

Ref. No: ODBPP/EC/OP/16

Ondo State Bureau of Public Procurement,
Alagbaka,
Akure.
28th October, 2024.

CIRCULAR LETTER TO:

Chief of Staff to the Governor,
Deputy Chief of Staff to the Governor,
Secretary to the State Government,
Head of Service,
Chairmen of Commissions/Corporations,
Clerk, Ondo State House of Assembly,
Permanent Secretaries,
Chief Registrar, Ondo State Judiciary,
Accountant General,
State Auditor-General,
Statistician-General,
Director-General,
General Managers/Head of Non-Ministerial Departments,
Administrative Secretary,
Vice Chancellors/Rector,
Chief Medical Directors/Medical Directors,

ASSET DATA SUBMISSION AND VERIFICATION 16 January, 2024

As part of its statutory mandate as enunciated in the Ondo State Public Procurement Law (ODPPL), 2017 on Disposal of Assets; it has become expedient to bring to your notice the need enumerate and verify the assets of the Ondo State Government with a view to creating an empirical database and also formulate the Ondo State Inventory, Material, Goods and Equipment Management Manual.

2. Sections 55 & 56 of the ODPPL, 2017 provide for the due process to be followed in the Disposal of Assets in Ondo State. In the light of the foregoing, the ODBPP has thus commenced the process of streamlining lawful Asset Disposal in the State.

3. For ease of reference, please, see the following key portions of the ODPPL:

55. (1) For the purposes of this Law, every procuring entity shall also be disposing entity.

(3) The Bureau shall, with the approval of the Board:

(a) 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;

(b) issue guidelines detailing operational principle and organizational modalities to be adopted by all procuring entities in the disposal of public property: and

(c) issue standardized document, monitor implementation, enforce compliance and set reporting standards that shall be used by all procuring entities involved in the disposal of public property.

(4) For the purpose of this Law, public property is defined as resources in the form of tangible and non-tangible assets (ranging from serviceable to the unserviceable):

- (a) created through public expenditure;**
- (b) acquired as a gift or through deeds;**
- (c) acquired in respect of intellectual or proprietary rights;**
- (d) acquired on financial instruments (including shares, stocks, bonds etc; and**
- (e) acquired by goodwill and any other gifts of the State Government.**

2. It is requisite that, to proceed in accordance with and furtherance of the intents and implementation of the ODPPL, 2017 and in order that all Procuring and Disposal Entities in the State are on the same page with regards to requirements and guidelines to be set by the Board on Public Procurement, a comprehensive and verifiable Public Asset Register should be created.

3. To this end, we respectfully request all Accounting Officers to supervise the identification, enumeration, collation and submission of their asset data, using the attached template. Please, submission of asset data should not be later than Friday, January 19, 2024 through this portal. The portal will automatically close on the said date.

4. As we strive to improve standards to global best practices in our procurement and disposal activities, please accept the assurance of our esteemed regards.



Tolu Fadahunsi

Director General