



Liberia Extractive Industries Transparency Initiative

Old Budget Burea. 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: PROCUREMENT COMMITTEE MEETING MINUTES

DATE : JULY 7,2026

On July 7, 2026 at 3:00 PM, the Procurement Committee Chair in response to the memo dated July 6, 2026 to convene a procurement committee meeting, called a meeting in the in the office of the Head of Secretariat to receive, review and accept the evaluation report regarding the procurement of printing services for the 16th Report Dissemination.

The meeting was chaired by Mr. Jeffrey Yates. The evaluation report was received, reviewed and accepted for contract award to the proposed winner of the bid, Diligence Printer.

The Secretary of the Procurement Committee, Mr. Francis S. Kettor, II was asked to draw up the contract for onward negotiation, signing and execution.

Those in attendance of the meeting were:

NAME:

1. Jeffrey N. Yates(Chair)
2. Zaza Y. Quaqua (Co-Chair).....
3. George N. Dennis(Controller)
4. Francis S. Kettor, II(Procurement Officer)



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Old Budget Bureau, Behind The Executive Mansion

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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 CONVEEN PROCUREMENT COMMITTEE MEETING

DATE : July 6, 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 scheduled date of the meeting;

I herewith kindly request that you convene a Procurement Committee Meeting to review activities of the Procurement Unit from June to July 2026. Key on the agenda is the receipt, review and acceptance or rejection of GIZ-Funded Dissemination Project Procurement evaluation report for the Selection of Service Provider for Printing Services for the 16th Report Dissemination.

Please see attached the evaluation report and related procurement unit information.

Regards.

File:

CC