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August 5<sup>th</sup>, 2013

The Executive Secretary,  
National Human Rights Commission,  
19 Aguiyi Ironsi Street, Maitama,  
Abuja.

Dear Sir/Madam,

**2nd REMINDER ON FREEDOM OF INFORMATION REQUEST: PROCUREMENT AND CONTRACT RECORDS FOR THE CONSTRUCTION OF THE NATIONAL HUMAN RIGHTS COMMISSION HEADQUARTERS BUILDING.**

The above subject matter refers:

We wish to draw your attention to our letter dated 16<sup>th</sup> July and 24<sup>th</sup> July 2013, in which we wrote to the commission requesting for the above mentioned and to inform you that the documents we requested have not been released to us till date as we are yet to get any response from your ministry. May we once again write to request for the above referenced which will be used to complete our observation reports. The documents requested are:

1. Evidence of advertisements for the bidding process in various media sources (newspapers, international publications, websites etc).
2. A list of all bids tendered on this project from when it was advertised till the closure of the bid advertisement.
3. Minutes of the bid opening meeting.
4. Attendance list of all individuals and the organizations they represent at the bid opening.
5. The procurement plan for this contract.
6. The NEEDS assessment document if it is in a separate document from the procurement plan.
7. The Environmental impact assessment if available.
8. Standard bidding documents that were issued to all the bidders.
9. Documentation on the design and specification requirements that may not be contained in the standard bidding documents.
10. Documentation on the scope of this contract.

- . Copies of the minutes of bid evaluation meetings, records of bid evaluation, recommendation of bid evaluation committee and minutes of meeting to the Tenders Board awarding the contract to the successful companies.
12. Signed copied of letter of awards and final contract award documents for the award of this contract.
  13. Bill of quantities for the contract.
  14. Status reports for project implementation.

We would appreciate it if the documents can be made available to us promptly as required by the Freedom of Information Act, 2011. We would be seeking other legal options available under the FOI Act, 2011 where we are unable to get any response from your ministry.

Should you require any clarification regarding this application, do not hesitate to contact me either by phone 08029455583 or via email: [seember@procurementmonitor.org](mailto:seember@procurementmonitor.org)

Thank you.

Yours Sincerely



Seember Nyager

Deputy Coordinator

Public and Private Development Centre (PPDC)

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