



**GUIDELINES FOR REGISTRATION OF ICT SERVICE
PROVIDERS/CONTRACTORS FOR DELIVERY OF IT SERVICES TO
MINISTRIES, DEPARTMENTS AND AGENCIES OF THE FEDERAL
GOVERNMENT OF NIGERIA**

Introduction

1. The National Information Technology Development Agency (NITDA) is empowered by Section 6 of its enabling Act (National Information Technology Development Agency Act 2007) to regulate and promote the use and development of Information Technology (IT) in all spheres of Nigeria through the development of IT framework, standards, guidelines, regulations, and policies.
2. Executive Orders 003 and 005 issued by the President of the Federal Republic of Nigeria; for the Promotion of Local Content in ICT Procurement by MDAs and the Planning and Execution of Projects, Promotion of Nigerian Content in Contracts and Science, Engineering and Technology respectively, mandates that any professional practicing in Nigeria must be duly registered with the appropriate regulatory body in Nigeria. Furthermore, made-in-Nigeria products and services shall be given preference in the procurement on Information and Communications Technology by Ministries, Departments and Agencies of the Federal Government of Nigeria.
3. NITDA hereby issues these guidelines for the registration of IT service providers/contractors in Nigeria.
4. The registration and certification of all indigenous IT service providers/contractors will ensure the delivery of quality and sustainable IT projects to the government, deepen professionalism in IT services provisioning and to ensure the development of quality indigenous IT companies, which is germane to the development of IT in Nigeria.

Scope

5. This Guidelines shall apply to all vendors who provide information technology or related goods and services to Ministries, Departments and Agencies of the Federal Government of Nigeria either through a procurement method or through partnerships.

Definitions

6. Within the context of this document,

Agency means the National Information Technology Development Agency

Applicants means any legal person incorporated under the Companies and Allied Matters Act 2020 intending to provide information technology or related goods and services to Ministries, Departments and Agencies of the Federal Government of Nigeria either through a procurement method or through partnerships.

Expatriate means a foreign national employed as a by an indigenous IT Service company as staff in any capacity.

Expatriate Quota means permit obtained on behalf of expatriate to work in Nigeria as issued by the Federal Ministry of Interior.

Indigenous Information Technology Providers means a company registered in Nigeria by the Corporate Affairs Commission to provide IT services. The company must have Nigerians holding shareholding above 51% of the total issued shares of the company.

Principal Officer means a natural person on the applicants' management team or a member of the executive management of an IT Service Provider Company.

Information Technology means a combination of equipment and service that enables the remote gathering, processing, storage, conveyance, and delivery of various forms of information or data.

IT Service Providers/Contractor includes IT consulting firms, IT software development and deployment firms, Business Process Operating firms etc.

Verifiable Competence means any capacity or capability, including skills that can be corroborated with documented evidence.

Regulatory Requirements

7. All vendors who are interested in providing information technology or related goods and services to Ministries, Departments and Agencies of the Federal Government of Nigeria either through a procurement method or through partnerships, shall apply to the Agency to be registered as a service provider.

7.1. A vendor shall be eligible to apply for registration if it meets the following conditions:

- a. The vendor is duly incorporated under the Companies and Allied Matters Act 2020;
 - b. The ownership structure of the vendor indicates that at least 51% of its shares or interest is owned by Nigerian citizens;
 - c. The vendor has verifiable competence for the delivery of goods and services in the category of services it intends to apply for;
 - d. The vendor has complied with all regulatory requirements for carrying on business in Nigeria.
- 7.2. A vendor eligible to apply for registration subject to paragraph 7.1 above shall fill the required form on a portal to be provided by the Agency.
- 7.3. The form indicated in paragraph 7.2 above shall be rendered in electronic format requiring the following information:
- a. The details of the vendor;
 - b. The details of the identity of Principal Officers of the vendor;
 - c. Details of compliance with regulatory requirements for carrying out business in Nigeria;
 - d. Evidence of verifiable competence;
 - e. Evidence of a standard Service Level Agreement
 - f. Details of vendor's financial standing; and
 - g. Any other requirement that the Agency may publish on the registration portal from time to time.
- 7.4. The Agency shall, when evaluating applicants for registration, take the following into consideration:
- a. Evidence of verifiable competence and capacity.
 - b. The qualification and competence of its fully engaged personnel on its payroll to carry out identified IT services.
 - c. Membership of relevant professional institution of its personnel and their nationality.
 - d. Evidence of the applicant's contribution to the Nigerian digital innovation ecosystem.
- 7.5. The Agency may request for physical interaction with representatives of an applicant whenever it is necessary.
- 7.6. Where the Agency is satisfied with the information provided by the Applicant, it shall issue a certificate indicating that the Applicant has been registered to provide information technology or related goods and services in various categories, as the Agency may determine, to Ministries, Departments and

Agencies of the Federal Government of Nigeria either through a procurement method or through partnerships.

7.7. Such Certificate issued under Paragraph 7.6 above, shall be for a period of 2 calendar years.

7.8. The Agency reserves the right to withdraw any Certificate where the certificate holder fails to meet the conditions under which the certificate was issued.

Compliance

8. The Agency shall ensure that all Ministries, Departments and Agencies of the Federal Government of Nigeria that submit information technology project for clearance under the GUIDELINES FOR CLEARANCE OF INFORMATION TECHNOLOGY (IT) PROJECTS BY PUBLIC INSTITUTIONS use only NITDA registered vendors for the implementation of IT projects.

Enforcement

9. Where a vendor offers and secures the right to provide goods and services without a Certificate of Registration from the Agency, such vendor is in violation of this guideline and is subject to sanctions prescribed under Section 17 of the NITDA Act 2007.

Revision History

10. This is Version 1.2 dated 5th February 2024.