

CIRCULAR

Ref. No. PROC/OSGF/BPP/709/61

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

30th June, 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.

SUBMISSION OF PROCUREMENT RECORDS FOR 2020 FINANCIAL YEAR

Further to the Circular Ref. No. PROC/BPP/045/II of 6th March, 2020 on Procurement Records for 2019, all Accounting Officers are reminded that they are statutorily required to prepare and submit their Procurement Records for 2020 Financial Year to the Bureau of Public Procurement (BPP).

2. For the avoidance of any doubt, Part IV, Section 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 2020, specifically covering the period of implementation of 2020 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 2020 Appropriation (recurrent, overhead, Capital and statutory transfers) and Internally Generated Revenue (IGR). The evidence of upload on the NOCOPO portal should reach the **Office of the Director-General, Bureau of Public Procurement not later than 30th August, 2021.**

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. Procuring entities without access are required to request for access to the NOCOPO portal (for 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.

7. All Permanent Secretaries are to ensure that the Agencies under their supervision receive and comply with this Circular as failure to submit Procurement records as stipulated will amount to an offence of wilful refusal to make Procurement documents available to the Bureau upon request in violation of Section 58 of the Public Procurement Act, 2007.

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



Boss Mustapha

Secretary to the Government of the Federation