REF NO: MCG/MOTICDO/ICT/04/2023January 12, 2023

County Director-Department of Trade

**SUBJECT: PURCHASE OF ICT EQUIPMENT**

I am writing to request your approval to purchase the items below that will greatly improve the service delivery and revenue collections in the Trade Department. These items include:

1. Four desktop computers with either Core i5 or Core i7 processors.
2. Three all-in-one LaserJet printers.
3. Two WIFI routers.
4. One all-in-one desktop computer.
5. One HP laptop with a Core i7 processor.
6. Four desktop WIFI adapters.
7. Four desktop keyboards and a mouse.
8. Four extension cords.
9. One blower.

As you are aware, our current computer systems are outdated and no longer able to support the demands of our growing team. The new desktop computers will provide improved performance and productivity for our staff, and the WIFI routers and network adaptors will ensure that we have a stable and reliable network connection.

I would be happy to provide more information and answer any questions you may have about this request. Thank you for your consideration.

Sincerely,

Ibrahim Khalif

Chief ICT, Trade Department

Cc: Director ICT

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