

CIRCULAR

Ref. No. SGF.50/S.52/IV/472

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

13th January, 2014

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 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,
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 2013 FINANCIAL YEAR,
PROCUREMENT PLANS FOR 2014 AND COMMENCEMENT
OF PROCUREMENT ACTIVITIES FOR 2014

Further to my Circular No. SGF/OP/II/S.3/IX/433 of 21st November, 2012 on Procurement Plans for 2013, all Accounting Officers are reminded that they are statutorily required to prepare and submit their Procurement Records for 2013 Financial Year to the Bureau of Public Procurement BPP).

2. For the avoidance of doubt, Part IV, Clause 16(13) (Fundamental Principles for Procurements) of the Public Procurement Act, 2007 provides that *"copies of all procurement records shall be transmitted to the Bureau 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 period 1st January, 2013 to 31st December, 2013 to the Bureau of Public Procurement.

4. The submissions, which should be in hard and electronic copies, should be in line with the attached template (formatted copy of which can be downloaded from the Bureau's website at www.bpp.gov.ng), should reach the Office of the Director-General, Bureau of Public Procurement not later than 31st March, 2014.

5. Furthermore, you will recall that in Circular No. SGF/OP/I.S.3/V.III/177 of 31st December, 2009, Accounting Officers were advised to adopt the Procurement Plan Templates developed by the Bureau of Public Procurement for Procurement of Goods, Works and Consultancy Services, to facilitate the full implementation of the Budget as required by the Public Procurement Act, 2007.

6. In this regard, all MDAs are now required to prepare and submit their procurement plans and other relevant information for the 2014 financial year for the consideration of the Bureau of Public Procurement. The plans which are to be submitted in hard and electronic copies should be in accordance with the approved template adopted for 2008 - 2013 exercise using the Procurement Plan Software which can be accessed on the Bureau's website at www.bpp.gov.ng. Procuring entities that do not yet have access are to request for same by contacting the Bureau of Public Procurement. The completed Procurement Plans should reach the Office of the Director-General, Bureau of Public Procurement on or before the close of work on Friday, 24th January, 2014.

7. Similarly, in order to ensure early and full implementation of the 2014 Budget Bill when enacted into Law, all MDAs are advised to immediately commence the implementation of the procurement activities for all new and on-going projects and programmes as indicated in the 2014 Procurements Plans and Budget Proposals.

8. To this end, each MDA is expected to:

- (a) establish Procurement Planning Committee (PPC) in accordance with Section 21 of the Public Procurement Act, 2007;
- (b) place advertisements and solicit for bids in accordance with Section 16(1)(c), 19(a) and 25(2) of the Public Procurement Act, 2007;

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- (c) adopt Standard Bidding Documents developed by the Bureau of Public Procurement (BPP) for all projects for easy implementation; and
 - (d) examine and evaluate the bids received in line with the Section 31, 32 and 33 of the Public Procurement Act, 2007 to determine and select the most responsive bids with a view to ensuring fairness and give value for money; and
 - (e) awards should only be made when the Budget is finally signed into Law by Mr. President after all necessary clearance is obtained.

9. Ministries, Departments and Agencies are to ensure that all advertisements for new projects and programmers (whether for prequalification, financial bids or combined exercises) are explicit and that qualifying requirements, scope of works and project/ programme locations are clearly indicated. In addition, MDAs should ensure that tendering periods are adequate as stipulated in the Act.

10. It is expected that if all MDAs immediately commence the implementation of procurement activities and comply with procedures and time-lines laid down in the Act, the process for award of most contracts would have been concluded by the end of May, 2014, thereby providing the platform for full implementation of the 2014 Budget by the Federal Government.

11. Please ensure strict compliance with the contents of this circular.


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