

**CIRCULAR**

**Ref. No. SGF.50/S.52/III/672**

Office of the Secretary to the  
Government of the Federation,  
The Presidency,  
Shehu Shagari Complex,  
Three Arms Zone,  
Abuja.

24<sup>th</sup> October, 2017

Chief of Staff to the President,  
Deputy Chief of Staff to the Vice President,  
Principal Secretary to the President,  
All Honourable Ministers/Ministers of State,  
Head of the Civil Service of the Federation,  
National Security Adviser,  
Economic Adviser to the President,  
Special Advisers/Senior Special Assistants,  
Chief of Defence Staff/Service Chiefs/Inspector-General of Police,  
Governor, Central Bank of Nigeria,  
Chairman, Federal Civil Service Commission,  
Chairman, Police Service Commission,  
Chairman, Code of Conduct Bureau,  
Chairman, Code of Conduct Tribunal,  
Chairman, Federal Character Commission,  
Chairman, Revenue Mobilization, Allocation and Fiscal Commission,  
Chairman, Federal Inland Revenue Service,  
Chairman, Independent National Electoral Commission,  
Chairman, National Population Commission,  
Chairman, Independent Corrupt Practices and other Related  
Offences Commission,

Chairman, Economic and Financial Crimes Commission,  
Chairman, National Drug Law Enforcement Agency,  
All Permanent Secretaries and Heads of Extra-Ministerial  
Departments,  
Clerk of the National Assembly,  
Chief Registrar, Supreme Court of Nigeria,  
Accountant-General of the Federation,  
Auditor-General for the Federation,  
Directors-General and Chief Executives of Parastatals, Agencies and  
Government-Owned Companies.

**STANDARD PROCUREMENT PROCESSING TIME FOR ALL  
FEDERAL MINISTRIES, DEPARTMENTS AND AGENCIES**

It has been observed from series of publications for the Solicitation of Bids, Prior Review and Procurement Audits carried out by the Bureau that some Ministries, Departments and Agencies (MDAs) of Federal Government exhibit poor compliance with the Standard Procurement Processing Time as stipulated in the Public Procurement (Goods and Works) Regulations 2007 and Public Procurement (Consultancy Services) Regulations 2007 pursuant to the Public Procurement Act, 2007.

2. The non-adherence with the timeline stipulated in the Procurement Regulations have resulted in frequent complaints to the Bureau of Public Procurement by bidders and has constituted a hindrance to timely implementation of projects in adherence with the procurement plans. This practice is contrary to the intent of the signed Executive Order (001) on the Promotion of Transparency and Efficiency in the Business Environment and also not in tandem with schedule 5 and 7 of the Public Procurement Regulations.

3. For emphasis, schedule 5 and 7 of the Public Procurement (Goods and Works) Regulations 2007 and Public Procurement (Consultancy Services) Regulations 2007 respectively stipulate the Standard Procurement Processing Time for different methods of procurements from initiation to award of contract.

4. Consequently, MDAs are required to strictly comply with the provisions of the Public Procurement Act, 2007 and the Public Procurement Regulations, 2007 issued by the Bureau of Public Procurement, as cases of deviation from the Standard Processing Time without justifiable reason will not be tolerated.
5. Please ensure strict compliance with the contents of this circular effective immediately.

**Dr. Habiba M. Lawal**

Ag. Secretary to the Government of the Federation

