CIRCULAR

Ref. No. 59780/S.2/B/532
Office of the Secretary to the Government
of the Federation
The Presidency
Shehu Shagari Complex
Three Arms Zone,
Abuja.

29 MAY 2025

5:23pm

**27th May, 2025**

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.

## APPROVAL FOR THE REVISION OF SUBSISTING SERVICE-WIDE PRIOR REVIEW AND MONETARY THRESHOLDS IMPLEMENTATION GUIDELINES

In a bid to ensure sustained and realistic procurement outcomes in the face of current economic realities and to enhance budget implementation and ease of doing business, the Federal Government has approved the revision of the subsisting Prior Review and Monetary Thresholds for Service-Wide Application for procurement of Goods, Works and Services as follows:

**Table 1.0: Approved Prior Review Thresholds for Service-Wide Application**

| Approving Authority/ "No Objection" to award | Goods | Works | Non-Consultant/ Consultant Services |
|---|---|---|---|
| BPP Certificate of "No Objection" for FEC/NASS Tenders Board/NJC Tenders Board Approval to Contract award | ₦5 billion and above | ₦10 billion and above | ₦5 billion and above |
| BPP Certificate of "No Objection" for Ministerial Tenders Board (MTB)/NASS Parastatal's Tenders Board/Judicial Bodies Tenders Board Approval to Contract award | ₦1 billion and above but less than N5 billion | ₦5 billion and above but less than 10 billion | ₦1 billion and above but less than 5 billion |
| Ministerial Tenders Board (MTB)/NASS Parastatal's Tenders Board/Judicial Bodies Tenders Board Approval | ₦50 million and above but less than ₦1 billion | ₦75 million and above but less than ₦5 billion | ₦50 million and above but less than ₦1 billion |
| Parastatal Tenders Board (PTB) for MDAs, NASS Parastatals Tenders Board and Court Bodies Tenders Board | ₦25 million and above but less than ₦500 million | ₦50 million and above but less than ₦1 billion | ₦25 million and above but less than ₦500 million |
| Accounting Officer: Permanent Secretary/Head of Extra-Ministerial Bodies | Less than ₦50 million | Less than ₦75 million | Less than ₦50 million |
| Accounting Officer: Director General/CEO | Less than ₦25 million | Less than ₦50 million | Less than ₦25 million |

Table 2.0: Approved Prior Review Thresholds for Service-Wide Application

| Procurement/ Selection Method and Prequalification | Goods (₦) | Works (₦) | Non-Consultant Services (₦) | Consultant Services (₦) |
|---|---|---|---|---|
| International/ National Competitive Bidding | ₦1 billion and above | ₦5 billion and above | ₦1 billion and above | Not Applicable |
| National Competitive Bidding | ₦30 million and above but less than ₦1 billion | ₦50 million and above but less than ₦5 billion | ₦30million and above but less than ₦1 billion | Not Applicable |
| Request for Quotation | Less than ₦30 million | Less than ₦50 million | Less than ₦30 million | Not Applicable |
| Single Source/ Direct Contracting (for minor value procurements) | Less than ₦5 million | Less than ₦5 million | Less than ₦5 million | As indicated in the PPA, 2007 |
| *Prequalification | *₦500 million and above | *₦1 billion and above | *₦500 million and above | Not Applicable |
| Quality and Cost Based | Not Applicable | Not Applicable | Not Applicable | ₦100 million and above |
| Consultant Qualifications | Not Applicable | Not Applicable | Not Applicable | Less than ₦100 million |
| Least Cost | Not Applicable | Not Applicable | Not Applicable | Less than ₦100 million |

2. The current approved procurement thresholds **supersede any extant operational threshold** except the special thresholds approved for expenditures related to the Nigerian National Petroleum Company Limited (NNPC Ltd.), which is in US Dollars and is self-adjusting to reflect the prevailing Naira equivalent values.

3. It is instructive to note that the revised thresholds shall apply to the Three Arms of Government; the Executive, the Legislature and the Judiciary and their respective Tenders Boards.

4. With the revision of the procurement method thresholds to reflect current economic realities and to fast-track budget implementation by shifting more responsibilities to Accounting Officers and the Tenders Board, the Bureau has been directed to enforce the use of Open Competitive Bidding as the default method of procurement. Therefore, MDAs should note that the use of Restricted Tendering, Direct Procurement, Direct Labour and Emergency Procurement Methods shall be limited to projects that meet the statutory requirements stipulated in the PPA, 2007. Additional guidelines shall subsequently be issued by the BPP on the appropriate use of these methods.

5. In line with the Government's commitment to ensure transparency, accountability, competition and value for money in public financial management, the BPP shall focus on prior and post reviews, procurement audit, surveillance and monitoring to guard against abuse of procurement processes and to enforce appropriate sanctions where necessary in line with the provisions of the Public Procurement Act (PPA), 2007. The Audit Report will be forwarded to the National Assembly bi-annually in line with Section 5(p) of the PPA, 2007.

6. Further to the above, the Bureau shall henceforth conduct quality assurance of all procurement proceedings approved by the Ministerial Tenders Boards (MTB) that do not require a Certificate of "No Objection". Therefore, MTB approvals for procurements that fall below ₦1 billion for Goods and Services and ₦5 billion for Works should be forwarded to the BPP for review as a prerequisite to contract award. These should be accompanied with the Evaluation Reports, Minutes of MTB Meeting and draft Contract Agreements.

7. Given the foregoing, Ministries/Extra-Ministerial Bodies, Parastatals, Agencies and Government-owned companies are to ensure strict adherence to procurement processing timelines as stipulated in the Table below for efficiency and timely budget implementation.

**Table 3.0 Procurement Processing Timeline**

| **STANDARD PROCUREMENT PROCESSING TIME FOR GOOD AND WORKS (NATIONAL COMPETITIVE BIDDING)** | |
|---|---|
| **Procurement Activity** | **Timeline (Working Days)** |
| Advertise and issue pre-qualification documents | 14 days |
| Evaluation of pre-qualification documents and preparation of a shortlist and approval of the same | 14 days |
| Issuance and Submission of Tender Documents | 21 days |
| Evaluation of tenders, obtaining necessary approvals and Publication of the outcome of evaluation | 21 days |
| Standstill period | 14 days |
| Award of contract | 7 days |
| **Total Timeline: 91 days** | |
| **STANDARD PROCUREMENT PROCESSING TIME FOR GOOD AND WORKS (INTERNATIONAL COMPETITIVE BIDDING)** | |
| Advertise and issue pre-qualification documents | 21 days |
| Evaluation of pre-qualification documents and preparation of shortlist and approval of the same | 14 days |
| Issuance and Submission of Tender Documents | 30 days |
| Evaluation of tenders, obtaining necessary approvals and Publication of the outcome of evaluation. | 21 days |

| | |
|---|---|
| Standstill period | 14 days |
| Award of contract | 7 days |
| Total Timeline = 107 days | |
| STANDARD PROCUREMENT PROCESSING TIME FOR CONSULTANCY SERVICES | |
| Inviting for the expression of interest up to submission of the same by consultants | At least 14 days |
| Evaluation of Expression of interest and preparing shortlist and approval by the Tenders Board | 14 days |
| Preparation and submission of proposals by consultants | At least 30 days |
| Evaluation of technical proposals and approval of Evaluation Report | At least 30 days |
| Notification of technically qualified firms of date for Financial Proposal Public Opening and debriefing of unqualified firms | 5 days |
| Opening of Financial Proposals, Evaluation of the proposals, approval of Evaluation Report and notification of negotiations to the firm with the highest combined score | 21 days |
| Negotiations and approval of negotiated documents | 7 days |
| Signing of contract | 7 days |
| **Total Timeline = 128 days** | |

8. To this end, MDAs are required to furnish the Bureau with quarterly procurement progress reports to enable the Bureau track the progress of their procurement activities and ensure that procurements are implemented within the stipulated timelines. This will be done in collaboration with the Central Results Delivery Coordination Unit (CRCDU) in the Office of Secretary to the Government of the Federation (OSGF). These reports along with those from Procurement Audits, will be shared with relevant stakeholders including relevant Committees of the National Assembly.

9. To further enhance transparency of the bid opening process and to prevent substitution of bids, procuring entities are accordingly directed to ensure that bidders present at bid opening shall countersign the bids of competing firms. Any Officer overseeing the bid opening proceeding who fails to direct or allow bidders to counter-sign competing bids shall be appropriately sanctioned. The use of virtual tools should be adopted alongside physical attendance for bid openings and tenders board meetings.

10. In addition to the above, MDAs are directed to adopt the use of the revised standard bidding documents issued by the BPP for the implementation of all procurements under these new revised thresholds. The use of standard bidding documents will reduce the potential for bias, ensure that all bids are evaluated fairly, reduce the risk of favouritism and guarantee a level playing field.

11. Procuring entities are further directed to issue notification of award to successful bidders and immediately debrief unsuccessful bidders. Following the notification of the contract award decision, a standstill period of fourteen (14) calendar days shall be observed, to afford unsuccessful bidders' opportunity to seek further information or

challenge decisions on contract awards where there are valid grounds before the contract is formally awarded and no complaint shall be entertained by any Accounting Officer after the expiration of the standstill period.

12. Additionally, in accordance with the provisions of the PPA, 2007, procuring entities must publish the details of all contract awards on their website and the website of the Bureau **on a monthly basis**. The information shall include the project description/title, project location, name of successful bidder, contract sum, scope of work/services, completion/ delivery period and progress photographs.

13. MDAs are also directed to ensure that in the application of these revised thresholds, particularly for projects that fall within the National Competitive Bidding Threshold and below, such procurements shall comply with the Government's ***"Nigeria First"*** policy. In other words, MDAs shall give preference to goods made in Nigeria and the use of local companies in the delivery of works and services. These goods, works and services must, however, conform to international standards and be certified by relevant Government Agencies charged with the statutory responsibilities to supervise those Sectors.

14. Furthermore, to ensure that only contractors who emerge as winners from valid procurement processes are eligible for payments for the provision of goods, works, and services, MDAs are directed to ensure that all requests for payments are accompanied by letters of award and Certificates of "No Objection" where necessary. Additionally, appropriate monitoring and evaluation must be carried out by the relevant Departments of the Procuring Entities, including the User and Procurement Departments, and technical personnel/subject matter experts of the procuring entity, to confirm that the project has been executed satisfactorily before any payment is made.

15. Government shall no longer allow non-performing and dishonest contractors to participate in public procurement processes. Consequently, the BPP will debar any supplier, contractor or service provider that: fails to deliver a contract satisfactorily; deliberately abandons a contract; or obtains a contract through corrupt, fraudulent, collusive, coercive/obstructive practices, in violation of the provisions of the PPA and regulations made pursuant thereto.

16. It is important to emphasise that under the provisions of the PPA, 2007 (as amended), Accounting Officers are responsible for the direct supervision of all procurement processes, while the Political Heads of Ministries have the statutory duty to confirm approvals by the respective Tenders Boards. Consequently, Accounting Officers and Political Heads are jointly accountable for ensuring that procuring entities comply with the provisions of the PPA, 2007 and existing regulations and guidelines during the implementation of their procurement processes. Subsequently, other implementation guidelines shall be issued by BPP.

17. The Federal Government reiterates the need for timely completion of procurement activities for the Financial Year 2024 and early commencement of procurement activities for the Financial Year 2025, as conveyed in previous Circulars with Ref No 59780/S.2/B/478 and PRS 05A/ADM/GEM/I/499 dated 11th February, 2025 and 24th March, 2025, respectively. These activities should now take into consideration the newly revised thresholds.

18. Lastly, in line with Section 6(1) of the PPA, 2007, the Bureau will recommend appropriate sanctions for Accounting Officers and other Officers of MDAs who flout the directives in this Circular. The potential sanctions include:

i. Suspension of officers concerned with the procurement or disposal proceeding in issue;

ii. Replacement of the head or any of the members of the procuring or disposal unit of any entity or the Chairperson of the Tenders Board as the case may be;

iii. Disciplinary action against the Accounting Officer of any procuring entity; and

iv. Temporary transfer of the procurement and disposal functions of the entity to a third-party procurement agency or consultant.

19. The implementation of this Circular is effective immediately, and its content should be brought to the attention of all Accounting Officers for strict compliance.

**Sen George Akume, fnim, *CON***
Secretary to the Government of the Federation