



PLSUBEB Contractors Online Registration Guideline

Read First!

Welcome to the Official Database of Plateau State Universal Basic Education Board (PLSUBEB) Contractor, Consultant, and Service Provider Web Portal!

The Database for the Registration, Categorization and Classification of PLSUBEB Contractors, Consultants and Service Providers is an online system that; Register, Categorizes and Classifies Contractors, Consultants and Service Providers (CCSPs) doing business or intending to do business with Plateau State Universal Basic Education Board (PLSUBEB).

To register your company on the system, you will:

1) Provide your Company Basic Contact Information, which includes;

- ☒ Your company name
- ☒ Your company email address
- ☒ Your company phone number
- ☒ Your login password

On successful completion, a verification link is sent shortly to the Contact Email Address provided. You need to check your email for your verification link and click on it or copy and paste it in a browser to be verified.

2) Using your username and password, log on to the web portal and provide the following data about your company;

BUSINESS REGISTRATION DETAILS

- ☒ Choose Your Type of Business Entity (e.g Limited Liability, Public Liability, etc)
- ☒ Choose Your Business Key Sector (e.g Construction, ICT, etc)
- ☒ Kindly describe the main activity/ product/ service your firm is offering (this is like a summary of about your company and should not be more than 100 words)

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Any false declaration and submission could lead to prosecution, debarment and disqualification for 10 years from public procurement in line with the provisions of section 58 of PPA, 2007.

- ☒ Company Head Office Address
- ☒ Country
- ☒ State
- ☒ LGA
- ☒ City/Town
- ☒ Year Company was Established
- ☒ Company Registration Number
- ☒ Company Tax Identification Number (TIN)
- ☒ Has this company carried out any project during the last 12 months?
- ☒ Choose a range for your Company Annual Turnover (₦) (Less than 1million, 1million to 5million, 5million to 10million, 10million to 20million, 20million to 50million, 50million to 100million, greater than 100million)
- ☒ No Of Employees (Full Time)
- ☒ No Of Employees (Part Time)
- ☒ Professional Body Regulatory Information (For Services Companies only)
- ☒ Manufacturer Representation Information (For Goods category only)

BUSINESS REPRESENTATIVE DETAILS

- ☒ Surname
- ☒ First name
- ☒ Middle name
- ☒ Position (e.g CEO, Managing Director, etc. Note the person must be among the owners)
- ☒ Phone number
- ☒ Gender
- ☒ Date of birth
- ☒ Take passport/ upload most recent passport photo
- ☒ Nationality
- ☒ Preferred mode of identification (e.g Voters Card, Driver License, National ID, International Passport)
- ☒ Identification Number (from Chosen mode above)

- 3) On successful completion, the system will issue you a payment invoice with a Transaction Reference Code (TRC). Proceed to make payment in favour of PLSUBEB and Integrated Government Revenue (IGR) via online or any of the under listed banks. The amount to be paid and the list of Banks will be updated soon, while the online payment will be served using PayStack payment gateway.

- 4) Once payment is successful, you will need to login to the website to complete your registration by uploading the following data;

BUSINESS DOCUMENTS/FILE TO BE UPLOADED

- ☒ Company Certificate of Incorporation by Corporate Affairs Commission (CAC)
 - ☒ Company Tax Clearance for the last three years ending 2018 (Certificates)
 - ☒ Employee Pension Compliance Information (Optional)
 - ☒ Evidence of Registration with Industrial Training Fund (or Certificate)
 - ☒ Company Letter Head
 - ☒ Detail Company Profile including key personnel Information, machinery and equipment, evidence of similar project experience, etc.
 - ☒ Evidence of registration with PLSUBEB and IGR (Bank Teller or Transaction Code)
- 5) On successful completion of this stage, the above data will be subjected to verification and validation. Thus you will be issued an invitation to proceed to Plateau State Universal Basic Education Board for the verification exercise.
- 6) Based on verified company data, the company is classified by their relative level of competence i.e. delivery strength, financial strength, experience, equipment base, personnel, etc. Once your data is validated, a PLSUBEB permanent Contractor ID is then sent to the Contact Email Address provided. With the PLSUBEB permanent Contractor ID and Password, you can also log on to the website and manage your company data any time. At this point you will notice a verified badge on your dashboard, which indicates you are eligible to participate in the project bidding process. You are advised to check your email or our web portal regularly for update on the project public notice that will also be advertised on any chosen local and national newspaper dailies.

NOTE:

- -Requirements for National Pension Commission (PenCom) compliance certificate is not mandatory for companies with less than Fifteen (15) personnel
- -Companies with less than five (5) personnel, or less than Fifty (50) million naira annual turnover, are not required to pay Industrial Training Fund (ITF) contributions, and as such do not require an ITF compliance certificate.”
- -New Companies should show evidence of professionals (i.e Engineers, Architects, Surveyors, etc with certificates) when coming for validation
- -All submissions must be made in English Language