

**SECRETARIAT:**  
#10 Ojike Lane,  
Aba Abia State - Nigeria.  
Info@ppdcng.org  
ppdc@procurementmonitor.org

**ABUJA CONTACT OFFICE:**  
1st Floor UAC Commercial Complex,  
272/273 Central Business District,  
Abuja. +234 9 2700191

03 September 2013

The Minister,  
Ministry of Mines and Steel Development,  
Metals and Minerals Complex,  
No 2 Luanda Crescent, off Ademola Adetokumbo Crescent,  
Wuse II, Abuja.



ATTN: Permanent Secretary

Dear Sir,

**FREEDOM OF INFORMATION REQUEST TO INSPECT PROCUREMENT RECORDS ON:**  
**LOT 1: PROCUREMENT OF EQUIPMENT TO UPGRADE AND UPDATE THE DATABANK ON THE**  
**ACTIVITIES IN THE METAL SECTOR**  
**LOT 5: PROCUREMENT OF IT EQUIPMENT AND ESTABLISHMENT OF A WELL EQUIPED AND**  
**STANDARD MINING INFORMATION SYSTEM IN THE MINISTRY OF MINES AND STEEL**  
**DEVELOPMENT**

The above subject matter refers:

On behalf of the Public and Private Development Center, we write pursuant to the provisions of the Freedom of Information Act 2011 to inspect the procurement records pertaining to the above mentioned LOTS. The documents we will like to inspect include:

1. Evidence of advertisements for the bidding process in various media sources (newspapers, international publications, websites etc)
2. A list of all bids tendered on this project from when it was advertised till the closure of the bid advertisement.
3. Minutes of the bid opening meeting.
4. Evidence of invitation to civil society organizations to attend the bid opening
5. Attendance list of all individuals and the organizations they represent at the bid opening.
6. The procurement plan for this contract.

7. The NEEDS assessment document if it is in a separate document from the procurement plan.
8. Standard bidding documents that were issued to all the bidders.
9. Documentation on the design and specification requirements that may not be contained in the standard bidding documents.
10. Documentation on the scope of this contract.
11. Copies of the minutes of bid evaluation meetings, records of bid evaluation, recommendation of bid evaluation committee and minutes of meeting to the Tenders Board awarding the contract to the successful companies.
12. Signed copied of letter of awards and final contract award documents for the award of this contract.
13. Documentation on current status of this project.

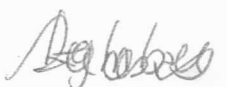
We would appreciate it if we receive your response within **7days** as prescribed by the Freedom of Information Act, 2011.

Please be informed that we would be seeking other legal options available to us under the Freedom of Information Act, 2011 where we are unable to get any response from your ministry within the stated time.

Should you require any clarification regarding this application, do not hesitate to contact me either by phone 08029455583 or via email: [seember@procurementmonitor.org](mailto:seember@procurementmonitor.org). Please direct all hard copy correspondence to our Abuja office.

Thank you.

Yours Sincerely



Seember Nyager

CEO

Public and Private Development Centre (PPDC)

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