

Ref. No. ODBPP/OP/06A Vol I/95
Ondo State Bureau of Public
Procurement,
Governor's Office, Akure.

31st October, 2023

CIRCULAR LETTER TO:

Chief of Staff to the Governor,
Secretary to the State Governor,
Head of Service,
Deputy Chief of Staff to the Deputy Governor,
State Commissioners,
Special Advisers,
Chairman, Commissions/Corporations,
Clerk, Ondo State House of Assembly,
Permanent Secretaries/ Heads of Non-Ministerial Department,
Chief Registrars,
Accountant-General/State-Auditor General, Auditor General for Local Government,
Director Generals/General Managers/Statistician-General,
Chief Medical Directors/Medical Directors,

PUBLIC PROCUREMENT IMPLEMENTATION GUIDELINES FOR 2024

Following the release of the 2024 Budget Call Circular, it is expedient that we bring to your notice the guidelines for the implementation of procurements in the year 2024 Budget once the year 2024 estimates have been appropriated by the Ondo State House of Assembly and assented to by Mr Governor, Arakunrin Oluwarotimi Akeredolu, SAN, CON.

2. It is expected that, by these guidelines, all Procuring Entities in the State will be on the same page with regards to the requirements for lawful procurement of the items captured in the 2024 Budget in line with our procurement legislation and other relevant literature.

2. The summary of what is required of all Procuring Entities is presented below:

- i. All Accounting Officers are expected to have convened the Procurement Planning Committee in their domains with a view to exercising their prerogatives on needs assessment, priorities, selection of procurement methods, setting appropriate timelines and deliverables.
- ii. The outcomes of the Procurement Planning Committee are expected to be committed into a Procurement Plan, which are to be submitted **online** to ODBPP for approval before budget defence at the Ondo State House of Assembly. **Training for the online submission of Procurement Plans will hold inside the Boardroom of ODBPP, Governor's Office, Alagbaka on Monday-Tuesday, November 6-7, 2023** based on the schedule that is attached to this circular letter.
- iii. We implore Accounting Officers to charge their representatives (**one each**) to attend the training on schedule and punctually, armed with Internet-browsing accessories and **preferably** have access to eBenchmarking credentials of the Procuring Entity.
- iv. Procuring Entities, whose budget undergo changes at the Ondo State House of Assembly will be required to re-submit their adjusted Procurement Plans latest January 15, 2024 when the submission portal is programmed to close.

- v. In 2024, Procuring Entities are advised to process their procurements strictly by the methods that is approved for them in their procurement plans. Mr Governor's approvals for commencement of a procurement process must not be used as an excuse to jettison the Procurement Plan.
 - vi. The default procurement method of public procurement in Ondo State is open competitive bidding. This is to encourage cost-saving competitive bidding prices and also drastically reduce the hemorrhaging of potential revenue through vendor registration and ancillary remittances into government coffers.
 - vii. In addition, please, recall that, by our circular letter Ref. No. ODBPP/OP/064 Vol I/87 of July 3, 2023 titled **Notification of Action Plan for the Implementation of Open Government Partnership (OGP)**, which was followed by a Workshop on Open Competitive bidding, we have fully and adequately informed you that the Ondo State Government has committed to the MacArthur Foundation-backed OGP, which targets open competitive bidding as the method of public procurement in at least 50% of ODSG procurements. To this end, as the Chief Procurement Officer of your Procuring Entity, your efforts at complying with open competitive bidding guidelines will a long way to help achieve the target of the State.
 - viii. All Procuring Entities are to advise their vendors to register with the Ondo State Bureau of Public Procurement (ODBPP) and/or browse the website of the Bureau for the updated lists of registered vendors before being engaged. All current registrations lapse on December 31, 2023. Registrations for the new year begin on January 2, 2024. Only vendors listed on the ODBPP website can be engaged for any project.
 - ix. All Procuring Entities engaging the services of non-consulting service providers such as for event management, printing, hospitality and catering, cleaning and laundry, transportation and supply of fuel, vehicle maintenance, private security etc are to likewise undergo the registration process at ODBPP.
 - x. Procuring Entities should endeavor to use Standard Bidding Documents (SBDs) downloadable from the bpp.on.gov.ng. Capacity building for the use of SBDs will constitute part of our curriculum for Procurement Clinic in the New Year.
 - xi. For all projects, a Certificate of No Objection (CNO) must be obtained before award and, in the case of Direct Labour or Direct Purchase, before the commencement of the project. Direct Labour or Direct Purchase should, however, be used **ONLY** for minor works. Requests for CNOs will be available **online** as from 2024. Details will come during Procurement Clinic in January, 2024.
 - xii. Post-procurement i.e at the completion of a project, by contract or Direct Labour, a certificate or letter of completion for a project must be obtained from the ODBPP.
 - xiii. Procuring Entities in contravention of these guidelines will be cited in our Procurement Audit report, which by Law, should be submitted to the Ondo State House of Assembly.
3. As we strive to improve standards to global best practices in our procurement activities, please, accept the assurances of our esteemed regards.


Tolu Fadahunsi
Director General