



Government of Sierra Leone
MINISTRY OF FINANCE

From: The Financial Secretary, Ministry of Finance

To: All Vote Controllers

Date: 7th May, 2018

REQUEST FOR INFORMATION ON ON-GOING CONTRACTS.

I write with reference to the above and wish to request your Ministry, Department, and Agency (MDA) to submit to the Ministry of Finance, not later than **14th May, 2018** a comprehensive list of all on-going contracts for the supply of goods and services. The information must contain the following:

1. Contract Description;
2. Date of award;
3. Expected completion date/framework;
4. Cost of Contract;
5. Cumulative amount paid/processed up to 30th April, 2018; and
6. Balance outstanding to date.

You are to provide the above information in **MS Excel** format together with the soft copy. Please treat this as urgent, to help us determine future level of your MDA's allocation

I count on your usual cooperation.

Matthew Dingie

For: **Financial Secretary**

Cc: The Minister of Finance
The Secretary to the President