

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



**IFB NO. CSA/RFQ/007/2022**

**FRAMEWORK AGREEMENT FOR THE  
PROCUREMENT OF TRANSPORT EQUIPMENT-  
MOTOR CYCLE**

**BETWEEN**

**CIVIL SERVICE AGENCY**



**UNITED MOTOR COMPANY**

**JULY 2022**

REPUBLIC OF LIBERIA )

MONTSERRADO COUNTY )

THIS **FRAMEWORK AGREEMENT** is made and entered into this 22<sup>nd</sup> 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

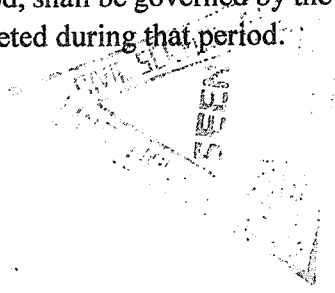
**UNITED MOTOR COMPANY**, Vai Town, Bushrod Island, Monrovia, Liberia, a duly authorized **Transport Equipment** distributor operating under the laws of the Republic of Liberia (hereinafter known and referred to as the **Supplier**).

**WHEREAS**, the Purchaser invited bids for certain Goods and Services, viz. Supply and Delivery of **Transport Equipment – Motor Cycle** 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 **Six Thousand Five Hundred United States Dollars (US\$6,500.00)** (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.



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: Teetee R. Pailey


Title: DDC-A

Signature: 

**FOR AND ON BEHALF OF THE SUPPLIER**

Name: Johnny Danko

Title: General Manager

Signature: 




United Black Company

Company

**WITNESS**

Name: Christopher Tobee

Title: FOS

Signature: 

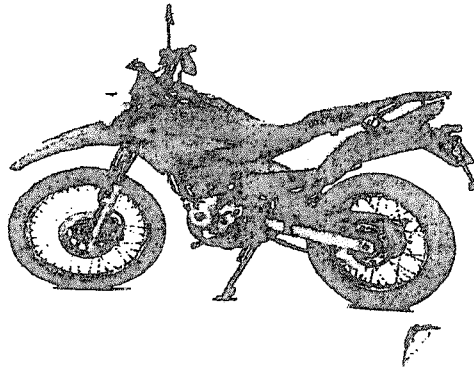


June 23, 2022

**PROFORMA**

Civil Service Agency  
Ministerial Complex, Congo Town  
Monrovia, Liberia

IFB NO.: CSA/RFQ/007/2022



- One (1) Unit Honda Motorcycle XR-150
- Specifications: See attached Spec. Sheet
- Equipped With: Tools Kit/ Owner's Manual/ Helmet
- Price Duty Free: USD 3,500.00
- Warranty: One (1) Year
- Delivery: Immediately or within 5-8 Weeks subject to stock unsold
- Validity: Sixty (60) days from submission deadline
- Payment Term: Immediately Upon Delivery



**United Motor Company**

P.O. Box 10-2795 1000 Monrovia 10, Liberia  
Cell: 05 550022/ 08 526625/ 06 520360

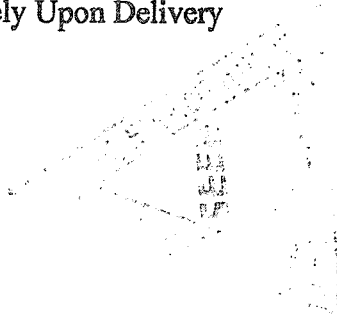
June 23, 2022

**PROFORMA**

Civil Service Agency  
Ministerial Complex, Congo Town  
Monrovia, Liberia

IFB NO.: CSA/RFQ/007/2022

- Two (2) Units Jincheng Motorcycle JC-150
- Specifications: See attached Spec. Sheet
- Equipped With: Tools Kit/ Owner's Manual/ Helmet
- Price Duty Paid: USD 1,000.00 x 3 Units = USD 3,000.00
- Warranty: Six (6) Months
- Delivery: Immediately from Stock subject to stock unsold
- Validity: Sixty (60) days from submission deadline
- Payment Term: Immediately Upon Delivery





# LIBERIA BUSINESS REGISTRY

A JOINT INITIATIVE OF THE MINISTRY OF COMMERCE AND INDUSTRY, THE  
MINISTRY OF FOREIGN AFFAIRS, THE MINISTRY OF FINANCE AND THE  
NATIONAL SOCIAL SECURITY AND WELFARE CORPORATION



Date of issuance: 07/Sep/2021

Branch/subsidiary registration No.: 050859878-B008

## Certificate of Business Registration (Business corporation) branch/subsidiary

Initial registration date: 07/Sep/2015  
Registration date: 13/Jan/2016  
Branch/subsidiary name: UNITED MOTOR COMPANY BR. #3  
Ownership: Lebanese  
Registered address: Montserrado, BUSHROD ISLAND, VAI TOWN  
Parent information:  
Business Registration No.: 050859878  
TIN: 509000269  
Enterprise name: UNITED MOTOR COMPANY  
Address: Montserrado, MONROVIA, VAI TOWN

### Branch/subsidiary activity:

No.	Code	Description	Main
1.	G4540	Sale, maintenance and repair of motorcycles and related parts and accessories	Yes

This certificate is an evidence of registration by enterprise branch/subsidiary as taxpayer and employer.

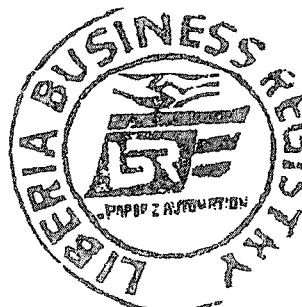
Important: This certificate is not valid after 07/Sep/2022.

It may, however be renewed upon application.

It is not transferable and should not be considered as guarantee of financial standing.

The slightest erasure or alteration renders it invalid.

For inspection purposes, this Certificate must at all times be displayed at a conspicuous place where business is being operated.



Seal

Signature

Samson M. Dee  
Registrar General



# TAX CLEARANCE CERTIFICATE

## LARGE TAX DIVISION



TCC NO#: 0110000342372

Taxpayer Name: UNITED MOTOR COMPANY

Taxpayer Identification Number: 500000269

Business Activities: WHOLESALE AND RETAIL TRADE

Taxpayer Address: MONTSERRADO, ADJACENT FAYAD ENT.CORP., MONROVIA

Taxpayer Email: phoenixconsultancy2017@gmail.com

Taxpayer Business Telephone No#:

Taxpayer Approved Representative: Abigail Urey Miller

Representative Telephone No#: 0886929523

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:

90 days

TAX PERIOD

FOR GENERAL USE

PURPOSE

GIVEN UNDER OUR HAND AND SEAL THIS

2022-05-18

EXPIRES ON

2022-08-16

SIGNATURE:

MARGARET P. KROTE

ASSISTANT COMMISSIONER, LARGE TAX DIVISION

SIGNATURE:

DARLINGTON Y. TALERY

COMMISSIONER, DOMESTIC TAX DEPARTMENT



Public Procurement and Concessions Commission  
Capitol Hill, Monrovia, Liberia

Vendors Registration Form (VRF) Receipt

This acknowledges receipt of the completed Vendor's Registration Form (VRF) from

United Motor Company

Submitted by

Name of Entity

Burgess Tolbert

Name of Person Submitting Completed Form

0886-938-178

Phone # of Person Submitting Completed Form

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
- ☐ Central Bank of Liberia Clearance (insurance companies & brokers, only)
- ☐ Copies of Professional Certification (consulting services, only)
- ☐ Liberia Business Association (LIBA) Membership Certificate (Liberian-owned businesses, only)
- ☐ LMDC Certificate (hospitals & clinics, only)
- ☐ LMHPRA Certificate (drug stores & pharmacies, only)
- ☒ Manufacturer's Authorization (auto & specialized equipment dealers, only)
- ☐ Ministry of Justice Certificate (security firms, only)
- ☐ MCE Certificate (restaurants & health NGOs, only)
- ☐ MPW Construction Contractor Certificate (construction, supervision, & architecture firms, only)
- ☐ Proof of Bank Account Signatory Authority (Liberian-owned businesses, only)
- ☒ Proof of Membership in a Professional Organization
- ☒ Proof of Owner's Citizenship (Must be a government-issued identification. eg. Passport)
- ☒ Recent Financial Statement (for the last year of operation)
- ☒ Signed Company Representative Authorization by the Board/Members/Owners/Partners
- ☐ Signed Contract or certificates of completion for goods/works/services provided to clients per P
- ☒ Social Security Clearance
- ☒ Tax Clearance
- ☐ Vehicle Registration & Insurance Certificates (car rental companies, only)
- ☐ Warranty/After Sales (auto & specialized equipment dealers, only)

Received by

Omiford Nyah, Jr.

Chp Mr. J.

PPCC

08/17/15