

THE ROLE OF PROCUREMENT OFFICERS IN THE LOCAL GOVERNMENT AREAS (LGAs) AND THE LOCAL COUNCIL DEVELOPMENT AREAS (LCDAs)

The role of Procurement Officers deployed in the various Local Government Areas and Local Council Development Areas state-wide is contained in sections 29(1) and 38(1)(vii) of the Lagos State Public Procurement Law 2021. All Procurement Officers in LGAs and LCDAs 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.

Section 38(1)(vii) of the Law states as follows:

- 38(1) The membership of the Local Government Tender's Committee of each Local Government Area shall consist of the-
- (vii) Procurement Officer - Secretary