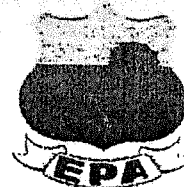




ENVIRONMENTAL PROTECTION AGENCY (EPA)

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



INTERNAL PURCHASE ORDER (IPO)

No:

DATE: SEPTEMBER 5, 2022

IPO#:

1684

NAME OF VENDOR: RAYAN LABORATORY SERVICES

ADDRESS: JOGAB TOWN, PAYNESVILLE

TEL: 0777 235 640

ITEM	QTY ORDER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	5	Gallons of Pollutant extrator	498	2,490.00
	5	Gallons of Cation extrator	350	1,750.00
	5	Gallons of Anion extrator	350	1,750.00
NOTE: IPO, Representing payment for assorted Reagents to facilitate Investigation of Alledged water polution in Lofa River, Grand Cape Mount County, in favor of Rayan Laboratory Services				
TOTAL			USD	5,990.00

Verified by: _____
CONTROLLER

Prepared by: _____
ASSISTANT MANAGER
PROCUREMENT

signed by: _____
MANAGER / ADMINISTRATION

Approved by: _____
EXECUTIVE DIRECTOR

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

COPY: Vendor ☐ Procurement Unit ☐ Finance Unit ☐



No:

1984

IPO#:

ADDRESS: JOCAB TOWN, PAYNESVILLE

TEL: 0777 235 640

Prepared by:

**ASSISTANT MANAGER
PROCUREMENT**

Verified by: CONTROLLER

signed by: MANAGER / ADMINISTRATION

Approved by: _____
EXECUTIVE DIRECTOR

COPY: Vendor ☐ Procurement Unit ☐ Finance Unit ☐



Office of the Assistant
Manager, Procurement Unit

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

MEMORANDUM

TO : Prof. Wilson K. Tarpoh
Executive Director/CEO

THRU: Josephine F. K. Doles
Manager/Administration

FROM : Pescee T. Doe
Officer in Charge Procurement Unit

SUBJ : Note to file for Chemical Materials

Date : September 5, 2022

I present compliments from the Procurement Unit and write to seek your approval for the Procurement of assorted chemical materials to **conduct investigation of alleged water pollution in Lofa River, Grand Cape Mount County** through the Department of ERRS.

Furthermore, the Procurement Unit used the single source method requesting proforma invoice from Rayan Laboratory Services. Base on the type of chemical materials requested by the Department of ERRS and limited provider of such chemical materials. Given the fact that the Small Business Act (SBA); prioritize Liberian Business which have the margin of preference of 25% of the 2010 Amended PPCA.

Moreover, the Procurement Unit contracted Rayan Laboratory Service under the procurement process Restricted Bidding (RB) method for the supply of Laboratory Equipment and Reagents under a Project TRANSOCLSG.

In view of the above, The Procurement Unit request that you kindly authorize the Finance Department to make payment to Rayan Laboratory Services in the amount of **USDS\$5,990.00** (Five Thousand Nine Hundred and Ninety United States Dollars) for assorted chemical materials for EPA's ERRS's Department to conduct investigation of alleged water pollution in Lofa River, Grand Cape Mount County.

Please see attached IPO, Proforma Invoice.

ENVIRONMENTAL PROTECTION AGENCY

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



MEMORANDUM

TO : Prof. Wilson K. Tarpeh
Executive Director/CEO

THRU: Josephine F. K. Doles
Manager/Administration

FROM : Pescee T. Doe *[Signature]*
Officer in Charge/Procurement Unit

SUBJ : Note to file for Chemical Materials

Date : September 5, 2022

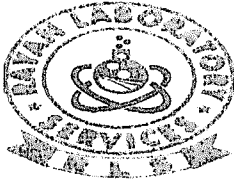
I present compliments from the Procurement Unit and write to seek your approval for the Procurement of assorted chemical materials to conduct investigation of alleged water pollution in Lofa River, Grand Cape Mount County through the Department of ERRS.

Furthermore, the Procurement Unit used the single source method requesting proforma invoice from Rayan Laboratory Services. Base on the type of chemical materials requested by the Department of ERRS and limited provider of such chemical materials. Given the fact that the Small Business Act (SBA); prioritize Liberian Business which have the margin of preference of 25% of the 2010 Amended PPCA.

Moreover, the Procurement Unit contracted Rayan Laboratory Service under the procurement process Restricted Bidding (RB) method for the supply of Laboratory Equipment and Reagents under a Project TRANSOCLSG.

In view of the above, The Procurement Unit request that you kindly authorize the Finance Department to make payment to Rayan Laboratory Services in the amount of **USD\$5,990.00** (Five Thousand Nine Hundred and Ninety United States Dollars) for assorted chemical materials for EPA's ERRS's Department to conduct investigation of alleged water pollution in Lofa River, Grand Cape Mount County.

Please see attached IPO, Proforma Invoice.



***Jacob's Town, Paynesville
Liberia- West Africa***

Cell #: +231 777235640 | 555102261

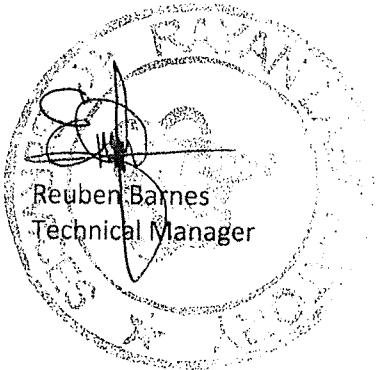
M/S: Environmental Protection Agency

Date: 05-09-2022

PROFORMA INVOICE

Ref. REAGENTS NEEDED FOR EMERGENCY INVESTIGATION AT LOFA RIVER

S/N	DESCRIPTION	QUANTITY	Unit Price (USD)	QTY Price (USD)
1	Pollutant extractor	5 gallons	498.00	2,490.00
2	Cation extractor	5 gallons	350.00	1,750.00
3	Anion extractor	5 gallons	350.00	1,750.00
GRAND TOTAL (USD)				5,990.00





***Jacob's Town, Paynesville
Liberia- West Africa***

Cell #: +231 777235640 | 555102261

Email: rayanlaboratory19@gmail.com

5th September 2022

**The Procurement Unit
Environmental Protection Agency (EPA)
4th Street Sinkor
P.O. Box 4024
Monrovia, Liberia
Cell #: 088651239**

Subject: Submission of quotation for supply of Reagents for Emergency Investigation at Lofa River

Dear Sir/ Madam:

Please find attached a quote for supply of Reagents to be used for the task specified above.

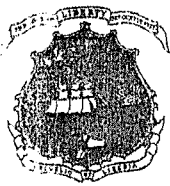
If the quote is found to be technically responsive, the reagents are available for immediate delivery.

Best regard,



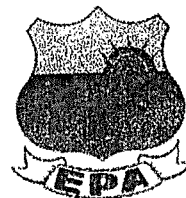
**Reuben Barnes
Technical Manager**

Enclosed as above.



ENVIRONMENTAL PROTECTION AGENCY (EPA)

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



INTERNAL PURCHASE ORDER (IPO)

No:

1684

DATE: SEPTEMBER 5, 2022

IPO#:

NAME OF VENDOR: RAYAN LABORATORY SERVICES

ADDRESS: JOCAB TOWN, PAYNESVILLE

TEL: 0777 235 640

ITEM	QTY ORDER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	5	Gallons of Pollutant extrator	498	2,490.00
	5	Gallons of Cation extrator	350	1,750.00
	5	Gallons of Anion extrator	350	1,750.00
NOTE: IPO, Representing payment for assorted Reagents to facilitate Investigation of Alledged water polution in Lofa River, Grand Cape Mount County, in favor of Rayan Laboratory Services.				
TOTAL			USD	5,990.00

Verified by:

CONTROLLER

Prepared by:

ASSISTANT MANAGER
PROCUREMENT

signed by:

MANAGER / ADMINISTRATION

Approved by:

EXECUTIVE DIRECTOR

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

COPY: Vendor ☐ Procurement Unit ☐ Finance Unit ☐

ENVIRONMENTAL PROTECTION AGENCY

4th Street, Sinkor
Monrovia, Liberia

MEMORANDUM

TO: Prof. Wilson K. Tarpeh
Executive Director/CEO

FROM: Mr. Rafael S. Ngumbu
Manager, ERRS

SUBJECT: **REQUEST FOR EMERGENCY PURCHASE OF REAGENTS TO FACILATE INVESTIGATION OF ALLEGED WATER POLLUTION IN LOFA RIVER, GRAND CAPE MOUNT COUNTY.**

DATE: September 5, 2022

I present my compliments and write to humbly request the emergency purchase of reagents to facilitate an investigation into alleged water pollution in Lofa River, Grand Cape Mount County.

The list of the requested reagents is attached to this request

Thanks for your kind consideration.