

CIRCULAR

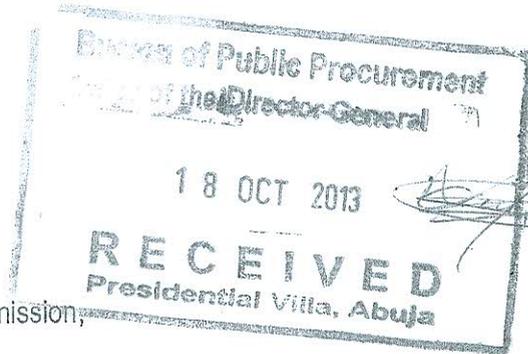
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Ref.No. SGF.50/S.52/II/447

Office of the Secretary to the
Government of the Federation,
Shehu Shagari Complex,
Abuja.

6th September, 2013

Chief of Staff to the President,
Deputy Chief of Staff to the President, Office of the Vice-President,
Honourable Ministers/Ministers of State,
Head of the Civil Service of the Federation,
Special Advisers/Senior Special Assistants,
Service Chiefs/Inspector-General of Police,
Chairman, Federal Civil Service Commission,
Chairman, Code of Conduct Bureau,
Chairman, Federal Character Commission,
Chairman, Independent National Electoral Commission,
Chairman, National Population Commission,
Chairman, Revenue Mobilization, Allocation
and Fiscal Commission,
Governor, Central Bank of Nigeria,



Chairman, Independent Corrupt Practices and other
Related Offences Commission,

Chairman, Economic and Financial Crimes Commission,

Chairman, National Drug Law Enforcement Agency,

Permanent Secretaries and Heads of Extra-Ministerial Departments,

Clerk of 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 Executives of Parastatals,
Agencies and Government-Owned Companies.

**RECORD KEEPING AND FILING OF DOCUMENTS OF PROCUREMENT
PROCEEDINGS IN ALL FEDERAL GOVERNMENT MINISTRIES,
DEPARTMENTS AND AGENCIES**

The attention of the Federal Government has been drawn to the poor level of record keeping and filing of documents of Public Procurement proceedings by Ministries, Departments and Agencies (MDAs) of the Federal Government. For the avoidance of doubt, this practice is in contravention of Section 16(12) of the Public Procurement Act 2007.

2. To effectively track, monitor and manage public procurement, all MDAs are henceforth required to improve on their procurement record keeping by ensuring that all records of every procurement proceedings are properly filed and maintained in line with the provision of section 16(12) of the PPA 2007

which stipulates that, "Every Procuring Entity shall maintain both file and electronic records of all procurement proceedings made within each financial year and the procurement records shall be maintained for a period of ten years from the date of award".

3. It is important to note that the procurement records are to be made available for the purpose of inspection, audit and review by relevant and authorised bodies and officers as stipulated in Section 38(5) of the PPA 2007.

4. Accordingly, all Accounting Officers are directed to bring the contents of this Circular to the attention of all concerned for strict compliance.



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