

23<sup>rd</sup> July 2015

The Director General,  
National Agency for the Food and Drug Administration Control (NAFDAC)  
Plot 2032, Olusegun Obasanjo Way,  
Wuse zone 7,  
Abuja.

ATTN: HEAD OF PROCUREMENT UNIT

Dear Sir,



RE: FREEDOM OF INFORMATION REQUEST FOR PROCUREMENT RECORDS/  
INFORMATION AND REQUEST TO VISIT THE PROJECT SITE

- Construction of perimeter fence & gate house, Markurdi

We wish to draw your attention to our previous letter dated 25<sup>th</sup> March 2015 as regards above subject matter and appreciate response to some of the projects. However, we are yet to receive information on the above.

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 the above referenced procurement records which was stated in your organisation list of 2013 Procurement Records made available to us by your organisation.

In accordance with the Freedom of Information Act 2011, we hereby 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 register 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 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 Certificate of no objection where applicable
14. Copies of summary of details of contracts published by your ministry or BPP

According to your MDA's list of contract awarded in 2014 which was made available to us earlier this year, we observe that this project has been marked as "Ongoing". We would like to confirm this by requesting that you grant our representative access to these projects.

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: 07066618896 or via email: [ppdc@procurementmonitor.org](mailto:ppdc@procurementmonitor.org)

Thank you.

Yours sincerely,



KETURAH GBEFWI

Program Officer

Public & Private Development Centre (PPDC)