

4<sup>th</sup> February 2015

The Secretary,

Federal Capital Territory Administration (Education Secretariat)

Block 1, FCT Minister's Block, Wing A,

2<sup>nd</sup> Floor, Area 11, Garki

Abuja.



ATTN: HEAD OF PROCUREMENT UNIT

Dear Sir,

RE: REQUEST FOR PROCUREMENT RECORDS AND INFORMATION ON:

- (1) LOT AB12- Renovation of 1 block of 4 classrooms at GSS Mabushi
- (2) LOT AB14 - Renovation of Procurement unit at JSS Garki
- (3) LOT AB15 - Renovation of Project office, Area11 Garki
- (4) LOT A27 - Completion of Admin Block at GSS Zone 3, Wuse
- (5) LOT AB28 - Rehabilitation of a block of 36 classrooms at army day secondary school, Mogadishu Cantonment
- (6) LOT AB29 - Rehabilitation of a block of 24 classrooms at Armu Day secondary school, Mambila barracks
- (7) LOT AA14 - Renovation of School for the blind, Jabi
- (8) LOT CA1 - Renovation of Library at VTC karshi

We wish to draw your attention to our previous letter dated 22<sup>nd</sup> January 2015 as regards above subject matter.

On behalf of Public and Private Development Centre (PPDC), we write pursuant to the provisions of the **Freedom of Information Act, 2011** to request for copies of procurement records for each of the above referenced procurement processes listed at the bid opening held at your organization.

In accordance with the Freedom of Information Act, we hereby specifically apply for copies of the following procurement records and information for the above referred bids.

1. Copy of attendance register at bid opening.
2. Evidence of receipts issued to bidders on submission of bids.
3. Minutes of public bid opening for technical and financial proposals.
4. Copies of the Bids Evaluation Report by the Sub-technical Committee of the Tenders Board
5. Copies of minutes of the meeting of the Tenders Board approving the winning bidder.
6. Copies of bids rejection letters or notices, if any
7. Copies of notices of Acceptance of bids issued by the procuring entity to the successful bidder immediately a winner is selected
8. Letter of notification of award of contract and the contract sum
9. Signed contract document
10. Copies of formal appeal by bidders (Protest letter) and the decision in such appeals/complaints if any.
11. Copies of "No Objection" and BPP Certificate of no objection where applicable
12. Copies of summary of details of contracts published by your ministry or BPP

We here, by this letter introduce to you Margaret Azubuike, as a representative of our organization.

We would appreciate it if the documents can be made available to our representative 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**.

We would appreciate it if all responses to these requests are made in writing.

Should you require any clarification regarding this application, do not hesitate to contact us at this phone number: 08036474666 or via email: [magaz4u@yahoo.com](mailto:magaz4u@yahoo.com)

Thank you.

Yours sincerely,



**Keturah Gbefwi**  
Program Officer  
Public & Private Development Centre (PPDC)