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Office of the Head of Service of the Federation THE PRESIDENCY

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CIRCULAR



HCSF/057/T/31

The Chief of Staff to the President,
The Deputy Chief of Staff to President, Office of the Vice President,
The Chief Justice of Nigeria
Honourable Ministers/Ministers of State
The Secretary to the Government of the Federation
Permanent Secretaries,
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 & Fiscal Commission,
Chairman, Independent National Electoral Commission,
Chairman, National Population Commission,
Chairman, Independent Corrupt Practices and Other Related Offences
Commission,
Chairman, Federal Inland Revenue Service,
Chairman, National Drug Law Enforcement Agency,
Clerk of the National Assembly,
Secretary, National Judicial Council,
Auditor-General for the Federation,
Accountant-General of the Federation,



Head of Service of the Federation

Surveyor-General of the Federation,
Chief Executives of Parastatals and Agencies,
Heads of Extra-Ministerial Departments.

**IMPLEMENTATION OF EXECUTIVE ORDER 003, 2017 ON SUPPORT FOR
LOCAL CONTENT IN PUBLIC PROCUREMENTS BY MINISTRIES,
DEPARTMENTS AND AGENCIES (MDAS) OF THE FEDERAL
GOVERNMENT OF NIGERIA**

This Circular is to bring to attention for *immediate compliance*, further directives on the Executive Order No. 003 of 2017 (EO-003, 2017) on Support for Local Content in Public Procurements by MDAs issued by His Excellency, the Ag. President on 18th May, 2017.

2. The policy thrust of the EO-003, 2017 is to among others promote patronage of “**Made-in-Nigeria**” goods and services. It is also aimed at providing support for local content in public procurements with the goal of strengthening the Naira, creating jobs, grow entrepreneurial capability to engender competition among local manufacturers that will drive down costs and improve quality.
3. Towards the effective implementation of the Executive Order, MDAs are hereby required to comply with the following:
 - i. **propose** policies (of not more than two pages) that will ensure that the Federal Government's procurement of goods and services maximizes the use of goods manufactured in Nigeria and services provided by Nigerian citizens in business;
 - ii. **assess** the monitoring, enforcement, implementation and compliance with the EO-003, 2017 and local content stipulations in the Public Procurement Act or any other relevant Act within the MDAs; and
 - iii. **determine** through the Procurement Department, compliance with the 40% minimum threshold for local content of the respective MDAs expenditure particularly, the prioritized eight manufactured goods and services stipulated in paragraph 4 of the EO-003, 2017.



4. In furtherance of the above and to ensure uniformity, three reporting templates marked Annexures I-III are herewith attached for adoption by MDAs to guide the development of the policy inputs and render returns on compliance with local content stipulation to the **Honourable Minister, Federal Ministry of Industry, Trade and Investment (FMITI)**.

5. MDAs are required to implement structures to actualize the objectives of the EO-003, 2017, accordingly, there shall be established within the SERVICOM Units of MDAs a “**Local Content Section**” to be headed by an officer not below GL 13 assigned with responsibilities for continuous monitoring and evaluation of compliance with EO-003,2017 in the procurement activities of the respective MDAs. Accordingly, returns on the policy inputs and periodic returns on compliance with the local content stipulation should be submitted to the Honourable Minister, FMITI not later than Friday, 25th August, 2017, while evidence of compliance with the establishment of the Local Content Section shall be communicated to the Head of the Civil Service of the Federation.

6. Permanent Secretaries and Heads of Extra-Ministerial departments and Agencies are to note that compliance with the provisions of this Circular is mandatory and any action to the contrary will be visited with appropriate sanction.

Mrs. Winifred Ekanem Oyo-Ita, FCA
Head of the Civil Service of the Federation

IMPLEMENTATION OF EXECUTIVE ORDER-003, MAY 2017

Information on Policies Relating to Application of Local Content in Public Procurement

S/n	Description
1	Name of the Policy:
2	Brief of the Policy Statement [<i>Briefly explain what the policy is about</i>]:
3	Name of Policy Champion/Driver Organisation:
4	Name of Contact Person:
5	Contact E-mail:
6	Contact Mobile No(s).:
7	Contact Address:
8	Medium Term Benefits of the Policy
9	Long Term Benefits of the Policy
10	Contribution to National Economic Recovery & Growth Plan [Stabilization of the macroeconomic environment; Agriculture & Food Security; Improved Transportation Infrastructure; and Industrilization with focus on SMEs]
11	Which Sector does the policy target?
12	Is the Policy applicable to any of the following items: Uniforms and Footwear[], Food and Beverages[], Motor Vehicles[], Pharmaceuticals[], Construction materials[], Information and Communication Technology[], Furniture & Fittings[], and Stationery[] [Check the box to select]
13	Indicate other items or services that the Policy is applicable to:
14	Can the local economic driver (private sector) meet national demand? Yes[] or No[]

IMPLEMENTATION OF EXECUTIVE ORDER-003, MAY 2017

Information on Policies Relating to Application of Local Content in Public Procurement

S/n	Description
15	What is the current capacity of the local economic driver (private sector) compared to national demand?
16	What can be done to improve the capacity of the local companies?
17	How does the policy promote local content at the following stages of public procurement cycle?
a	Project identification and initial planning
b	Detailed Design & Specification
c	Procurement strategy
d	Strategy for selecting a contractor
e	Contract Agreement, implementation, monitoring & enforcement
f	Handover, operation and maintenance
18	How can the SMEs benefit from this Policy?
19	What are the current challenges to participation of SMEs?
20	How can the SMEs challenges be solved?
21	When was the Policy approved and how long has it been implemented?
22	How is the Policy being enforced and/or implemented?

IMPLEMENTATION OF EXECUTIVE ORDER-003, MAY 2017

Information on Policies Relating to Application of Local Content in Public Procurement

S/n	Description
23	What are the challenges to the implementation of the Policy? [List them]
24	How is the implementation of the Policy being monitored?
25	Has the Policy ever been reviewed and when?. If not when is it due for review?

IMPLEMENTATION OF EXECUTIVE ORDER-003, MAY 2017
Compliance Information Sheet

Name of Procuring Entity:

Parent Ministry:

Please provide information relating to procurement activities from May, 2017 to date

		Focused Made-in-Nigeria Products							
S/n	Compliance details	Uniforms and Footwear	Food and Beverages	Motor Vehicles	Pharmaceuticals	Construction materials	Information and Communication Technology	Furniture & Fittings	Stationery
1	Amount Appropriated in Budget								
2	Quantity Appropriated for in Budget								
3	Amount of local items procured								
4	Quantity of local items procured								
5	Amount of foreign items procured								
6	Quantity of foreign items procured								

Name of Accounting Officer:

Signature of Accounting Officer:

ANNEX III