

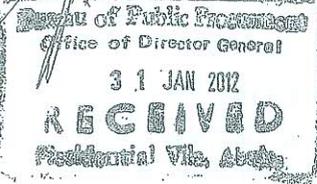
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Office of the Secretary to the Government
of the Federation,
The Presidency,
Shehu Shagari Complex,
Three Arms Zone,
Abuja,

26th January, 2012



Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Principal Secretary to the 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 Defense 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,
Director-General, Bureau Public Procurement

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/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 2012 BUDGET BILL**

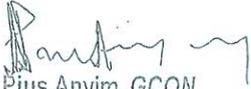
In order to ensure early and full implementation of the 2012 Budget Bill when it is enacted into law, there is need for all Ministries, Departments and Agencies (MDAs) to immediately commence the implementation of procurement activities for all new and on-going projects and programmes as indicated in the 2012 Procurement Plan and Budget Proposals.

2. To this end, each MDA is expected to:
 - (a) Establish Procurement Planning Committees;
 - (b) Place Advertisements and solicit for bids in accordance with provisions of 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 value for money.

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 tender periods are adequate as stipulated in the Procurement 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 2012 thereby providing the platform for full implementation of the 2012 Budget by Federal Government.

5. 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.