**Standard Operating Procedure (SOP) for Procurement Unit**

**Government Organization, Nigeria**

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**Introduction**

This document outlines the standard operating procedure (SOP) for the procurement unit of the [Government Organization Name]. The procurement unit is responsible for managing the acquisition of goods and services in a cost-effective and efficient manner.

**Purpose**

The purpose of this SOP is to provide a clear and consistent approach to managing procurement processes within the organization. It aims to ensure transparency, fairness, and compliance with procurement regulations.

**Scope**

This SOP applies to all procurement staff and activities within the organization. It covers procurement planning, supplier selection, bidding, contracting, and related activities.

**Definitions**

* **Procurement:** The process of acquiring goods and services.
* **Supplier:** An individual or company that provides goods or services.
* **Bidding:** The process of inviting suppliers to submit proposals for providing goods or services.
* **Purchase Order:** A formal document requesting goods or services from a supplier.

**Roles and Responsibilities**

* **Procurement Manager:** Oversees procurement strategies and processes.
* **Buyer/Procurement Officer:** Conducts procurement activities, such as issuing purchase orders and managing supplier relationships.
* **Contract Administrator:** Manages contracts and ensures compliance with contract terms.
* **Inventory Specialist:** Manages inventory levels and ensures timely receipt of goods.

**Procedures**

**Procurement Planning**

* Assess organizational needs and plan procurement activities accordingly.
* Develop and update procurement plans in line with organizational goals and budgets.
* Prioritize procurement activities based on urgency and importance.

**Supplier Selection and Evaluation**

* Conduct market research to identify potential suppliers.
* Evaluate suppliers based on criteria such as quality, cost, reliability, and delivery time.
* Maintain a list of approved suppliers and conduct periodic reviews.

**Competitive Bidding and Tendering**

* Prepare and issue invitations to bid or requests for proposals (RFPs).
* Evaluate bids or proposals based on predetermined criteria.
* Ensure fair and transparent bidding processes in compliance with procurement laws.

**Contract Management**

* Prepare and negotiate contracts with selected suppliers.
* Monitor contract performance and ensure adherence to terms and conditions.
* Manage contract renewals, modifications, and terminations.

**Purchase Orders and Payments**

* Issue purchase orders for approved requisitions.
* Verify the accuracy of purchase orders and approvals.
* Process supplier invoices and arrange timely payments.

**Inventory Management and Receiving**

* Manage inventory levels and maintain optimal stock levels.
* Inspect and verify received goods against purchase orders.
* Maintain records of inventory receipts and disbursements.

**Compliance and Legal Requirements**

* Adhere to all applicable procurement laws and regulations, such as the Public Procurement Act.
* Monitor changes in procurement laws and update policies accordingly.
* Ensure compliance with ethical standards and anti-corruption measures.

**Documentation and Record Keeping**

* Maintain comprehensive records of procurement activities and decisions.
* Keep records secure and accessible for auditing purposes.
* Document procurement policies, procedures, and communications.

**Review and Revision**

* Review this SOP annually or as needed to ensure it remains current.
* Revise and update the SOP based on changes in regulations, organizational needs, or best practices.

**Contact Information**

* **Procurement Manager:** [Name, Contact Details]
* **Procurement Office:** [Contact Details]