

Abraham Gambo
2nd/06/2015

1st June, 2015

The Registrar/ CEO,
National Business and Technical Education Board,
Agency for Science and Technology Building,
Formal ARAB Premises, Utako
Abuja.

ATTN: HEAD OF PROCUREMENT UNIT

Dear Sir,

REQUEST FOR PROCUREMENT RECORDS AND INFORMATION ON:

- COMPLETION OF LIBRARY COMPLEX
- CONSTRUCTION OF PERIMETER FENCING
- CONSTRUCTION OF ZONAL OFFICE COMPLEX
- PROCUREMENT OF 2 UNITS OF DRS SCANNERS
- PROCUREMENT OF 2 UNITS OF BRAILLE MACHINE

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.

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

3. 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 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

Thank you.

Yours sincerely,



KETURAH GBEFWI

Program Officer

Public & Private Development Centre (PPDC)