

REPUBLIC OF LIBERIA  
**AGRICULTURAL & INDUSTRIAL TRAINING BUREAU (AITB)**  
TECHNICAL / ADMINISTRATIVE SECRETARIAT OF THE NATIONAL COUNCIL  
FOR VOCATIONAL / TECHNICAL EDUCATION & TRAINING (NCVTET)  
Paynesville, Mvyc Campus  
P.O. Box 10 - 9016  
1000 Monrovia, 10 Liberia, West Africa

**INTER-OFFICE MEMORANDUM**

**TO:** Hon. Joseph K. Duwor  
Director General/AITB

**FROM:** Madam Rhoda C. Sayee *R. Sayee*  
Acting Procurement Director/AITB

**SUBJECT:** QUOTATION SUBMISSION FOR THE PROCUREMENT OF THE BUREAU'S INTERNET EQUIPMENT SERVICES AND SCRATCH CARDS

**DATE:** September 18, 2021

Please find attached pro-forma invoices obtained from three local INTERNET EQUIPMENT AND SERVICES vendors for the procurement of **INTERNET EQUIPMENT, SERVICES AND SCRATCH CARDS** to be used for the Bureau's offices from its first Quarter Allotment with reference **IFB-NO. AITB/SBA/RFQ/ 2021** for the month August, 2021.

No	Company/Vendor	Description	Quantity	Unit Price	Total (USD)	Requirements
1	LONESTAR CELL MTN CORPORATION	INTERNET EQUIPMENT AND SERVICES	Assorted	-	US\$3,500	PPCC VCR Business Reg. Cert. & current valid Tax Clearance
2	Orange Liberia, Capitol Bye-Pass Monrovia, Liberia	INTERNET EQUIPMENT AND SERVICES	Assorted	-	\$3,575	PPCC VCR Business Reg. Cert. & current valid Tax Clearance
3	NOVAFONE	INTERNET EQUIPMENT AND SERVICES	Assorted	-	\$3,560	PPCC VCR Business Reg. Cert. & current valid Tax Clearance

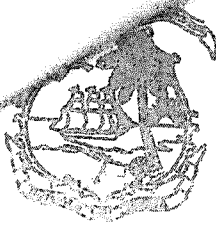
In view of the three quotations received, the lowest price is in the amount of **US \$US\$3,500** (Three thousand five Hundred United States Dollars) in favor of Vendor **LONESTAR CELL MTN CORPORATION**. After a careful review of the quotes and the quality of the requested INTERNET EQUIPMENT AND SERVICES, the offer to **LONESTAR CELL MTN CORPORATION** is considered as the lowest evaluated prices and most responsive quotation.

In regards to the above, we would like to recommend the **LONESTAR CELL MTN CORPORATION** for its reasonable and reliable quotation for your approval to effect this transaction.

Thanks.

*OK Please pay to Lone star*





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FOR VOCATIONAL/TECHNICAL EDUCATION & TRAINING (NCVTET)  
Paynesville, AITB Complex  
P.O. BOX 10 - 0808  
1030 Monrovia 10, Liberia, West Africa

September 6, 2021

The Manager  
Super Petroleum Company  
Capitol By-Pass  
Monrovia, Liberia

### REQUEST FOR QUOTATION

The Government of Liberia through the Agricultural & Industrial Training Bureau (AITB) has set aside funds and intends to apply part of this towards the payment under the RFQ Method for the procurement of **GASOLINE/DIESEL FUEL** to be used by the Administration and Management of the Agricultural & Industrial Training Bureau (AITB). Therefore, the Bureau solicits QUOTATIONS from qualified and eligible vendors for the supply and delivery of the listed items for the use of the AITB:

No	Description	Quantity	Validity Period	Delivery Period
1	Diesel Fuel	657.895 Gals	4 days	Upon receipt of processed LPO from the Ministry of Finance & Development Planning (MFDP)
2	Gasoline	810.811 Gals		

### QUALIFICATION CRITERIA

- Compliance with PPCC Vendor Registry
- Current Business Registration Certificate
- Tax Compliance Certificate
- Must be able to timely supply and deliver

### DEADLINE FOR SUBMISSION:

Date: September 10, 2021

Time: 2:00 P.M.

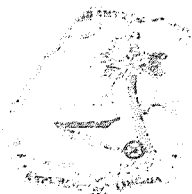
Venue: AITB Office, Somalia Drive, Paynesville

Signed: R. Sayee  
Rhoda C. Sayee  
PROCUREMENT DIRECTOR

Attested: James K. Cooper  
James K. Cooper  
DEPUTY DIRECTOR-GEN. /ADMINISTRATION

OK please process SP  
[Signature]





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Paynesville Mvyc Campus  
P.O. Box 10 - 9016  
1000 Monrovia 10 Liberia, West Africa

**INTER-OFFICE MEMORANDUM**

**TO:** Hon. Joseph K. Duwor  
Director General/AITB

**FROM:** Madam Rhoda C. Sayee *R. Sayee*  
Acting Procurement Director/AITB

**SUBJECT:** QUOTATION SUBMISSION FOR THE PROCUREMENT OF THE BUREAU'S STATIONERY

**DATE:** September 15, 2021

Please find attached pro-forma invoices obtained from three local Printing Vendors for the procurement of STATIONERY for use by the Bureau's offices from its Allotment with reference #: **IFB-NO. AITB/SBA/RFQ2021** for the months of August, 2021

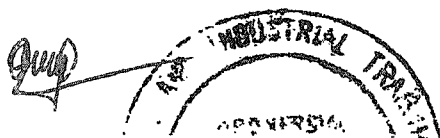
No	Company/Vendor	Description	Quantity	Unit Price	Total (USD)	Requirements
1	AFRICAN BOOKS & STATIONERY STORE	STATIONERY	Assorted	-	US\$6,075	PPCC VCR Business Reg. Cert. & current valid Tax Clearance
2	BENEFIT TRADING INT'L, INC.	STATIONERY	Assorted	-	US\$6,000	PPCC VCR Business Reg. Cert. & current valid Tax Clearance
3	AJAGS TRADING CENTER	STATIONERY	Assorted	-	US\$6,123	PPCC VCR Business Reg. Cert. & current valid Tax Clearance

In view of the three quotations received, the lowest price is in the amount of **US\$6,000** (Six thousand United States Dollars) in favor of Vendor **BENEFIT TRADING INT'L, INC.** After a careful review of the quotes and the quality of the requested STATIONERY, the offer to **BENEFIT TRADING INT'L, INC.** is considered as the lowest evaluated prices and most responsive quotation.

In regards to the above, we would like to recommend the **BENEFIT TRADING INT'L, INC.** for its reasonable and reliable quotation for your approval to effect this transaction.

Thanks.

*OK please process Benefit Trading Int'l inc.*



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TECHNICAL / ADMINISTRATIVE SECRETARIAT OF THE NATIONAL COUNCIL  
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P.O. Box 10 - 9016  
Moyo Campus  
15th Street, 15 Liberia, West Africa

INTER-OFFICE MEMORANDUM

TO: Hon. Joseph K. Duwor  
Director General/AITB

FROM: Madam Rhoda C. Sayee *R. Sayee*  
Procurement Director/AITB

SUBJECT: QUOTATION SUBMISSION FOR THE PROCUREMENT OF THE BUREAU'S VEHICLES & GENERATORS SPARE PARTS

DATE: October 1, 2021

Please find attached pro-forma invoices obtained from three local Spare Parts Vendors for the procurement of SPARE PARTS for Vehicles and 14KVA Generator for the Bureau's offices from its Allotment with reference #: **IFB-NO. AITB/SBA/RFQ/2021** for the months of August, FY-2021.

No	Company/Vendor	Description	Quantity	Unit Price	Total (USD)	Requirements
1	BASHIR BUSINESS CENTER	SPARE PARTS	Assorted	-	US\$3,000	PPCC VCR Business Reg. Cert. & current valid Tax Clearance
2	ENYA TRADING	SPARE PARTS	Assorted	-	\$3,615.00	PPCC VCR Business Reg. Cert. & current valid Tax Clearance
3	ROCK STONE	SPARE PARTS	Assorted	-	\$3,225.00	PPCC VCR Business Reg. Cert. & current valid Tax Clearance

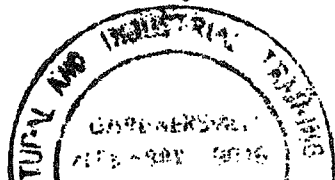
In view of the three quotations received, the lowest price is in the amount of **US\$3,000** (Three thousand United States Dollars) in favor of Vendor **BASHIR BUSINESS CENTER**. After a careful review of the quotes and the quality of the requested SPARE PARTS, the offer to **BASHIR BUSINESS CENTER** is considered the lowest evaluated prices and most responsive quotation.

In regards to the above, we would like to recommend the **BASHIR BUSINESS CENTER** for its reasonable and reliable quotation for your approval to effect this transaction.

Thanks.

*OK please process Bashir Business Center*

*[Signature]*



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Paynesville, Mvyc Campus  
P.O. Box 10 - 9016  
15720 Monrovia - 10 Liberia West Africa

INTER-OFFICE MEMORANDUM

**TO:** Hon. Joseph K. Duwor  
Director General/AITB

**FROM:** Madam Rhoda C. Sayee *R. Sayee*  
Acting Procurement Director/AITB

**SUBJECT:** QUOTATION SUBMISSION FOR THE PROCUREMENT OF THE BUREAU'S EDUCATIONAL MATERIALS AND SUPPLIES

**DATE:** September 15, 2021

Please find attached pro-forma invoices obtained from three local Vendors for the procurement of EDUCATIONAL MATERIALS AND SUPPLIES for use by the Bureau's offices from its Allotment with reference #: IFB-NO. AITB/SBA/RFQ/2021 for the month of August, 2021.

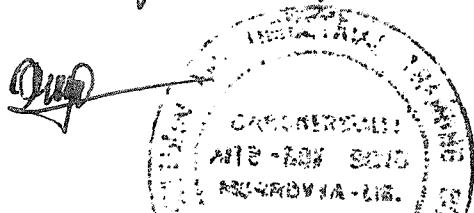
No	Company/Vendor	Description	Quantity	Unit Price	Total (USD)	Requirements
1	Benefit Trading Int'l, Inc.	Educational Materials & supplies	Assorted	-	US\$8,000	PPCC VCR Business Reg. Cert. & current valid Tax Clearance
2	African Books & Stationery Store	Educational Materials & supplies	Assorted	-	US\$8,075	PPCC VCR Business Reg. Cert. & current valid Tax Clearance
3	AJAGS Trading Center	Educational Materials & supplies	Assorted	-	US\$8,405	PPCC VCR Business Reg. Cert. & current valid Tax Clearance

In view of the three quotations received, the lowest price is in the amount of US\$8,000 (Eight thousand United States Dollars) in favor of Vendor **BENEFIT TRADING INT'L, INC.** After a careful review of the quotes and the quality of the requested Educational Materials & supplies, the offer to **BENEFIT TRADING INT'L, INC.** is considered as the lowest evaluated prices and most responsive quotation.

In regards to the above, we would like to recommend the **BENEFIT TRADING INT'L, INC.** for its reasonable and reliable quotation for your approval to effect this transaction.

Thanks.

*OK please process Benefit Trading Int'l. Inc.*



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Aggreyville Mvya Campus

P.O. Box 10 - 9016

1000 Monrovia - 10 Liberia, West Africa

**INTER-OFFICE MEMORANDUM**

**TO:** Hon. Joseph K. Duwor  
Director General/AITB

**FROM:** Madam Rhoda C. Sayee *R. Sayee*  
Acting Procurement Director/AITB

**SUBJECT:** QUOTATION SUBMISSION FOR THE PROCUREMENT OF THE BUREAU'S CLEANING MATERIALS

**DATE:** September 15, 2021

Please find attached pro-forma invoices obtained from three local Printing Vendors for the procurement of Cleaning Materials of the Bureau's janitorial materials for the Bureau's offices from its Allotment with reference #: **IFB-NO. AITB/SBA/RFQ/2021** for the months of August FY 2021.

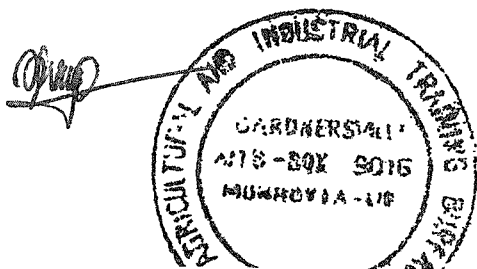
No	Company/Vendor	Description	Quantity	Unit Price	Total (USD)	Requirements
1	ADE SEAL MARINE GROUP OF COMPANIES	CLEANING MATERIALS	Assorted	-	US\$5,000	PPCC VCR Business Reg. Cert. & current valid Tax Clearance
2	OFFICE IDEAS	CLEANING MATERIALS	Assorted	-	\$5,799.92	PPCC VCR Business Reg. Cert. & current valid Tax Clearance
3	CLASS STATIONERY	CLEANING MATERIALS	Assorted	-	\$5,530.92	PPCC VCR Business Reg. Cert. & current valid Tax Clearance

In view of the three quotations received, the lowest price is in the amount of **US\$5,000** (Five thousand United States Dollars) in favor of Vendor **ADE SEAL MARINE GROUP OF COMPANIES** After a careful review of the quotes and the quality of the requested PRINTING OF OFFICIAL LETTERHEADS AND OTHERS, the offer to **ADE SEAL MARINE GROUP OF COMPANIES** is considered as the lowest evaluated prices and most responsive quotation.

In regards to the above, we would like to recommend the **ADE SEAL MARINE GROUP OF COMPANIES** for its reasonable and reliable quotation for your approval to effect this transaction.

Thanks.

*OK please process Ade Seal Marine*





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**INTER-OFFICE MEMORANDUM**

**TO:** Hon. Joseph K. Duwor  
Director General/AITB

**FROM:** Madam Rhoda C. Sayce *R. Sayce*  
Acting Procurement Director/AITB

**SUBJECT:** QUOTATION SUBMISSION FOR THE PROCUREMENT OF THE BUREAU'S PRINTING,  
BINDING & PUBLICATION MATERIALS

**DATE:** September 15, 2021

Please find attached pro-forma invoices obtained from three local Printing Vendors for the procurement of Printing of the Bureau's Letter-heads and other printing materials for communication for the Bureau's offices from its Allotment with reference #: **IFB-NO. AITB/SBA/RFQ/2021** for the month of August, 2021.

No	Company/Vendor	Description	Quantity	Unit Price	Total (USD)	Requirements
1	BENEFIT TRADING INT'L, INC.	PRINTING OF OFFICIAL LETTERHEADS AND OTHERS	Assorted	-	US\$2,980	PPCC VCR Business Reg. Cert. & current valid Tax Clearance
2	AJAGS TRADING CENTER	PRINTING OF OFFICIAL LETTERHEADS AND OTHERS	Assorted	-	\$3,125	PPCC VCR Business Reg. Cert. & current valid Tax Clearance
3	AFRICAN BOOKS & STATIONERY STORE	PRINTING OF OFFICIAL LETTERHEADS AND OTHERS	Assorted	-	\$3,080	PPCC VCR Business Reg. Cert. & current valid Tax Clearance

In view of the three quotations received, the lowest price is in the amount of **US\$2,980** (Two thousand nine hundred eighty United States Dollars) in favor of Vendor **BENEFIT TRADING INT'L, INC.** After a careful review of the quotes and the quality of the requested PRINTING OF OFFICIAL LETTERHEADS AND OTHERS, the offer to **BENEFIT TRADING INT'L, INC.** is considered as the lowest evaluated prices and most responsive quotation.

In regards to the above, we would like to recommend the **BENEFIT TRADING INT'L, INC.** for its reasonable and reliable quotation for your approval to effect this transaction.

Thanks.

*OK please proceed Benefit Trading Int'l Inc.*

*[Signature]*



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**INTER-OFFICE MEMORANDUM**

**TO:** Hon. Joseph K. Duwor  
Director General/AITB

**FROM:** Madam Rhoda C. Sayee *R. Sayee*  
Acting Procurement Director/AITB

**SUBJECT:** QUOTATION SUBMISSION FOR THE PROCUREMENT OF THE BUREAU'S EDUCATIONAL MATERIALS AND SUPPLIES

**DATE:** September 15, 2021

Please find attached pro-forma invoices obtained from three local Vendors for the procurement of EDUCATIONAL MATERIALS AND SUPPLIES for use by the Bureau's offices from its Allotment with reference #: **IFB-NO. AITB/SBA/RFQ/2021** for the month of August, 2021.

No	Company/Vendor	Description	Quantity	Unit Price	Total (USD)	Requirements
1	Benefit Trading Int'l, Inc.	Educational Materials & supplies	Assorted	-	US\$2,500	PPCC VCR Business Reg. Cert. & current valid Tax Clearance
2	African Books & Stationery Store	Educational Materials & supplies	Assorted	-	US\$2,560	PPCC VCR Business Reg. Cert. & current valid Tax Clearance
3	AJAGS Trading Center	Educational Materials & supplies	Assorted	-	US\$2,562	PPCC VCR Business Reg. Cert. & current valid Tax Clearance

In view of the three quotations received, the lowest price is in the amount of **US\$2,500** (Two thousand Five hundred United States Dollars) in favor of Vendor **BENEFIT TRADING INT'L, INC.** After a careful review of the quotes and the quality of the requested Educational Materials & supplies, the offer to **BENEFIT TRADING INT'L, INC.** is considered as the lowest evaluated prices and most responsive quotation.

In regards to the above, we would like to recommend the **BENEFIT TRADING INT'L, INC.** for its reasonable and reliable quotation for your approval to effect this transaction.

Thanks.

*OK please process Benefit Trading Int'l Inc*

