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January 16<sup>th</sup> 2013

The Director General  
NAFDAC  
Plot 2032 Olusegun Obasanjo WAY  
Wuse Zone 7  
Abuja

ATTN: MR WILFRED A SAYI

Dear Sir,

**RE: REQUEST FOR PROCUREMENT DOCUMENTS AND INFORMATION ON:**  
**LOT 1: COMPLETION OF NAFDAC EXISTING BUILDING AT NO.1 ISOLO**  
**INDUSTRIAL ESTATE APAPA EXPRESS WAY, LAGOS.**  
**LOT 2: COMPLETION OF EXTERNAL WORKS AT NAFDAC EXISTING BUILDING**  
**AT NO. 1 ISOLO INDUSTRIAL ESTATE APAPA EXPRESS WAY, LAGOS.**

The above subject matter refers.

We write to acknowledge the receipt of your letter dated December 13<sup>th</sup>, 2012 and some of the procurement records and information on the above mentioned lots which you forwarded to us.

In the letter you stated that some of the documents we requested would not be readily available due to NAFDAC's inability to award the contract because of lack of funds to execute the project. The documents are as follows:

- Copies of the minutes of the Tender's Board meeting approving the winning bidder.
- Copies of the letters of award of contract and the contract sum.
- Copies of the contract award document.
- Copies of the conditions of the contract and payment terms.
- Copies of bids rejection notices, if any.



- Copies of formal appeal (protest letter) and the decision to such appeal/complaint, if any.
- Copies of summary of details of contracts published by your Agency or BPP.

May we again, write to request access to the above documents, where the contract has been awarded for the above referenced lots, to us to enable us complete our observation report.

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

We would appreciate it if these documents can be made available to us promptly but any event, not later than 7 days from the date of the receipt of this application, as required by the Freedom of Information Act, 2011.

Should you require further clarification regarding this application, do not hesitate to contact us at this phone number: 08034090530

Thank you for your continued anticipated cooperation.

Yours Sincerely,

  
ILO Nkemdilim

Procurement Program Officer

PPDC