



Bureau of Public Procurement (BPP)

CALL FOR NOMINATIONS

Mandatory Continuous Public Procurement Capacity Development Training Programme (MCPPCDTP) 2026

Induction and Conversion Programme

The Bureau of Public Procurement (BPP), in the exercise of its mandate under Part II, Sections 5(k) and 5(s) of the Public Procurement Act, 2007, and in compliance with relevant Federal Government Circulars, hereby invites nominations for the **2026 Induction and Conversion Programme** under the **Mandatory Continuous Public Procurement Capacity Development Training Programme (MCPPCDTP)**.

The programme is open to eligible officers from all Public Procuring and Disposal Entities across the three arms of the Federal Government, including the National Assembly, and the Judiciary, as well as any other institutions that utilize public funds, in accordance with Section 15 of the Public Procurement Act, 2007 (as amended).

2. Purpose of the Programme

The training is a **residential programme** designed to:

- Induct officers employed into Procurement Officers/Executives Cadre; and
- Convert officers who have been deployed or posted to Procurement Departments/Units into the Procurement Cadre.

3. Eligibility

Please note:

- i. This programme is strictly reserved for officers on Salary Grade Levels **07 to 12** (or their equivalent) from Federal Agencies including **the National Assembly and the Judiciary**;
- ii. Procurement Officers from State Public Procurement Agencies, State Universal Basic Education Boards (SUBEBs), and State-owned Tertiary Institutions receiving intervention funds from TETFund (including Universities, Polytechnics, Monotechnics and Colleges of Education) are eligible to participate;

- iii. Participation in this foundation course does not lead to the award of any professional certification;
- iv. Participants with less than three (3) years to their retirement are not eligible to participate;
- v. **Participants who have previously participated in this programme up to three (3) times are NOT eligible;**
- vi. This call for nominations is specifically for NON-POOL OFFICERS from the Federal Agencies;
- vii. The training programme is not open to Private Sector Procurement Entities;
- viii. Officers directly employed into the Procurement Cadre without having undergone the Bureau's induction programme must be nominated by their Agency in line with SGF Circular Ref. No. 59780/S.I/T.I/117 dated 14th June, 2017;
- ix. **Accounting Officers/CEOs shall submit the list of Bureau's certified officers in their Agency's.**

4. **Selection Criteria**

Nominations shall be considered based on the following criteria:

- i. Procuring Entities are to ensure compliance with the Circular issued by the Head of the Civil Service of the Federation, Ref. No. HCSF/685/1/24, dated February 4, 2005, on the "Creation of the Procurement Officer Cadre," particularly with respect to the prescribed qualifications.
- ii. Nomination letters must be duly endorsed by the Accounting Officer;
- iii. The following documents must accompany each nomination:
 - Curriculum Vitae (CV);
 - Letter of First Appointment;
 - Letter of Confirmation of Appointment;
 - Latest Promotion Letter (where applicable); and
 - Academic Certificates.
- iv. Evidence of registration in the Nigeria Public Procurement Certification Programme (NPPCP) must be attached along with the nomination letter;
- v. All nominations must be accompanied by the duly completed **attached template format**;
- vi. **Procuring Entities must attach a Certified True Copy (CTC) of the nominal roll of their Procurement Officers; and**
- vii. An affidavit confirming that every information submitted are true.

5. **Important Information**

- i. Only candidates who satisfy all requirements stated in paragraph 4 and 5

- above will be shortlisted;
- ii. Procuring Entities shall bear the full cost of transportation, accommodation and other logistics for shortlisted participants; and
 - iii. **The Bureau reserves the right to withdraw or cancel the nomination or participation of any candidate found to have provided false or misleading information before, during or after the training without incurring any liability.**

6. Training Schedule

- i. **Date:** Sunday, 4 October – Saturday, 24 October 2026
- ii. **Venue:** PTDF Centre for Skills Development Omagwa-Igwuruta Road, Port-Harcourt

7. Submission of Nominations

Nomination must be submitted on or before 5.00 pm, **Friday, August 14, 2026.**

8. The nomination shall be in **hardcopy** and addressed to:

The Director-General/CEO

Bureau of Public Procurement,
Floor 2, Bank of Industry
(BOI), Tower 2 Plot 256,
Zone A O
Off, Herbert Macaulay Way, Abuja.

9. Enquiries

For further information, please contact:

- 08033522703
- 08036453275
- 08037518169

Email: mcppcdtp@bpp.gov.ng

Website: www.bpp.gov.ng

Signed:
Management

2026 INDUCTION/ CONVERSION NOMINATION TEMPLATE

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