

CIRCULAR

Ref. No. SGF.50/S.52/III/697
Office of the Secretary to the
Government of the Federation
The Presidency
Shehu Shagari Complex
Three Arms Zone,
Abuja. ^{January}
29th December, 2018

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.

EARLY COMMENCEMENT OF PROCUREMENT ACTIVITIES FOR 2018 FINANCIAL YEAR

Consequent upon the presentation of the 2018 Appropriation Bill to the National Assembly by His Excellency, President Muhammadu Buhari GCFR, all Accounting Officers of Ministries, Departments and Agencies (MDAs) are hereby reminded to ensure early commencement of the implementation of their procurement activities in line with the provisions of the Public Procurement Act, 2007.

2. Consequently, in order to ensure early and full implementation of the 2018 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 2018 Procurement Plans and Budget Proposals submitted, notwithstanding that the Budget proposal has not been approved. **For the purpose of clarity, procuring entity shall advertise and proceed with all procurement activities and hold on at the point of award until the budget is approved, after which the procurement award can be formalised.**

3. 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 advertisement and solicit for bids in accordance with Section 16(1)(c), 19(a) and 25(2) of the Public Procurement Act, 2007 based on proposed Budget;
- (c) Adopt Standard Bidding Documents developed by the Bureau of Public Procurement for all projects for easy implementation;
- (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 attainment of value for money; and

- (e) Awards should only be made when the Budget is finally signed into Law by Mr. President and after all necessary approvals/clearances have been obtained.

4. Ministries, Departments and Agencies are to ensure that all advertisements for new projects and programmes (whether for prequalifications, financial bids or combination of both) 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.

5. 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 be concluded by early 2018, thereby providing the platform for full implementation of the 2018 Budget by the Federal Government.

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

Boss Mustapha

Secretary to the Government of the Federation