



Liberia Extractive Industries Transparency Initiative

Old Budget Bureau, Behind The Executive Mansion

INTER- OFFICE MEMO

TO : Jeffrey N. Yates
HEAD OF SECRETARIAT

Through: Zaza Y. Quaqua
Deputy Head of Secretariat

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

SUBJECT: REQUEST TO CONVENE PROCUREMENT COMMITTEE MEETING

DATE : June 4, 2026

In keeping with Sections 27(d) and (f) which states that " the Procurement Committee shall review the activities of the Procurement Unit and the Bid Evaluation Panels and provide advice and direction where necessary to ensure selection of the lowest responsive evaluated bid in accordance with part IV and V of the 2010 PPCC Act and Receive the reports and recommendations of the Bid Evaluation Panel and reject or accept where necessary; and Section 28(1) and (2) which states that A Procurement Committee shall meet as and when required to review a bid or perform related functions but shall in any event meet at least once every quarter with a prior notice being given in at least seven days to schedule date of the meeting;

I herewith kindly request that you convene a Procurement Committee Meeting to make decision on the procurement activities leading to the selection of a Vehicle Vendor for the supply of brand new vehicle. Key on the agenda is the receipt, review and acceptance or rejection of Procurement Evaluation reports for the Selection of the above mentioned vendor for the supply of one unit of Toyota Prado Automatic 8-Speed 4x4 SUV.

Please see attached the evaluation reports and related unit information.

Regards.

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