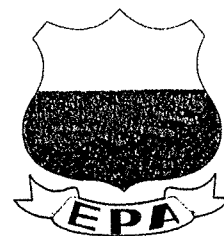


Office of the Executive Director

REPUBLIC OF LIBERIA
ENVIRONMENTAL PROTECTION AGENCY
P.O. Box 4024
4th Street Sinkor, Tubman Boulevard
1000 Monrovia, 10 Liberia



CONTRACT FOR SUPPLY OF COMPUTER AND ICT EQUIPMENT

between

THE ENVIRONMENTAL PROTECTION AGENCY (EPA)

and

METRO TECH

EPA

AUGUST 2022

Website: <http://www.epa.gov.lr> Mobile: +231886454493/ +231776454493

Email: dngeorge@epa.gov.lr

MINUTES OF PROCUREMENT COMMITTEE MEETING
AGREEMENT FOR THE PROCUREMENT OF COMPUTER SUPPLIES

The Environmental Protection Agency through the Government of Liberia (GoL) National Budget -2022 and using the (NCB) method to solicit bids for the procurement of Computer Supplies for the EPA. The letter of invitation for bids was issued on June 20, 2022. Two (2) companies obtained the bidding documents and submitted their bid at the deadline of submission, which was 11: 00 am, July 15, 2022.

On July 15, 2022, the National Competitive Bidding (NCB) were opened in the presence of the bidder's representatives and staffs from the Environmental Protection Agency (EPA). After carefully reviewing the submitted bid. The Evaluation panel were constituted to evaluate the submission of bids received.


The Committee met on August 8, 2022 in the Conference Room of the Executive Director of the Environmental Protection Agency (EPA). The Officer in Charge (OIC) for Procurement, stated the purpose of the meeting which was convened to review the bid for bidder for the procurement of Computer Supplies. The Officer in Charge for Procurement informed the members that the Evaluation panel has recommended Metro Tech for the Procurement of Computer Supplies.

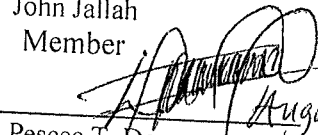
The committee reviewed the panel's evaluation report and recommendations, taking into consideration the eligibility, completeness and substantial responsiveness of the bidder for the Procurement of Computer Supplies received by the entity through the Procurement Unit. After a careful analysis of the bid submitted by bidder, the panel evaluation report and recommendations, the committee concluded and approved the report and recommendations from the National Competitive Bidding (NCB) to award the contract for the Procurement of Computer Supplies to Metro Tech.

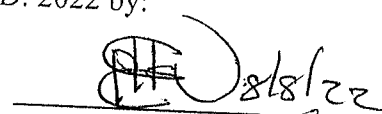
The meeting was then adjourned at 12:00pm.

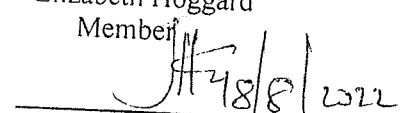
Done in the Conference Room this 8th day of August A.D. 2022 by:


Prof. Waisa K. Tarpeh
Chairman


John Jallah
Member


Pescee T. Doe
Secretary/Non Member


Elizabeth Hoggard
Member


Josephine F. K. Doles
Member

This agreement is dated 11 August 2022.

PARTIES

- (1) The **Environmental Protection Agency**, a statutory body established under the Act Creating the Environmental Protection Agency of Liberia whose registered office is at 4th Street Sinkor, off Tubman Boulevard, Monrovia, Liberia and represented by its **Executive Director/ CEO** Pro. Wilson K. Tarpeh Sr..(EPA); and
- (2) **Metro Tech**, a company registered in Liberia whose registered office is at Clay Street, Monrovia, Liberia and represented by its Chief Executive Officer, Augustine Paul Rogers (Supplier).

AGREED TERMS

1. INTERPRETATION

The following definitions and rules of interpretation apply in this agreement (unless the context requires otherwise).

1.3 Definitions:

Business Day: a day, other than a Saturday, Sunday or public holiday in Liberia.

Commencement Date: 11 August 2022. **And Ends Date:** December 30 2022

Delivery Location: has the meaning given in *Clause 4.1*.

Goods: the goods (or any part of them) set out in the Schedule.

Computer and ICT Equipment Specification: the specification as in line with the technical specification in bid document.

Order: the EPA's order for the supply of **Computer and ICT Equipment**, as set out in the EPA's acceptance of the Supplier's quotation.

Term: has the meaning given in *Clause 8*.

- 1.2 The headings in this agreement are inserted for convenience only and shall not affect its construction.
- 1.3 The schedule forms part of this contract and shall have effect as if set out in full in the body of this contract and any reference to this contract includes the Schedule.
- 1.4 A reference to a **company** shall include any company, corporation or other body corporate, wherever and however incorporated or established.
- 1.5 Unless the context otherwise requires, words in the singular shall include the plural and vice versa.
- 1.6 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.


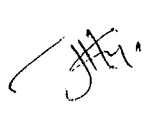


- 1.7 This contract shall be binding on, and endure to the benefit of, the parties to this contract and their respective personal representatives, successors and permitted assigns, and references to any party shall include that party's personal representatives, successors and permitted assigns.
- 1.8 A reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time and shall include all subordinate legislation made from time to time under that statute or statutory provision.
- 1.9 Any obligation in this contract on a person not to do something includes an obligation not to agree or allow that thing to be done.
- 1.10 Any words following the terms including, include, in particular, for example or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.

2. PURCHASE OF THE COMPUTER AND ICT EQUIPMENT:

- 2.1 During the Term, the Supplier shall supply, and the EPA shall purchase, such quantities of **Computer and ICT Equipment** as the EPA may order in accordance with the terms and conditions of this agreement.
- 3 The EPA shall purchase the **Computer and ICT Equipment** for a total sum of USD\$ 30,726.00.00 (Thirty Thousand Seven Hundred and Twenty Six United States Dollars) (Price). The EPA shall make full payment of the Price on completion of delivery.
- 3.1 The **Computer and ICT Equipment** supplied to the EPA by the Supplier under this agreement shall:
- (a) correspond with their description and any applicable product specification;
 - (b) be of satisfactory quality and fit for any purpose held out by the Supplier or made known to the Supplier by the EPA;
 - (c) be free from defects in design, material and workmanship and remain so for 12 months after Delivery; and
 - (d) comply with all applicable statutory and regulatory requirements relating to the manufacture, labeling, packaging, storage, handling and delivery.
- 3.2 The Supplier shall ensure that the Stat are properly packed and secured in such manner as to enable them to reach their destination in good condition.
- 3.3 The Supplier shall obtain and maintain in force for the Term all licenses, permissions, authorizations, consents and permits needed to supply the **Computer and ICT Equipment** in accordance with the terms of this agreement.

3. ORDERS

- 3.1 During the Term, the EPA shall give the Supplier its order for the **Computer and ICT Equipment** as it requires.
- 
- 

3.2 The Supplier shall use its best endeavors to supply **Computer and ICT Equipment** in accordance with the EPA's orders.

N O	Company	Technical compliance		Comment (Reason for non-compliance)
		C/NC		
1		METRO TECH	UNIT PRICE	Comply with specification
2	COMPUTER/i7	C	1,440.00	Graphic Processor: 11th Generation Inter Core i7-1165G7 Processor (4.70 GHz with Turbo Boost, 4 Cores, 8 Threads, 12 MB Cache); OS: Windows 10 Pro 64-bit / Microsoft Office 365 or 2019 Suit Activated; Display: 14.0" FHD (1920 x 1080) IPS, anti-glare, 250 nits; Processor: 11th Generation Intel core i7; Memory: 8 GB DDR4 3200MHz (Soldered), Storage: 1 TB Pieces SSD, Camera: 720p HD; Fingerprint Reader
3	COMPUTER/i5	C	1,260.00	Graphic Processor: 11th Generation Inter Core i5-1165G7 Processor (4.70 GHz with Turbo Boost, 4 Cores, 8 Threads, 12 MB Cache); OS: Windows 10 Pro 64-bit / Microsoft Office 365 or 2019 Suit Activated; Display: 14.0" FHD (1920 x 1080) IPS, anti-glare, 250 nits; Processor: 11th Generation Intel core i7; Memory: 8 GB DDR4 3200MHz (Soldered), Storage: 1 TB Pieces SSD, Camera: 720p HD; Fingerprint Reader
4	COMPUTER/i3	C	990.00	Graphic Processor: 11th Generation Inter Core i5-1165G7 Processor (4.70 GHz with Turbo Boost, 4 Cores, 8 Threads, 12 MB Cache); OS: Windows 10 Pro 64-bit / Microsoft Office 365 or 2019 Suit Activated; Display: 14.0" FHD (1920 x 1080) IPS, anti-glare, 250 nits; Processor: 11th Generation Intel core i7; Memory: 8 GB DDR4 3200MHz (Soldered), Storage: 1 TB Pieces SSD, Camera: 720p HD; Fingerprint Reader
5	Desktop Computer	C	895.00	Processor: 10 th Generation – upward, Intel Core i5/ Upward processor with Pro Speed: 3.00 GHz/above, Windows 10 Pro, 16GB, 500/1TB, Integrated Intel Iris X Graphics, Dolby Atmos Speaker System, 720p HD with webcam privacy shutter, Bluetooth, LAN with RJ-45 port, Wireless, Quectel EM120R-GL 4G LTE CAT12, 2 x USB 3.0Type –C with thunderbolt 4 (display Port/Data Transfer/Power Delivery), 24 Inches, Integrated, DDR4/SDRAM, SATA/SSD, etc.
6	EXTERNAL HARDDRIVE	C	220.00	1TB Storage Capacity; USB 3.0 Connectivity, Plug-and-Play Compatible, Bus Powered
7	Antigen-presenting cell (APC)	C	250.00	Maximum Wattage: 400W; Input Voltage Adjustable Range: 160 to 282 VAC; Input Frequency: 50/60 Hz +/- 3 Hz (Auto Sensing); Nominal Output Voltage: 230




	Uninterrupted Power Supply (UPS)			VAC; Load Capacity: 650 VA
8	Printer	C	1,200.00	3 in one. (Printing, scanning and photocopying)MFP m281 fdn Printer
9	Ink for Printer	C	360.00	1 cart color ink; 1 cart black ink. Same as the printer
10	ROUTER	C	556.00	Router with internet Data plan for unlimited
11	PROJECTOR	C	1,200.00	(Including USB plug & play; VGA & HDMI, Mini audio etc.)
12	MOUSE	C	20.00	Wireless mouse
13	CAMERA	C	250.00	To capture project photos during site visits, project meetings etc.
14	EXTENSION CHORD	C	15.00	Extension chords
15	ADAPTOR	C	5.00	Universal adaptors
16	SMART TV	C	2,025.00	One 55-inch wide for smaller meeting room; one 75-inch wide for large conference room; Display Technology: LED; Resolution: 4K UHD; Connector Type: 4 HDMI, 2 USB; Model: 75 U6G; Assembled Product Weight: 64.8 lb; Series: A6G Series
17	Zoom Rooms Kit for Extra Large Rooms, ZVC800-C2-310	C	5,660.00	One for smaller meeting room; one for large conference room
18	Networking Tools Box	C	220.00	RJ11 RJ45 Cat5 Cat6 Telephone Wire Tracker Tracer Toner, ESD Grounding Plug and Outlet Tester, non-contact Voltage Detector, Punch Tool, Crimper RJ11 Tool, 9V battery, wire cutter, wire stripper, wire end-sleeve plier, hammer, RJ45, RJ11, etc.
19	Compatible with Toshiba, Sea-Gate and SATA hard drives, 2.5" shockproof, USB 2.5/3.0 support, plug and play, high speed, convenient to use, etc.	C	235.00	Compatible with Toshiba, Sea-Gate and SATA hard drives, 2.5" shockproof, USB 2.5/3.0 support, plug and play, high speed, convenient to use, etc.
20	2TB SSD External Hard	C	245.00	Original




	Drive			
2 1	Cooperate Bit defender Total Antivirus		287.00	Keep intruders, hackers and spam emails from being stolen or data lost, etc.
2 2	Computer Hardware Tools Box	C	145.00	Wall drill, hammer, fine Tip Straight Tweezer, Brushes, 7 in 1 Tool, IC Extractor, Slotted Screw drivers, Philips Screwdrivers, Torx screwdrivers, 3 prong Holder, IC Insert Tool, Adjustable Wrenches, 136mm Long Nose Plier, Desoldering Pump, Solder core 63%, Wrist strap, 40W Soldering Iron, Torx security, Flathead, Pozidriy, Three wing, Hex, Pentalobe, Square, Triangle, Standoff, Nut Driver, SIM Eject Bit
2 3	Computer Hardware Heat Gun	C	45.00	1800W of flameless heat, Air temperature (degree C) 100 – 550, Air flow 250 -500L/ min, Net weight: 0.7kg ,
2 4	Sophos Wireless Access Points	C	765.00	APX 530 wireless access point for mounting bracket kit for plenum & flat ceiling mount
2 5	Sophos XGS 126 Security Appliance	C	2,950.00	Sophos All in one firewall for user & Bandwidth management, Access Control, Intrusion prevention, Web firewall, Network Management
2 6	Sophos XGS 126 Firewall's XStream	C	3,697.00	Protection bundle Annual License, Sophos All in one firewall for User & Bandwidth Management, Access Control, Intrusion Prevention, Web firewall, Network Management
2 7	Sophos XG 125 Firewall's XStream	C	3,764.00	Protection bundle Annual License, Sophos All in one firewall for User & Bandwidth Management, Access Control, Intrusion Prevention, Web firewall, Network Management
2 8	Cisco 290x -24 Port	C	1,430.00	Manage switch, WS -C2960X-24TS-L Cisco Catalyst 960-x 24 GigE, 4X 1G SFP, LAN Base, etc
2 9	Desktop Hard drive External Case	C	225.00	Support windows 98 Se/ME/2000/XP/VISTA/7 & Mac 9.0 system and above, compatible with IDE, Toshiba, Sea-Gate and SATA hard drives, 3.5" shockproof, USB 2.5/3.0 external interface, plug and play, high speed, convenient to use, etc.
3 0	GB USB Pen Drive	C	12.00	With USB 2.0 and 3.0 compatibility, with transfer speeds up to 100 MB/s, secured with 128-bit AES encryption, for smart-phones and tablets with USB OTG functionality, etc

3.3 Each order shall:

- be given in writing or, if given orally, shall be confirmed in writing within five Business Days;
 - specify the type and quantity of **Computer and ICT Equipment** ordered; and
 - unless the parties agree that the EPA may specify the date and location after placing the order, specify the delivery date by which the **Computer and ICT Equipment** ordered are to be delivered, and the delivery location.
- 3.4 The EPA may inspect and test the Goods at any time before delivery. The Supplier shall remain fully responsible for the Goods despite any such inspection or testing and any such inspection or testing shall not reduce or otherwise affect the Supplier's obligations under this contract.




3.5 If following such inspection or testing the EPA considers that the Goods do not comply or are unlikely to comply with the Supplier's undertakings at *Clause 2.2*, the EPA shall inform the Supplier and the Supplier shall immediately take such remedial action as is necessary to ensure compliance.

3.6 The EPA may conduct further inspections and tests after the Supplier has carried out its remedial actions.

4. DELIVERY

4.1 The Supplier shall deliver the Products to the EPA's premises at 4th Street Sinkor, Monrovia, Liberia or as instructed by the EPA before delivery by the delivery date as specified in each order or, if no such date is specified, then within 14 days of the date of the order.

4.2 If an order is not delivered on the specified delivery date, then, without limiting any other right or remedy the EPA may have, the EPA may:

- (a) refuse to take any subsequent attempted delivery of the order;
- (b) terminate this agreement with immediate effect; and
- (c) obtain substitute **Computer and ICT Equipment** from another supplier and recover from the Supplier any costs and expenses reasonably incurred by the EPA in obtaining such substitute products.

4.3 Title and risk in the Goods shall pass to the EPA on completion of delivery.

5. COMPUTER AND ICT EQUIPMENT PRIC.

5.1 The EPA shall purchase on the submitted unit prices for each items coated for.


5.2 The unit prices of the **Computer and ICT Equipment** are fixed as set out in the Schedule to this agreement.

5.3 The **Computer and ICT Equipment** prices are inclusive of amounts in respect of VAT.

5.4 The **Computer and ICT Equipment** prices are inclusive of the costs of packaging, insurance and carriage out.

5.5 The EPA shall be entitled to the Supplier's standard discount for prompt payment.

5.6 The parties may review and, where appropriate, agree changes to the **Computer and ICT Equipment** prices and shall have regard to the following factors:

- (a) changes to the Supplier's costs of distributing the **Computer and ICT Equipment**;
 - (b) the volumes of **Computer and ICT Equipment** ordered by, and supplied to, the EPA;
 - (c) the price at which the Supplier supplies the **Computer and ICT Equipment** to comparable customers; and
 - (d) the prices at which comparable **Computer and ICT Equipment** are supplied by other suppliers in the open market.
- 

6. TERMS OF PAYMENT:

- 6.1 The Supplier shall be entitled to invoice the EPA for each order on or at any time before delivery.
- 6.2 The EPA shall pay invoices in full upon receipt. Payment shall be made to the bank account nominated in writing by the Supplier.
- 6.3 Each party may, without limiting any other rights or remedies it may have, set off any amounts owed to it by the other party against any amounts payable by it to the other party.
- 6.4 All payments payable to the Supplier or the EPA under this agreement shall become due immediately on its termination. This *Clause 6.4* is without prejudice to any right to claim for interest under the law or under this agreement.

7. INDEMNITY:

The Supplier shall indemnify the EPA against all liabilities, costs, expenses, damages and losses (including but not limited to any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal and other professional costs and expenses) suffered or incurred by the EPA arising out of or in connection with:

- (a) any claim made against the EPA for actual or alleged infringement of a third party's Intellectual Property Rights arising out of, or in connection with, the supply or use of the Products;
- (b) any claim made against the EPA by a third party arising out of, or in connection with, the supply of the **Computer and ICT Equipment**, to the extent that such claim arises out of the breach, negligent performance or failure or delay in performance of this agreement by the Supplier, its employees, agents or subcontractors; and
- (c) any claim made against the EPA by a third party for death, personal injury or damage to property arising out of, or in connection with, defective **Computer and ICT Equipment**, to the extent that the defect in the **Computer and ICT Equipment** is attributable to the acts or omissions of the Supplier, its employees, agents or subcontractors.

8. COMMENCEMENT AND TERM

This agreement shall commence on the Commencement Date and shall continue, unless terminated earlier in accordance with this agreement, until the first anniversary of the Commencement Date, when it shall terminate automatically without notice (Term).

9. TERMINATION

- 9.1 Without affecting any other right or remedy available to it, **either party may terminate this agreement on giving not less than one months' written notice to the other party.**
- 9.2 Without affecting any other right or remedy available to it, **either party may terminate this agreement with immediate effect by giving written notice to the other party if:**
 - (a) the other party fails to pay any undisputed amount due under this agreement on the due date for payment and remains in default not less than 45 days after being notified in writing to make such payment;



- (b) the other party commits a material breach of any other term of this agreement which breach is irremediable or and (if such breach is remediable) fails to remedy that breach within a period of 30 days after being notified in writing to do so;
 - (c) the other party repeatedly breaches any of the terms of this agreement in such a manner as to reasonably justify the opinion that its conduct is inconsistent with it having the intention or ability to give effect to the terms of this agreement;
 - (d) the other party ceases, or threatens to cease, to carry on all or substantially the whole of its business; and
 - (e) any Force Majeure Event prevents the other party from performing its obligations under this agreement for any continuous period of three months.
- 9.3 For the purposes of *Clause 9.2(b)*, material breach means a breach (including an anticipatory breach) that is serious in the widest sense of having a serious effect on the benefit which the terminating party would otherwise derive from a substantial portion of this agreement.
- 9.4 On termination of this agreement the following clauses shall survive and continue in full force and effect: *Clause 7* (Indemnity); *Clause 15* (Governing law); and *Clause 16* (Jurisdiction).
- 9.5 Termination of this agreement shall not affect any rights, remedies, obligations or liabilities of the parties that have accrued up to the date of termination, including the right to claim damages in respect of any breach of the agreement which existed at or before the date of termination.

10. FORCE MAJEURE

- 10.1 Force Majeure Event means any circumstance not within a party's reasonable control including, without limitation:
- (a) acts of God, flood, drought, earthquake or other natural disaster;
 - (b) epidemic or pandemic;
 - (c) terrorist attack, civil war, civil commotion or riots, war, threat of or preparation for war, armed conflict, imposition of sanctions, embargo, or breaking off of diplomatic relations;
 - (d) nuclear, chemical or biological contamination or sonic boom;
 - (e) any law or any action taken by a government or public authority, including without limitation imposing an export or import restriction, quota or prohibition;
 - (f) collapse of buildings, fire, explosion or accident; and any labour or trade dispute, strikes, industrial action or lockouts.
- 10.2 Provided it has complied with *Clause 10.4*, if a party is prevented, hindered or delayed in or from performing any of its obligations under this agreement by a Force Majeure Event (Affected Party), the Affected Party shall not be in breach of this agreement or otherwise liable for any such failure or delay in the performance of such obligations. The time for performance of such obligations shall be extended accordingly.
- 10.3 The corresponding obligations of the other party will be suspended, and it's time for performance of such obligations extended, to the same extent as those of the Affected Party.



10.4 The Affected Party shall:

- (a) as soon as reasonably practicable after the start of the Force Majeure Event, notify the other party of the Force Majeure Event, the date on which it started, its likely or potential duration, and the effect of the Force Majeure Event on its ability to perform any of its obligations under the agreement; and
- (b) use all reasonable endeavors to mitigate the effect of the Force Majeure Event on the performance of its obligations.

10.5 If the Force Majeure Event prevents, hinders or delays the Affected Party's performance of its obligations for a continuous period of more than 90 days, the party not affected by the Force Majeure Event may terminate this agreement by giving 30 days' written notice to the Affected Party.

11. NOTICES

11.1 Any notice or other communication given to a party under or in connection with this agreement shall be in writing and shall be:

- (a) delivered by hand or by post or other next working day delivery service at its registered office (if a company) or its principal place of business (in any other case); or
- (b) sent by email to the address specified by the party.

11.2 Any notice or communication shall be deemed to have been received:

- (a) if delivered by hand, on signature of a delivery receipt;
- (b) if sent by post or other next working day delivery service, at 9.00 am on the second Business Day after posting or at the time recorded by the delivery service; and if sent by email at 9.00 am on the next Business Day after transmission.

11.3 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

12. ENTIRE AGREEMENT

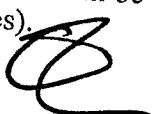
12.1 This agreement constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.

12.2 Each party acknowledges that in entering into this agreement it does not rely on, and shall have no remedies in respect of, any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in this agreement.

12.3 Each party agrees that it shall have no claim for innocent or negligent misrepresentation or negligent misstatement based on any statement in this agreement.

13. VARIATION

No variation of this agreement shall be effective unless it is in writing and signed by the parties (or their authorized representatives).

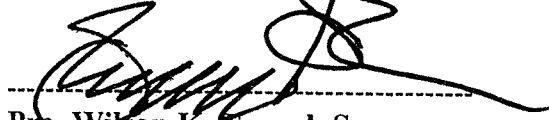


14. GOVERNING LAW AND JURISDICTION

This agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of Liberia. Each party irrevocably agrees that the courts of Liberia shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this agreement or its subject matter or formation (including non-contractual disputes or claims).

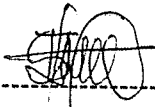
This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

Signed by for and on behalf of the Environmental Protection Agency:



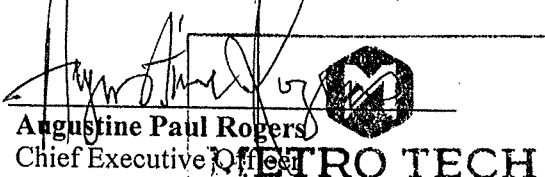
Pro. Wilson K. Tarpeh Sr.
Acting Executive Director

In the presence of:



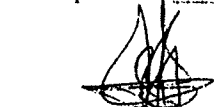
D. Angelo George
Administrative Assistant/Chief of Staff to the Executive Director

Signed by Metro Tech (Seller):




Augustine Paul Rogers
Chief Executive Officer

In the presence of: Monrovia, Liberia



Dewell A.W. Nimley
Marketing /Sale Officer



METRO TECH
Monrovia, Liberia

\$5 Revenue Stamp Affixed On the Original.

ENVIRONMENTAL PROTECTION AGENCY (EPA)

P. O. Box 4024
4th Street, Tubman Blvd, Sinkor
1000 Monrovia 10, Liberia

INTERNAL PURCHASE ORDER (IPO)

No: 1689

SEPTEMBER 08, 2022.

DATE: _____ IPO#: _____

NAME OF VENDOR: METRO TECHNOLOGIES, INC.

ADDRESS: CLAY STREET

TEL: 0778716111

ITEM	QTY ORDER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	1pc	HP High End Touch Screen Laptop	2,900	2,900.00
NOTE: IPO, Representing the payment of (1pc Laptop to be used by the EPA/EXE CUTIVE DIRECTOR, in favor of METRO TECHNOLOGIES INC.				
TOTAL			USD	\$2,900.00

Verified by: [Signature] 8/9/22
CONTROLLER

Prepared by: [Signature] 8/9/22
ASSISTANT MANAGER
PROCUREMENT

signed by: [Signature] 8/9/22
MANAGER / ADMINISTRATION

Approved by: [Signature]
EXECUTIVE DIRECTOR

ATTACHMENT: Three (3) Proforma Invoice, Copy of Purchase Request Order.

COPY: Vendor ☐ Procurement Unit ☐ Finance Unit ☐



METRO TECH

Clay Street
Monrovia, Liberia
Phone: 0778746441
metrotechrl@gmail.com

Proforma Invoice No. 908202263
Proforma Invoice Date: September 8, 2022
Purchase Order No.
Bill To: Environmental Protection Ager
Address: Sinkor 3th street
Liberia, Monrovia
Phone:
E-mail:
Fax:

Description	Units	Cost Per Unit	Amount
LAPTOP COMPUTER i7 (HP SPECTRA X360)	1	\$ 2,900.00	\$ 2,900.00
Invoice Subtotal			\$ 2,900.00
Tax Rate			
Sales Tax			-
Discount			
Deposit Received			-
TOTAL			\$ 2,900.00

Make all checks payable to Metro Tech



Thank you for your business!

LIBERIA BUSINESS REGISTRY

A JOINT INITIATIVE OF THE MINISTRY OF COMMERCE AND INDUSTRY, THE
MINISTRY OF FOREIGN AFFAIRS, THE MINISTRY OF FINANCE AND THE
NATIONAL SOCIAL SECURITY AND WELFARE CORPORATION



Date of issuance: **31/May/2022**

Business Registration No.: **051913590**

Tax payer identification No.: **500671052**

Certificate of Business Registration (Business corporation)

Initial registration date: **15/Jun/2017**
Registration date: **15/Jun/2017**
Enterprise name: **RETHO TECHNOLOGIES, INC**
Ownership: **Liberian**
Registered office: **Bargibi, KAKAYA, YIN**

Enterprise activity:

No.	Code	Description	Main
1.	J6209	Other information technology and computer service activities	Yes
2.	G4773	Other retail sale of new goods in specialized stores	No
3.	W5210	Warehousing and storage	No
4.	G4772	Retail sale of pharmaceutical and medical goods, cosmetic and toilet articles in specialized stores	No
5.	E4290	Construction of other civil engineering projects	No
6.	G4761	Retail sale of books, newspapers and stationary in specialized stores	No

Important: This certificate is not valid after **14/Oct/2023**

It may, however be renewed upon application.

It is not transferable and should not be considered as guarantee of financial standing.

The slightest erasure or alteration renders it invalid.

For inspection purposes, this Certificate must at all times be displayed at a conspicuous place where business is being operated.

Seal

Seal

Samson M. Doe
Registrar General



TAX CLEARANCE CERTIFICATE

SMALL TAX DIVISION



TCC NO#: 0117100360050

Taxpayer Name: METRO TECHNOLOGIES, INC.

Taxpayer Identification Number: 500671052

Business Activities: OTHER INFORMATION TECHNOLOGY AND COMPUTER SERVICE

Taxpayer Address: CLAY AND CAREY STREETS INTERSECTION

Taxpayer Email: metrotechrl@gmail.com

Taxpayer Business Telephone No#: _____

Taxpayer Approved Representative: A. PAUL ROGERS

Representative Telephone No#: 0778746441

Business Category: ENTERPRISE

THIS IS TO CERTIFY FROM INFORMATION AVAILABLE TO THE DOMESTIC TAX DEPARTMENT THAT THE ABOVE MENTIONED TAXPAYER HAS QUALIFIED TO OBTAIN THIS TAX CLEARANCE AND IS HEREBY ISSUED THIS TAX CLEARANCE CERTIFICATE FOR THE PERIOD INDICATED BELOW:

90 days

TAX PERIOD

FOR GENERAL USE

PURPOSE

GIVEN UNDER OUR HAND AND SEAL THIS

2022-07-11

EXPIRES ON

2022-10-09

SIGNATURE: _____

H. BASHELU KROMAH, I
MANAGER, SMALL TAX DIVISION

SIGNATURE: _____

DARLINGTON V. TALERY
COMMISSIONER, DOMESTIC TAX DEPARTMENT