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Our Ref. No ODBPP/OP/075/161
Ondo State Bureau of Public Procurement,
Governor's Office, Alagbaka,
Akure.

06 April, 2021.

CIRCULAR LETTER TO:

Chairmen,
Permanent Secretaries,
Administrative Secretaries,
General Managers/Head of Non Ministerial Department,

**RE: REQUEST FOR PROCUREMENT AUDIT, SURVEILLANCE AND REVIEW-
NOTIFICATION OF VISIT TO PROCURING ENTITIES**

Pursuant to the Ondo State Public Procurement Law 2017, we hereby serve you notice that a 3-man team from ODBPP will visit your Office to audit your procurement activities for the year 2020. This includes all the capital projects executed in the year under review along with relevant corresponding contract documents.

2. The date is Monday April 13 to Monday May 31, 2021. Please see the attached for the schedule and further information.

3. For sighting and assessment, you are to please, present all relevant files which should avail evidence of the following: -

- i. Budget Provisions or Evidence of Funds Availability
- ii. Mr Governor's Approval.
- iii. Price Information (Consultants's, Contractor' Bids, Benchmarks)
- iv. Evidence of Bids Advertisement or Bid Solicitation Documents.
- v. Minutes of Bid Opening
- vi. Bid Submission Register
- vii. Evidence of Tenders Board Meeting
- ix. Evidence Letter of Awards

x. Final Job Certification

4. For emphasis and avoidance of doubt, we hereby restate, as contained in our previous circulars, the enabling provisions of the Law in this regard:

Section 5 (o) review the procurement and award of contract procedures
of every entity to which this Law applies

Section 5 (p) perform procurement audits and submit such report to the
House of Assembly bi-annually.

In addition, Section 38 (5) provides thus:

The records and documents maintained by procuring Entities on
procurement shall be made available for inspection by the
Bureau, an investigator appointed by the Bureau and the Auditor-
General upon request, and where donor funds have been used for
the procurement, donor officials shall also have access upon
request to procurement files for the purpose of audit and review.

5. The Bureau is statutorily required to submit the report to the Ondo State House of Assembly.

6. Thank you for your cooperation and, as always, please, accept the assurances of esteemed.
regards.



Tolu Fadahunsi,
Director General.