



SOCIO ECONOMIC RESEARCH AND DEVELOPMENT CENTRE

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Date: 30th September, 2014

The Registrar/Chief Executive Officer,
Librarians Registration Council Of Nigeria,
LRCN,
8 Zambezi Crescent,
Maitama, Abuja,
PMB 5555, Garki,
Abuja.

ATTN: FREEDOM OF INFORMATION UNIT

Dear Sir/Madam,



REQUEST FOR PROCUREMENT RECORDS AND INFORMATION ON:

1. PURCHASE OF MOTOR VEHICLES with budget code: 23010105
2. PURCHASE OF AIR NAVIGATIONAL EQUIPMENT with budget code: 23010131

On behalf of the Socio Economic Research and Development Centre, we write pursuant to the provisions of the Freedom of Information Act, 2011 to request for copies of procurement records for the above referenced procurement processes which are stated in the 2014 budget of your organization.

In accordance with 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, **Ms Chinasa Okpalaoka** 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.

Should you require any clarification regarding this application, do not hesitate to contact us at this phone number: 07063439400/08188826606, or via email: chinasaokpalaoka@yahoo.com

Thank you.

Yours sincerely,



Chinasa Okpalaoka (Ms.)