CIRCULAR

Ref. No. SGF/OP/I/S.1/X/575

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

14th May, 2013

Bureau of Public Procurement
Office of the Director-General
17 MAY 2013
RECEIVED
Presidential Villa, Abuja

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,

Chief 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, Code of Conduct Bureau,

Chairman, Code of Conduct Tribunal,

Chairman, Federal Character Commission,

Chairman, Revenue Mobilization, Allocation and Fiscal Commission,

Chairman, Federal Inland Revenue Service,

Chairman, Independent National Electoral Commission,

Chairman, National Population Commission,

Chairman, Independent Corrupt Practices and other Related Offences Commission,

Chairman Economic and Financial Crimes Commission,

Chairman, National Drug Law Enforcement Agency,

All 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.

PROCUREMENT RECORDS FOR 2012 FINANCIAL YEAR

Further to my Circular No. SGF. OP/1/S.3/VOL. IX/280 of December 14, 2011 on Procurement Plans for 2012, all Accounting Officers are hereby reminded that they are required to prepare Procurement Records for 2012 Financial Year. This is in compliance with the provision in Part IV, Clause 16(13) (Fundamental Principles for Procurements) of the Public Procurement Act, 2007 which states 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, and,

(d) The detailed records of the procurement proceedings"

2. Accordingly, all Accounting Officers of Ministries, Departments and Agencies (MDAs) are required to collate and submit their Procurement Records for the period 1st January, 2012 to 31st December, 2012 to the Bureau of Public Procurement.

3. Your submissions, which should be in hard and electronic copies and in line with the attached template, should reach the Office of the Director-General, Bureau of Public Procurement not later than May 31, 2013.

4. All Ministries, Departments and Agencies are to ensure immediate compliance with the contents of this Circular.

Anyim Pius Anyim, GCON
Secretary to the Government of the Federation

PROCUREMENT RECORDS

PROCURING ENTITY (MDA) :

MINISTRY :

FINANCIAL YEAR :

	BASIC DATA					CONTRACT AWARD						CONTRACT IMPLEMENTATION			
S/N	CONTRACT DESCRIPTION	ADVERTISEMENT DATE AND MEDIA	APPROVAL THRESHOLD	PROCUREMENT METHOD	BID OPENING DATE	CONTRACTOR	DATE OF CONTRACT AWARD	DATE OF CONTRACT COMMENCEMENT	CONTRACT PERIOD	CONTRACT VALUE (N)	BUDGETARY PROVISION (N)	AMOUNT PAID AS AT	EXPECTED COMPLETION DATE	% OF COMPLETION AS AT	REMARKS