



**Liberia Extractive Industries
Transparency Initiative**

Old Budget Bureau, Behind The Executive Mansion

INTER- OFFICE MEMO

TO : Reuben Freeman
J. Elijah Kai
Emmanuel K. White

Through: Zaza Y. Quaqua 
Deputy Head of Secretariat

FROM : Francis S. Kettor, II / Procurement Officer
Procurement Department 

SUBJECT: BID EVALUATION COMMITTEE

DATE : June 2, 2026

Please be informed that the Entity through the Procurement Department is conducting a Restricted Bidding Process for the Procurement of a Brand New Vehicle. The closing, submission and opening of the bid was done on Friday May 29, 2026 at 2:00 PM.

In view of the above mentioned, you have been selected to kindly serve on the Bid Evaluation Committee at the time indicated above in the Conference Room of LEITI at 4 PM on June 3, 2026.

Regards.

File:

CC: