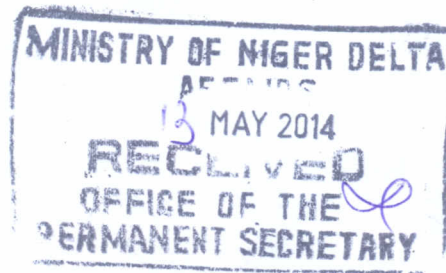


SECRETARIAT:
#10 Ojike Lane,
Aba Abia State - Nigeria.
Info@ppdcng.org
ppdc@procurementmonitor.org

ABUJA CONTACT OFFICE:
1st Floor UAC Commercial Complex,
272/273 Central Business District,
Abuja. +234 9 2700191

May 13th, 2014

The Permanent Secretary
Ministry of Niger Delta Affairs
Federal Secretariat, Phase 1
Shehu Shagari Way
Abuja



Dear Sir/Madam

FREEDOM OF INFORMATION REQUEST ON: CONSTRUCTION OF 5 2-BEDROOM BUNGALOWS IN DELTA STATE.

On behalf of Public and Private Development Centre (PPDC), we wish to write pursuant to the provisions of the Freedom of Information Act, 2011, to request for copies of procurement records and information for the above referenced procurement contract processes which your ministry undertook in the year 2013.

We hereby specifically apply for copies of the following procurement contract records and information for the above referenced.

1. Copies of advertisements of invitation for bids published in at least two national dailies and the Federal Tenders journal.
2. Procurement plan for this contract
3. Needs assessment document, if it is in a separate document from the procurement plan
4. Copies of bids submission registers
5. Standard bidding document for this project issued to all bidders

6. Document on design and specification requirements, if not contained in the bidding document
7. Copies of minutes of public bid opening for technical proposal
8. Copies of minutes of the opening of the financial proposal
9. Copies of the Bids Evaluation Report by the Sub -technical Committee of the Tenders Board
10. Copies of minutes of the meeting of the Tenders Board approving the winning bidder.
11. Copies of notices of Acceptance of bids issued by the procuring entity to the successful bidder immediately a winner is selected
12. Letter of notification of award of contract and the contract sum
13. Signed contract document
14. Copies of letter of request by the Tenders Board for certificate of "No Objection"
15. Copies of BPP Certificate of "No Objection"
16. Copies of letter of approval by the Federal Executive Council (FEC)
17. Copies of formal appeal by bidders (Protest letter) and the decision in such appeals/complaints if any.
18. Documentation on current status of the project
19. 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 us 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: 0803 409 0530, or via email: nkem@procurementmonitor.org

Thank you.

Yours sincerely,



Ilo Nkemdilim

Procurement Program Officer,

Public and Private Development Centre (PPDC)

www.ppdncg.org, www.procurementmonitor.org