



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

SA-AA
For yr info &
follow up
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3/1/12

VV 12:25pm

14th December, 2011

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

Chairman, Independent Corrupt Practices and other
Related Offences Commission,

Chairman, Economic and Financial Crime Commission,

Chairman, National Drug Law Enforcement Agency,

Chairman, National Salaries, Income and Wages Commission,

Permanent Secretaries,

Clerk of the National Assembly,

Chief Registrar, Supreme Court of Nigeria,

Secretary, National Judicial Council.

Accountant-General of the Federation,

Auditor-General of the Federation,

Directors-General/Chief Executives of Parastatals,
Agencies and Government-Owned Companies.

PROCUREMENT PLANS FOR 2012

I refer to circular No SGF.OP/1/S.3/VIII/177 of 31st December, 2009 which advised Chief Accounting Officers of Ministry, Departments and Agencies to adopt the Procurement Plans Templates for Goods and Equipment, Works and Consultancy Services development by the Bureau for Public procurement. This is to facilitate the full implementation of the Budget as required by the 2007 Public Procurement Act.

2. Accordingly, all MDAs are requested to prepare and submit their procurement plans and other relevant information for the 2012 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 the 2008, 2009, 2010 and 2011 Exercises and should reach the Office of the Director General, Bureau of Public Procurement on or before the close of work on Tuesday, 31st January, 2012.

3 In the same vein, relevant sections of the 2007 Public Procurement Act requires the Bureau of Public Procurement to expeditiously review the procurement Plans and organize a follow-up Procurement Planning Workshop to address all identified inadequacies with a view to enhancing Budget implementation. The Workshop is scheduled to hold in February, 2012 and all Ministries, Departments and Agencies are required to forward the names of their nominees for the Workshop to the Bureau of Public Procurement.

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



Anyim Pius Anyim, GCON

Secretary to the Government of the Federation