



LAGOS STATE GOVERNMENT

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Office of the Head of Service,
Public Service Office,
The Secretariat,
Alausa-Ikeja.

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CIRCULAR NO: 028

**THE DEPUTY GOVERNOR
THE RT. HONOURABLE SPEAKER OF THE HOUSE OF ASSEMBLY
THE CHIEF JUDGE
SECRETARY TO THE STATE GOVERNMENT
CHIEF OF STAFF
HONOURABLE COMMISSIONERS/ SPECIAL ADVISERS
PERMANENT SECRETARIES / TUTORS-GENERAL
CLERK, STATE HOUSE OF ASSEMBLY
STATE AUDITOR-GENERAL
AUDITOR-GENERAL FOR LOCAL GOVERNMENTS
CHAIRMEN, LOCAL GOVERNMENT COUNCILS/ LOCAL COUNCIL DEVT. AREAS
CHAIRMAN, CIVIL SERVICE COMMISSION
CHAIRMAN, HEALTH SERVICE COMMISSION
CHAIRMAN, JUDICIAL SERVICE COMMISSION
CHAIRMAN, AUDIT SERVICE COMMISSION
CHAIRMAN, LOCAL GOVERNMENT SERVICE COMMISSION
CHAIRMAN TEACHING SERVICE COMMISSION
CHAIRMAN, LAGOS STATE HOUSE OF ASSEMBLY SERVICE COMMISSION
CHAIRMAN, LAGOS STATE PENSION COMMISSION
CHAIRMAN, LAGOS STATE INDEPENDENT ELECTORAL COMMISSION
CHAIRMAN, STATE SPORTS COMMISSION
CHAIRMAN, STATE UNIVERSAL BASIC EDUCATION BOARD
CHAIRMAN, LAGOS STATE PRIMARY HEALTHCARE BOARD
EXECUTIVE CHAIRMAN, LAGOS STATE INTERNAL REVENUE SERVICE
HEADS OF EXTRA-MINISTERIAL DEPARTMENTS
CHIEF EXECUTIVE OFFICERS OF PARASTATAL ORGANISATIONS
CHIEF REGISTRAR OF THE HIGH COURT OF LAGOS STATE
HEADS OF TERTIARY INSTITUTIONS
CHIEF MEDICAL DIRECTOR/MEDICAL DIRECTORS OF HOSPITALS
HEADS OF ADMINISTRATION OF LOCAL GOVERNMENTS /LOCAL COUNCIL DEV. AREAS**

**COMMENCEMENT OF YEAR 2022 PROCUREMENT PLANNING PROCESS AND
IMPLEMENTING FRAMEWORK ARRANGEMENT FOR EASE OF DOING BUSINESS**

In furtherance of the Head of Service Circular **No. CIR/HOS/'21/Vol.1/006** of **21st January, 2021** on the commencement of **Y2021 Procurement Planning Process**, it has become imperative to draw the attention of Accounting Officers to **Section 33 of the Lagos State Procurement Law 2021** which provides that for each Financial year, Procuring Entities shall establish Procurement Planning Committees that will comprise of :

- (a) The Accounting Officer of the Procuring Entity or his representative who shall be the Chairman of the Committee;*
- (b) The Heads of all Departments and Units in the procuring entity;*
- (c) The Head of the procurement function of the Procuring Entity who shall be the Secretary;*
- (d) A representative of the Financial function of the Procuring Entity;*
- (e) A representative of the Planning, Research and Statistics functions of the Procuring Entity;*
- (f) A Technical Personnel of the Procuring Entity with expertise in the subject matter for each particular procurement; and*
- (g) A representative of the legal function of the Procuring Entity.*

2. For clarity, the functions of the Procurement Planning Committee as contained in Section 32 of the Law stipulates that a *Procuring Entity* shall plan its procurement by:

- a. preparing a needs assessment and evaluation;*
- b. identifying based on (a) above, the goods, works or services required;*
- c. preparing an analysis of the cost implications of the proposed procurement;*
- d. determining the appropriate method of procurement;*

- e. *aggregating its requirements whenever possible, both within the procuring entity and between procuring entities, to obtain economy of scale and reduce procurement cost;*
- f. *integrating its procurement expenditure into its yearly Budget;*
- g. *determining the appropriate method of procurement;*
- h. *identifying the period for implementing each step of the procurement process; and*
- i. *ensuring that the procurement entity functions stipulated in this section shall be carried out by a Procurement Planning Committee.*

3. In addition, it prescribes that **all Procuring Entities in Lagos State are to fully implement the Procurement Law** which scope of application includes:

- i) All Ministries, Departments, Bureaus, Offices and Agencies of the State, Extra-Ministerial Offices, Parastatals and Corporations;
- ii) Local Governments/Local Council Development Areas of Lagos State;
- iii) All Tertiary Institutions in Lagos State (Universities, Colleges of Education, Polytechnics, Technical Colleges, Health Institutions etc);
- iv) All Lagos State Hospitals;
- v) All entities outside the foregoing description which derives funds appropriated or proposed to be appropriated for any type of Procurement described in this Law from the State Government's share of Consolidated Revenue Fund; and
- vi) All funds generated from the General Public of the State by any Procuring Entity in the State.

4. Accordingly, Accounting Officers as well as the Chairmen of Local Governments'/LCDAs are to commence the process for **Year 2022 Procurement Planning and Budgetary Appropriation** in line with extant regulations. Procuring Entities are therefore enjoined to adhere strictly to the under-listed modalities:

- a) **Procurement Planning Committee must precede Budget Preparations; and**
- b) **Accounting Officers are to inaugurate Procurement Planning Committees to prepare the needs of all Departments/Units and integrate same into the Annual Budget.**

5. It should also be noted that Thirty (30) Procuring Entities have been integrated into the **e-Procurement platform**, while it is proposed that an additional Seventy-Seven (77) MDAs would be integrated before the end of the Year.

6. Procuring Entities are advised to visit the **Agency's website: www.lagosppa.gov.ng** for more information on the **Revised Procurement Plan Templates and Procurement Methods Flowchart**.

7. Accounting Officers are enjoined to note the contents of this Circular and give it the deserved State-wide publicity.



Hakeem Muri-Okunola

Head of Service