



Bureau of Public Procurement (BPP)

2025 Foundation Course/Induction under the Mandatory Continuous Public Procurement Capacity Development Training Programme (FC-MCPPCDTP)

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 **2025 Foundation Course/Induction under the Mandatory Continuous Public Procurement Capacity Development Training Programme (FC-MCPPCDTP)** 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 2025, Finance Act 2023 as amended in Section 15 of PPA 2007
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 and restricted to 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), in line with the Scheme of Service for the Procurement Cadre, to participate in the training based on the criteria below.
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. (download a copy from the Bureau's website; www.bpp.gov.ng);
 - ii. All Procuring Entities are to ensure compliance with the Circular issued by the Head of the Civil Service of the Federation, **Ref. No. HCSF/685/1/24, dated February 4, 2005**, on the "Creation of the Procurement Officer Cadre," particularly with respect to the **prescribed qualifications**.
 - iii. **Only staff on Salary Grade Level 13 and below, or its equivalent, shall be considered for conversion;**
 - iv. Only candidates with nomination letters duly endorsed by their Accounting Officers will be considered;
 - v. The training programme is **not open to** Private Sector Procurement Entities;
 - vi. All Officers **directly employed in the procurement cadre** without the Bureau's Induction certificates **must** be duly released for the training, including **Procurement Officers** employed by the Federal Civil Service Commission and Agencies;

- vii. All returning nominees must be endorsed by their respective Accounting Officers with evidence of their previous nominations;
 - viii. Curriculum Vitae (CV), First Appointment, Confirmation, last Promotion letters (if any), and Academic qualifications must be attached to the nomination letter;
 - ix. 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;
 - x. Only those who met the criteria would be shortlisted and published accordingly;
 - xi. All nominees must complete their nomination individually via <https://bit.ly/mcppcdtp2025>;
 - xii. **Procuring Entities are fully responsible for the accommodation, transportation and all necessary logistics for the shortlisted officer(s) for the training;** and
 - xiii. **Evidence of registration in the POMS must be attached along with the nomination letter**
 - xiv. Criteria **No. 4 (i, iii, xiii) does not apply** to **STATES** Nominees.
 - xv. **Procuring entities are required to attach a certified true copy of the nominal roll of their procurement officers.**
 - xvi. **NOTE: This call for nominations is specifically for NON-POOL OFFICERS.**
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 get in touch with the following Nos:- **08033522703, 08036453275, 08058004959** or send an email to either - mcppcdtp@bpp.gov.ng or visit: www.bpp.gov.ng.
7. **This programme is scheduled to be held from Sunday, 16th November to Saturday, 6th December 2025, at the Administrative Staff College of Nigeria (ASCON), Topo, Badagry, Lagos State.**
8. The submission must be done using the approved template and submitted both electronically and manually via mcppcdtp@bpp.gov.ng and the address below, respectively, on or before 5.00 pm on Thursday, October 16, 2025, and shall be addressed to:

The Director-General/CEO

Bureau of Public Procurement,
Floor 2, Bank of Industry (BOI), Tower 2
Plot 256, Zone A O
Off, Herbert Macaulay Way
Abuja.

Signed:
Management