

5<sup>th</sup> September, 2016

**The Commissioner,**

National Insurance Commission,  
Plot 1239, Ladoke Akintola Boulevard,  
Garki 11, PMB 457 Garki,  
Abuja.



Dear Sir,

**RE: FREEDOM OF INFORMATION (FOI) REQUEST FOR THE LIST OF CONTRACTS AWARDED BY THE NATIONAL INSURANCE COMMISSION IN THE YEAR 2015 AND THE PROCUREMENT PLAN WITHIN ITS APPROVAL THRESHOLD FOR THE YEAR 2016**

Our previous letter dated 16<sup>th</sup> August, 2016 on the above subject matter refers.

We wish to inform you that we are yet to receive the required information as regards the subject matter, this has constrained us to write you again.

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

- LIST OF CONTRACTS AWARDED BY YOUR MDA
- PROCUREMENT PLAN WITHIN ITS APPROVAL THRESHOLD FOR THE YEAR 2016

Attached to this letter is an **FOI Request template and response format with examples** to guide you while providing your response. The requested information for the Tender stage (See B Part of the template) should correspond with each contract title stated in A (Kindly refer to the attached FOI response template for a full list of requested information and guideline to ensure all stages of procurement processes are covered in your response).

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 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.**

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](mailto:ppdc@procurementmonitor.org)

Thank you.

Yours sincerely,



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