



**BUREAU OF PUBLIC PROCUREMENT
ADAMAWA STATE**

CODE OF CONDUCT

FOR

**PUBLIC PROCUREMENT
OBSERVERS**

Code of Conduct of Public Procurement Observers

Observers are expected to perform their duties in strict compliance with the following Code of Conduct:

1. They shall wear their identity/badges while executing their functions.
2. They shall observe the procurement proceedings without participating or interfering with the proceedings by directing, controlling, instructing or countermanding decisions of the Accounting Officers or any other relevant authority.
3. All observers shall comply with lawful directives issued by the Accounting Officer, Chairperson of a Tenders Board or any relevant authority or its representative.
4. Observers shall not grant press interviews or comments on any procurement proceedings.
5. Observers can comment on the procurement process and other related matters in their report to their organizations, the Bureau and relevant agencies.
6. No observers shall wear any apparel which:
 - (a) Reflects affiliation with a bidder or service provider partaking in the procurement proceedings;
 - (b) In any way canvasses for a bidder or service provider to win the procurement proceedings.
7. No Observers shall participate in any function or activity that could lead to perception of a leaning or being favorably disposed towards a bidder or service provider.
8. An observer shall not accept any gift, offer of employment, favour or any other benefit, item or service that can be quantified in monetary terms from any bidder, service provider, public officer or any person involved in the procurement proceedings.

- 9.** Observers shall display strict impartiality in the course of observing procurement proceedings and shall at no time indicate or express any statement capable of public incitement at the venue of the procurement proceedings or elsewhere.
- 10.** Observers shall desist from doing anything that compromises the integrity of the procurement proceedings.
- 11.** Observers shall decline serving in that capacity, if any of the bidders, service providers or public officials engaged in the procurement proceedings is related to him by blood, marriage or business association, grant relationship or where the success of a particular bidder or service provider in the proceedings will confer a pecuniary or other advantage on him.
- 12.** Observers shall not serve in a Ministry, Department and Agency where he has been in the last three years, is or likely to be involved in procurement proceeding as a bidder or service provider.
- 13.** Observers shall not create a source of personal or organizational revenue or advantage by inordinately using public knowledge which comes to him in the course of his observation.
- 14.** All observers shall take reasonable steps to the factual and substantiate information to be used in their procurement report. In a situation where they cannot substantiate their report, the observers shall, without fear, state his inability to verify the truth of the information.
- 15.** Observers shall report all breaches of the Code of Conduct and Offences observed during procurement proceedings to the Bureau.
- 16.** A breach of this code of ethics may amount to a violation of the Public Procurement Proceedings.

Qualification of Public Procurement Observers

The qualification of observers from organizations wishing to monitor procurement proceedings shall be as follows:-

- 1.** The organizations mandate if an NGO must include issues of transparency, accountability and anti-corruption, and the NGO or its promoters must have a tract record of work in issues of transparency, accountability and anti-corruption.
- 2.** If a professional body, its expertise must be relevant to the goods, works or services being procured.
- 3.** The NGO must have been registered with the Corporate Affairs Commission, relevant Local Government Authority. If a professional body, it must be chartered by statute or registered by Corporate Affairs Commission.
- 4.** That an observer organization must not be one that has been blacklisted by the Bureau for infractions to this code of ethics.
- 5.** That every observing organization shall administer an oath of allegiance on its personnel involved in observation duties to comply with the Public Procurement Law 2013, rules and regulations made there under.

Oath of Allegiance for Public Procurement Monitors

I.....
.....do solemnly swear/affirm that I will discharge the duties of observation and reporting on the procurement proceedings of Commission, Department and Agencies of the State Government in an honest and dispassionate manner; that I will use the best of my abilities and manner that promotes the objectives of the Public Procurement Law 2013, and policies and regulations made there under, the Constitution of the Federal Republic of Nigeria 1999 and other laws in that regard; that I shall not take advantage of any information that comes to me for any personal gain or extort money or blackmail a party of the procurement proceedings.

So help me God.