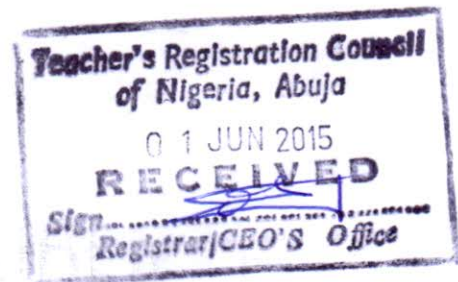


1<sup>st</sup> June, 2015

The Registrar,  
Teachers Registration Council of Nigeria,  
Educational Bank House,  
NO. 12, Oda Street, Off Aminu Kano Crescent,  
Wuse II, Abuja.



ATTN: HEAD OF PROCUREMENT UNIT

Dear Sir,

REQUEST FOR PROCUREMENT RECORDS AND INFORMATION ON:

- PURCHASE OF OFFICE FURNITURE AND EQUIPMENT FOR HEADQUARTERS
- PERIMETER FENCING OF THREE (3) NO. STATE OFFICE
- PROFESSIONAL QUALIFYING EXAMS
- DEVELOPMENT OF TEACHERS INFORMATION SYSTEM DATA BASE-DATA COLLECTION AND ANALYSIS

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 2014 Appropriation Act.

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.

Copy of attendance register at bid opening.

Evidence of receipts issued to bidders on submission of bids.

Minutes of public bid opening for technical and financial proposals.

Copies of the Bids Evaluation Report by the Sub-technical Committee of the Tenders Board

Copies of minutes of the meeting of the Tenders Board approving the winning bidder.

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

Letter of notification of award of contract and the contract sum

Signed contract document

0. Copies of formal appeal by bidders (Protest letter) and the decision in such appeals/complaints if any.

1. Copies of "No Objection" and BPP Certificate of no objection where applicable

2. Copies of summary of details of contracts published by your ministry or BPP

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)