



**LIBERIA EXTRACTIVE INDUSTRIES
TRANSPARENCY INITIATIVE**

"OFFICE OF THE SECRETARIAT"

LOCAL PURCHASE ORDER

To: Office Express
UN Drive, Buzzy Quarter
Monrovia Liberia

Ref: LPO No. LEITI/02/21

Funding Source: GOL

Date: October 7, 2021

We hereby request that you deliver the below goods to the Liberia Extractive Industries Transparency Initiative (LEITI) according to your proforma invoice.

ITEMS:	Qty	Unit	Unit cost	Total
Charger (DELL Laptop)	1	Pc	100.00	100.00
Charger (HP Laptop)	1	Pc	100.00	100.00
Battery (DELL Laptop)	1	Pc	120.00	120.00
Manila Folder A4	1	Pc	60.00	60.00
Sheet (Legal size)	1	Pc	45.00	45.00
Box File	1	Pc	100.00	100.00
Office Desk	1	Pc	175.00	175.00
Office Chair	1	Pc	175.00	175.00
Cartridge	2	Pcs	75.00	150.00
Canon Printer MF 3010	1	Pc	450.00	450.00
Mini Cupboard with lock	1	Pc	175.00	175.00
HP Laptop Computer i3 4GB RAM, 1 TB HDD 15.6" Screen, Win 10	2	Pcs	1000.00	2000.00
Three Thousand Six Hundred Fifty United States Dollars				3650.00 USD



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"OFFICE OF THE SECRETARIAT"

Signed: MK
N. Mucha Kumeh/Procurement Officer

Approved: [Signature]
Jeffery N. Yates/Head of Secretariat

[Signature]