

Ref. No. ODBPP/OP/064 Vol I/66/80  
Ondo State Bureau of Public  
Procurement,  
Governor's Office, Akure.  
19<sup>th</sup> December, 2022

**CIRCULAR LETTER TO:**

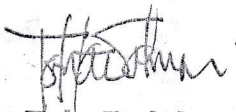
Chief of Staff to the Governor,  
Secretary to the State Governor,  
Head of Service,  
Deputy Chief of Staff to the Deputy Governor,  
State Commissioners,  
Special Advisers,  
Chairman, Commissions/Corporations,  
Clerk, Ondo State House of Assembly,  
Permanent Secretaries/ Heads of Non-Ministerial Department,  
Chief Registrars,  
Accountant-General/State-Auditor General,  
Auditor General for Local Government,  
Director Generals/General Managers/Statistician-General,  
Chief Medical Directors/Medical Directors,

**PUBLIC PROCUREMENT IMPLEMENTATION GUIDELINES FOR 2023**

As you are well aware, the implementation of the year 2023 Budget begins in earnest once it has been appropriated by the Ondo State House of Assembly and assented to by Mr Governor, Arakunrin Oluwarotimi Akeredolu, SAN, CON. To this end, it is expedient that all Procuring Entities in the State are on the same page regarding the requirements for lawful procurement of the items captured in the 2023 Budget in tandem with the Ondo State Public Procurement Law, 2017.

2. The summary of what is required of all Procuring Entities is presented below:
  - i. Procuring Entities are hereby invited to start submitting their Procurement Plans for consideration in both hard and soft copies and have up till February 15, 2023. Please, be informed that, without an approved Procurement Plan, the Bureau will not be under any obligation to respond to any request from Procuring Entities thereafter.
  - ii. Procuring Entities are advised to process their procurements strictly by what is approved for them in the Procurement Plan. Mr Governor's approvals for funds must not be used as an excuse to jettison the Procurement Plan. Furthermore, Mr Governor's approvals for funds will not be a substitute for benchmark prices. Apart from the fact that Mr Governor's overarching tight schedule and overseeing

- role in the State do not permit him to micro-manage price intelligence; Section 4(b) saddles the ODBPP with *"the establishment of pricing standards and benchmarks"*.
- iii. The default procurement method of public procurement in Ondo State is open, competitive bidding. This is to encourage cost-saving competitive bidding prices and also drastically reduce the hemorrhaging of potential revenue through vendor registration and ancillary remittances into government coffers.
  - iv. All Procuring Entities are to advise their vendors to register with the Ondo State Bureau of Public Procurement (ODBPP) or browse the website of the Bureau for the updated lists of registered vendors before being engaged. All current registrations lapse on December 31, 2022. Registrations for the new year begin on January 3, 2023.
  - v. All Procuring Entities engaging the services of non-consulting service providers such as for event management, printing, hospitality and catering, cleaning and laundry, transportation and supply of fuel, vehicle maintenance, private security etc are to likewise undergo the registration process at ODBPP. The cost of registration of non-consulting service providers is N5,000.00.
  - vi. For all projects, a Certificate of No Objection must be obtained before award and, in the case of Direct Labour or Direct Purchase, before the commencement of the project in the case of Direct Labour. Direct Labour or Direct Purchase should, however, be used for minor works.
  - vii. Post-procurement i.e at the completion of a project, a certificate of completion for a project must be obtained from the ODBPP.
  - viii. Procuring Entities in contravention of these guidelines will be cited in our ongoing Procurement Audit report, which by Law, should be submitted to the Ondo State House of Assembly bi-annually.
  - ix. Procurement Clinic will commence on January 11, 2023 where the Bureau will be available to address challenges faced by Procuring Entities in procurement processes. Further details on the Procurement Clinic will be adduced.
3. As we push for a better year of public procurement, please, accept the assurances of our esteemed regards.

  
**Tolu Fadahunsi**  
Director General