

## **CIRCULAR**

Ref.No.PROC/BPP/045/I/89  
Office of the Secretary to the  
Government of the Federation,  
The Presidency,  
Shehu Shagari Complex,  
Three Arms Zone,  
Abuja.  
10<sup>th</sup> July, 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 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 National Electoral Commission,  
Chairman, Independent Corrupt Practices and other related  
Offenses Commission,

Chairman, Economic and Financial Crime 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 of the Federation,  
Directors – General and Chief Executives of Parastatals, Agencies and  
Government – Owned Companies.

**SUBMISSION OF PROCUREMENT RECORDS FOR 2017**  
**FINANCIAL YEAR AND PROCUREMENT PLANS FOR 2018**  
**FINANCIAL YEAR**

Further to the Circular Ref. No. SGF/OP/S.3/X1964 of 12<sup>th</sup> January, 2017 on Procurement Records for 2016, all Accounting Officers are reminded that they are statutorily required to prepare and submit their Procurement Records for 2017 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 (PPA), 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 financial year 2017, specifically covering the period of implementation of 2017 Appropriation to the Bureau of Public Procurement (BPP).

4. The Procurement Records should be prepared using the Nigeria Open Contracting Portal (NOCOPO) software which can be accessed on the Bureau's website [www.bpp.gov.ng](http://www.bpp.gov.ng) (or via electronic copies) must cover both the 2017 Appropriation and Internally Generated Revenue (IGR), and should reach the Office of the Director-General, Bureau of Public Procurement not later than:

- a) 20<sup>th</sup> July, 2018 for recurrent and overhead expenditure; and
- b) 31<sup>st</sup> August, 2018 for capital funds and statutory transfers.

5. In the same vein and 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 2018 Financial Year to the BPP through the NOCOPO portal. The reporting schedule should be in line with the timelines provided in the disclosure guideline available at the BPP website ([www.bpp.gov.ng](http://www.bpp.gov.ng)).

6. Furthermore, you will recall that in Circular No. SGF/OP/1.S.3/V.III/177 of 31<sup>st</sup> December, 2009, Accounting Officers were advised to adopt the Procurement Plan Templates developed by the BPP for Procurement of Goods, Works and Consultancy Services, to facilitate the full implementation of the Budget as required by the Public Procurement Act, 2007.

7. In this regard, all MDAs are now required to prepare and submit their procurement plans for the 2018 Financial Year for the

consideration of the Bureau of Public Procurement. The Procurement Plans are to be submitted in hard and electronic copies using the Nigeria Open Contracting Portal (NOCOPO), which can be accessed on the Bureau's website [www.bpp.gov.ng](http://www.bpp.gov.ng) (or via **[nocopo.bpp.gov.ng](http://nocopo.bpp.gov.ng)**).

8. Procuring entities 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 five (5) users with the following details: Names, designation, e-mail address, mobile number. The completed and/or updated Procurement Plans should reach the Office of the Director-General, Bureau of Public Procurement on or before Friday, 27<sup>th</sup> July, 2018.

9. All Permanent Secretaries are to ensure that Agencies under their supervision receive and comply with this circular.

10. Please ensure strict compliance with the content of this circular.

**Boss Mustapha**

Secretary to the Government of the Federation