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CIRCULAR

Ref. No. 59780/S.5/C.2/III/6

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

19th September, 2018

Chief of Staff to the President,
Deputy Chief of Staff to the 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 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,

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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.

**SUBMISSIONS OF PROCUREMENT RECORDS FOR 2018 FINANCIAL YEAR
AND PROCUREMENT PLANS FOR 2019 FINANCIAL YEAR**

Further to the Circular Ref. No. PROC/BPP/045/1/89 of 10th July, 2018 on Procurement Records for 2017, all Accounting Officers are reminded that they are statutorily required to prepare and submit their Procurement Records for 2018 Financial Year to the Bureau of Public Procurement (BPP).

2. For the avoidance of any doubt, Part IV, Clause 16(13) (Fundamental Principles for Procurements) of the Public Procurement Act (PPA), 2007 provides that "Copies of all procurement records shall be transmitted to the BPP not later than 3 months after the end of the financial year and shall show:

- a) Information identifying the procuring entity and the contractors;
- b) The date of the contract award;
- c) The value of the contract award; and
- d) The detailed records of the procurement proceedings".

3. Accordingly, all Accounting Officers of Ministries, Departments and Agencies (MDAs) are required to collate and submit their Procurement Records for the financial year 2018, specifically covering the period of implementation of 2018 Appropriation to the BPP.

4. The Procurement Records which must cover both the 2018 Appropriation and Internally Generated Revenue (IGR), should be prepared using the Nigeria Open Contracting Portal (NOCOPO) software, on the Bureau's website www.bpp.gov.ng or via nocopo.bpp.gov.ng, should reach the Office of the Director-General, BPP not later than 30th September, 2019 for:

- a) Recurrent and Overhead Expenditure; and
 - b) Capital Funds and Statutory Transfers.
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5. In the same vein, in line with Section 19(j) of the PPA, 2007 and Clauses 95 & 96 of the Procurement Procedures Manual, all procuring entities are to publish contract awards and submit their routine Procurement Reports for the implementation of 2019 Financial Year to the BPP through the NOCOPO portal. The reporting schedule should be in line with the timelines provided in the Open Contracting Disclosure Guideline available at the BPP website (www.bpp.gov.ng or <https://www.bpp.gov.ng/wp-content/uploads/2019/05/Open-Contracting-Disclosure-Guideline.pdf>).

6. Additionally, in line with Section 16(1)(b) of the PPA, 2007, all MDAs are required to prepare and submit their Procurement Plans for the 2019 Financial Year for the consideration of the Bureau of Public Procurement. The Procurement Plans are to be submitted electronically using the Nigeria Open Contracting Portal (NOCOPO), available on the BPP website www.bpp.gov.ng or via nocopo.bpp.gov.ng. The notification for the completed and/or updated Procurement Plans should reach the Office of the Director-General, BPP on or before Monday, 30th September 2019.

7. Procuring entities without access are required to request for access to the NOCOPO portal (for both procurement plans and procurement records submissions) by sending an official request letter signed by the Accounting Officer to the BPP, nominating not more than five (5) users each with their respective details including, *name, designation, e-mail address and mobile number*.

8. Supervising Ministries are to ensure that the content of this circular is brought to the attention of all Chief Executive Officers / Accounting Officers of the Agencies under their supervision for strict compliance.



Boss Mustapha

Secretary to the Government of the Federation