


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).

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 (or via **nocopo.bpp.gov.ng**). The Procurement Records must cover both the 2019 Appropriation and Internally Generated Revenue (IGR), and should reach the Office of the Director-General, Bureau of Public Procurement not later than 31st March, 2020 for:


a) for recurrent and overhead expenditure; and

b) 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 2020 Financial Year to the BPP through the NOCOPO portal. The reporting schedule should be in line with the timelines provided in the Open Contracting Disclosure Guideline available at the BPP website (www.bpp.gov.ng or <https://www.bpp.gov.ng/wp-content/uploads/2019/05/Open-Contracting-Disclosure-Guideline.pdf>).

6. Furthermore, in line with Section 16(1)(b) of the PPA, 2007, all MDAs are required to prepare and submit their Procurement Plans for the 2020 Financial Year for the consideration of the Bureau of Public Procurement. The Procurement Plans are to be submitted electronically using the Nigeria Open Contracting Portal (NOCOPO), which can be accessed on the Bureau's website www.bpp.gov.ng (or via **nocopo.bpp.gov.ng**). The notification for the completed and/or updated Procurement Plans is effective from the date of the passage of the 2020 Budget Appropriation Act.

7. Following the training of Procurement officers of some MDA's between the 14th -17th of October 2019 on the use of the NOCOPO to submit Procurement Plans and records, the Bureau shall henceforth decline to process the Procurements and granting of Due Process/Certificate of "No objection" of MDA's who fail to submit Procurement Plans and records as the condition precedent (Procurement Plan) for granting such request is non-existent.



8. Procuring entities without access 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 not more than five (5) users each with the following details: names, designation, e-mail address, mobile number.

9. Failure to submit procurement plans and records is a contravention of the provisions of the Public Procurement Act, 2007 and shall result in Directors of Procurement and other staff of the Department referred to ICPC and the Bureau invoking the provisions of the Section 6 (i) (i-v) of the PPA, 2007 on the MDA.

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

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



Boss Mustapha

Secretary to the Government of the Federation