

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.

10th 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 12th 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.

