



## **Katsina State Bureau of Public Procurement (BPP)**

**ADDRESS:** OLD MINISTRY OF FINANCE NEAR CENTRAL MOSQUE KATSINA,  
KATSINA STATE

**BUSINESS HOURS:** Monday - Thursday 8:am - 4:pm

Friday 8:00 am-12:30 pm

**EMAIL:** info@bpp.kt.gov.ng

**TELEPHONE:** +2349069243151

### **TENDER PROCESSING FEE PAYMENT PROCESS**

#### **1. INTRODUCTION**

This document outlines the process for the payment of Tender Processing Fees within the Katsina State Bureau of Public Procurement (BPP). This revised process emphasizes efficiency, transparency, and reduced timelines through the implementation of digital technologies and streamlined workflows.

#### **2. OBJECTIVES**

- Minimize processing time for Tender Processing Fee payments.
- Enhance transparency and accountability in fee collection and remittance.
- Reduce administrative burden on bidders and BPP staff.
- Promote efficient public procurement processes.

**3. PROCESS FLOW:** The Tender Processing Fee payment process consists of the following steps:

**Step 1:** BPP places tender notification for interested bidders to submit bids within one month from the date of publication.

**Step2:** Bidder Registration

01. Bidders register with the Katsina State Bureau of Public Procurement (BPP) to participate in the bidding process within the stipulated time.
02. Bidders submit their bids, including all required documents and information

**Step 3:** BPP verifies registration details and open files for respective bidders within 2-3 days after receiving the bidding documents.

**Step 4:** BPP evaluates bids received to ascertain a successful (winner) bidder

**Step 5:** Tender Processing Fee assessment which is 1.5% of the total Contract Sum for respective bidders to be communicated within 24hrs.

**Step 6:** KTIRS to generate payment invoice in line with the Tender Fees Assessment within 24hrs.

**Step 7:** Bidder receives notification and proceeds to make payment. into the designated Treasury Single Account (TSA) of the state government.

<https://revenue.katsinastate.gov.ng/> within 48hrs.

**Step 8:** Bidder receives payment notification, including the paid receipt after making payment.

**Step 9:** BPP confirms and updates bidders account to reflect payment status within 48hrs.



Badamasi Yantumaki Ya'u  
Director General