



Civil Society Legislative Advocacy Centre (CISLAC)

Motto: Strengthening Civil Society Legislative Advocacy

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8th April, 2014.

The Executive Secretary,
National University Commission
No 26, Aguiyi Ironsi Street,
Maitama,
Abuja.



Attention: Head of Procurement

Dear Sir,

Re: Freedom of Information (FOI) Request for procurement records and information of the following contracts for 2013 financial year.

The above subject matter refers.

We appreciate you for obliging us with the List of Contracts Awarded for the Year 2012, 2013 and Procurement Plan for 2014. As a follow-up to the above, we request you make available to us detailed information on the below listed contracts awarded in 2013

1. Supply and Installation of 1 No. 900 kg (12 persons) Otis Lift for the Okoi Arikpo House, Lagos
2. Printing of Programme Evaluation Forms and Accreditation Panel Report Form
3. Supply of 100 Nos Executive Conference Chairs for the NUC Conference Room
4. Supply of 50 Nos Desktop Computers to NUC
5. Supply and Installation of 2 No Cummins 250kva Generators for the Network Management Centre of the Ng. REN

We write in accordance with the Freedom of information Act, 2011, requesting for photocopies of the following procurement records and information for the above referred bids:

1. Copies of Procurement plans and information, including needs assessment and evaluation, identification of goods and works required.
2. Copies of advertisements of invitation for bids published in at least two national dailies apart from the Federal Tenders journal. Also evidence of the advertisement on your website and notice board.
3. Copies of bids submission registers and duplicate copies of receipts issued to bidders on submission of bids.
4. Minutes of public bid opening for technical and financial proposals.
5. Copy of the Bids Evaluation Report by the Sub technical Committee of the Tenders Board
6. Copy of minutes of the meeting of the Tenders Board approving the winning bidder.

7. Copies of bids rejection letters or notices, if any
8. Copies of notices of Acceptance of bids issued by the procuring entity to the successful bidder immediately a winner is selected
9. Letter of notification of award of contract
10. Signed contract document
11. Copy of formal appeal by bidders (Protest letter) and the decision in such appeals/complaints if any.
12. Copy of request by the Tenders Board for certificate of "No Objection" and BPP Certificate of No Objection where applicable
13. Copy of summary of details of contracts published by your ministry or BPP

We would appreciate it if the documents could be made available to our representative Mrs. Nancy Dagon promptly in line with the Freedom of Information Act, 2011.

Should you require any clarification regarding this application, do not hesitate to contact us at this phone number: **08030531349, 07034118266 and 08028303951** or via email: cislac@cislacnigeria.net; lohornancy@yahoo.co.uk or okekeanya@yahoo.com

Please accept the assurances of our highest regards.

Thank you.

Yours Sincerely



Auwal Musa Ibrahim (Rafsanjani)
Executive Director
CISLAC