BUREAU OF PUBLIC PROCUREMENT
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18 FEB 2025
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Ref. No. 59780/S.2/B/478

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

17th February, 2025

Chief of Staff to the President
Deputy Chief of Staff to the President, Office of the Vice-President,
All Honourable Ministers/Ministers of State,
Head of the Civil Service of the Federation
National Security Adviser,
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 Tribunal,
Chairman, Code of Conduct Bureau,
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,
Chairman, National Assembly Service Commission,
All Permanent Secretaries and Heads of Extra- Ministerial Departments,
Clerk to the National Assembly,
Chief Registrar, Supreme Court of Nigeria,
Secretary, National Judicial Council,

Accountant-General of the Federation,
Auditor- General for the Federation,
Directors-General/Chief Executive Officers of Parastatals, Agencies and Government-Owned Companies.

SUBMISSION OF PROCUREMENT PLAN FOR 2025 FINANCIAL YEAR AND EARLY COMMENCEMENT OF PROCUREMENT ACTIVITIES

In line with the Provisions of Sections 16(1)(b) and 18 of the Public Procurement Act (PPA) 2007, all Accounting Officers are reminded of their statutory responsibility to prepare and submit their Procurement plans and other relevant information in respect of the 2025 Financial year for the consideration of the Bureau of Public Procurement.

2. It is equally imperative to reiterate, that, awarding a contract or signing a contract agreement without procurement plan constitutes a criminal offence as stipulated under Section 22(4) of the Corrupt Practices and Other Related Offences Act, 2000 as amended by Section 27 of the Finance Act 2023, and punishable by up to 3 years in prison or a fine of ₦10million.

3. The Procurement Plans should be prepared using the Nigeria Open Contracting Portal (NOCOPO) software which can be accessed on the Bureau's website www.bpp.gov.ng (or via **nocopo.bpp.gov.ng**). The Procurement Plan must cover projects within the 2025 Appropriation Bill, Internally Generated Revenue (IGR) and Special Intervention Funds which should be uploaded on **nocopo.bpp.gov.ng** while evidence of submission, being the printout from the portal, should reach the Office of the Director-General, Bureau of Public Procurement not later than **14th March, 2025** concerning:

a) Recurrent and Overhead expenditures; and
b) Capital Funds and Statutory Transfers.

4. Consequently, to ensure early and full implementation of the 2025 Budget, all procuring entities are advised to immediately commence the implementation of the procurement activities for all new and ongoing projects and programmes as indicated in the 2025 Procurement Plans and 2025 Appropriation Bill. For clarity, procuring entities shall advertise and proceed with all procurement activities and shall only formalise (communicate award to the winning bidder) upon availability of funds.

5. **Procuring entities should note that they are statutorily required under Sections 16 (1b) & (13) of the PPA 2007 to submit Procurement Plans and Procurement Records respectively, to the Bureau on its NOCOPO Portal (nocopo.bpp.gov.ng). Failure to prepare and submit the procurement information mentioned will be considered as a breach to the aforementioned provisions of the PPA, 2007.**

6. It is also important to note that starting from 2025, the Bureau will not process any request from any procuring entity unless the Bureau confirms that the procuring entity has submitted its **Procurement Records for the previous two years and the current year Procurement Plans** on the Bureau's NOCOPO Portal (nocopo.bpp.gov.ng).

7. To this end, each Procuring Entity is expected to:

(a) Establish its Procurement Planning Committee (PPC) in accordance with Section 21 of the Public Procurement Act, 2007 and ensure that the finalised Procurement Plan is approved by the Tenders Board;

(b) Ensure that **Needs Assessment Report** is properly kept in the Procurement File, as it shall be subjected to inspection during future Procurement Audit exercises;

(c) **Ensure that the Director of Procurement/Head of Procurement Department serve as the Secretary of the PCC;**

(d) Prepare and submit Procurement Plans on the NOCOPO Portal.

(e) Place advertisement and solicit for bids in accordance with Section 16(1)(c), 19(a) and 25(2) of the Public Procurement Act, 2007 based on the 2025 Budget appropriation, IGR, Special Intervention Funds etc.;

(f) Adopt the revised Standard Bidding Documents (available on https://www.bpp.gov.ng/revisedsbds/) developed by the Bureau of Public Procurement for all projects for ease of implementation;

(g) 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 value for money;

(h) Present the outcome of the evaluation process to the relevant Tenders Board for approval in line with the provisions of Section 66 of the Finance Act 2020; and

(i) **Announce and publicize the award of contracts on monthly basis on the NOCOPO portal in compliance with Section 19(j) of the PPA 2007**. Also,

ensure monthly reporting of progress of procurement activities (i.e. procurement records) on NOCOPO portal.

8. Procuring entities are to ensure that all advertisements for new projects and programmes (whether for prequalification, financial bids or combination of both) are explicit and that qualifying requirements, scope of works and project/programme locations are clearly indicated. In addition, procuring entities should ensure that tendering periods are as stipulated in the Public Procurement Act, 2007 and as amended by the Finance Act, 2020 (i.e. **not more than 4 weeks** for procurement below the thresholds for Ministerial Tenders Boards and **not more than 6 weeks** for procurement above the thresholds for Ministerial Tenders Boards).

9. It is therefore expected that, all procuring entities should immediately commence the implementation of procurement activities and comply with procedures and time-lines laid down in the Act. Procuring entities should ensure that all advertisements and evaluation processes are completed by the end of May 2025. This is to ensure that the process of awarding contracts are seamless and concluded before the end of FY 2025, thereby facilitating full implementation of the 2025 Budget by the Federal Government.

10. To ensure efficient delivery of planned procurement activities, the Bureau will review procurement plans against submitted monthly procurement records with a view to monitoring compliance and performance. Afterwards, a Quarterly Review Meeting will be held with defaulting procuring entities with a view to identify the challenges and proffer solution for improved procurement processing for better budget implementation.

11. **All Accounting Officers must comply with the subsisting regulation issued by the Office of the Secretary to the Government of the Federation vide Service-Wide Circular Ref. No. 59780/S.I/T.I/117 dated 14th of June 2017, specifically that, only certified Procurement Officers in the Procurement Cadre are authorised to perform all procurement functions.**

12. In order to capacitate the procuring entities to achieve the aforementioned, the BPP will schedule a Procurement Clinic on Procurement Planning and Advertisement on a date to be communicated soon in March 2025.

13. Please ensure strict compliance with the contents of this circular.

Sen. George Akume, fnim, CON
Secretary to the Government of the Federation