

Our Ref. No. ODBPP/OP/075/144

Ondo State Bureau of Public
Procurement,

Governor's Office, Alagbaka,

Akure,

27th March, 2020

CIRCULAR LETTER TO

Chairmen,

Permanent Secretaries,

Administrative Secretaries,

General Managers/Heads of Non-Ministerial Departments,

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

Pursuant to the provisions of the Ondo State Public Procurement Law 2017, we hereby serve you notice that a 3-man team from the ODBPP will commence audit of your procurement activities for the period 2018 and 2019, based on the data your Office sent to ODBPP earlier in the year. This includes all the capital projects executed in the year under review along with relevant corresponding contract documents.

2. The date is Tuesday, 14th to Thursday, 23rd April, 2020. Please, see the attached for the schedule. Kindly send your data before the scheduled visit if your Procuring Entity is yet to comply, please.

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

- i. Budget Provisions or Mr Governor's Approvals
- ii. Procurement Planning Committee Meeting
- iii. Bidding Documents
- iv. All Price Information (Consultant's, Contractor's Bids, Benchmarks)
- v. Bids Advertisement
- vi. Bids Submission Register
- vii. Minutes of Bid Opening
- viii. Bid Evaluation Documents and Reports
- ix. Sample Agreement
- x. Sample Contract Performance Guarantee
- xi. Sample Letter of Awards
- xii. Final Job Certification

4. For emphasis, we hereby restate, as contained in our previous circulars, the enabling provisions of the Law in this regard, which are to:

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 audit report to the Ondo State House of Assembly and Mr Governor, Arakunrin Oluwarotimi Akeredolu (SAN) twice in a year.

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


Tolu Fadahunsi
Director General