

THE ROLE OF PROCUREMENT OFFICERS

The role of Procurement Officers deployed to the various Procurement Offices in Procuring Entities state-wide is contained in section 29(1) of the Lagos State Public Procurement Law 2021. All Procurement Officers in Lagos State are enjoined to study these roles as these entails their basic job description. Section 29(1) of the Law states as follows:

29. PROCUREMENT OFFICE

- 1 A procuring entity within the provisions of this Law shall establish a Public Procurement Office whose functions shall be to—
 - a. initiate the entity's procurement process;
 - b. carry out appropriate market and statistical surveys and prepare analysis of cost implication of a proposed procurement;
 - c. aggregate its requirement, within and between procuring entities to obtain economical gains and reduce procurement cost;
 - d. conduct pre-qualification exercise for suppliers, contractors or consultants based on requisite expression of interest;
 - e. develop technical specifications; *(along with user department/technical officers).*
 - f. conduct pre-bid conferences when necessary;
 - g. ensure that the advertisement and publications in solicitation for bids are in conformity with the provisions of this Law and Regulations as may be issued from time to time;
 - h. prepare bid documents;
 - i. supervise the development of all tenders;
 - j. organise communications with bidders;
 - k. issue receipts and keep bids in safe custody until opening;
 - l. maintain procurement records;

- m. Coordinate the evaluation of expression of interest documents submitted by consultants and forward lists of qualified submissions to the Agency.