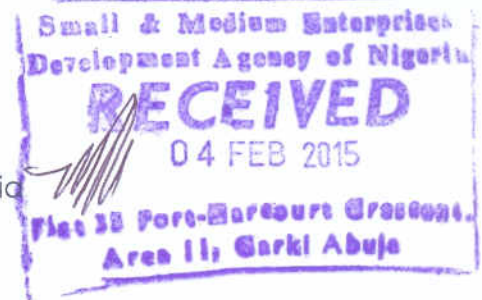


30th January, 2015

The Director General,

Small and Medium Enterprise Development Agency of Nigeria
35 Port Harcourt Crescent off Gimbiya Street,
Garki Abuja



Dear Sir,

**FREEDOM OF INFORMATION REQUEST FOR RECORDS OF PAYMENTS FOR CAPITAL PROJECTS
RELEASED TO THE SMALL AND MEDIUM ENTERPRISE DEVELOPMENT AGENCY OF NIGERIA IN 2014**

On behalf of the Public and Private Development Centre (PPDC) and in accordance with the provisions of the Freedom of Information Act, 2011, we write to make a request for records with details of the sums approved to your MDA as capital warrants in the first, second, third and fourth quarters of 2014.

We kindly require the information provided in this regard to include:

1. The name of each project for which capital warrants were approved in the fiscal year 2014.
2. The date the payment approval and release was made to your MDA on each identified project.
3. The amount approved by your MDA after fulfilling procurement procedures.
4. The amount utilized by your MDA for each of the listed projects within the 2014 fiscal year.

These projects should include constituency projects as well as all special intervention projects carried out by your MDA.

This request is in line with Section 2 (3) and (4) of the Freedom of Information Act, 2011 which require all "information relating to the receipt or expenditure of public or other funds of the institution" to be "widely disseminated and made readily available..."

I would appreciate the receipt of documents with this information promptly and in any event, not later than 7 days of this application as required by the Freedom of information Act, 2011.

Should you require any clarification regarding this application, please do not hesitate to contact us either by phone; 08029455583 or by email; seember@procurementmonitor.org or kindly direct all hard copy correspondence to our office.

Sincerely,



ILO Nkemdilim

Procurement Monitoring Coordinator
Public and Private Development Centre