



STATE CONTRACTOR APPLICATION GUIDELINE

In accordance with the provisions of the Katsina State Bureau of Public Procurement (SBPP) Law 2017.

1. Applicant obtains a free application form and a bank teller to register as a contractor with the State from the Desk Officer, State Bureau of Public Procurement (SBPP) office located at Old Ministry of Finance Premises, Near Central Mosque, Katsina. +234 906 924 3151.
Or fill out and download the application form by [clicking here](#) from the Website.
2. Applicant makes payment of a non-refundable processing fee of N1,000:00 to Zenith Bank Account Number 1130009390 or online payment via the website [here](#).
3. Applicant will submit the filled form online [here](#) 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 <https://ktirs.com/invoice>.
 - Tax Clearance Certificate obtainable from <https://ktirs.com/invoice>.
 - Evidence of payment (bank teller or Remita e-invoice) of a non-refundable processing fee of N1,000.00.

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. SBPP 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 (+234 906 924 3151 or info@bpp.kt.gov.ng).
6. The Certificate of Registration as a Contractor of the Government of Katsina State will be issued to the applicant at the State Bureau of Public Procurement (SBPP) office located at Old Ministry of Finance Premises, Near Central Mosque, Katsina from the day of notification of the approved application.

Signed: Director General

Katsina State Bureau of Public Procurement October 2022,

Friday, December 8, 2023 4:38:51 PM



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