



Civil Society Legislative Advocacy Centre (CISLAC)

Motto: Strengthening Civil Society Legislative Advocacy

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28th April, 2015

The Honourable Minister,
Federal Ministry of Aviation,
Annex 3, New Federal Secretariat
Shehu Shegari Way, Central Area, Abuja.



ATTN: HEAD PROCUREMENT UNIT

Dear Sir,

FREEDOM OF INFORMATION REQUEST FOR PROCUREMENT RECORDS, INFORMATION OF THE FOLLOWING CONTRACTS FOR 2014 FINANCIAL YEAR

- PURCHASE OF STAFF BUSES (MAIN MINISTRY)
- CONSULTANCY OF BEME AND TENDER DOCUMENT ON NCAT FLYING SCHOOL CAMPUS: UYO, LAGOS, ABUJA AND ENUGU
- FUNDING OF THE CONSTRUCTION OF NCAT LIASON OFFICE AT ABUJA
- IMPROVEMENT TO THE AIRSTRIP RUNWAY END SAFETY AREAS (RESA) NAIA ABUJA
- CORRECTION OF DEFECTS ON THE AIRSIDE PAVEMENT AND STRIPS (NAIA) ABUJA

On behalf of Civil Society Advocacy Centre (CISLAC), 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 records which are stated in your organisations list of 2013 Procurement Records made available to us by your organizations.

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.
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 here, by this letter introduce to you, (Ajiboye Timi), as a representative of our organisation.

We would appreciate it 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 us at this phone numbers (07034730026, 07034118266) or via email: (ajiboyetimi@ymail.com, cislac@cislacnigeria.net)

Thank you.

Yours sincerely,


Auwal Ibrahim Musa (Rafsanjani)
Executive Director