

CONTRACTOR'S NAME & ADDRESS

PAYMENT OF ADMINISTRATIVE FEES

Your Company/Enterprise has been awarded a Contract for the (job description) "the project" at (location) at a fixed sum of (contract sum)" the contract sum".

The provisions of the Lagos State Public Procurement Agency Law 2011, and the Lagos State Circular **No. CIR/HOS/'14/Vol.1/087** issued in November, 2014, both require that Contract awardees pay an Administrative fee of 0.25% of the Contract sum awarded in respect of the project before the Notification of Award is released to your Company.

Further to the above, your Company is mandated to take the following steps:

1. Pay the sum of **(amount)** as Administrative fee being the 0.25% of the contract sum of (figure), into the Lagos State Government's Treasury Single Accounts (TSA) with either **Skye Bank or Access Bank indicating the Revenue Code 4040128 and Agency Code 4110001.**
2. Submit a copy of the Electronic Receipt issued after payment at the Bank to the Head of the Procurement Unit of this MDA, at (address) Lagos for further necessary action.
3. Congratulations again!

Head Procurement Unit
MDA