

15th July, 2016

The Head of Service,

Office of the Head of Service of the Federation
Federal Secretariat Complex, Phase 2,
Shehu Shagari Way,
Central Business District,
Abuja.



Dear Sir,

RE: FREEDOM OF INFORMATION(FOI) REQUEST FOR RECORDS OF PAYMENTS FOR CAPITAL PROJECTS RELEASED TO THE OFFICE OF THE HEAD OF SERVICE OF THE FEDERATION IN THE YEAR 2015

Our previous letters dated 15th February and 7th April, 2016 on the above subject matter refers.

We wish to inform you that we are yet to receive the required information as regards the subject matter, this has constrained us to write you again.

On behalf of PPDC and in accordance with the provisions of the **Freedom of Information Act 2011**, we write to make a request for records with details of the sums approved to your MDA as capital warrants in the first, second, third and fourth quarter of 2015.

We kindly require the information provided in this regard to include:

- The name of each project for which capital warrants were approved in the fiscal year 2015
- The date the payment approval and release was made to your MDA on each identified project
- The amount approved by your MDA after fulfilling procurement procedures
- The amount utilized by your MDA for each of the listed projects within the 2015 fiscal year
- Constituency projects as well as all special intervention projects carried out by your MDA **(If Any)**

We would appreciate it if the information is 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 us at this phone number: 07066618896 or via email: ppdc@procurementmonitor.org

Thank you.

Yours sincerely,



Samuel Offia,
Program Officer.
Public & Private Development Centre (PPDC)