



**REPUBLIC OF LIBERIA  
CIVIL SERVICE AGENCY  
E.J.S. MINISTERIAL COMPLEX, CONGO  
TOWN, MONROVIA, LIBERIA**



**IFB NO. CSA/NCB/001/2022**

**FRAMEWORK AGREEMENT FOR THE  
PROCUREMENT OF STATIONERY**

**BETWEEN**

**CIVIL SERVICE AGENCY**

**&**

**SOURCE IT LIBERIA**

**JULY 2022**

REPUBLIC OF LIBERIA )

MONTSERRADO COUNTY )

**THIS FRAMEWORK AGREEMENT** is made and entered into this \_\_\_\_ day of **July A.D. 2022** **BY AND BETWEEN** the Government of the Republic of Liberia, through the **Civil Service Agency**, E.J.S. Ministerial Complex, Congo Town, Monrovia, Liberia (hereinafter known and referred to as the **Purchaser** ), AND

**Source IT Liberia Inc.**, Benson Street, Monrovia, Liberia, a duly authorized **Stationery Supplies** distributor operating under the laws of the Republic of Liberia (hereinafter known and referred to as the **Supplier**).

**WHEREAS**, the Purchaser invited bids for certain Goods and Services, viz. Supply and Delivery of **Stationery** under a Framework Agreement for the period of **FY2022** and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of **Twenty Thousand Eight Hundred Twenty Seven United States Dollars (US\$20,827.00)** (hereinafter called "the Framework Agreement Price).

**NOW THIS FRAMEWORK AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Framework Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Framework Agreement referred to.
2. The following documents shall constitute the Framework Agreement between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Framework Agreement:
  - a) The Letter of Acceptance
  - b) The Technical Specifications
  - c) The Supplier's Bid and Original Price Schedules
3. In consideration of the payments to be made by the Purchaser to the Supplier as specified in this Framework Agreement, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Framework Agreement.

4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Framework Agreement Price or such other sum as may become payable under the provision of the Framework Agreement at the times and in the manner prescribed by the Framework Agreement.
5. Under this Framework Agreement the quantities of Supplies specified in the Statement of Requirements are estimated quantities only and are not purchased by this Framework Agreement. If the Purchase Order under this Framework Agreement do not result in total orders of the quantities described as estimates, that fact shall not constitute the basis for an equitable adjustment.
6. The Purchaser shall order from the Provider all the Supplies specified in the Framework Agreement that are required to be purchased by the Civil Service Agency during the period stated in the Schedule of Requirements.
7. The Purchaser guarantees to order at least the value of Supplies specified as the minimum value in the Statement of Requirements.
8. Any Supplies to be provided under this Framework Agreement shall be ordered by the issue of call-off orders using the Civil Service Agency Purchase Order Form, which shall be issued by the Purchaser as per the allotments for such goods and services from MFDP.
9. The authorized signatory for Purchase Order shall be the Director General, Controller, and Head of Procurement Unit.
10. Purchase Orders may be issued at any time during the period of FY2022 from the date of the Framework Agreement indicated above. Any Purchase Orders issued, but not completed, during this period, shall be governed by the Framework Agreement in the same way as if it had been completed during that period.

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IN WITNESS whereof the parties hereto have caused this Framework Agreement to be executed in accordance with the laws of the Republic of Liberia on the day, month and year indicated above.

**FOR AND ON BEHALF OF THE PURCHASER**

Name: James A. Thompson

Title: Director-General

Signature: 

**WITNESS**

Name: Peter R. Pailey

Title: DSG-A

Signature: 

**FOR AND ON BEHALF OF THE SUPPLIER**

Name: Princess Carter

Title: Sales Person

Signature: 

**WITNESS**

Name: Musa Alpha

Title: Store Keeper

Signature: Musa Alpha



# SOURCE

ELECTRONICS - COMPUTERS  
OFFICE FURNITURE & SUPPLIES

TEL: 0177-000055 0800-000055

EMAIL: SOURCE@SOURCE.COM

OFFICE SUPPLIES  
10/10/2022

DATE: 10/10/22  
AMOUNT: 10,000.00  
CASH / CHECK

ITEM	IMMEDIATE	CS/PCS/UNIT/20/2	CASH / CHECK
1	DOUBLE A - A4 PAPER - 80 GSM	150 CTNS	25.00
2	DOUBLE A - LEGAL PAPER - 80 GSM	10 CTNS	4.00
3	BROWN ENVELOPE - ASSORTED SIZES	1 PK	1.00
4	WHITE ENVELOPE	1 CTNS	1.00
5	MANILLA FOLDER - 5 PK	10 CTNS	8.00
6	HANGING FOLDER - 8 PK	10 CTNS	12.00
7	BOX FILE WITH HEAVY DUTY CLIP	1 CTNS	15.00
8	CANON CARTRIDGE 726 - ORIGINAL	20 PCS	80.00
9	HP CARTRIDGE 123 - FOR HP PRINTER 2130 - ORIGINAL	1 PKTS	50.00
10	HP CARTRIDGE 85A / CANON CARTRIDGE	10 PCS	60.00
11	BALL PEN	1 PK	1.00
12	PAPER CLIPS	10 PK	1.00
13	STAPLER	20 PCS	5.00
14	STAPLE PINS	15 PK	1.00
15	PIN REMOVER	10 PCS	1.00
16	MARKER - PERMANENT OR	10 PCS	1.00
17	CALCULATOR - 12 DIGITS - DUAL POWER	5 PCS	10.00
18	LEDGER BOOKS - A4 SIZE - 30P	20 PCS	1.00
19	CARBON PAPERS - BLACK / BLUE	5 PK	1.00
20	FASTNER - METAL	5 PK	1.00
C/F			

Other Comments or Special Instructions

- 1. 1 Year Warranty.
- 2. Delivery: 24 Hours / Free Delivery to Montevideo.
- 3. On-Site Service Plan available.

DISCOUNT

TOTAL: 10,000.00

## SONY. Haier

12-Link  
Technology



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# Thank You

# LIBERIA BUSINESS REGISTRY

Ministry of Commerce and Industry  
National Business Registry  
P.O. Box 10000, Monrovia, Liberia

Form BR-15, Jan/2012

Official Use Only

## Notification of Business Registration (Business Corporation) Branch/Subsidiary

1. Name of the entity

2. Date of registration

3. Principal office address

4. Nature of business

5. Authorized signatory

6. Signature of signatory

7. Date of signature

8. Fee

9. Remarks

10. Signature of Registrar

11. Initial value of shares, stockholders (to be completed if applicable)  
12. Specimen of seal

13. I hereby declare under oath that the information provided herein is true and correct.

14. I hereby declare under oath that I am a resident of Liberia.

15. If true, however, be removed upon request.

16. I hereby declare under oath that I am a resident of Liberia and that I am not a resident of any other country.

17. I hereby declare under oath that I am not a resident of any other country.

18. I hereby declare under oath that I am not a resident of any other country.

19. I hereby declare under oath that I am not a resident of any other country.

20. I hereby declare under oath that I am not a resident of any other country.

21. I hereby declare under oath that I am not a resident of any other country.



# TAX CLEARANCE CERTIFICATE



## MEDIUM TAX DIVISION

TCC NO#: 01175186

Taxpayer Name: SOURCE IT, LIBERIA INC

Taxpayer Identification Number: 501175186

Business Activities: WHOLESALE AND RETAIL TRADE

Taxpayer Address: MONTERRADO, CENTRAL MONROVIA, MONROVIA

Taxpayer Email: SOURCEITLIBERIA@GMAIL.COM

Taxpayer Business Telephone No#: \_\_\_\_\_

Taxpayer Approved Representative: YASH

Representative Telephone No#: 0777000055

Business Category: ENTERPRISE

THIS IS TO CERTIFY FROM INFORMATION AVAILABLE TO THE DOMESTIC TAX DEPARTMENT THAT THE ABOVE MENTIONED TAXPAYER HAS QUALIFIED TO OBTAIN THIS TAX CLEARANCE AND IS HEREBY ISSUED THIS TAX CLEARANCE CERTIFICATE FOR THE PERIOD INDICATED BELOW:

60 days

TAX PERIOD

FOR GENERAL USE

PURPOSE

GIVEN UNDER OUR HAND AND SEAL THIS

2022-06-20

EXPIRES ON

2022-08-19

SIGNATURE: \_\_\_\_\_

SEBASTIAN A WEAH  
ASSISTANT COMMISSIONER, MEDIUM TAX DIVISION

SIGNATURE: \_\_\_\_\_

DARLINGTON V. TALERY  
COMMISSIONER, DOMESTIC TAX DEPARTMENT

*[Handwritten mark]*





# Public Procurement and Concessions Commission (PPCC)

Capitol Hill, Monrovia



## Vendors Registration Form (VRF) Receipt

I hereby acknowledge receipt of the completed Vendors Registration Form (VRF) from

SOURCE IT LIBERIA INC

Submitted by \_\_\_\_\_ Name of Entity

YASH DIANANI

Name of Person Submitting Completed Form

0777000035

Phone Number of Person Submitting Completed Form

sourceitliberia@gmail.com

Email Address of Person Submitting Completed Form

### Checklist of Items Submitted

- ☒ Completed VRF Form
- ☒ Articles of Incorporation or Partnership Agreement (Not Applicable to Sole Proprietorship)
- ☒ Business Registration Certificate for Each Business Line
- ☒ Central Bank of Liberia Clearance (Insurance Companies & Brokers, Only)
- ☒ Copies of Professional Certification & Curriculum Vitae (Consulting Services, Only)
- ☒ Liberia Business Association (LIBA) Membership Certificate (Liberian-owned Businesses, Only)
- ☒ LMDC Certificate (Hospitals & Clinics, Only)
- ☒ LMMPRA Certificate (Drug Stores & Pharmacies, Only)
- ☒ Ministry of Justice Certificate (Security Firms, Only)
- ☒ MOH Certificate (Restaurants & Health NGOs, Only)
- ☒ MW Construction Contractor Certificate (Construction, Supervision & Architecture Firms, Only)
- ☒ Proof of Bank Account Signatory Authority (Liberian-owned Business, Only)
- ☒ Proof of Membership in a Professional Organization
- ☒ Proof of Owner's Citizenship (Must be a Government-issued Identification. E.g. National Identification Card, Birth Certificate or Passport)
- ☒ Recent Financial Statement (for the Last Year of Operation): Balance Sheet (for Newly Established Business Only; Income Statement, Cash Flow Statement and Retained Earnings Statement (for Corporation Only) and Income Statement, Balance Sheet, Cash Flow Statement, and Capital Statement (for Partnership/Sole Proprietorship Only)
- ☒ Signed Company's Representative Authority by the Board/Members/Owners/Partners
- ☒ Copies of Signed Contract or Certificates of Completion for Goods/Works/Services provided to clients; Part 6.
- ☒ National Security Clearance
- ☒ Police Clearance
- ☒ List of Fleet of Vehicles: Vehicle Registration Certificates, Insurance Certificates & MOT Eligibility Certificate (Car Rental Companies, Only)
- ☒ Warranty/After Sales, Manufacturer's Authorization & Dealership Authorization (Auto & Spare Parts Equipment Dealers, Only)

Received by

MARKED AGGOR

Name

[Signature]

Signature

PPCC

Place

2024/10/10

Date

NOTE: This Acknowledges Receipt of the Completed Vendors Registration Form (VRF) and Permits Holder to Participate in the Bidding Process Except Contract Award. All Bids Shall be Accompanied by Copies of the Receipt.

Procuring Entities Must Ensure that ONLY REGISTERED VENDOR (S) be Awarded Contracts