

Ref. No. ODBPP/OP/064/50
Ondo State Bureau of Public
Procurement,
Governor's Office, Alagbaka,
Akure.
16th October, 2020

CIRCULAR LETTER TO:

The Chief of Staff to Mr Governor,
The Secretary to the State Government,
All Permanent Secretaries,
The Clerk, Ondo State House of Assembly,
The Chief Registrar, Ondo State Judiciary,
All Administrative Secretaries,
The State Accountant-General,
The State Auditor-General,
Vice Chancellors/Rector,
All General Managers/Heads of Non-Ministerial Departments,

PROCEDURES FOR PROCUREMENT PLAN SUBMISSION

In view of the 2021 Budget Call Circular Ref. No. DB/488/34 titled 2021 Advance Proposal and Draft Estimates issued by the Ministry of Economic Planning and Budget, we hereby invite your attention to the procedures for the submission of procurement plans that a Procuring Entity must abide by in order to achieve the implementation of Procurement Plan in 2021. Kindly note that procurement planning is already legislated in the Ondo State Public Procurement Law 2017.

Procedures for the Submission of Procurement Plans

- i. The Accounting Officer of the Procuring Entity is to constitute a Procurement Planning Committee in line with Part V, Section 21 of the Ondo State Public Law, 2017.
- ii. Procuring Entities are mandated to submit annual Procurement Plans to the ODBPP.
- iii. For the proviso regarding Procurement Plans in the Budget Call Circular under reference above, the ODBPP will assess and evaluate all draft Procurement Plans before the Pre-Treasury Board Defence and issue a letter of 'No Objection'.
- iv. Procuring Entities will be required to re-align and make amendments to their Procurement Plans after the passage of the Appropriation Law where necessary.
- v. All Procurement Plans must be drafted in MS Excel using the template issued during ODBPP training programmes and submitted in hard and soft copies

addressed to The Director General, Ondo State Bureau of Public Procurement,
Governor's Office, Alagbaka, Akure.

2. A second batch of Training organized by ODBPP to build capacity for drafting Procurement Plans holds on 21st – 22nd October, 2020. Procuring Entities who did not participate in the first Training programme are advised to take advantage of this opportunity.
3. For further information and clarifications, please call 08094903525 or send an email to oakinsemola@bpp.on.gov.ng.
4. Please, accept the assurances of our esteemed considerations.


Tolu Fadahunsi
Director General