



29th October 2014

The Senior Special ~~Assistant~~ to the President on MDG's,
Office of the Senior Special ~~Assistant~~ to the President on MDG's
Suite 201 Floor, Block A, Federal Secretariat Complex Phase 2
Shehu Shagari Way,
Abuja.

Dear Sir,

REQUEST FOR PROCUREMENT RECORDS AND INFORMATION ON:

- Construction of 1 block of 3 classrooms plus VIP toilet and furniture at community primary school, Iwoye- Ilogbo, Ilogbo, Ado odo/otta LG

On behalf of BudgIT Nigeria and 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 the above referenced procurement process which are stated in your organizations list of 2014 Capital projects.

In accordance with the Freedom of Information Act, we kindly request for the information to be provided to specifically include:

1. The NEEDS assessment document if it is in a separate document from the procurement plan.
2. An impact assessment document of the proposed document.
3. The procurement plan for this contract.
4. Evidence of advertisements for the bidding process in various media sources (newspapers, international publications, websites etc).
5. A copy of the bid submission register containing a list of all bids tendered on this project from when it was advertised till the closure of the bid advertisement.
6. Minutes of the bid opening meeting.
7. Attendance list of all individuals and the organizations they represent at the bid opening.
8. Standard bidding documents that were issued to all the bidders.
9. Documentation on the design and specification requirements that may not be contained in the standard bidding documents.

10. Documentation on the scope of this contract.
11. Copies of the minutes of bid evaluation meetings, records of bid evaluation, recommendation of bid evaluation committee and minutes of meeting to the Tenders Board awarding the contract to the successful companies.
12. Signed copies of letter of award and final contract award documents for the award of this contract.
13. Copies of all documents showing the contract details, including the contract sum, the contract currency, the effective (start) date of the contract and the end date of the contract, the conditions of the contract, payment schedule, the payment terms, etc.
14. Payment schedule for the project

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 (s): 08029455583, 07066618896 or via email: ppdc@procurementmonitor.org

Thank you.

Yours sincerely,



Seember Nyager

Chief Executive Officer
Public & Private Development Centre (PPDC)