

OFFICE OF THE
DIRECTOR GENERAL

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

OCT. 2021

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

FROM: Madam Rhoda C. Sayee
Procurement Director/AITB

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

DATE: November 18, 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 October, FY-2021.

No	Company/Vendor	Description	Quantity	Unit Price	Total (USD)	Requirements
1	ADE SEAL MARINE GROUP OF COMPANIES, INC	SPARE PARTS	Assorted	-	US\$2,500	PPCC VCR Business Reg. Cert. & current valid Tax Clearance
2	OFFICE IDEAS	SPARE PARTS	Assorted	-	US\$3,071	PPCC VCR Business Reg. Cert. & current valid Tax Clearance
3	CLASS STATIONERY	SPARE PARTS	Assorted	-	US\$2,690	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 ADE SEAL MARINE GROUP OF COMPANIES, INC. After a careful review of the quotes and the quality of the requested SPARE PARTS, the offer to ADE SEAL MARINE GROUP OF COMPANIES, INC. 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, INC. for its reasonable and reliable quotation for your approval to affect this transaction.

Thanks.

It please process Ade Seal marine group



MINISTRY OF FINANCE AGRICULTURAL & INDUSTRIAL TRAINING BUREAU (AITB)

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: October 27, 2021

Please find attached pro-forma invoices obtained from three local Cleaning Materials Vendors for the procurement of Cleaning Materials for 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 October FY 2021.

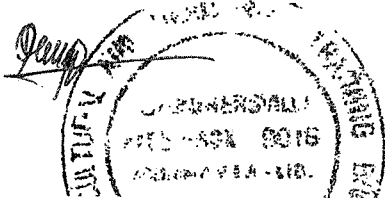
No	Company/Vendor	Description	Quantity	Unit Price	Total (USD)	Requirements
1	ADE SEAL MARINE GROUP OF COMPANIES	CLEANING MATERIALS	Assorted	-	US\$3,000	PPCC VCR Business Reg. Cert. & current valid Tax Clearance
2	OFFICE IDEAS	CLEANING MATERIALS	Assorted	-	\$3,675	PPCC VCR Business Reg. Cert. & current valid Tax Clearance
3	CLASS STATIONERY	MATERIALS	Assorted	-	\$3,525	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 **ADE SEAL MARINE GROUP OF COMPANIES** After a careful review of the quotes and the **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 Group of Companies



October 26, 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	357.144 Gals	4 days	Upon receipt of processed LPO from the Ministry of Finance & Development Planning (MFDP)
2	Gasoline	500.00 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 November 1, 2021

Time: 2:00 P.M.

Venue: AITB Office, Somalia Drive, Paynesville

Signed: R. Sayee

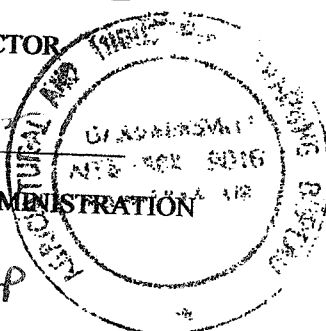
Rhoda C. Sayee

PROCUREMENT DIRECTOR

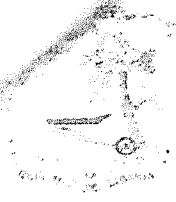
Attested: James K. Cooper

James K. Cooper

DEPUTY DIRECTOR-GEN. /ADMINISTRATION



OK please process SP
[Signature]



REPUBLIC OF LIBERIA
AGRICULTURAL & INDUSTRIAL TRAINING BUREAU (AITB)
TECHNICAL ADMINISTRATION SECRETARIAT OF THE NATIONAL COUNCIL
FOR VOCATIONAL, TECHNICAL EDUCATION & TRAINING (NCVTET)
P.O. Box 10 - 9010
Monrovia, Liberia, West Africa

INTER-OFFICE MEMORANDUM

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

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

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

DATE: October 27, 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-M.A. AITB/SBA/RFQ/2021 for the month of October, 2021.

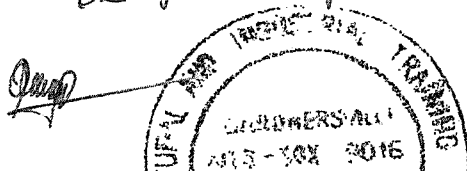
No	Company/Vendor	Description	Quantity	Unit Price	Total (USD)	Requirements
1	BENEFIT TRADING INT'L, INC.	PRINTING OF OFFICIAL LETTERHEADS AND OTHERS	Assorted	-	US\$2,000	PPCC VCR Business Reg. Cert. & current valid Tax Clearance
2	AJAGS TRADING CENTER	PRINTING OF OFFICIAL LETTERHEADS AND OTHERS	Assorted	-	\$2,115	PPCC VCR Business Reg. Cert. & current valid Tax Clearance
3	AFRICAN BOOKS & STATIONERY STORE	PRINTING OF OFFICIAL LETTERHEADS AND OTHERS	Assorted	-	\$2,100	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\$2,000 (Two 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 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 process Benefit Trading Intl. Inc.



AGRICULTURAL & INDUSTRIAL TRAINING BUREAU (AITB)

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: October 27, 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 October, 2021.

No	Company/Vendor	Description	Quantity	Unit Price	Total (USD)	Requirements
1	Benefit Trading Int'l. Inc.	Educational Materials & supplies	Assorted	-	US\$3,043	PPCC VCR Business Reg. Cert. & current valid Tax Clearance
2	African Books & Stationery Store	Educational Materials & supplies	Assorted	-	US\$3,068	PPCC VCR Business Reg. Cert. & current valid Tax Clearance
3	AJAGS Trading Center	Educational Materials & supplies	Assorted	-	US\$3,078	PPCC VCR Business Reg. Cert. & current valid Tax Clearance

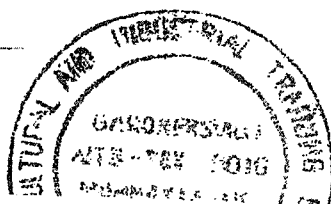
In view of the three quotations received, the lowest price is in the amount of **US\$3,043** (three thousand forty three United States Dollars) in favor of Vendor **BENEFIT TRADING INT'L, INC.** After a careful review of the quotes and the quality of the requested Educational Materials & supplies, the 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.

[Signature]



REPUBLIC OF NIGERIA AGRICULTURAL & INDUSTRIAL TRAINING BUREAU (AITB)

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: October 27, 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 October, 2021

No	Company/Vendor	Description	Quantity	Unit Price	Total (USD)	Requirements
1	ADE SEAL MARINE GROUP OF COMPANIES, INC	STATIONERY	Assorted	-	US\$4,000	PPCC VCR Business Reg. Cert. & current valid Tax Clearance
2	OFFICE IDEAS	STATIONERY	Assorted	-	US\$5,680	PPCC VCR Business Reg. Cert. & current valid Tax Clearance
3	CLASS STATIONERY	STATIONERY	Assorted	-	US\$6,330	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\$4,000** (Four thousand United States Dollars) in favor of Vendor **ADE SEAL MARINE GROUP OF COMPANIES, INC.** After a careful review of the offer and the quality of the requested STATIONERY, the offer to **ADE SEAL MARINE GROUP OF COMPANIES, INC.** 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, INC.** for its reasonable and reliable quotation for your approval to effect this transaction.

Thanks. *OK please process Ade Seal Marine Group of Companies*

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