



Bureau of Public Procurement (BPP)

2024 BATCH OF CALL FOR NOMINATIONS OF OFFICERS INTO THE PROCUREMENT CADRE IN PARASTATALS, INSTITUTIONS, COMMISSIONS AND AGENCIES OF THE FEDERAL GOVERNMENT.

CALL FOR NOMINATIONS

1. The Bureau, as part of its functions as stipulated in Part II, Sections 5(k & s) of the Public Procurement Act, 2007, and in line with Federal Government Extant Circulars, hereby announces the commencement of a **three-week Foundation Course (FC)** under the **Continuous Procurement Capacity Development Training Programme (CPCDTP)** for all public procuring and disposal entities under the three arms of the Federal Government, Federal Government Departments and Agencies, Federal Government Institutions, Federal Government-owned Enterprises, Corporations, Councils, Authorities, and Commissions provided that they utilize public funds, Federal Tertiary and Non-Tertiary Educational Institutions, Federal Hospitals and other Health Institutions, the Central Bank of Nigeria and other Federal Government Owned Financial Institutions, the National Defence and National Security Agencies, the National Assembly, and the Judiciary for the Year 2024.
2. This training is **residency-based** and specifically designed for Officers employed as Procurement Officers/Executives (Induction) and those posted or deployed to Procurement Departments/Units (Conversion) into the Procurement Cadre. It is restricted to only **staff on Salary Grade Level 13 and below, or its equivalent**. Please note that this does not amount to acquiring a professional certification.
3. Accounting Officers/CEOs are therefore requested to nominate qualified Officer(s) to participate in the training, in line with the below criteria.
4. **Selection criteria**
 - i. Compliance with the Head of Service of the Federation Circular with Ref. No. HCSF/SPSO/ODD/NCE/CND.100/S.10/III/102 dated April 12, 2021;
 - ii. OSGF Ref. No. Ref. No. 59780/S.I/T.I/117 dated 14th June, 2017 **excluding Paragraph 5(iv)** on "Prohibition of Officers on Other Cadres from Procurement Functions Where Career Procurement Officers Are Available";
 - iii. The training programme is **not open to Civil Servants** employed by the Federal Civil Service Commission (FCSC) and Private Sector Procurement Entities;
 - iv. **Only staff on Salary Grade Level 13 and below, or its equivalent shall be considered;**
 - v. All Officers **directly performing procurement functions** without the Bureau's Conversion/Induction certificates **must** be duly released for the training;
 - vi. Nominees who have attempted the training three (3) previous times shall not be considered;
 - vii. Nominees must have attended at least one (1) related procurement course in any of the Public Procurement Research Centres (PPRSs at either ABU Zaria or FUTO Owerri and at the Centres of Excellence on Sustainable Procurement, Environment and Social Standards at ABU Zaria; ATBU Bauchi; FUTO Owerri; UNIBEN Benin; UNILAG Lagos; and JTSU Makurdi; will be added advantage (attach copies of Certificates);

- viii. Nominations from Agencies with inducted/converted procurement officers but failed to use them in the Procurement Departments/Units in the past two (2) years would not be considered;
 - ix. The Record of the schedule of duties of all procurement officers between the Year 2019 and 2023 must accompany all nomination letters with the training nomination to be downloaded here <https://www.bpp.gov.ng/cpcdtp2024/>
 - x. All returning nominees must be endorsed by their respective Accounting Officers
 - xi. Nominee(s) must be computer literate;
 - xii. Nominations must be gender-inclusive;
 - xiii. Curriculum Vitae (CV), First Appointment, Confirmation, last Promotion letters, Academic qualifications must be attached to the nomination letter;
 - xiv. Compliance with the Head of Service of the Federation Circular with Ref. No. HCSF/685/1/24 dated, February 4, 2005, on "Creation of Procurement Officer Cadre."
 - xv. Procurement Officers from State Procurement Agencies, State Universal Basic Education Board (SUBEB)/ States Tertiary Institutions receiving funds from TETFUND such as Universities, Colleges of Education and Polytechnics and Monotechnics are advised to participate;
 - xvi. Only candidate with nomination letters duly endorsed by their Accounting Officers would be considered;
 - xvii. Only those who met the criteria would be shortlisted and published accordingly;
 - xviii. All nominees must complete their nomination individually via <https://bit.ly/cptd2024> ;
 - xix. Procuring Entities are fully responsible for the accommodation, transportation and all necessary logistics for the shortlisted officer(s) for the training; and
 - xx. Criteria **No. 4 i-x does not apply** to **STATES** Nominees.
5. The Bureau reserves the right prior to 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.
 6. For additional enquiries, please contact the following Nos:- **08067820981, 08036453275 08036888773, and 08092637872** or send a mail to either - cpcdtp@bpp.gov.ng or visit: www.bpp.gov.ng.
 7. **This programme is scheduled to be held from Sunday, October 6 to Saturday, October 26, 2024, at Festival Hotel, Diamond Estate, Janet Fajemigbesin Street, off Festac Link Bridge, Amuwo Odofin Estate Lagos, Lagos State.**
 8. The submission must be done using the approved template manually and via the official email- ctcptp@bpp.gov.ng to the Bureau, on or before 5.00 pm on Friday, August 30, 2024, and shall be addressed to:

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

Signed:
Management