

8th June, 2015

The Director General,
National Health Insurance Scheme (NHIS),
Plot 297, Shehu Yar' Adua Way,
Utako District,
Abuja.

ATTN: HEAD OF PROCUREMENT UNIT

Dear Sir,

REQUEST FOR PROCUREMENT RECORDS AND INFORMATION ON:

- LOT 1-PROCUREMENT OF MONITORING VEHICLES FOR HEADQUARTERS, ZONAL AND STATE OFFICES
- LOT 4-PROCUREMENT OF 250 KVA GENERATOR FOR THE WUSE II OFFICE
- LOT 8-PROCUREMENT OF COMPUTER SETS INCLUDING PRINTER

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 each of the above referenced procurement processes listed out in the opening of financial bids of the NHIS MTSS Projects.

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. Copy of attendance register at bid opening.
2. Evidence of receipts issued to bidders on submission of bids.
3. Minutes of public bid opening for technical and financial proposals.
4. Copies of the Bids Evaluation Report by the Sub-technical Committee of the Tenders Board
5. Copies of minutes of the meeting of the Tenders Board approving the winning bidder.
6. Copies of bids rejection letters or notices, if any

- Copies of notices of Acceptance of bids issued by the procuring entity to the successful bidder immediately a winner is selected
8. Letter of notification of award of contract and the contract sum
 9. Signed contract document
 10. Copies of formal appeal by bidders (Protest letter) and the decision in such appeals/complaints if any.
 11. Copies of "No Objection" and BPP Certificate of no objection where applicable
 12. Copies of summary of details of contracts published by your ministry or BPP

We here, by this letter introduce to you, Priscilla A. Ogege as a representative of our organization.


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: 07037772930 or via email: ogege_1@yahoo.com

Thank you.

Yours sincerely,

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KETURAH GBEFWI
Program Officer
Public & Private Development Centre (PPDC)