



ACADEMIC MANUSCRIPT INTO BOOKS

CHECKLIST FOR
FIRST (2nd) TRANCHE

S/N	REQUIREMENTS
1	Letter of request duly signed by the institution head or representative
2	E-copy in flash drive (if additional books are to be provided)
3	Executive summary of the proposal
4	Minutes of tenders board meeting
5	Evidence of advertisement for pre-qualification in the National Dailies and Federal Tender journals
6	Evidence of pre-qualification report
7	Tender analysis/recommendation of award
8	Letter of award of contract
9	Letter of commitment