



Civil Society Legislative Advocacy Centre (CISLAC)

Motto: Strengthening Civil Society Legislative Advocacy

Flat 3, No. 16 P.O.W. Mafemi Crescent
Off Solomon Lar Way, Behind Chida Hotel
Near Daily Trust Newspapers Office
Utako District, Abuja - Nigeria

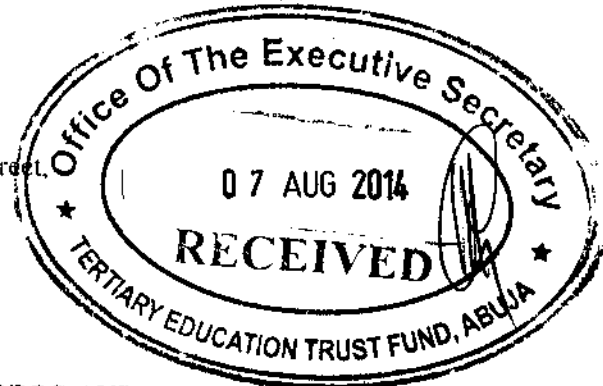
GSM: 234-803-384-4646, 703-411-82
E-mail: cislac@cislacnigeria.net
Website: www.cislacnigeria.net

7th August, 2013

The Executive Secretary,
Tertiary Education Trust Fund (TETFund)
No. 6, Zambezi Crescent, Off Aguyi Ironsi Street,
Maitama, Abuja

ATTN: HEAD PROCUREMENT UNIT

Dear Sir/Madam,



REQUEST FOR PROCUREMENT RECORDS AND INFORMATION ON BID OPENING ON THE SPECIFIC PROCUREMENT NOTICE (SPN) OF 5TH AUGUST 2014

On behalf of Civil Society Legislative Advocacy Centre (CISLAC), we write pursuant to the provisions of the Freedom of Information Act, 2011 to request for copies of procurement records for the above referred procurement processes which your organization undertook the public technical bids opening exercise on 5th August 2014.

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.
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 proposals


We here, by this letter introduce to you, Miss Margaret Azubuike 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.

Should you require any clarification regarding this application, do not hesitate to contact us at this phone number: 08036474666; 07034118266; 08028303951 or via email: cislac@cislacnigeria.net and copy magaz4u@yahoo.com

Thank you.
Yours sincerely,


Auwal Ibrahim Musa
Executive Director
CISLAC