

Ref. No. ODBPP/OP/064/85
Ondo State Bureau of Public
Procurement,
Governor's Office, Alagbaka,
Akure.

July, 2021

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 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 Department,

REQUEST FOR THE LIST OF ALL THE LAPTOPS AND DESKTOPS COMPUTERS

Ondo State Bureau of Public Procurement (ODBPP) hereby request that you submit the list, specifications and users of all the Computer Systems (Laptops and Desktops) in your procuring entity.

This in consonance with Section 55(3a) of the ODBPPL 2017, which says *"The Bureau shall, with the approval of the Board determine, in line with the Ondo State Inventory, Material, Goods and Equipment Management Manual, the applicable policies and practices in relation to the disposal of public property"*

Please be informed that should there be no response in this regard on or before 31st of July, 2021, your request for benchmark prices shall be suspended.

Kindly submit the inventory information in line with the template below:

S/N	Computer Specifications	Name of Present User	Quantity	Year of Purchase

Thank you.

Tolu Fadahunsi
Director-General.