

CIRCULAR

Ref. No. PROC/BPP/045/II

Office of the Secretary to the
Government of the Federation
The Presidency
Shehu Shagari Complex
Three Arms Zone,
Abuja.
6th March, 2020

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 2019
FINANCIAL YEAR AND PROCUREMENT PLANS FOR 2020
FINANCIAL YEAR

Further to the Circular Ref. No. 59780/S.5/C.2/II/6 of 19th September, 2019 on Procurement Records for 2018, all Accounting Officers are reminded that they are statutorily required to prepare and submit their Procurement Records for 2019 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 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 2019, specifically covering the period of implementation of 2019 Appropriation to the Bureau of Public Procurement (BPP).

