247

CIRCULAR

OFFICE OF THE DIRECTOR GENERAL
BUREAU OF PUBLIC PROCUREMENT
STATE HOUSE ABUJA

Ref. No. SGF/OP/I/S.3/VIII/247

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

7th February, 2011

Chief of Staff to the President,

Principal Secretary to the President,

Principal Secretary to the Vice President,

Honourable Ministers/Ministers of States,

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,

Chairman, National Assembly Commission,

All 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 and Chief Executives of Parastatals, Agencies and Government-Owned Companies.

OR 2010 PROCUREMENT RECORDS FOR 2010 FINANCIAL YEAR

Further to my circular Ref. No. SGF/OP/I/S.3/VIII/177 of 31st December, 2009 on the Procurement Plans for 2010, all Accounting Officers are further reminded that they are statutorily required to prepare Procurement Records for the 2010 Financial Year. In this regard and for the avoidance of doubt, Clause 16(13), Part IV (Fundamental Principles for Procurement) of the 2007 Procurement Act provides that:

> "copies of all Procurement Records shall be transmitted to the Bureau not later than three (3) months after the end of the financial year and shall show:

the procuri (i) information identifying the procuring entity and the contractors;

award; (ii) the date of the contract award;

t; and (iii) the value of the contract; and

he procurement; (iv) the detailed records of the procurement proceedings."

2. Accordingly, all Accounting Officers of Ministries, Departments/ and Agencies (MDAs) are required to collate and thereafter submit copies of their Procurement Records for the 2010 Financial Year to the Bureau of Public Procurement. Your Submission which should be in hard and electronic copies should reach the Office of the Director-General, Bureau of Public Procurement on or before 31st March, 2011.

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

Mahmud Yayale Ahmed, CFR
Secretary to the Government of the Federation

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