

**SECRETARIAT:**

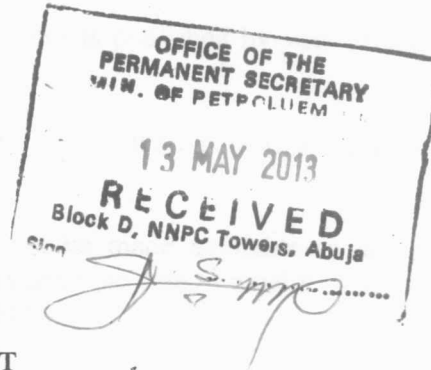
#10 Ojike Lane,  
Aba Abia State - Nigeria.  
Info@ppdcng.org  
ppdc@procurementmonitor.org

**ABUJA CONTACT OFFICE:**

1st Floor UAC Commercial Complex,  
272/273 Central Business District,  
Abuja. +234 9 2700191

May 13<sup>th</sup>, 2013

**The Permanent Secretary**  
Ministry of Petroleum Resources  
NNPC Towers  
Central Business District  
Abuja



**ATTENTION: HEAD PROCUREMENT UNIT**

Dear Sir/Madam,

**REQUEST FOR PROCUREMENT RECORDS AND INFORMATION ON:**

- CRUDE OIL AND GAS EQUIPMENT/ UPGRADE
- UTOROGU-UGHELLI/PHCN DELTA GAS SUPPLY LINE
- OBIAFU- OBRIKOM- OWERRI UMUAHIA GAS SPUR LINE
- IMPLEMENTATION OF GAS MASTER PLAN
- GAS FLAREDOWN MONITORING FACILITIES AND SERVICES
- ASSESSMENT AND DOCUMENTATION OF ALL OIL SPILL SITES IN THE (NINE) 9 STATES OF THE NIGER DELTA

On behalf of Public and Private Development Centre (PPDC), we write pursuant to the provisions of the Public Procurement Act, 2007 and the Freedom of Information Act, 2011, to request for copies of the procurement records and information for the above referenced procurement activities which your ministry undertook in the year 2012 as contained in the Ministry of Petroleum Resources procurement plan for the year 2012 which your Ministry made available to us recently.

We hereby specifically apply for copies of the following procurement records and information for the above referred bids.

1. Copies of advertisements of invitation for bids published in two national dailies and the Federal Tenders journal. Also evidence of the advertisement on your website.
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 public bid opening for technical and financial proposals.
6. Copies of the Bids Evaluation Report by the Sub-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. Copies of notices of Acceptance of bids issued by the procuring entity to the successful bidder immediately a winner is selected if any
10. Letter of notification of award of contract and the contract sum, if any
11. Signed contract document, if any
12. Copies of formal appeal by bidders (Protest letter) and the decision in such appeals/complaints if any.
13. Copies of summary of details of contracts published by your ministry or BPP, if any

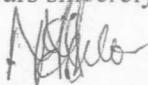
We here, by this letter introduce to you, Mr. Theophilus Nnaji as a representative of our organization.

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.

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