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November 8<sup>th</sup> 2012

## The Permanent Secretary

Ministry of Mines and Steel Development  
Metals and Mineral Complex  
No 2 Luanda Crescent, off Ademola Adetokumbo Crescent  
Wuse 2  
PMB 107  
Abuja



ATTN: HEAD PROCUREMENT UNIT

Dear Sir/Madam,

### REQUEST FOR PROCUREMENT RECORDS AND INFORMATION 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 EQUIPPED AND STANDARD MINING INFORMATION SYSTEM IN THE MINISTRY OF MINES AND STEEL DEVELOPMENT

On behalf of the Public and Private Development Centre, we write pursuant to the provisions of the Public Procurement Act, 2007 and the Freedom of Information Act, 2011 to request for copies of procurement records for the above referenced procurement processes which your organization undertook the public technical bids opening exercise on October 3<sup>rd</sup>, 2012.

The Public and Private Development Centre is a citizen sector organization that seek to increase citizens' participation in governance in a way that improves the integrity of the public sector processes. Our major two programs focus includes public procurement monitoring and HOMEVIDA. More information on us and about our programs can be found on [www.procurementmonitor.org](http://www.procurementmonitor.org) and [www.homevida.org](http://www.homevida.org).

In accordance with the Public Procurement Act, 2007 and the Freedom of information Act, 2011, we hereby apply for photocopies of the following procurement records and information for the above referred bids.

1. Copies of Procurement plans and information, including needs assessment and evaluation, identification of goods and works required.
2. Copies of advertisements of invitation for bids published in at least two national dailies apart from the Federal Tenders journal. Also evidence of the advertisement on your website and notice board.
3. Copies of bids submission registers and duplicate copies of receipts issued to bidders on submission of bids.
4. Minutes of public bid opening for technical and financial proposals.

5. Copy of the Bids Evaluation Report by the Subtechnical Committee of the Tenders Board
6. Copy 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
10. Signed contract document
11. Copy of formal appeal by bidders (Protest letter) and the decision in such appeals/complaints if any.
12. Copy of request by the Tenders Board for certificate of "No Objection" and BPP Certificate of No Objection where applicable
13. Copy of summary of details of contracts published by your ministry or BPP

We here, by this letter introduce to you, Mr. Theophilus Nnaji as a representative of our organization.

Please also note that we will be following up with the process after the contract is finally awarded as our statutory mandate requires.


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.

Enclosed Sir, is the Corporate Affairs Commission (CAC), registration Certificate of our organization.

Should you require any clarification regarding this application, do not hesitate to contact us at this phone number: 0803 409 0530, 0803 781 4849 or via email: [nkem@procurementmonitor.org](mailto:nkem@procurementmonitor.org)

Thank you.

Yours sincerely,

  
**Ilo Nkemdilim**

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