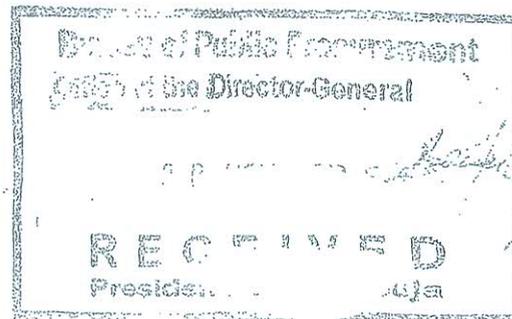


CIRCULAR

Ref. No. SGF/OP//S.3/IX/433  
Office of the Secretary to the  
Government of the Federation  
The Presidency  
Shehu Shagari Complex  
Abuja

21<sup>st</sup> November, 2012

- Secretary*  
*Pls photocopy and*  
*circulate to all senior*  
*officers.*  
*AP F. J. J.*  
*30/11/12*
- 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, 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,



Clerk of the National Assembly,  
 Chief Registrar, Supreme Court of Nigeria,  
 Secretary, National Judicial Council,  
 Accountant-General of the Federation,  
 Directors-General/Chief Executives of Parastatals,  
 Agencies and Government-Owned Companies,

### PROCUREMENT PLANS FOR 2013

I refer to Circular No. SGF/OP/1.S.3/V.III/177 of 31<sup>st</sup> December, 2009 which advised Chief Accounting Officers of Ministries, Departments and Agencies (MDAs) to adopt the Procurement Plans Templates for Goods and Equipment, Works and Consultancy Services department by the Bureau for Procurement. This is to facilitate the full implementation of the Budget as required by the 2007 Procurement Act.

2. Accordingly, all MDAs are requested to prepare and submit their procurement plans and other relevant information for the 2013 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, 2011 and 2012 Exercises and should reach the Office of the Director-General, Bureau of Public Procurement on or before the close of work on Friday, 14<sup>th</sup> December, 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 organise 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 January, 2013 and all Ministries, Departments and Agencies are required to forward the names of their nominees for the Workshop to the Bureau of Public Procurement on or before close of work on Friday, December 14, 2012.

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



**Anyim Pius Anyim, GCON**

Secretary to the Government of the Federation