

Ref. No. ODBPP/OP/064/108

Ondo State Bureau of Public
Procurement,
Governor's Office, Alagbaka,
Akure.

26th September, 2021

CIRCULAR LETTER TO:

The Chief of Staff to Mr Governor,
The Secretary to the State Government,
The Head of Service,
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,

DD (SII)
pls tread.
Adm. Sec
28/09/2021

RE: PROCEDURES FOR PROCUREMENT PLAN SUBMISSION

Further to our circular letter Ref. No. ODBPP/OP/064/50 of 16th October, 2020 and the conclusion of 2021 Pre-Treasury and Treasury Board sessions, all Procuring Entities are hereby notified that it is mandatory to submit their Procurement Plans ahead of the 2022 Budget defence at the Ondo State House of Assembly (ODHA). This is to avoid any delay at the House when the Budget defence starts.

2. It suffices to reiterate to all Procuring Entities the procedures they must adopt in crafting their Procurement Plans for year 2022, which must be in consonance with the Ondo State Public Procurement Law, 2017 (ODPPL, 2017).

Procedures for the Submission of Procurement Plans 2022

- i. The annual Procurement Plans must be the outcome of deliberate planning by the Procurement Planning Committee of each Procuring Entity (Section 21 ODPPL, 2017).
- ii. All Procurement Plans must be submitted to the ODBPP before the ODHA commences sitting on 2022 Budget defence. If there are changes in the Budget proposals of Procuring Entities after the passage of the Appropriation Law, the affected Procuring Entities will be required to re-align and amend their draft Procurement Plans and notify the ODBPP.
- iii. The ODBPP will assess and evaluate all draft Procurement Plans before issuing approvals.

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- iv. All Procurement Plans must be drafted in MS Excel, using the template previously issued by ODBPP and submit in hard and soft copies to The Director General, Ondo State Bureau of Public Procurement, Governor's Office, Alagbaka, Akure.
 - v. It is expected that Procuring Entities will adopt open, competitive bidding as their default method of public procurement. Other methods of procurement are allowed but must be **strongly** justified in writing.
 - vi. There will be stricter emphasis on Procurement Plans in the implementation of Public Procurement in 2022.
2. For technical assistance in crafting and drafting Procurement Plans, please, visit the ODBPP 8am-10am **only** on Mondays to Thursdays.
3. Please, accept the assurances of our esteemed considerations.



Tolu Fadahunsi
Director General