

**CIRCULAR**

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Office of the Secretary to the  
Government of the Federation

The Presidency

Shehu Shagari Complex

Three Arms Zone,

Abuja

18<sup>th</sup> May, 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.

**GUIDELINE FOR PUBLICATION OF ADVERTISEMENT IN THE FEDERAL TENDERS JOURNAL AND NATIONAL DAILIES**

The Bureau of Public Procurement (BPP) has observed from series of publications for the solicitation of bids in the Federal Tenders Journal and National Dailies that most Ministries, Departments and Agencies (MDAs) of Federal Government exhibit poor compliance with the standard requirements for the solicitation of bids as stipulated in section 16(6) of the Public Procurement Act, 2007 and SGF Circulars on compliance with the provisions of ITF and registration on the National Database of Contractors, Consultants and Service Providers.

2. The exhibition of poor compliance with the standard requirements in bid solicitations reviewed by the BPP has resulted in frequent corrections by the Bureau of Public Procurement resulting in Government incurring extra expenditure due to placement of addenda in the same media where the advertisements were initially placed. This trend also affects the Standard Processing Time of procurement in the MDAs resulting in project delay and non-achievement of the desired dividend of democracy to the electorates.

3. Consequently, the Bureau has developed standard advertisement templates for different forms of procurement notices as herewith attached. The soft copy of the standard advertisement templates can also be downloaded from the Bureau of Public Procurement's website on [www.bpp.gov.ng](http://www.bpp.gov.ng).

4. Furthermore, all MDAs are required to ensure that all advertisements for the solicitation of bids are submitted in the required format to the Editorial Board (comprising of BPP staff amongst others) of the Federal Tenders Journal latest by 12noon of Wednesday preceding the Monday bi-weekly publication date of the Federal Tenders.

Journal to allow sufficient time for the Board to vet, clear and communicate the corrected version back to the MDAs for update and publication of the harmonised version in all the media to be published.

4. **Any advertisement that does not meet the mandatory requirements and deadline for publication will only be published in subsequent edition of the Federal Tenders Journal and will have its submission deadline extended to comply with the timeline stipulated in the Public Procurement Act, 2007 and extant Public Procurement Regulations.**

5. Please ensure strict compliance with the contents of this circular effective immediately.



**Boss Mustapha**

Secretary to the Government of the Federation

