

21st November 2014

The Executive Secretary,
National Health Insurance Scheme (NHIS)
Plot 297, Shehu Yar' Adua Way,
Utako District,
Abuja



Dear Sir,

REQUEST FOR PROCUREMENT RECORDS / INFORMATION AND REQUEST TO VISIT THE PROJECTS OF THE FOLLOWING CONTRACTS FOR 2013

- Supply of monitoring vehicles for headquarters Office
- Supply and installation of 7 high end servers and accessories
- Procurement and installation of power systems in Wuse I.
- Provision of security services for NHIS HQs and Wuse II

We wish to draw your attention to our previous letter dated 22nd October 2014 as regards above subject matter.

On behalf of Public and Private Development Centre (PPDC), we write pursuant to the provisions of the **Freedom of Information Act, 2011** to request for copies of procurement records for each of the above referenced procurement records which are stated in your organizations list of 2013 Procurement Records made available to us by your organization.)

In accordance with the Freedom of Information Act, 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 at least two national dailies and the Federal Tenders journal. Also evidence of the advertisement on your website.
2. Copies of bids submission registers and evidence of receipts issued to bidders on submission of bids.
3. Standard bidding documents as regards the aforementioned processes
4. Evidence of receipts issued to bidders on submission of 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
10. Letter of notification of award of contract and the contract sum
11. Signed contract document
12. Copies of formal appeal by bidders (Protest letter) and the decision in such appeals/complaints if any.
13. Copies of "No Objection" and BPP Certificate of no objection where applicable
14. Copies of summary of details of contracts published by your ministry or BPP

We here, by this letter introduce to you, Priscilla A. Ogege as a representative of our organization.

According to your MDA's list of contracts awarded in 2013 which was made available to us earlier this year, we observe that this project has been marked as "completed"/"ongoing". We would like to confirm this by requesting that you grant our representative access to these projects.

We would appreciate it if the requested information 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: 07037772930 or via email: ogege_1@yahoo.com

Thank you.

Yours sincerely,



Keturah Gbefwi
Program Officer (PPDC)