOKA, LAGOS STATE
GOODS
CHECK LIST**

1. Supply, Installation and Commissioning of Cosmetic Production Equipment for
ACEDHARS

LOAN/CREDIT NO.6510-NG	REVIEW DATE: FEBRUARY 7, 2025			
CONTRACT DATA				
Contract Name: Supply, Installation and Commissioning of Cosmetic Production Equipment for ACEDHARS Contract Number: NG-UNILAG/ACEDHARS/GO/RFQ	Type of Contract: Lump Sum			Contract Amount: N
	Goods (X)	Works ()	Services ()	19,579,711.38
Contractor's Name: Messrs. Equilab Business Solutions Limited Contractor's Address: No. 5, dele Labisi Street, Off Arida Bus Stop, Idimu-Ikotun Lagos State.	Notification of Award & Date			July 15, 2024
	Acceptance Letter & Date			July 17, 2024
No. Of Bids Received: Three (3)	Start Date of Contract Performance:			July 17, 2024
	Date of Contract Agreement:			July 17, 2024
Location of Goods, Works or Service:	ACE-DHARS – University of Lagos			
TOPIC				
COMMENTS & FINDINGS:				
PRFOCUREMENT AND CONTRCTING				
Contract Package (Items & Quantity)	Item: Supply, Installation and Commissioning of Cosmetic Production Equipment for ACEDHARS			
	- Quantity: Six (6) - Items 1. MX 15 Cosmetics Mixing and Filling Machine (Qty 1) 2. Double Head Paste Liquid Cream Cosmetic Filler (Qty 1) 3. JRJ3001 High Speed Shear Emulsion Homogenizer (Qty 1) 4. Date Coding Machine HP241 (Qty 1) 5. JJ 1 Precision Booster Electric Mixer (Qty 1) 6. Crushing Machine, 300kg/Hr, 11kw, 380V			
Contract Type {Goods, Works (S&L) Services}	Goods			
Procurement Method (ICB, LIB, NCB, SHOPPING-RFQ/RFT)	RFQ			
Prequalification (Yes/No)	No			
Single Stage/Two Stage	Single Stage			
Domestic Preference (Yes/No)	No			



Bank Review (PRIOR, POST, SOL)	Prior			
COSTS				
USD Equivalent	\$12,538.64			
Exchange Rate/Date	USD 1561.55 (As at July 15, 2024).			
Price of Lowest Evaluated Bidder (N)	19,579,711.38			
Contract Value at Award (N)	19,579,711.38			
Contingencies in PAD	N/A			
Final Contract Price (N)	19,579,711.38			
TIME (DATE)				
General Procurement Notice (GPN)	Not Applicable			
Request for Proposal (RFP)	Not Applicable			
Invitation for Prequalification	Not Applicable			
Invitation for Bids	May 20, 2024			
Submission of Bids/Quotation	June 3, 2024			
Contract Award Signature	July 15, 2024			
Start Date of Contract Performance	July 17, 2024			
Completion Period Offered by the Contractor	Four (4) Weeks			
Date of Contract completion	August 19, 2024			
CONTRACT ADMINISTRATION:				
Changes to Contract	Description	Date	Price Impact	
	None	Not Applicable	Not Applicable	
Final Payment	Description	Date of Invoice	Date of Payment	
	Payment for Cosmetics production Equipment for the Center	August 19, 2024	August 28, 2024	
Total Payment	N19,579,711.38 (Gross)			
DISBURSEMENT				
Disbursement Method (Direct, SOE, Special Account)	Direct			
Percentage of Bank Financing (%)	0.21%			
Disbursements: Amount & Date	N17,107,203.064 Net – Payment for Cosmetics production Equipment for the Center – PV NO. PV/2024/UNILAG-1/000000140/ of August 28, 2024.			
DELIVERABLES:				
Contract Package	Reference/Description	Quantity/% Completed	Date Delivered/Completed	Remarks (Note any Discrepancies from Contract)
NG-UNILAG/ACEDHARS/GO/RFQ	Supply, Installation and Commissioning of Cosmetic Production Equipment for ACEDHARS	100%	August 28, 2024	None



**AFRICA CENTRE OF EXCELLENCE FOR DRUG RESEARCH, HERBAL MEDICINE DEVELOPMENT AND
REGULATORY SCIENCE
(ACEDHARS)**

UNIVERSITY OF LAGOS AKOKA, LAGOS STATE

GOODS

PROCUREMENT DURATION FORM

Contract No: NG-UNILAG/ACEDHARS/GO/RFQ

Contract Name Supply, Installation and Commissioning of Cosmetic Production Equipment for ACEDHARS

Date General Procurement Notice (GPN): Not Used

Bid Validity Period: 90 Days

S/No.	STEPS	DURATION (DAYS)		
		Actual Date	Between Events	Overall (No of Days)
1	Prequalification documents received by Bank	Not Applicable	0	0
2	Bank's No Objection	Not Applicable	0	0
3	Invitation for Prequalification issued	Not Applicable	0	0
4	Submission of Prequalification applications	Not Applicable	0	0
5	PQ Evaluation Report received by Bank	Not Applicable	0	0
6	Bank's No Objection	Not Applicable	0	0
7	Bid documents received by Bank	Not Applicable	0	0
8	Bank's No Objection/BPP No Objection	None	0	0
9	Invitation for Bids issued	May 20, 2024	0	0
10	Submission of bids	June 3, 2024	14	14
11	Bid Evaluation Report preparation (financial)	June 3, 2024	0	0
12	Request for Clarification	Not Applicable	0	0
13	Bank's No Objection	Not Applicable	0	0
14	Contract Award Notice	July 15, 2024	42	42
15	Contract Signed	July 17, 2024	2	2
	TOTAL DAYS		DAYS	58 DAYS



**APPENDIX III
EXIT MEETING SHEET**

UNIVERSITY OF LAGOS

ISSUES AND EXIT CONFERENCE – WITH CENTRE RESPONSES

S/NO	ISSUES RECORDED/CLAUSES	CLAUSE	NATURE OF INFRACTION	CENTRE RESPONSE	REMARK
1	Not in the Procurement Plan	18(a-g)			
2	Debriefing	19(e)	The unsuccessful bidders were not debriefed.	The Center would endeavour to debrief subsequently.	
3	Invitation to Bid	25.2(ii)			
4	Mandatory Compliances	16(6)b	Award of contract to bidders without complete compliant documents.	The Centre believed that since such companies are business names that they do not require those compliance as long as they were registered with the Corporate Affairs Commission and pay Taxes. However, the Centre stated that the correction has been taken.	The Center was told that it is mandatory that they should have those documents.
5	Bids after deadline	27.5			
6	Bid opening register	30(d)			
7	Collusive Practice	58.4(a)			
8	Coercion and unlawful influence <i>(Directly, indirectly or attempting to influence in any manner the procurement process)</i>	58.4(b & c)			
9	Contract Splitting	58.4(d)			
10	Bid Rigging	58.4(e); 58.10(a & b)			
11	Competition, transparency	24			
12	Observers	19(b)			
13	Requested	54.4(h)			



	Document not provided				
14	Non-remittance of Tax	40* FIRS (Establishment) Act 2007			
15	Direct Procurement	42			
16	Expression of Interest	44			
17	Request for Quotation	41			
18	Request for Proposal	45			
19	Bid Validity Period	29			
20	Procurement Planning Committee	21			



APPENDIX IV PROCUREMENT PLAN



PROCUREMENT PLAN - GOODS

Country:																								
Program:																								
Date:																								
Applicable Period:																								
Project ID:																								
Implementing Agency:																								
		BASIC DATA							Draft Bid Documents, including specs and quantities, draft SPS			Spec Proc Notice Advert		Bidding Period		01-Apr-2024		Contract Finalization				Contract Implementation		
Description*	Package Number	Lot Number	Estimated Amount in US \$	Procurement Method	Pre or Post Qualification	Prior or Post Review	Plan vs. Actual	Prep & Submission by Ex Agency	No-objection Date	On-line UNDB Gateway Nat Press	Bid Invitation Date	Bid Closing-Opening	Submission Bid Eval Rpt	No-objection Date	Plan vs. Actual	Contract Amount in US\$	Date Contract Award	Date Contract Advert	Date Contract Signature	Opening of Lot of Credit	Arrival of Goods	Inspection Final Acceptance		
Norm Duration of Proc Steps					If Prequalification add 7-13 wks		Plan	4 - 7 wks	1 - 1.5 wks	1.5 - 2 wks	6 to	12 wks	1.5 - 3 wks	1 - 1.5 wks	Plan									
List of Contracts							Actual								Actual									
Procurement of Alternative Power Supply (Inverter) for Center facilities	1	1	150,000.00	NCB	Post	Post	Plan	15-Jan-2024	29-Jan-2024	26-Feb-2024	26-Feb-2024	26-Mar-2024	01-Apr-2024	08-Apr-2024	Actual	150,000.00	15-Apr		1-March-2024		22-April-2024			
Procurement of Laptop Computers for Centre Management	1	1	63,400.00	RFQ	Post	Post	Plan	13-Feb-2024	20-Feb-2024	05-Mar-2024	12-Mar-2024	12-Apr-2024	26-Apr-2024	02-May-2024		63,400.00	16-May-2024				30-May-2024	10-June-2024		
Procurement of Interpretation Equipment for the Conference Room	1	1	1,231.52	RFQ	Post	Post	Plan	04-Mar-2024	11-Mar-2024	25-Mar-2024	08-Apr-2024	8-May-2024	17-May-2024	31-May-2024		12,315.27	07-Jun-2024				14-Jun-2024	24-Jun-2024		
Supply Of Analytical Tools For Drug Discovery And Development	1	1	158,410.00	NCB	Post	Post	Plan	15-Apr-2024	22-Apr-2024	29-Apr-2024	06-May-2024	10-Jun-2024	24-Jun-2024	01-Jul-2024	plan	158,410.00	15-Jul-2024				29-Jul-2024	30-Sep-2024		
Supply And Installation Of Supply Of Biomedical Toxicology Equipment	1	1	158,410.00	NCB	Post	Post	Plan	15-Apr-2024	22-Apr-2024	29-Apr-2024	06-May-2024	10-Jun-2024	24-Jun-2024	01-Jul-2024	plan	158,410.00	15-Jul-2024				29-Jul-2024	30-Sep-2024		
Supply Of Stability Chamber	1	1	158,410.00	NCB	Post	Post	Plan	15-Apr-2024	22-Apr-2024	29-Apr-2024	06-May-2024	10-Jun-2024	24-Jun-2024	01-Jul-2024	plan	158,410.00	15-Jul-2024				29-Jul-2024	30-Sep-2024		
Procurement of Library Studio Equipment	1	1	12,450.00	RFQ	Post	Post	Plan	15-Apr-2024	22-Apr-2024	12-May-2024	22-May-2024	29-May-2024	05-Jun-2024	19-Jun-2024	Plan	12,450.00	03-Jul-2024		1-March-2024		22-April-2024			
Supply of Water Treatment Equipment	1	1	14,750.00	RFQ	Post	Post	Plan	22-Apr-2024	08-May-2024	15-May-2024	22-May-2024	13-Jun-2024	27-Jun-2024	04-Jul-2024	Actual						11-Jul-2024	18-Jul-2024	25-Jul-2024	
Supply of Cosmetic Production Equipment	1	1	16,540.00	RFQ	Post	Post	Plan	02-May-2024	09-May-2024	16-May-2024	06-Jun-2024	13-June-2024	27-Jun-2024	11-Jul-2024							25-Jul-2024	08-Aug-2024	15-Aug-2024	
procurement of Signages for ACEDHARS Building	1	1	7,500.00	RFQ	Post	Post	Plan	02-May-2024	09-May-2024	16-May-2024	06-Jun-2024	13-June-2024	27-Jun-2024	11-Jul-2024							25-Jul-2024	08-Aug-2024	15-Aug-2024	
Supply of Laptop and Desktop Computers	1	1	8,750.00	RFQ	Post	Post	Plan	01-July-2024	08-Jul-2024	15-Jul-2024	29-Jul-2024	12-Aug-2024	19-Aug-2024	11-Jul-2024	Actual						25-Jul-2024	08-Aug-2024	15-Aug-2024	
procurement of Automatic Tea Bag Packaging Machine	1	1	15,500.00	RFQ	Post	Post	Plan	01-July-2024	08-Jul-2024	15-Jul-2024	29-Jul-2024	12-Aug-2024	19-Aug-2024	11-Jul-2024	Actual						25-Jul-2024	08-Aug-2024	15-Aug-2024	
Supply of Herbal Production Consumables	1	1	12,500.00	RFQ	Post	Post	Plan	05-Aug-2024	12-Aug-2024	19-Aug-2024	26-Aug-2024	02-Sep-2024	09-Sep-2024	23-Sep-2024	Actual						30-Sep-2024	21-Oct-2024	04-11-2024	
Procurement of Consumables and Equipment for Teaching	1	1	7,750.00	RFQ	Post	Post	Plan	05-Aug-2024	12-Aug-2024	19-Aug-2024	26-Aug-2024	02-Sep-2024	09-Sep-2024	23-Sep-2024	Actual						30-Sep-2024	21-Oct-2024	04-11-2024	
Supply and Installation of CCTV Surveillance System	1	1	12,000.00	RFQ	Post	Post	Plan	07-Aug-2024	14-Aug-2024	22-Aug-2024	10-Sep-2024	24-Sep-2024	08-Oct-2024	15-Oct-2024							29-Oct-2024	21-Oct-2024	04-11-2024	
Upgrade of Datacentre	1	1	12,000.00	RFQ	Post	Post	Plan	07-Aug-2024	14-Aug-2024	22-Aug-2024	10-Sep-2024	24-Sep-2024	08-Oct-2024	15-Oct-2024							29-Oct-2024	21-Oct-2024	04-11-2024	



PROCUREMENT PLAN - WORKS

Country:																								
Program:																								
Date:																								
Applicable Period:																								
Project ID:																								
Implementing Agency:																								
Basic Data								Draft Bid Documents, including specs and quantities, draft SPN		No-objection Dates are not needed		Bidding Period		Bid Evaluation			Contract Finalization				Contract Implementation			
Description*	Package Number	Lot Number	Lumpsum or Bill of Quantities	Procurement Method	Estimated Amount in US \$	Pre- or Post Qualification	Prior or Post Review	Plan vs. Actual	Prep & Submission by Ex Agency	No-objection Date	On-line UNDB Gateway Nat Press	Bid Invitation Date	Bid Closing-Opening	Submission Bid Eval Rpt	No-objection Date	Plan vs. Actual	Contract Amount in US\$	Date Contract Award	Date Contract Advert	Date Contract Signature	Mobilization Advance Payment	Substantial Completion	Final Acceptance	Final Cost
Norm Duration of Proc Steps						If Prequalification add 7-13 wks		Plan	4 - 7 wks	1 - 1.5 wks	1.5 - 2 wks	1.5 - 2 wks	6 to 12 wks	1.5 - 3 wks		Plan		1 wk		1.5-3 wks				
List of Contracts																								
Setting up Herbal Manufacturing Plant inside ACEDHARS Building	1	1	BOQ	NCB	50,000.00	Post Qualification	Post Review	Plan	04-Jun-2024	11-Jan-2024	18-Jan-2024	19-Jan-2024	12-Feb-2023	19-Feb-2024	26-Feb-2024	Plan	50,000.00	29-Feb-2024		1-March-2024	NA	30-April-2024	2-Mat-2024	
Construction & Furnishing of ACEDHARS Centre Building			BOQ	Restricted Tendering	650,000.00	Post Qualification	Post Review	Plan								Plan	650,000.00					30-June 2024	30-June 2024	
Remodeling of UNILAG Library Studio	1	1	BOQ	RFQ	15,000	Post Qualification	Plan	Plan	4-Jun-2024	11-Jan-2024	25-Jun-2024	2-Jul-2024	16-Jul-2024	23-Jul-2024	Actual	Plan	15,000	30-Jul-2024		13-Aug-2024	NA	3-Sep-2024	02-Oct-2024	
Construction of New Data Centre	1	1	BOQ	RFQ	18,000	Post Qualification	Plan	Plan	08-Jul-2024	15-Jul-2024	22-Jul-2024	5-Aug-2024	19-Aug-2024	02-Sep-2024	Actual	Plan	18,000			16-Sep-2024	NA	18-Nov-2024	18-Nov-2024	
Total Cost					733,000.00			Plan									733,000.00							
Bill grant cells used:								Actual																

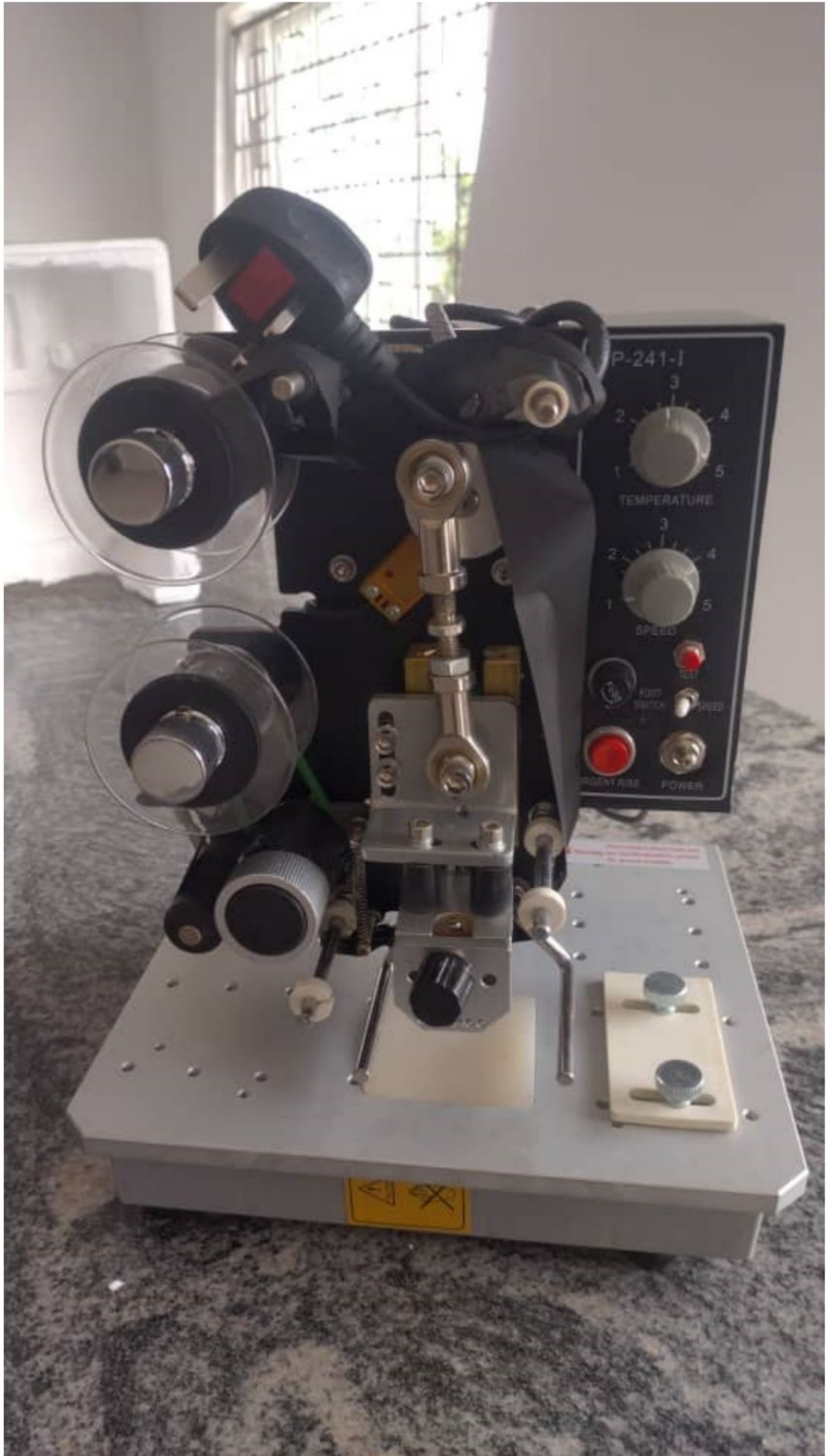
NB: Submission of BER under NCB implies submission by the Evaluation Committee to Management for Approval, and not to the Bank



APPENDIX VI PICTURES























APPENDIX VIII TERMS OF REFERENCE



3.1 TERMS OF REFERENCE

The Terms of Reference (TOR), the WB Procurement Guideline, the Public Procurement Act 2007 and the Public Service circular relating to the Procurement practice within the University is the guiding framework for the post procurement review. Key procurement processes were considered including:

- Client's Capacity, Adequacy of Staff; Role of Procurement Agents/Consultants; Implementation Arrangements;
- Procurement Plans and Monitoring;
- Advertising;
- Pre/Post-Qualification ;
- Bid Opening;
- Bidding Documents;
- Evaluation and Awards;
- Bid Validity Extensions;
- Signed Contracts;
- Contract Amendments and Change/Variation Orders;
- Actual Contract Payments vs. Contract Award Amount
- Securities (for Bid, Performance, Advances, Insurance, Liability, etc.);
- Contractors' Claims;
- Damages and Penalties for Delays, non-compliance with Functional Guarantees, etc.;
- Payment certificates, payments made (date and value), final price;
- Withdrawals from the Loan/Credit Agreement (date and value);
- Protests from Bidders/Contractors;
- Reasons for Slow Progress of Completion;
- Delays in Payments, Imports, Customs, etc. if any;
- Shipping documents
- Test certificates, quality certificates etc.
- List of deliverables and completion (date, description, quantity, location of goods or works);
- Contractual Disputes and their Resolution;
- Bank Comments/Reviews/Interventions at each stage; Turnaround time and Efficiency;