27th January, 2017

Now — No 3 Mbodo street Zone 3 Abuja

The Executive Chairman,
Federal Character Commission.
Plot 64 First Avenue,
Off Shehu Shagari Way,
Central Business District,
Abuja.

[Stamp: Office of the Executive Chairman, RECEIVED 0 1 FEB 2017, Sign..., Fed. Character Commission]

Dear Sir,

FREEDOM OF INFORMATION (FOI) REQUEST FOR:

(A) RECORDS OF PAYMENT FOR CAPITAL PROJECTS RELEASED TO THE FEDERAL CHARACTER COMMISSION IN THE YEAR 2016

(B) LIST OF CONTRACTS AWARDED BY FEDERAL CHARACTER COMMISSION IN THE YEAR 2016

(C) THE PROCUREMENT PLAN WITHIN ITS APPROVAL THRESHOLD FOR THE YEAR 2017

The Public and Private Development Centre (PPDC) is a citizen sector organisation that seeks to promote increased citizen's participation in governance in a way that supports improved integrity in public sector governance systems through monitoring and reporting on public finance expenditure.

On behalf of PPDC, we write pursuant to the provisions of the **Freedom of Information Act, 2011** to specifically request for the under listed information:

A)
RECORDS OF PAYMENT FOR CAPITAL PROJECTS RELEASED TO YOUR MDA IN THE YEAR 2016, information in this regard should include:

- The name of each project for which capital warrants were approved in the fiscal year 2016
- The date the payment approval and release was made to your MDA on each identified project

- The amount approved by your MDA after fulfilling procurement procedures
- The amount utilized by your MDA for each of the listed projects within the 2016 fiscal year
- Constituency projects as well as all special intervention projects carried out by your MDA **(If Any)**

B)

I. LIST OF CONTRACTS AWARDED BY YOUR MDA IN THE YEAR 2016

The information in respect of each contract should kindly include the following:

1. Contract Award Id
2. Contract Title
3. Contract Description/ Location (Local Govt./State)
4. The Date Contract Was Signed
5. The Start and End Date of The Contract
6. Contractor's Details
7. Contract Sum (Amount)
8. The Current Status of The Project
9. Call for Tender Evidence
10. Contract Amendment and The Reason for Such Amendment. (If Any, Kindly Attach)

II. INFORMATION ON TENDER

The information in respect of each tender should kindly include the following:

1. Title of Project
2. Description
3. Status
4. Items
5. Value
6. Procurement Method
7. Submission Method
8. Submission Method Details
9. Tender Period
10. Amount Tendered
11. Enquiry Period
12. Any Enquiries
13. Award Criteria
14. Date of Notification of Award of Contract
15. Contract Sum
16. Number of Tenderers
17. Procuring Entity

The information requested above can be provided using the sample template attached to this letter. A downloadable copy of this template is also available at: https://docs.google.com/spreadsheets/d/1febNcGfVnU9HFwrK4hd585olCH6Lf6 KaDSTnRNQUdhl/edit#gid=1523341730

C)
- PROCUREMENT PLAN WITHIN ITS APPROVAL THRESHOLD FOR THE YEAR 2017
This request is in line with **Section 2(3) & (4)** of the **Freedom of Information Act 2011** which require all "information relating to the receipt or expenditure of public or other funds of the institution" to be "widely disseminated and more readily available..."

We would appreciate it if the information is made available to us promptly but in any event, not later than 7 days from the date of receipt of this application, as required by the **Freedom of information Act. 2011.**

Should you require any clarification regarding this application, do not hesitate to contact us at this phone number: 07066618896 or via email: ppdc@procurementmonitor.org

Thank you.

Yours sincerely,

Samuel Offia,
Program Officer,
Public & Private Development Centre (PPDC)