



Civil Society Legislative Advocacy Centre (CISLAC)

Motto: Strengthening Civil Society Legislative Advocacy

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19th June 2015

The Executive Secretary,
Tertiary Education Trust Fund (TETFUND)
Maitama District
Abuja.



Attention: HEAD PROCUREMENT UNIT

Dear Sir,

RE: REQUEST FOR PROCUREMENT RECORDS AND INFORMATION ON THE CONTRACTS
CARRIED OUT IN 2014 FINANCIAL YEAR AND REQUEST TO VIEW THE PROJECTS

On behalf of Civil Society Legislative Advocacy Centre, we write to remind you of our previous letter dated 5th March 2015 and a subsequent reminder letter dated 16th March 2015 on above topic. Your organisation's refusal to furnish us with information requested is in contravention of Section 4 of the Freedom of Information Act, 2011. We are by this letter requesting for detailed information on the below listed projects.

1. Roofing and Shelving of Containers
2. Supply of AR-5620N Photocopy Machines
3. Supply of MX-M314N Photocopy Machines
4. Supply of 2 Units Nissan Patrol 5.6L 4WD V8 Vehicles
5. SUV-SLX3.6 V6 Monitoring Vehicles
6. Supply of Staff Desks, Chairs and Visitors' Seats

In accordance with the Freedom of Information Act, we hereby specifically apply for copies of the following procurement records and information for 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 proposals
6. Copies of the Bids Evaluation Report by the Sub-technical Committee of the Tender Board
7. Copies of minutes of the meeting of the Tenders Board approving the winning bidder
8. Copies of bids rejection letters or notices, if any
9. Copies of notices of Acceptance of bids issued by the procuring entity to the successful bidder immediately a winner is selected
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 Certificates of no objection where applicable
14. Copies of summary of details of contracts published by your ministry or BPP

We would appreciate it if the requested information 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.

Should you require any clarification regarding this application, do not hesitate to contact us on this phone numbers: 08068911296, 08033844646 or via email: wonahsolomon@gmail.com, cislac@cislacnigeria.net

Thank you

Yours sincerely



Auwal Ibrahim Musa (Rafsanjani)