

BPP/DG/2025/280

September 19, 2025

CIRCULAR

Chief of Staff to the President,
Deputy Chief of Staff to the Vice President,
Principal Secretary to the President,
Chief Justice of Nigeria,
Secretary to the Government of the Federation,
Head of the Civil Service of the Federation,
All Honourable Ministers/Ministers of State,
National Security Adviser,
Economic Adviser to the President,
Special Advisers/Senior Special Assistants,
National Judicial Council,
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 Mobilisation, 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,
Chief Executives/Heads of Private Companies/Firms, and Non – Governmental
Organizations/Civil Society Organizations.

**Extension of closing date for Online Registration of All
Procurement Officers in Federal Procuring Entities
(Federal Agencies & Parastatals)**

The Circular of **August 28th, 2025** with Reference Number **BPP/DG/2025/266** refers.

2. All **Procurement Officers** in Federal Procuring Entities and other Procuring Entities within the scope of application of Section 15 of the Public Procurement Act, 2007 as amended, are reminded to fill out the Google form which can be accessed via **<https://bit.ly/proc-data>** with the required details. Also, the **Accounting Officers** (CEs/DGs/Equivalent) of Procuring Entities shall ensure that the Directors of Human Resource fill out the attached form which shall be duly endorsed. **Note that the deadline for submission of all completed forms has been extended to Tuesday, 30th September 2025.**
3. Furthermore, Procurement Officers in the Ministries and Non-Pool Procurement Officers currently in procurement Departments and Units are expected to complete the Google Form within the specified deadline; and Directors of Admin/Human Resource should ensure that the above-mentioned Officers are also captured in the data form.
4. Strict compliance to this directive is strongly advised, as failure may lead to *sanctions in line with Public Service Rules and other relevant Federal Government Policies and extant rules. Note that the Bureau will not process any requests submitted beyond the stipulated deadline.*
5. You are by this circular enjoined to bring to the attention of all concerned Officers.


Dr. Adebawale A. Adedokun, FCIPS (Chartered), ACFE
Director-General/CEO