

22nd June, 2015

The Director/ CEO,

National Library of Nigeria,
Plot 274, Sanusi Dantata House,
Central Business District,
Abuja.



ATTN: HEAD OF PROCUREMENT UNIT

Dear Sir,

FREDDOM OF INFORMATION (FOI) REQUEST FOR PROCUREMENT RECORDS AND INFORMATION, AND PERMISSION TO VISIT THE PROJECT SITE

• COMPLETION OF PHASE 1 NATIONAL HEADQUATERS BUILDING+ABUJA

On behalf of the Public and Private Development Centre (PPDC) we wish to convey our utmost appreciation to your organisation for your usual co-operation with prompt and informative response to all our request sent to you from our organisation.

We write pursuant to the provisions of the **Freedom of Information Act, 2011** to request for copies of procurement records for the above referenced procurement process as contained 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 bid.

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
8. 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 hereby introduce to you, Nonye Onumonu as a representative of our Organization and also request that she be granted access to visit the project site.

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: 08069028163 or via email: nomickey@yahoo.com

Thank you.

Yours sincerely,



KETURAH GBEFWI

Program Officer

Public & Private Development Centre (PPDC)