



13<sup>th</sup> October 2014

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

ATTN: HEAD PROCUREMENT UNIT

Dear Sir,

REQUEST FOR PROCUREMENT RECORDS AND INFORMATION ON:

BOOKS AND PERIODICALS

- LOT 1- FOREIGN MONOGRAPHS
- LOT 2 – FOREIGN REFERENCE MATERIALA
- LOT 3 – NIGERIANA REFERENCE MATERIALS

On behalf of Public and Private Development Centre (PPDC), 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 processes which are stated in your organizations list of 2014 Capital projects made available to us by your organization.

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
3. Evidence of receipts issued to bidders on submission of bids.
4. Minutes of public bid opening for technical and financial proposals.
5. Copies of the Bids Evaluation Report by the Sub-technical Committee of the Tenders Board
6. Copies of minutes of the meeting of the Tenders Board approving the winning bidder.
7. Copies of bids rejection letters or notices, if any
8. Copies of notices of Acceptance of bids issued by the procuring entity to the successful bidder immediately a winner is selected

9. Letter of notification of award of contract and the contract sum
10. Signed contract document
11. Copies of formal appeal by bidders (Protest letter) and the decision in such appeals/complaints if any.
12. Copies of "No Objection" and BPP Certificate of no objection where applicable
13. Copies of summary of details of contracts published by your ministry or BPP

We here, by this letter introduce to you, Chinonye Onumonu, as a representative of our organization.

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.

Should you require any clarification regarding this application, do not hesitate to contact us at this phone number: 08069028163 or via email: nomicker@yahoo.com

Thank you.

Yours sincerely,



**Keturah Gbefwi**  
Procurement Program Officer,  
Public and Private Development Centre (PPDC)  
[www.ppdcong.org](http://www.ppdcong.org), [www.procurementmonitor.org](http://www.procurementmonitor.org)