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Please file  
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CIRCULAR

Ref. No. SGF.50/S.52/T/3



Office of the Secretary to the  
Government of the Federation,  
The Presidency,  
Shehu Shagari Complex,  
Three Arms Zone,  
Abuja.

11<sup>th</sup> December, 2014

- Chief of Staff to the President,
- Deputy Chief of Staff to the President, Office of the Vice-President,
- Honourable Ministers/Ministers of State,
- Head of the Civil Service of the Federation,
- Special Advisers/Senior Special Assistants,
- Service Chiefs/Inspector-General of Police,
- Chairman, Federal Civil Service Commission,
- Chairman, Code of Conduct Bureau,
- Chairman, Code of Conduct Tribunal,
- Chairman, Federal Character Commission,
- Chairman, Independent National Electoral Commission,
- Chairman, National Population Commission,
- Chairman, Revenue Mobilization, Allocation and Fiscal Commission,
- Governor, Central Bank of Nigeria,
- Chairman, Independent Corrupt Practices and other Related Offences Commission,
- Chairman, Economic and Financial Crimes Commission,

Chairman, National Drug Law Enforcement Agency,  
Chairman, National Assembly Service Commission,  
Permanent Secretaries and Heads of Extra-Ministerial Departments,  
Clerk of the National Assembly,  
Chief Registrar, Supreme Court of Nigeria,  
Secretary, National Judicial Council,  
Auditor-General for the Federation,  
Accountant-General of the Federation,  
Directors-General/Chief Executives of Parastatals,  
Agencies and Government-Owned Companies.

**SUBMISSIONS OF PROCUREMENT RECORDS FOR 2014  
FINANCIAL YEAR, PROCUREMENT PLANS FOR 2015 AND  
COMMENCEMENT OF PROCUREMENT ACTIVITIES FOR 2015**

Further to my Circular No. SGF.50/S.52/II/472 of 13<sup>th</sup> January, 2014 on Procurement Records for 2013, all Accounting Officers are reminded that they are statutorily required to prepare and submit their Procurement Records for 2014 Financial Year to the Bureau of Public Procurement (BPP).

2. For the avoidance of doubt, Part IV, Section 16(13) (Fundamental Principles for Procurements) of the Public Procurement Act, 2007 provides that ***“copies of all Procurement Records shall be transmitted to the Bureau not later than 3 months after the end of the financial year and shall show:***

- (a) Information identifying the procuring entity and the contractors;
- (b) The date of the contract award;
- (c) The value of the contract award; and
- (d) The detailed records of the procurement proceedings”.

3. Accordingly, all Accounting Officers of Ministries, Departments and Agencies (MDAs) are required to collate and submit their Procurement Records for the period 1<sup>st</sup> January, 2014 to 31<sup>st</sup> December, 2014 to the Bureau of Public Procurement.

4. The submissions, which should be in hard and electronic copies, should be in line with the attached template (formatted copy of which can be downloaded from the Bureau's website at [www.bpp.gov.ng](http://www.bpp.gov.ng)), and should reach the Office of the Director-General, Bureau of Public Procurement not later than 31<sup>st</sup> March, 2015.

5. Furthermore, you will recall that in Circular No. SGF/OP/1.S.3/V.III/177 of 31<sup>st</sup> December, 2009, Accounting Officers were advised to adopt the Procurement Plan Templates developed by the Bureau of Public Procurement for Procurement of Goods, Works and Consultancy Services, to facilitate the full implementation of the Budget as required by the Public Procurement Act, 2007.

6. In this regard, all MDAs are now required to prepare and submit their procurement plans and other relevant information for the 2015 Financial Year for the consideration of the Bureau of Public Procurement. The plans which are to be submitted in hard and electronic copies should be in accordance with the approved template adopted for 2008 – 2014 exercise using the Procurement Plan Software which can be accessed on the Bureau's website at [www.bpp.gov.ng](http://www.bpp.gov.ng). Procuring entities that do not yet have access are to request for same by contacting the Bureau of Public Procurement. The completed Procurement Plans should reach the Office of the Director-

General, Bureau of Public Procurement on or before Friday, 16<sup>th</sup> January, 2015.

7. Similarly, in order to ensure early and full implementation of the 2015 Budget Bill when enacted into Law, all MDAs are advised to immediately commence the implementation of the procurement activities for all proposed new projects as submitted to the Budget Office of the Federation for the financial year 2015.

8. To this end, each MDA is expected to:

- (a) Establish Procurement Planning Committee (PPC) in accordance with Section 21 of the Public Procurement Act, 2007;
- (b) Place advertisement and solicit for bids in accordance with Section 16(1)(c), 19(a) and 25(2) of the Public Procurement Act, 2007;
- (c) Adopt Standard Bidding Documents developed by the Bureau of Public Procurement for all projects for easy implementation; and
- (d) Examine and evaluate the bids received in line with Sections 31, 32 and 33 of the Public Procurement Act, 2007 to determine and select the most responsive bids with a view to ensuring fairness and give value for money; and
- (e) Awards should only be made when the Budget is finally signed into Law by Mr. President after all necessary clearance is obtained.

9. Ministries, departments and Agencies are to ensure that all advertisements for new projects and programmes (whether for prequalification, financial bids or combined exercises) are explicit and that qualifying requirements, scope of works and project/programme locations are clearly indicated. In addition, MDAs should ensure that tendering periods are adequate as stipulated in the Act.

10. It is expected that if all MDAs immediately commence the implementation of procurement activities and comply with procedures and time-lines laid down in the Act, the process for award of most contracts would have been concluded by the end of May, 2015, thereby providing the platform for full implementation of the 2015 Budget by the Federal Government.

11. Please ensure strict compliance with the contents of this Circular.



**Anyim Pius Anyim, GCON**

Secretary to the Government of the Federation