

August 14<sup>th</sup>, 2014

**The Executive Secretary**

Universal Basic Education Commission (UBEC)

No. 7 Gwani Street

Wuse Zone 4

P.M.B 5086

Abuja



Dear Sir,

**FREEDOM OF INFORMATION REQUEST ON THE SUPPLY OF FURNITURE AND EQUIPMENT TO ONE EACH OF ALMAJIRI MODEL 1 AND 11 SCHOOLS IN FCT AWARDED TO EMPIRE INTEGRATED SERVICES LTD AT THE COST OF N14,000,000.00 ON SEPTEMBER 25<sup>TH</sup>, 2013**

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

May we kindly request the information to be provided to include:

1. Copies of advertisements of invitation for bids
2. Copies of bids submission registers
3. Evidence of receipts issued to bidders on submission of bids.
4. Standard bidding documents issued to bidders in respect of the above bids
5. Minutes of bid opening for technical and financial bids
6. Copies of the Bids Evaluation Report by the technical Committee of the Tenders Board
7. Copies of minutes of the meeting of the Tenders Board approving the winning bidder.
8. Copies of bids rejection letters or notices, if any
9. Letter of notification of award of contract and the contract sum
10. A copy of the signed contract document
11. Copies of formal appeal by bidders (Protest letter) and the decision in such appeals/complaints if any.
12. Copies of request by the Tenders Board for Certificate of "No Objection"
13. Copies of BPP Certificate of "No Objection"
14. Documentation showing current status of the contract
15. Documentation showing exact location of each school to which furniture and equipment was delivered

We would kindly 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: 08029455583 or via mail: [seember@procurementmonitor.org](mailto:seember@procurementmonitor.org)

Thank you.

Yours sincerely,



**Seember Nyager**

Chief Executive Officer,

Public and Private Development Centre (PPDC)

[www.procurementmonitor.org](http://www.procurementmonitor.org)