

CIRCULAR

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Office of the Secretary to the Government  
of the Federation  
The Presidency  
Shehu Shagari Complex  
Abuja.

17<sup>th</sup> December, 2012

Chief of Staff to the President,  
Deputy Chief of Staff to the President,  
Honourable Ministers/Ministers of State,  
Head of the Civil Service of the Federation,  
National Security Adviser,  
Economic Adviser to the President,  
Special Advisers/Senior Special Assistants,  
Chief of Defence Staff/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,  
Accountant-General of the Federation,  
Auditor-General for the Federation,  
Directors-General and Chief Executives of Parastatals,  
Agencies and Government-Owned Companies.

**IMMEDIATE COMMENCEMENT OF THE IMPLEMENTATION OF PROCUREMENT  
ACTIVITIES FOR NEW AND ON-GOING PROJECTS AND PROGRAMMES IN THE  
2013 BUDGET BILL BY MINISTRIES, DEPARTMENTS AND AGENCIES**

In order to ensure early and full implementation of the 2013 Budget Bill when it is enacted into law, there is need for all Federal Ministries, Departments and Agencies (MDAs) to immediately commence the implementation of the procurement activities for all new and on-going projects and programmes as indicated in their respective 2013 Procurement Plans and Budget Proposals in compliance with the Public Procurement Act, 2007.

2. To this end, each MDA is expected to:
  - (a) Establish Procurement Planning Committees;
  - (b) Place Advertisements and solicit for bids in accordance with Sections 16(1)(c), 19(a), 25(2), of the Public Procurement Act;
  - (c) Prepare Standard Bidding Documents for all projects by adopting the Standard Bidding Document Templates already developed by the Bureau of Public Procurement (BPP) for easy implementation; and
  - (d) Examine and evaluate the bids received in line with Sections 31, 32 and 33 of the Public Procurement Act to determine and select the best responsive bids with a view to ensuring fairness and give value for money. Awards should only be made when the budget is finally signed into law by Mr. President after all necessary clearances are obtained.
3. 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.

4. 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 2013 thereby providing the platform for full implementation of the 2013 Budget by Federal Government.

5. The implementation of this Circular takes immediate effect and all Accounting Officers are required to ensure strict compliance in accordance with the provisions of the Public Procurement Act, 2007.



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