

CIRCULAR

Ref. No. PROC/OSGF/BPP/709/50

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

1st March, 2021.

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.

**PROCUREMENT PLAN FOR 2021 FINANCIAL YEAR AND EARLY
COMMENCEMENT OF PROCUREMENT ACTIVITIES**

Further to the Circular Ref. No. PROC/BPP/045/II of 6th March, 2020 on Procurement Plans for 2020, and in line with the relevant Sections of the 2007 Public Procurement Act 2007, all Accounting Officers are reminded that they are statutorily required to prepare and submit their Procurement plans and other relevant information in respect of the 2021 Financial year for the consideration of the Bureau of Public Procurement.

2. The Procurement Plans 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 Plan must cover both the 2021 Appropriation Bill and Internally Generated Revenue (IGR), and should be uploaded on nocopo.bpp.gov.ng while evidence of submission which is the printout from the portal should reach the Office of the Director-General, Bureau of Public Procurement not later than 26th March, 2021 for both:

- a) recurrent and overhead expenditure; and
- b) capital funds and statutory transfers.

3. Consequently, in order to ensure early and full implementation of the 2021 Budget, all MDAs are advised to immediately commence the implementation of the procurement activities for all new and on-going projects and programmes as indicated in the 2021 Procurement Plans and 2021 Appropriation Bill. For the purpose of clarity, procuring entities shall advertise and proceed with all procurement activities and shall only formalise (communicate award to the winning bidder) upon availability of funds.

4. It is important to note that the Bureau will not attend to any Request by any MDA for Due Process "No Objection" for Restrictive Tendering or Certificate of "No Objection" for award of contract until previous Procurement

records and current Procurement Plans are submitted on the Bureau's NOCOPO Portal (nocopo.bpp.gov.ng).

5. To this end, each MDA is expected to:

- (a) Establish Procurement Planning Committee (PPC) in accordance with Section 21 of the Public Procurement Act, 2007;
- (b) Prepare and submit Procurement Plans on the NOCOPO Portal.
- (c) Place advertisement and solicit for bids in accordance with Section 16(1)(c), 19(a) and 25(2) of the Public Procurement Act, 2007 based on the 2021 Budget appropriation;
- (d) Adopt Standard Bidding Documents developed by the Bureau of Public Procurement for all projects for ease of implementation;
- (e) Examine and evaluate the bids received in line with Sections 31, 32 and 33 of the Public Procurement Act, 2007 to determine and select the most responsive bids with a view to ensuring fairness and value for money; and
- (f) Awards should only be made when funds are available and all necessary approvals/clearances have been obtained.

6. Ministries, Departments and Agencies are to ensure that all advertisements for new projects and programmes (whether for prequalification, financial bids or combination of both) are explicit and that qualifying requirements, scope of works and project/programme locations are clearly indicated. In addition, MDAs should ensure that tendering periods are adequate as stipulated in the Public Procurement Act, 2007.

7. It is therefore expected that, all MDAs should immediately commence the implementation of procurement activities and comply with procedures and time-lines laid down in the Act. This is to ensure that the process of awarding contracts are seamless and concluded before the end of FY 2021, thereby facilitating full implementation of the 2021 Budget by the Federal Government.

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



Mr. Boss Mustapha
Secretary to the Government of the Federation