



3<sup>rd</sup> September, 2015

The Director General,

National Institute of Pharmaceutical Research & Development,  
Idu Industrial Layout,  
Abuja.

ATTN: HEAD OF PROCUREMENT UNIT

Dear Sir,

RE: REQUEST FOR PROCUREMENT RECORDS AND INFORMATION ON:

- COMPLETION OF NIPRD LABORATORY COMPLEX: FURNISHING AND EQUIPPING OF LABORATORIES, CONFERENCES ROOMS/HALL, LIBRARY, OFFICES AND RECEPTION HALL, NIPRD IDU-ABUJA.
- PURCHASE OF R&D APARATUS, CHEMICAL AND REAGENTS AND LIGHT EQUIPMENT FOR RESEARCH AND DEVELOPMENT.
- ETHICAL REVIEW/NIPRISAN SPECIAL PROJECT/ PHASE II & III CLINICAL TRIALS OF MEDICAL PRODUCTS FOR MANAGEMENT OF MALARIA, SICKLE CELL AND DIABETES.

We wish to draw your attention once again to our previous letters dated 1<sup>st</sup> and 15<sup>th</sup> of June, 2015 asking for information and records on the above procurement processes listed out in the 2014 Appropriation Act;

On behalf of Public and Private Development Centre (PPDC) and in accordance with the Freedom of Information Act, 2011, we specifically apply for copies of the following procurement records and information for the above referred bids.

1. Copies of advertisements of invitation for bids published in at least two national dailies and the Federal Tenders Journal. Also evidence of the advertisement on your website.
2. Copies of bids submission registers and evidence of receipts issued to bidders on submission of bids.
3. Standard bidding documents as regards the aforementioned processes

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

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

We would appreciate it if the documents can be made available to us 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: 07030372276 or via mail: senatorvicky22@yahoo.com

While we look forward to your cooperation in this direction, accept the assurances of our highest esteem.

Thank you

Yours Sincerely,



Offia Samuel

Program Officer  
Public and Private Development Centre (PPDC)