

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

The National Security Adviser  
Office of the National Security Adviser  
Three Arms Zone  
Abuja

*copy collected by me,  
Nicholas Q.  
15/08/14*

Dear Sir,

**RE: 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), BudgIT Nigeria and Follow the Money Nigeria, 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 the News Agency of Nigeria (NAN) to **LEVICK STRATEGIC COMMUNICATIONS LLC** for the contract sums of **USD 1.2 million (One Million and Two hundred thousand dollars Only)** 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 13<sup>th</sup> of June, 2014.

We had earlier written to NAN and have been informed by the Agency that the information sought is domiciled with your Office. Please find attached the correspondences.

I hereby kindly request that the following documents be provided to us:

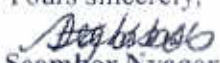
1. Copies of the Budgetary appropriation where the contract was included as a line item
2. Copies of Procurement plans and information, including needs assessment and evaluation, identifying this specific consultancy as required.
3. Evidence of advertisements of invitation for bids published in at least 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](mailto:nkem@procurementmonitor.org)

Thank you.

Yours sincerely,

  
Seember Nyager  
CEO, PPDC

On behalf of PPDC, BudgIT Nigeria and CODE