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CIRCULAR

Ref. No. SGF.OP/1/S.3/IX/310

Office of the Secretary to the Govt.,
of the Federation,
The Presidency,
P-Wing, Shehu Shagari Complex,
Three Arms Zone,
Abuja.

20th January, 2012

Chief of Staff to the President,

Deputy Chief of Staff to 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.

PROCCUREMENT RECORDS FOR 2011 FINANCIAL YEAR.

Further to circular Ref.No. SGF.OP/1/S3/Viii/236 of 29th December, 2010 on Procurement Plans for 2011, all Accounting Officers are hereby reminded that they are required to prepare Procurement Records for the 2011 Financial Year. This is in compliance with Clause 16 (13), Part IV (Fundamental Principles for Procurements) of the 2007 Public Procurement Act, which 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 contractor;

(b) the date of the contract award;

(c) the nature of the contract; and

(d) the detailed records of the procurement proceedings".

2. All Accounting Officers of Ministries, Departments and Agencies (MDAs) are to collate and submit copies of their Procurement Records for the 2011 Financial Year to the Bureau of Public Procurement. Your submissions which should be in hard and electronic copies, in line with the attached template, should reach the Office of the Director-General, Bureau of Public Procurement as follows:

i) Procurement Records for January to December 2011 on or before 29th February, 2012

ii) Procurement Records for January to March 2012 under Financial Year 2011 on or before 31st May, 2012.

3. Kindly ensure immediate compliance with the content of this Circular

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

PROCURING ENTITY (MDA) :

MINISTRY :

FINANCIAL YEAR :

PROCUREMENT RECORDS

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