



Bureau of Public Procurement (BPP)



Continuous Procurement Capacity Training Programme for Parastatals, Institutions, Commissions and Agencies of the Federal Government of Nigeria for Year 2023

Call for Nominations

As part of Bureau's capacity building programmes for categories of practitioners in the public sector, in line with Sections 5(k & s) of the Public Procurement Act, 2007, the Bureau is inviting only qualified officers for the Continuous Procurement Capacity Training Programme (CPTP) for Parastatals, Institutions, Commissions and Agencies of the Federal Government of Nigeria and States Procurement Entities for Year 2023.

This procurement-training programme is required for all officers who have been employed as Procurement Officers by any procuring entity and, or those posted/deployed to the Procurement Departments/Units from another Procuring Entity or from any Department/Unit within the Procuring Entity were such officers are either non-existent or inadequate to meet the need of the Procuring Entity.

Accounting Officers are therefore requested to nominate qualified officer(s) to participate in the training, scheduled to take place at Digital Bridge Institute (DBI) 1, Nitel Road, Cappa Bus Stop, Agege Motor Road, Oshodi, Lagos State, **from Sunday, October 15, 2023 to Saturday, November 4, 2023.**

The officers who can attend this training must comply with the provisions of the following Head of Civil Service of the Federation (HOCSF) and Office of the Secretary to the Government of the Federation (OSGF) Circulars stated herein:

- i. HOCSF Ref. No. HCSF/685/1/24 dated February 4, 2005 on "Creation of Procurement Officer Cadre" requires First (1st) degree or the equivalent in any of the following disciplines: Economics, Business Administration,

- Accountancy, Law, Insurance, Banking and Finance, Marketing, Quantity Surveying, Engineering, Architecture, Computer Science, Statistics, Purchasing and Supply or other related disciplines as approved by the National Council on Establishment;
- ii. HOCSF Ref. No. HCSF/SPSO/ODD/NCE/CND.100/S.10/III/102 dated April 12, 2021 on "Conversion of Executive/Superintendent/Technical Cadres to Professional/Officer Cadres in the Public Service of Nigeria and;
 - iii. OSGF Ref. No. Ref. No. 59780/S.I/T.I/117 dated June 14, 2017 **excluding Paragraph 5(iv)** on "Prohibition of Officers on Other Cadres from Procurement Functions Where Career Procurement Officers Are Available". (Download copies from the Bureau's website).

Additional Guidelines:

1. The training programme is **not opened to Civil Servants** employed by the Federal Civil Service Commission (FCSC) and Private Sector Procurement Entities;
2. The training course also applies to all States Universal Basic Education Boards(SUBEBS), States Owned Tertiary Institutions receiving funds from TETFUND/UBEC and opened to States Public Procurement Regulatory Entities;
3. All Officers **directly performing procurement functions** without the Bureau's Conversion/Induction certificates **must** be duly released for the training;
4. Nominee(s) must have attended at least one (1) course in any of the Public Procurement Research Centres (PPRCs) located either at ABU, Zaria or FUT, Owerri and Centres of Excellence(CEs) for Sustainable Procurement at ATBU, UNIBEN and JOSEPH TAKAR UNIVERSITY, MARKUDI and UNILAG (attach copies of certificates obtained);
5. Nominee(s) who have attempted three (3) times without success need not apply;
6. Nominee(s) must be computer literate and in possession of a functional personal computer;
7. Nomination(s) should reflect gender inclusiveness;
8. Attach detailed Curriculum Vitae (CV), copies of first appointment, confirmation and last promotion letters, Academic and professional qualifications;
9. Only shortlisted nominee(s) would be published and admitted for the training;

10. Procuring Entities must attach a list of current Procurement Officers, detailing their designations and job description;
11. Procuring Entities are fully responsible for the accommodation, transportation and all necessary logistics for the qualified officer(s);
12. The Bureau reserves the right, prior or post the training programme, to withdraw or cancel the eligibility and attendance of any candidate found to have misrepresented information without incurring any liability and.

The training is scheduled to take place at Digital Bridge Institute (DBI) 1, Nitel Road, Cappa Bus Stop, Agege Motor Road, Oshodi, Lagos State, **from Sunday, October 15 2023, to Saturday, November 4, 2023.**

Please note that, the advert for the Call for Nomination would be published in Two (2) national dailies as follows:

Daily Trust of Monday, September 4, 2023, and The Nation newspapers of Wednesday, September 6, 2023.

Nomination(s) must reach the Bureau on or before close of work on Friday, September 29, 2023 at 4.00 pm, and should be addressed to:

**The Director-General,
Bureau of Public Procurement (BPP),
11 Suleiman Barau Crescent, Presidential Villa,
State House, Asokoro, Abuja.**

**Competition *Transparency *Efficiency*

Signed
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