



# Civil Society Legislative Advocacy Centre (CISLAC)

Motto: Strengthening Civil Society Legislative Advocacy

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17<sup>TH</sup> June, 2014.

The Executive Secretary,  
National University Commission,  
No 26, Aguiyi Ironsi Street,  
Maitama, Abuja.



**Attention: Head of Procurement**

Dear Sir,

**Freedom of Information (FOI) Request for procurement records and information of the following contracts for 2013 financial year**

We wish to tender our appreciation to you for obliging us with some documents in respect of the under listed contracts awarded in 2013. We however wish to draw your attention to the fact that you have not released to us full details as requested of the below listed contracts awarded in 2013.

1. Supply and Installation of 1 No. 900 kg (12 persons) Otis Lift for the Okoi Arikpo House, Lagos
2. Printing of Programme Evaluation Forms and Accreditation Panel Report Form
3. Supply of 100 Nos Executive Conference Chairs for the NUC Conference Room
4. Supply of 50 Nos Desktop Computers to NUC
5. Supply and Installation of 2 No Cummins 250kva Generators for the Network Management Centre of the Ng. REN

So far these were the documents released to us:

- For the contract of Printing of Programme Evaluation Forms and Accreditation Panel Report Form.  
Award letter only
- For the contract of Supply of 100 Nos Executive Conference Chairs for the NUC Conference Room.  
Award letter only
- For the contract of Supply of 50 Nos Desktop Computers to NUC
  - i. Award letter
  - ii. Minutes of the Meeting of the Tenders Board approving the winning bidder.
- For the contract of Supply and Installation of 1 No. 900 kg (12 persons) Otis Lift for the Okoi Arikpo House, Lagos.

- i. Award letter
- ii. Copy of request of Certificate of No Objection
- iii. BPP Certificate of No Objection.
- For the contract of Supply and Installation of 2 No Cummins 250kva Generators for the Network Management Centre of the Ng. REN
  - i. Award letter
  - ii. Advertisement
  - iii. Report of the technical & financial bid evaluation
  - iv. Report for the bid opening

We therefore request that you kindly release the other documents. Below are the items we requested for:

1. Copies of Procurement plans and information, including needs assessment and evaluation, identification of goods and works required.
2. Copies of advertisements of invitation for bids published in at least two national dailies apart from the Federal Tenders journal. Also evidence of the advertisement on your website and notice board.
3. Copies of bids submission registers and duplicate copies of receipts issued to bidders on submission of bids.
4. Minutes of public bid opening for technical and financial proposals.
5. Copy of the Bids Evaluation Report by the Sub technical Committee of the Tenders Board
6. Copy of minutes of the meeting of the Tenders Board approving the winning bidder.
7. Copies of bids rejection letters or notices, if any
8. Copies of notices of Acceptance of bids issued by the procuring entity to the successful bidder immediately a winner is selected
9. Letter of notification of award of contract
10. Signed contract document
11. Copy of formal appeal by bidders (Protest letter) and the decision in such appeals/complaints if any.
12. Copy of request by the Tenders Board for certificate of "No Objection" and BPP Certificate of No Objection where applicable
13. Copy of summary of details of contracts published by your ministry or BPP

We would appreciate it if the documents could be made available to our representative Mrs. Nancy Dagon promptly in line with the Freedom of Information Act, 2011.

Should you require any clarification regarding this application, do not hesitate to contact us at this phone number: **08030531349, 07034118266 and 08028303951** or via email: **[cislac@cislacnigeria.net](mailto:cislac@cislacnigeria.net); [lohornancy@yahoo.co.uk](mailto:lohornancy@yahoo.co.uk) or [okekeanya@yahoo.com](mailto:okekeanya@yahoo.com)**

Please accept the assurances of our highest regards.

Thank you.

Yours Sincerely

  
**Auwal Ibrahim Musa (Rafsanjani)**  
 Executive Director, CISLAC