

17th July, 2014

The Managing Director
News Agency of Nigeria (NAN)
Area 1, Garki
Abuja



Dear Sir,

FREEDOM OF INFORMATION REQUEST: AWARD OF CONTRACT FOR THE PROVISION OF PUBLIC RELATION SERVICES TO GOVERNMENT OF NIGERIA

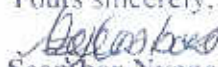
On behalf of the Public and Private Development Centre (PPDC) and in accordance with the provision of the Freedom of Information Act, 2011, I write to request for detailed records on the procurement and contract documents for the above referenced contracting process whose award was made by your institution to **LEVICK STRATEGIC COMMUNICATIONS LLC** for the contract sums of **USD 1.2 million (One)** to assist with a range of government affairs and public relations matters to the Government of Nigeria, which was signed and assented to by Mr. Ima Niboro, the Managing Director of NAN on the 13th of June, 2014. I hereby kindly request that the documents requested include;

1. Copies of the Budgetary appropriation where the contract was included as a line item
2. Copies of Procurement plans and information, including needs assessment and evaluation, identifying this specific consultancy as required.
3. Evidence of advertisements of invitation for bids published in at least two national dailies apart from the Federal Tenders journal and a relevant internationally recognized publication.
4. A Copy of the Standard Bidding Documents that was issued to all bidders
5. A list of all bids tendered on this project from when advertised till the closure of bid advertisement
6. Letter of notification of contract award
7. Signed final contract document
8. Documentations showing Schedule of payments

We would appreciate it if the documents requested 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: **08029455583** or **08034090530** or via email: nkem@procurementmonitor.org

Thank you.

Yours sincerely,

Seemba Nyager
CEO, PPDC

