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17 March, 2013

**Mr. David Shikfu Parradang MNI**

The Comptroller General  
Nigerian Immigration Service  
Nnamdi Azikiwe Int'l Airport Road,  
Sauka, Abuja.

Dear Madam,

**Freedom of Information Request for Procurement Records for the development of an Online Recruitment Portal, the Selection of Consultants for the Recruitment Exercise at the Nigerian Immigration Service, the Recruitment Plan and Revenue Generated from Recruitment Exercise.**

On behalf of BudgIT Nigeria and the Public and Private Development Centre (PPDC) and in accordance with the provisions of the Freedom of Information Act 2011, we write to make a request for all procurement records relating to the development of the Nigerian Immigration Service Examination website, the selection of consultants for conducting the recruitment exercise at the Nigerian Immigration Service, the developed and approved recruitment plan and an account of all revenue generated from the recruitment exercise.

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

1. Evidence of budgetary allocation for an online recruitment portal and consulting services for the recruitment exercise at the Nigerian Immigration Service
2. The procurement plan for an online recruitment portal and consultancy services for recruitment exercise at the Nigerian Immigration Service.

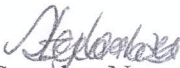
3. Evidence of advertisements for the bidding process in various media sources (newspapers, international publications, websites etc.) for the Online recruitment portal
4. Evidence of the advertisement requesting for proposals for consulting services for the recruitment exercise at the Nigerian Immigration Service.
5. A list of all bids tendered for the procurement of an online recruitment portal from when it was advertised till the closure of the bid advertisement.
6. A list of all proposals submitted to provide consulting services for recruitment exercise at the Nigerian Immigration service from when it was advertised till the closure of the bid advertisement.
7. Minutes of the bid opening meeting for the procurement of the online recruitment portal
8. Minutes of the bid opening meeting for the procurement of consulting services for the Immigration recruitment exercise.
9. Attendance list of all individuals and the organizations they represent at the bid openings referred to in No. 7 and No. 8 above
10. The NEEDS assessment documents justifying the need for both the online recruitment portal and the consulting services if they are contained in separate documents from the procurement plans
11. Standard bidding documents that were issued to all the bidders for both the online recruitment portal and the proposed consulting services for the recruitment exercise at the Nigerian immigration Service.
12. Documentation on the design and specification requirements for the online recruitment portal that may not be contained in the standard bidding documents
13. Documentation on the scope of the referred procurement processes.
14. Copies of the minutes of bid evaluation meetings, records of bid evaluation, recommendation of bid evaluation committee and minutes of meeting to the Tenders Board awarding the contract to the successful companies for both the online recruitment portal and the consulting services referred to above.
15. A copy of the certificate of no objection from the Bureau of Public Procurement or approval from relevant appropriate Tenders Committee with approving authority
16. Signed copies of letter of award and final contract award documents for the award of this contract

17. The amount approved for the various contracts referred to above after fulfilling procurement procedures
18. Documentation showing all amounts received from applicants during the recruitment exercise.
19. Current progress reports on project execution for both the online recruitment portal and the recruitment exercise.
20. Documentary evidence indicating the number of applicants who registered for the recruitment exercise for the Nigerian Immigration Service.
21. Evidence of remittance of funds generated from applicants to the Federation Account.

I would appreciate the receipt of documents with this information promptly and in any event, not later than 7 days of this application as required by the Freedom of Information Act, 2011.

Should you require any clarification regarding this application, please do not hesitate to contact us either by phone; 08029455583 or by email; [seember@procurementmonitor.org](mailto:seember@procurementmonitor.org) or kindly direct all hard copy correspondence to our Abuja contact office referred to above.

Yours sincerely,

  
Seember Nyager  
CEO,  
Public and Private Development Centre  
For: BudGIT and PPDC