



Civil Society Legislative Advocacy Centre (CISLAC)

Motto: Strengthening Civil Society Legislative Advocacy

Flat 3, No. 16 P.O.W. Mafemi Crescent
Off Solomon Lar Way, Behind Chida Hotel
Near Daily Trust Newspapers Office
Utako District, Abuja - Nigeria

GSM: 234-803-384-4646, 703-411-8266
E-mail: cislac@cislacnigeria.net
Website: www.cislacnigeria.net

9th March 2015

*The Chief Medical Director,
Federal Staff Hospital,
Airport Road,
Jabi-Abuja*

Attention: HEAD PROCUREMENT UNIT

Dear Sir,

REQUEST FOR PROCUREMENT RECORDS, INFORMATION AND REQUEST TO VISIT THE PROJECTS OF THE FOLLOWING CONTRACTS FOR 2014 FINANCIAL YEAR

On behalf of Civil Society Legislative Advocacy Centre, we write pursuant to the provisions of the **Freedom of Information Act, 2011** to request for detailed information on the below listed project:

- Procurement of Refrigerators and Television Sets
- Procurement of Executive Tables and Chairs
- Procurement of Vivid S6 Echo Ultrasound Machine
- Supply of Transformer

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 bids.

1. Copies of advertisements of invitation for bids published in at least two national dailies and the Federal Tenders journal. Also evidence of the advertisement on your website.
2. Copies of bids submission registers and evidence of receipts issued to bidders on submission of bids.
3. Standard bidding documents as regards the aforementioned processes
4. Evidence of receipts issued to bidders on submission of bids.
5. Minutes of public bid opening for technical and financial proposals.
6. Copies of the Bids Evaluation Report by the Sub-technical Committee of the Tenders Board
7. Copies of minutes of the meeting of the Tenders Board approving the winning bidder.
8. Copies of bids rejection letters or notices, if any
9. Copies of notices of Acceptance of bids issued by the procuring entity to the successful bidder immediately a winner is selected
10. Letter of notification of award of contract and the contract sum

*Received by me
Mrs. Greenberg
9/3/15*

11. Signed contract document
12. Copies of formal appeal by bidders (Protest letter) and the decision in such appeals/complaints if any.
13. Copies of "No Objection" and BPP Certificate of no objection where applicable
14. Copies of summary of details of contracts published by your ministry or BPP

We hereby, by this letter introduce to you, **Ajiboye Timi**, as a representative of our organization.

According to your MDA's list of contracts awarded in 2014 which was made available to us earlier this year, we would like to confirm this by requesting that you grant our representative access to the projects and the documents backing them.

We would appreciate if the requested information 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**.

Should you require any clarification regarding this application, do not hesitate to contact Ajiboye Timi on this phone number: **07034730026** or via email: ajiboyetimi@ymail.com or **07034118266**, cislac@cislacnigeria.net

While we wait for your positive response, please accept the assurances of our best regards

Yours sincerely,



Auwal Ibrahim Musa (Rafsanjani)
Executive Director