

Our Ref. No. ODBPP/OP/119/12
Ondo State Bureau of Public
Procurement,
Governor's Office, Alagbaka,
Akure.

04 February, 2021

CIRCULAR LETTER TO:

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

**RE: NOTIFICATION AND INVITATION TO PARTICIPATE IN PUBLIC
PROCUREMENT TRAINING PROGRAMME**

You are hereby notified and invited you to a **2-day Public Procurement Training** programme scheduled for **Royal Birds Hotel and Towers** on 10th – 11th February, 2021.

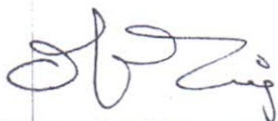
2. In view of the overarching need of the participants to undergo this second training programme organized by the ODBPP under an atmosphere of ample concentration and without distraction, your attention is respectfully invited to the following:

- i. Only a limited number of Procurement Entities (PEs) and, by extension, participants are expected. Amongst other reasons, this is to be in compliance with Covid-19 protocols.
- ii. The importance of the training cannot, however, be overstated because as from this budget year, PEs will be required to submit their annual Procurement Plans. The capacity for procurement planning is a major output expected of this training.
- iii. As a PE, ensure that the participant representing your MDA is proficient in MS Excel and Internet software.
- iv. All participants must come with their laptops (with MS Excel) and Internet modem (with data) or phones with Hotspot applications.

Suffice to add that they are also to come with a copy of the 2021 Budget Appropriation of your PE.

- v. To moderate the fairly high cost of the programme, I am to humbly request you to sponsor at least 2 participants.
- vi. The fee per participant is N25,000.00, which will help defray the cost of accommodation, feeding, training materials and other stationery.
- vii. Payments can be made to:
 - Acct Name: Bureau of Public Procurement
 - Acct Nr: 1021099248
 - Bank: UBA
- viii. In view of the need to make early reservations, kindly confirm the names and phone numbers of the participants from your PE by sms/WhatsApp to 08094903525 or email to oakinsemola@bpp.on.gov.ng latest by Monday, 8th February, 2021. Reservations are by first paid, first served basis.
- ix. Procurement Entities that have already paid but could not be accommodated in the first batch do not need to bother with Nrs vii and viii but all Procurement Entities must confirm their participants even if they have already done that previously.
- x. Further attachment

3. Please, kindly accept the assurances of our esteemed regards.



Bunmi Akinsemola
For: *Director General*