



**LAGOS STATE GOVERNMENT
STATE TENDERS BOARD
GUIDELINES FOR REGISTRATION OF CONTRACTORS**

This is to inform members of the public, companies, vendors of goods and services interested in transacting business with the Lagos State Government that as part of efforts aimed at simplifying the process of registration by contractors, new guidelines have been adopted by the State Tenders Board.

CLASSES OF REGISTRATION

Four (4) classes of registration of contractors have been approved based on specific eligibility thresholds and these are:

CLASS	Eligibility Threshold
A	Up to ₦10million
B	Above ₦10million – up to ₦250million
C	Above ₦250million– up to ₦1Billion
D	Above ₦1Billion

REGISTRATION REQUIREMENTS

Furthermore, all Contractors applying for registration/renewal of registration are required to immediately submit the under-listed documents to the State Tenders Board Secretariat for processing:

- i. Duly completed Application Form;
- ii. Payment of Registration fee;
- iii. Evidence of Incorporation / Registration of Business Name with the Corporate Affairs Commission (CAC);
- iv. Evidence of Company's Article /Memorandum of Association;
- v. Current 3 years Personal Income Tax Clearance Certificate (LIRS) of at least two (2) Directors;
- vi. Bank Reference Letter;
- vii. Corporate profile of the company including Curriculum Vitae of key personnel supported by Professional Licenses (where applicable);
- viii. Passport Photograph of the Managing Director/Chief Executive Officer;
- ix. Development Levy of at least two Directors; and
- x. Evidence of remittance of Pay As You Earn Tax for key staff(Limited Liability Company);

It is to be noted that henceforth, only contractors duly registered in appropriate categories with the State Tenders Board are **eligible** to bid for contracts with the Lagos State Government.

Existing contractors are also required to take advantage of the simplified registration process to update their records/status with the State Tenders Board, accordingly.

For further enquiries, you may wish to contact the Secretary, State Tenders Board, Block 1, Room 321, Cabinet Office, The Secretariat, Alausa, Ikeja or visit our website: www.stb.lagosstate.gov.ng