BUREAU OF PUBLIC PROCUREMENT
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BPP

THE PRESIDENCY
11, Suleiman Barau Crescent,
Presidential Villa,
Abuja.

BPP/DG/2025/250

4th August, 2025

CIRCULAR

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,
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 Mobilisation, 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.

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Transition to Electronic Submission Procedures at the Bureau of Public Procurement (BPP)

In line with the Federal Government's drive towards digitalization and enhanced efficiency in public service delivery, particularly the provisions of the **National Digital Economy Policy and Strategy (NDEPS) 2020–2030**, and **National E-Government Master Plan (NEGM) 2021**, the Bureau of Public Procurement (BPP) has commenced the implementation of its E- Government Plan.

2. In view of the above, the Bureau wishes to notify all Ministries, Departments, and Agencies (MDAs) of the following procedures for making submissions to the Bureau:

(i) With effect from **18th August, 2025**, the Bureau will **cease to receive all forms of requests and submissions in hardcopy format**. This transition is in accordance with the BPP's ongoing implementation of the NDEPS and the Circular on the Digitalization of Government Operations.

(ii) MDAs are henceforth required to **submit all procurement-related documents electronically** via the designated email address: **submissions@bpp.gov.ng**.
Each submission must be attached in **two file formats**:
- **PDF** (for official record-keeping), and
- **Editable formats** such as **.docx, .xlsx**, or others as applicable to enable review and processing.

(iii) All communications and responses relating to **requests for the adoption of Special or Restricted Methods of Procurement**, in accordance with **Sections 40–42 of the Public Procurement Act, 2007**, shall be directed exclusively to the Bureau's designated email: **official@bpp.gov.ng**.

(iv) As part of the transition, all MDAs are requested to forward to the Bureau **two (2) functional official email addresses** and **two (2) active telephone numbers** of designated officers for formal communication and authentication purposes.

3. All MDAs are kindly advised to give this directive **immediate attention** and ensure full compliance to prevent disruptions or delays in procurement submissions and reviews.

Dr. Adebowale A. Adedokun ***FCIPS (Chartered) ACFE***
Director-General