

Our Ref. No. ODBPP/OP/064/52  
Ondo State Bureau of Public  
Procurement,  
Governor's Office, Alagbaka,  
Akure.

16 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,

**GUIDES TO PUBLIC PROCUREMENT FOR ALL ODSG PROCURING ENTITIES IN 2021**

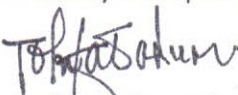
The Ondo State Bureau of Public Procurement (ODBPP) has begun full implementation of the enabling legislation for best practices in public procurement in Ondo State. To underscore this initiative, the Governor of Ondo State, Arakunrin Oluwarotimi Akeredolu, SAN, inaugurated the Ondo State Board on Public Procurement on the 25<sup>th</sup> of August, 2020. The Board is the highest decision-making procurement body in Ondo State and is chaired by Mr Governor himself.

2. In order that all procuring entities, namely Ministries, Extra-Ministerial Departments, Agencies, Corporations, Commissions, Higher Institutions and all Ondo State Government-owned Enterprises which "derive at least 35% of their operational funds through the State Appropriation Law" (Ondo State FR 47004 & 47004); be on the same page as a new fiscal year approaches, it becomes expedient that we invite your attention to the step-by-step guide to public procurement in 2021.

- i. Public Procurement, henceforth, must basically be implemented with fairness, openness, competition, transparency, value-for-money, cost effectiveness and professionalism as default principles guiding all procurements of works, goods and services (Part II, Section 4).
- ii. Accounting Officers are expected to constitute a Procurement Planning Committee in the Procuring Entities in line with Part V, Section 21 of the Ondo State Public Law, 2017. Apart from other activities already enunciated in our Circular Letter Ref. No. ODBPP/OP/064/50 of 14<sup>th</sup> October, 2020 with

regards to procurement planning; the Procurement Planning Committee is to ensure a through pre-Budget Needs Assessment of its intended proposals for the 2021 capital and non-salary related recurrent expenditures (Part V, Sections 18).

- iii. In addition to having a budgetary provision for an intended project, Mr Governor's Approval must be obtained before the start of the project.
  - iv. The Procuring Entity must thereafter publicly advertise and solicit for bids for the project in tandem with Part VI, Section 19(a). Please, note that all draft advertisements must obtain the 'No Objection' of ODBPP before going into public space.
  - v. All projects to be executed by force account (direct labour) or restricted bidding, any of which must be supported with incontrovertible justifications, must also obtain the 'No Objection' of the ODBPP before further processes (Part IV, Section 16 & Part VII Section 42 (1)(e)).
  - vi. Bids Submission must be followed by Bids Opening and Bids Evaluation as encapsulated in the Law (Part VI, Sections 27, 30, 31) after which the Procuring Entity's Tenders Board must recommend and obtain a Certificate of 'No Objection' from the ODBPP before the award of contract (Part V, Sections 17, 20 & 22).
  - vii. As part of the conditions for the issuance of Certificate of 'No Objection', all bidders must have been registered as vendors with the ODSG through ODBPP. Procuring Entities will not be able to obtain Certificate of 'No Objection' to the award of contracts in the event that bidders are not registered with the ODSG through ODBPP.
  - viii. Subject to the issuance of a Certificate of 'No Objection', a Procuring Entity may award contract to lowest, evaluated responsive tender after having debriefed all the bidders and resolved any complaints, if any (Part VI, Sections 24(3)).
4. Please, be informed that all Procuring Entities must strictly adhere to the due process legislated in the Ondo State Public Procurement Law 2017. Failure to do so may result in declaring awarded contracts Null and Void (Part IV, Section 16(4)).
5. The Bureau will be available to clarify and explain further in person every Tuesday – Thursday from 8.00 – 10.00am. Please, call 08094903525 to make an appointment.
6. Please, accept the assurances of our esteemed considerations.

  
**Tolu Fadahunsi**  
*Director General*