

21th October, 2015

The Director General
National Agency for the Control of Aids (NACA)
Plot 823, Ralph Shodeinde Street
Central Business District
Abuja



ATTENTION: HEAD OF PROCUREMENT

Dear Sir,

RE: FREEDOM OF INFORMATION REQUEST FOR COPIES OF 2013 & 2014 ANNUAL REPORTS AND PROCUREMENT PLAN FOR THE YEAR 2015

We wish to draw your attention to our letter dated 29th September, 2015 on the above subject matter.

On behalf of Public and Private Development Centre (PPDC), I write pursuant to the provision of the **Freedom of Information Act, 2011** to specifically request for the following:

- A copy of the agency's Annual Report for the year 2013 and 2014
- A copy of the agency's Procurement Plan for 2015.

We would appreciate it if all response to this request is made in writing and also if the documents can be made available to us promptly but in any event, not later than 7 days from the receipt of this application, as required by the **Freedom of Information Act, 2011**.

We would appreciate it if response to this request can be made in writing.

Should you require any clarification regarding this application, do not hesitate to contact us at this phone number: 07066618896 or via mail: ppdc@procurementmonitor.org.

Thank you.

Yours Sincerely,

Samuel Offia

Program Officer

Public and Private Development Centre