



Civil Society Legislative Advocacy Centre (CISLAC)

Motto: Strengthening Civil Society Legislative Advocacy

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20th May, 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 List of Contracts Awarded for the Year 2012, 2013 and Procurement Plan for 2014

The above subject matter refers:

We wish to tender our appreciation for your cooperation so far on our request. We would like to draw your attention to your letter dated 25th of April 2014 with Reference No: NUC/ES/424/VOL.18/314 in which your agency wrote us responding to the letter we earlier wrote requesting for the above mentioned and to inform you that the documents we requested have not been released to us till date.

Your most respected office made the willingness to process the documents within the shortest possible time but till date we are yet to receive those documents.

We write to you as a way of reminder and also employ you to comply with the provisions of the FOI Act as the stipulated time in the Act has clearly exceeded. We strongly plead that all necessary efforts at making available the said documents be complied with.

May we once again request that 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 Ibrahim Musa (Rafsanjani)
Executive Director
CISLAC