

28th April 2015

The Senior Special Assistant to the President on MDG's,
Office of the Senior Special Assistant to the President on MDG's,
Federal Secretariat complex, Phase 2
Shehu Shagari Way,
Abuja.



Dear Sir,

FREEDOM OF INFORMATION REQUEST FOR PROCUREMENT RECORDS AND INFORMATION ON:

- VIP Toilets and bathrooms (Hostels and Class room Areas)
- Provision of Modern Kitchen and Renovation/Completion of dining Hall
- Borehole and Reticulation of Water

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 carried out in 2014 of which the Federal Government College Garki is a beneficiary.

In accordance with the Freedom of Information Act, we hereby specifically apply for copies of the following procurement records and information for the above referred projects.

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
7. 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 Lukman Adekunle, 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: 07060602706 or via email: adekunlelukman2003@yahoo.com

Thank you.

Yours sincerely,



Keturah Gbefwi
Program Officer
Public & Private Development Centre (PPDC)

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