

**CAPACITY BUILDING WORKSHOP ON PREPARATION OF PROCUREMENT PLANS AND SUBMISSION OF PROCUREMENT RECORDS FOR DESIGNATED PROCUREMENT OFFICERS AND HEADS OF PROCUREMENT DEPARTMENT/UNITS OF FEDERAL GOVERNMENT AGENCIES/PARASTATALS/COMMISSIONS AND JUDICIARY TOWARDS EFFECTIVE IMPLEMENTATION OF 2021 BUDGET.**

As part of its Statutory Mandate enshrined in Part V, Section 18, 16 (13) and 38 (s) of the Public Procurement Act, (PPA) 2007, the Bureau wishes to invite designated Procurement Officers, Heads of Procurement Departments/Units of all Federal Government Departments and Agencies (MDAs) to the **Sectoral Training on Preparation of Procurement Plans and Procurement Records in line with the provisions of the Public Procurement Act, 2007** using the Planning and Record module of the National Open Contracting Portal (NOCOPO).

**Venue: E-Resource Centre at Distance Learning Institute, University of Lagos, Akoka, Lagos State.**

**Please Note**

- i. Participants are to come along with their draft procurement plans and records for the practical session
- ii. The NOCOPO portal is accessible via <http://nocopo.bpp.gov.ng>. Procuring entities without access can request for it by forwarding names of Five(5) users together with their designation, telephone numbers and current functional e-mail addresses to the Bureau. The login details will be sent to the e-mail addresses provided.

**Who to Attend?**

**One** designated officer from each of the MDAs within the **South-East (SE) and South-West (SW)** geo-political zone that is computer literate and will be dedicated for using the NOCOPO Portal of all Federal Parastatals/Agencies/Commissions and Judiciary. **Note that all Covid-19 protocols will be strictly observed.**

The Workshop is as shown in the schedule of attendance below:

BATCH A	MDA	DATE	TIME	VENUE
1	<b>PROCURING ENTITIES LOCATED WITHIN (SE) AND (SW) UNDER THE FEDERAL MINISTRY OF HEALTH</b> <ul style="list-style-type: none"> <li>• ALL FEDERAL MEDICAL CENTRES</li> <li>• ALL TEACHING HOSPITALS</li> <li>• ALL EAR, NOSE AND THROAT HOSPITALS</li> </ul>	MONDAY MARCH 29, 2021	8AM PROMPT	E-RESOURCE CENTRE AT DISTANCE LEARNING INSTITUTE, UNIVERSITY OF LAGOS, AKOKA, LAGOS STATE
2	<b>PROCURING ENTITIES LOCATED WITHIN (SE) AND (SW) UNDER THE MINISTRIES BELOW</b> <ul style="list-style-type: none"> <li>• FEDERAL MINISTRY OF JUSTICE</li> <li>• FEDERAL MINISTRY OF FINANCE</li> <li>• FEDERAL MINISTRY OF INDUSTRY, TRADE AND INVESTMENT</li> <li>• FEDERAL MINISTRY OF BUDGET AND NATIONAL PLANNING</li> <li>• FEDERAL MINISTRY OF LABOUR AND EMPLOYMENT</li> <li>• FEDERAL MINISTRY OF FOREIGN AFFAIRS</li> <li>• FEDERAL MINISTRY OF INFORMATION AND CULTURE</li> <li>• CENTRAL BANK OF NIGERIA</li> </ul>	MONDAY MARCH 29, 2021	1PM PROMPT	E-RESOURCE CENTRE AT DISTANCE LEARNING INSTITUTE, UNIVERSITY OF LAGOS, AKOKA, LAGOS STATE
BATCH B	MDA	DATE	TIME	VENUE
3	<b>PROCURING ENTITIES LOCATED WITHIN (SE) AND (SW) UNDER THE MINISTRIES BELOW</b> <ul style="list-style-type: none"> <li>• FEDERAL MINISTRY OF PETROLEUM RESOURCES</li> <li>• FEDERAL MINISTRY OF MINES AND STEEL</li> <li>• FEDERAL MINISTRY OF COMMUNICATION TECHNOLOGY</li> <li>• FEDERAL MINISTRY OF YOUTH AND SPORTS DEVELOPMENT</li> <li>• FEDERAL MINISTRY OF WOMEN AFFAIRS</li> <li>• FEDERAL MINISTRY TRANSPORTATION</li> <li>• FEDERAL MINISTRY OF AVIATION</li> </ul>	TUESDAY MARCH 30, 2021	8AM PROMPT	E-RESOURCE CENTRE AT DISTANCE LEARNING INSTITUTE, UNIVERSITY OF LAGOS, AKOKA, LAGOS STATE
4	<b>PROCURING ENTITIES LOCATED WITHIN (SE) AND (SW) UNDER THE MINISTRIES BELOW</b> <ul style="list-style-type: none"> <li>• MINISTRY OF DEFENCE</li> <li>• MINISTRY OF INTERIOR</li> <li>• FEDERAL MINISTRY OF WATER RESOURCES</li> <li>• MINISTRY OF POLICE AFFAIRS</li> <li>• FEDERAL MINISTRY OF ENVIRONMENT</li> <li>• MINISTRY OF HUMANITARIAN AFFAIRS, DISASTER MANAGEMENT AND SOCIAL DEVELOPMENT</li> </ul> <b>PROCURING ENTITIES UNDER THE JUDICIARY</b>	TUESDAY MARCH 30, 2021	1PM PROMPT	E-RESOURCE CENTRE AT DISTANCE LEARNING INSTITUTE, UNIVERSITY OF LAGOS, AKOKA, LAGOS STATE
BATCH C	MDA	DATE	TIME	VENUE
5	<b>PROCURING ENTITIES LOCATED WITHIN (SE) AND (SW) UNDER THE MINISTRY OF EDUCATION AND ITS PARASTATALS</b> <ul style="list-style-type: none"> <li>• ALL FEDERAL UNIVERSITIES</li> <li>• ALL FEDERAL COLLEGES OF EDUCATION</li> <li>• ALL FEDERAL POLYTECHNICS</li> <li>• ALL UNITY SCHOOLS</li> </ul>	WEDNESDAY MARCH 31, 2021	8AM PROMPT	E-RESOURCE CENTRE AT DISTANCE LEARNING INSTITUTE, UNIVERSITY OF LAGOS, AKOKA, LAGOS STATE
6	<b>PROCURING ENTITIES LOCATED WITHIN (SE) AND (SW) UNDER THE MINISTRIES BELOW</b> <ul style="list-style-type: none"> <li>• FEDERAL MINISTRY OF AGRICULTURE AND RURAL DEVELOPMENT</li> <li>• FEDERAL MINISTRY OF WORKS AND HOUSING</li> <li>• FEDERAL MINISTRY OF NIGER DELTA</li> <li>• FEDERAL MINISTRY OF POWER</li> <li>• FEDERAL MINISTRY OF SCIENCE AND TECHNOLOGY</li> </ul> <b>PROCURING ENTITIES UNDER THE PRESIDENCY</b>	WEDNESDAY MARCH 31, 2021	1PM PROMPT	E-RESOURCE CENTRE AT DISTANCE LEARNING INSTITUTE, UNIVERSITY OF LAGOS, AKOKA, LAGOS STATE
BATCH D	MDA	DATE	TIME	VENUE
7	<ul style="list-style-type: none"> <li>• CIVIL SOCIETY ORGANIZATIONS</li> <li>• FEDERAL GOVERNMENT CONTRACTORS, CONSULTANTS &amp; SERVICE PROVIDERS</li> </ul>	THURSDAY APRIL 1, 2021	8AM PROMPT	E-RESOURCE CENTRE AT DISTANCE LEARNING INSTITUTE, UNIVERSITY OF LAGOS, AKOKA, LAGOS STATE
8	<b>ALL OTHER PROCURING OFFICERS WHO MISSED THEIR EARLIER SCHEDULE</b>	THURSDAY APRIL 1, 2021	1PM PROMPT	E-RESOURCE CENTRE AT DISTANCE LEARNING INSTITUTE, UNIVERSITY OF LAGOS, AKOKA, LAGOS STATE

For nominations and further inquiries, please call, 08030923323, and 08133981593, 08033731825 and 08050438226 or send an e-mail to [nocoposupport@bpp.gov.ng](mailto:nocoposupport@bpp.gov.ng), or [info@bpp.gov.ng](mailto:info@bpp.gov.ng). You can also visit our website on [www.bpp.gov.ng](http://www.bpp.gov.ng)

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