1.0 INTRODUCTION: The Science and Technology Education Post-Basic (STEP-B) is a project being implemented by the Federal Government of Nigeria with financial support from the World Bank. The main objective of the project is to improve the quality, equitable access to, and relevance of science and technology education (S&T) at the Federal Post-Basic levels, so as to increase the contry’s competitiveness in a globalizing world. Beneficiaries are drawn from Federal Government, Post-Basic Institutions, i.e. Unity Secondary Schools, Colleges of Education, Polytechnics and Universities.

UNAAB proposal for the 1st Tranchee of this project was “Upgrading of Biotechnology techniques”. The total amount approved for UNAAB was $450,000 (U.S.D) at an exchange rate of $1 (USD): N117.00.

2.00 PROCUREMENT
Procurement is a purchasing activity whose purpose is to give the purchaser best value for money. The principal hallmarks of proficient procurement, according to the standard of the World Bank are:

- Economy
- Efficiency
- Fairness
- Transparency
- Accountability & Ethical Standards.

As a procurement officer of STEP-B, one is expected to subject every procurment to all the aforementioned hallmarks.

2.01 WORLD BANK APPROVED METHODS OF PROCUREMENT

(I) LESS THAN $5,000 (USD) OR N585,000.00 DIRECT SHOPPING (D.S)

(II) MORE THAN $5,000 BUT

LESS THAN $50,000 (N5,850,000) = NATIONAL SHOPPING (N.S)

(III) MORE THAN $50,000 BUT LESS THAN $500,000 (N58,500,000) = NATIONAL COMPETITIVE BIDDING (NCB)

(IV) GREATER THAN $500,000 = INTERNATIONAL COMPETITIVE BIDDING (ICB)
PROCUREMENT PLAN SEQUENCE

1. Identification of items to be bought (from activity)
   \[ \downarrow \]
   Specifications of items for bidding

2. Solicitation, Advertisement in Notice Boards (Direct Shopping) (DS National Shopping) (NS) or Newspaper - National Competitive Bidding (NCB)
   \[ \downarrow \]
   Prequalification if need be

3. Opening of Bids
   \[ \downarrow \]
   Award of Contract

4. Letter of Awards
   \[ \downarrow \]
   Delivery

5. Installation
   \[ \downarrow \]
   Commissioning

6. Payment
2.03 MEMBERSHIP OF UNAAB STEP-B PROCUREMENT COMMITTEE

- Prof. O.J. Ariyo - Chairman (Project Manager)
- Prof. O.A. Osinowo - Member (Monitoring and Evaluation Officer)
- Mr. I.J. Adegbulugbe - Member (Procurement Officer)
- Mr. M.O. Ilesanmi - (Finance Officer)
- Mr. 'Lasun Somoye - Member (Communication Officer)
- Prof. O.M. Onagbesan - Proponent
- Prof. S.U.V. Uzochukwu - Proponent
- Dr. A.R. Popoola - Proponent
- Administrator (W&S) - Member
- Director (Audit Unit) - Member
- Director (Physical Planning) - Member
- Mrs. O.O. Banuso - Secretary

3.00 WORLD BANK APPROVED WORK-PLAN FOR UNAAB

A copy of the approved work-plan is attached (see appendix..................)

The categories covered in the work-plan are:-
- Goods
- Works
- Workshops
- Consultancy
- Training

3.01 SUMMARY OF GOODS PURCHASED

<table>
<thead>
<tr>
<th>GOODS DESCRIPTION</th>
<th>TYPE OF PROCUREMENT</th>
<th>AMOUNT(N)</th>
<th>LOCATION IN THE UNIVERSITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROJECT VEHICLE 4XWD HUNDAI JEEP</td>
<td>NATIONAL SHOPPING (N.S.)</td>
<td>N4,695,000</td>
<td>UNIVERSITY POOL VEHICLE</td>
</tr>
<tr>
<td>100 KVA PERKINS SILENT DIESEL GENERATOR</td>
<td>NATIONAL SHOPPING (N.S)</td>
<td>N4,243,200</td>
<td>UNIVERSITY CENTRAL BIOTECHNOLOGY CENTRE</td>
</tr>
<tr>
<td>BIOTECHNOLOGY OOCYTE EQUIPMENT</td>
<td>NATIONAL COMPETITIVE BIDING (NCB)</td>
<td>N14,536,000</td>
<td>UNIVERSITY CENTRAL BIOTECHNOLOGY CENTRE</td>
</tr>
<tr>
<td>BIO-INFORMATICS EQUIPMENT</td>
<td>NATIONAL COMPETITIVE BIDING(NCB)</td>
<td>N4,611,500</td>
<td>UNIVERSITY CENTRAL BIOTECHNOLOGY CENTRE</td>
</tr>
</tbody>
</table>
4.00 WORKS

The following projects were executed under works:-

(i) Rehabilitation of Animal Biotechnology Centre in COLANIM @ a cost of (Three million, four hundred and seven thousand, four hundred and ninety four naira twenty kobo (N3,407,494.20)

(ii) Rehabilitation of Plant Tissue Culture Laboratory in COLPLANT @ a cost of (Two million, three hundred and forty-two thousand, nine hundred and twenty five naira (N2,342,925.00).

The contracts for both rehabilitations, were awarded by the STEP-B Procurement Committee, and subjected to the Vice-Chancellor’s approvals.

These lumpsum awards came under National Shopping

4.01 SUMMARY OF WORKS EXECUTED

<table>
<thead>
<tr>
<th>NATURE OF WORK</th>
<th>CONTRACT AMOUNT</th>
<th>LOCATION IN THE UNIVERSITY</th>
<th>CONTRACTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>I  REHABILITATION OF ANIMAL BIOTECHNOLOGY CENTRE</td>
<td>N3,407,494.20</td>
<td>COLANIM</td>
<td>WINTECK (NIG) LTD</td>
</tr>
<tr>
<td>II REHABILITATION OF TISSUE CULTURE LABORATORY</td>
<td>N2,342,925.00</td>
<td>COLPLANT</td>
<td>STEVE NICHOLAS (NIG) LTD</td>
</tr>
</tbody>
</table>
5.0 Workshops and Consultancy Visit

The following International workshops were held; all sponsored by STEP-B

(i) **Date:** 14\(^{th}\) – 21\(^{st}\) June 2009  
**Theme:** Animal Genomics  
**Coordinator:** Prof. A.O. Adebambo  
**Consultant:** Dr. Ikhide Immumorin

(ii) **Date:** 5\(^{th}\) – 10\(^{th}\) July 2009  
12\(^{th}\) – 18\(^{th}\) July 2009  
**Theme:** Molecular Biology as applied to Biotechnology  
**Coordinator:** Prof. S.U.V. Uzochukwu  
**Consultants:** (a) Dr. Esiobu Nwodinto  
(b) Dr. Ochen Alexander

(iii) **Date:** 14\(^{th}\) – 20\(^{th}\) Sept. 2009  
**Theme:** Animal Proteomics  
**Coordinator:** Prof. A.O. Adebambo  
**Consultant:** Dr. Macdonald Wick

6.0 Training

During the period under discussion Prof. A.O. Adebambo visited Ohio State University Columbus (U.S.A) on Senior Scientist Training visit on Biotechnology applicable to Chicken Growth and Muscle Development between 3\(^{rd}\) of May to 30\(^{th}\) May 2009.

However, that of Prof. S.U.V. Uzochukwu did not materialise. Prof. Uzochukwu later refunded the money she collected into STEP-B Account.
6.01 TRAINING OF THE PROJECT OFFICERS

Initially a lump sum of $40,000 (U.S.D) was approved for the training of the four officers of the project i.e Project Manager ($10,000), Procurement Officer ($10,000), Monitoring and Evaluation Officer ($10,000) and Finance Officer ($10,000). However, it was the general view of the officers then that they should have something to show in terms of project execution before embarking on Training Jamboree. Along the line, the suggestion of the project manager, that the money meant for such training could be used to buy laboratory equipment was painfully agreed upon by other officers. By the time the officers were beating their chests in terms of what could be pointed to; the fall in Naira value, had eaten the main flesh of STEP-B money in the bank at an exchange rate of between N150 – N160 to $1.00 (U.S.D) as against N117: $1.00 (U.S.D) that we commenced with.

So, at the point of writing this report none of the project officers benefited from this fund. The $40,000 (U.S.D) meant for this activity was used to buy laboratory equipment for the University Central Biotechnology.

7.00 INNOVATORS OF TOMORROW (I.O.T) AWARDS

The following Post Graduate students got some money as approved in individual’s work plan as catalyst to accelerate their M. Sc or Ph.D works. According to the World Bank, the money approved for individual student is neither a grant nor scholarship.

<table>
<thead>
<tr>
<th>I.O.T AWARDEES</th>
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<tbody>
<tr>
<td>NAME OF STUDENTS</td>
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<tr>
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</tr>
<tr>
<td>Arogundade, Oluwafunmi Tade (Mrs.) (Ph. D in view)</td>
</tr>
<tr>
<td>Abiona, Bolaji Grace (Mrs) (Ph.D in view)</td>
</tr>
<tr>
<td>Akinhanmi, Temilade Tola (Ph.D in view)</td>
</tr>
<tr>
<td>Adekoya, Modinat Adejoke (M. Sc in view)</td>
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<tr>
<td>No.</td>
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8.02 IMPORTANT DOCUMENTS IN STEP-B SECRETARIAL - PROCUREMENT OFFICE

1. UNAAB LPO BOOKLET (0011801 - 0011850)

2. UNAAB DEPARTMENTAL ASSETS REGISTER (STEP-B ASSETS IN THE UNIVERSITY) ASSETS YET TO BE INSERTED

3. PROJECT MANUALS - (i) PROCUREMENT MANUAL (PM)
   
   (II) FINANCIAL PROCEDURE MANUAL (FPM)

   (III) PROJECT APPRAISAL DOCUMENT (PAD)

   (IV) PROJECT IMPLEMENTATION PLAN (PIP)

   (V) GRANT PROPOSAL PREPARATORY GUIDE (GPPG)

9.00 CONCLUSION

It was a nice period to work with all the other project officers. I shall however hold in good memory the cordial relationship that existed between the project officers and myself. I enjoyed every second of working with Professor Ariyo, the Project Manager, Professor Osinowo, the Monitorin and Evaluation Officer and Mr Ilesanmi, the finance Officer.

Finally, I thank the Vice-Chancellor, Professor Oluwafemi Olaiya Balogun for appointing me as the Procurement Officer, the role that I played till my mandatory retirement from service on 27th September, 2009 and subsequent contract appointment of 1 year that expired on 2nd October 2010. Indeed I say "A big thank you Sir", to the Vice-Chancellor.

I wish the new procurement officer Mr. S. T. Rufai a successful period and peaceful procurement.

MR. ADEGBULUGBE IJ
OFFICER HANDING-OVER
9th March 2011

MR. S.T. RUFAI
OFFICER TAKING-OVER
9th March, 2011