

**UNIVERSITY OF ENERGY AND NATURAL RESOURCE, (UENR), SUNYANI.**

**MINUTES OF THE 6<sup>TH</sup> REGULAR ENTITY TENDER COMMITTEE (ETC), HELD ON TUESDAY, APRIL 23, 2019 AT THE GRADUATE SCHOOL CONFERENCE ROOM- UENR.**

<b>Item</b>	<b>Present</b>		
<b>1.0</b>	1. Prof. Harrison K. Dapaah	Vice-Chancellor	Chairman
	2. Mr. Solomon Panford	Registrar	Member
	3. Mr. A.B Abdulai	Director of Finance	Member
	4. Prof. Ebenezer Mensah	Rep. NCTE	Member
	5. Dr. Alex A. Opoku	HOD, Mathematics and Statistics	Member
	6. Dr. Nana Kwasi Diawuo	Ag. Director, IT Directorate	Member
	7. Dr. Eric Oforu Antwi	Head, RCEES	Member
	8. Mr. Isaac K. Amankwah	Rep. Professional Body	Member
	9. Mr. John-Baptist Siddick	Ag. Head of Procurement	Secretary
	<b><u>ABSENT</u></b>		
1. Ms. Linda Mensah	Assistant Registrar(Legal)	Member	
<b><u>IN- ATTENDANCE</u></b>			
1. Mr. Christian Yeboah Nuako	Director of Works		
2. Mr. Baffour Antoa Mensah	Procurement Officer	Recorder	

<b>Item</b>	<b>Description</b>	<b>Action By</b>	<b>Deadline</b>
<b>2.0</b>	<b><u>OPENING</u></b>  The meeting was called to order at 1: 06pm with an opening prayer by Mr. Isaac Kwadwo Amankwah. The Chairman welcomed members to the 6th Entity Tender Committee meeting. He first apologized to members for the University's inability to organize meetings as prescribed in the Procurement Act and assured the committee members that, the practice of not organizing regular meetings will be a thing of the past.		

**UNIVERSITY OF ENERGY AND NATURAL RESOURCE, (UENR), SUNYANI.**

Item	Description	Action By	Deadline
3.0	<p><b><u>ADOPTION OF AGENDA (BUSINESS OF THE DAY)</u></b></p> <p>The Chairman then briefed the Committee about the agenda for the meeting which was to adopt and confirm the minutes of the 5<sup>th</sup> regular meeting of the Committee, approve the 2019 Procurement Plan for the University and the Regional Center for Environmental and Energy Sustainability (RCEES) and to ratify some Administrative Approvals given by the Head of Entity. The motion for the adoption of the agenda was proposed by the Dr. Nana Kwasi Diawuo and seconded by Professor Ebenezer Mensah.</p>		
4.0	<p><b><u>CONFIRMATION AND ADOPTION OF MINUTES OF THE 5<sup>TH</sup> REGULAR MEETING</u></b></p> <p>The minutes of the previous meeting held on December 7, 2017 was read and adopted on the motion proposed by Dr. Nana Kwasi Diawuo and seconded by Dr. Alex Akwasi Opoku subject to the correction(s) below.</p>		
4.1	<p><b><u>Correction(s)</u></b>  <b><u>Item 4.0 should be clarified to read</u></b></p> <p>On page 2, the word "previous" was to be inserted before the <i>minutes</i> to bring clarity to the heading.</p>		
5.0	<p><b><u>MATTERS ARISING FROM THE PREVIOUS MINUTES (5<sup>TH</sup> MEETING)</u></b></p>		
5.1	<p><b><u>Procurement Expenditure Actuals</u></b></p> <p>The committee wanted to know whether the Director of Finance had prepared the actual expenditure for each Procurement package for the year 2018 to aid the committee in decision making for the 2019 Plan. The Director of Finance responded that, he was yet to complete the final report and that, it will be made available in the next meeting of the committee.</p>	Director of Finance	13 <sup>th</sup> to 17 <sup>th</sup> May, 2019

**UNIVERSITY OF ENERGY AND NATURAL RESOURCE, (UENR), SUNYANI.**

Item	Description	Action By	Deadline
<p><b>6.0</b> <b>6.1</b></p>	<p><b><u>BUSINESS OF THE DAY</u></b> <b><u>Approval for the 2019 Procurement Plan</u></b></p> <p>A member of the committee representing the professional body wanted members to defer the approval of the 2019 plan since the expenditure actuals were not ready. But the committee after deliberations, agreed that, the approval could be given in order to enable the Procurement Office upload the plan on the Public Procurement Authority website. It was further agreed that, the University could review the plan after the actuals had been presented through the quarterly update.</p> <p>The Chairman then asked the Ag. Head of Procurement to take members through the draft Procurement Plan for 2019. The Ag. Head of Procurement took members through the major categorization (i.e. goods, works, consultancy and technical services) and their budget estimates for the year.</p> <p>The members of the committee discussed each contract package and amended certain portions of the 2019 Plan. Under <b>Goods</b>, it was amended as follows;</p> <p>i. The package for the <i>Supply of Furniture</i> was to be renamed <i>Supply of Office and Residential Furniture</i></p> <p>Under <b>Works</b>, it was amended as follows;</p> <p>i. The committee amended the names of the underlisted packages;</p> <ul style="list-style-type: none"> <li>• From refurbishment of Existing University Clinic at Sunyani Campus to <i>Renovation and Extension of Existing University Clinic at Sunyani Campus</i></li> <li>• From Renovation and Minor works of Bungalows, Offices and Official Buildings to <i>Renovation and Minor works on Residential Buildings and Offices</i></li> <li>• From Construction of Business Centre at Dormaa Ahenkro to <i>Construction of Commercial Centre at Dormaa Ahenkro</i></li> </ul>		

Item	Description	Action By	Deadline
6.2	<p>ii. The budget estimated for Municipal Services was increased from GH¢1,000,000.00 to <b>GH¢2,500,000.00</b></p> <p>iii. The committee agreed to remove the construction of the RCEES Hostel Block (Phase1) from the 2019 Plan after the Ag. Head of Procurement had explained that, the project would be financed through funds that will be generated by the Centre in 2020.</p> <p>Under <b>Technical Services</b> the committee amended the package of Provision of Municipal Services to read as <i>Provision of External Municipal Services</i> to bring clarity</p> <p>Again, the committee increased the budget estimated for Internet Service from GH¢150,000.00 to <b>GH¢600,000.00</b></p> <p><b><u>Approval for the 2019 RCEES Procurement Plan</u></b></p> <p>The Chairman asked the Director of the Centre to brief members of the committee on the activities of the centre and what they seek to achieve. The Director told members that, the Centre was a World Bank funded project that seeks to become a globally recognized centre of excellence for the generation of knowledge in Energy and Environmental Sustainability in Africa. He further explained that, the centre will provide a world class environment for generating knowledge in energy and environmental sustainability. Additionally, they will provide training, post graduate education, research, certification in partnership with industry.</p> <p>On the draft Plan, members wanted to know why RCEES was having a separate plan from that of the main University Plan. The Ag. Head of Procurement informed members that it was a requirement from the World Bank for the Centre to have its own plan in order to access the funds. The Director of the Centre then went ahead to take members through the draft Procurement Plan for 2019 meant to support the implementation of the Centre's programmes.</p>		

**UNIVERSITY OF ENERGY AND NATURAL RESOURCE, (UENR), SUNYANI.**

Item	Description	Action By	Deadline						
7.0	<p>After the Centre's Director presentation, the Committee members discussed each contract package and made an addition under <b>Goods</b> as indicated below;</p> <p>i. The package for Projectors was to be amended with the addition of "Accessories" to read as <i>Projectors and Accessories</i>.</p> <p>The Committee after lengthy deliberations unanimously approved the Procurement Plan for 2019 for the main University and RCEES pending the amendments and additions after Professor Ebenezer Mensah had proposed for its adoption and was seconded Mr. Isaac Kwadwo Amankwah.</p> <p><b><u>Ratification of Administrative Approvals given</u></b></p> <p>The Chairman informed members that, he had given administrative approvals to a number of contracts and contract extensions which was beyond his threshold due to the urgent nature of the request for smooth running of the University. He therefore entreated members of the committee to rectify the approvals he had given. The committee after deliberations unanimously approved/rectified all the contracts and extensions as shown below;</p> <table border="1" data-bbox="298 1335 1175 1871"> <thead> <tr> <th data-bbox="298 1335 651 1566">School//Dept./Unit Making the Request/ Procurement Method/Contract Name/Date of Initiation of the Procurement Process</th> <th data-bbox="651 1335 878 1566">Firms Invited/ Evaluated Tender Prices</th> <th data-bbox="878 1335 1175 1566">Firm Recommended For Award of Contract /Contract Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="298 1566 651 1871">                     RELAB PROJECT                      NATIONAL COMPETITIVE TENDER (NCT)                       Supply of 1 No. 15 seater Mini Bus for the Relab Project                       December,2018                 </td> <td data-bbox="651 1566 878 1871">                     Toyota (GH) Company Limited, Accra                       GH₵181,500.00                 </td> <td data-bbox="878 1566 1175 1871">                     TOYOTA (GH) COMPANY LIMITED, ACCRA   <b>GH₵181,500.00</b> </td> </tr> </tbody> </table>	School//Dept./Unit Making the Request/ Procurement Method/Contract Name/Date of Initiation of the Procurement Process	Firms Invited/ Evaluated Tender Prices	Firm Recommended For Award of Contract /Contract Amount	RELAB PROJECT NATIONAL COMPETITIVE TENDER (NCT)  Supply of 1 No. 15 seater Mini Bus for the Relab Project  December,2018	Toyota (GH) Company Limited, Accra  GH₵181,500.00	TOYOTA (GH) COMPANY LIMITED, ACCRA  <b>GH₵181,500.00</b>		
School//Dept./Unit Making the Request/ Procurement Method/Contract Name/Date of Initiation of the Procurement Process	Firms Invited/ Evaluated Tender Prices	Firm Recommended For Award of Contract /Contract Amount							
RELAB PROJECT NATIONAL COMPETITIVE TENDER (NCT)  Supply of 1 No. 15 seater Mini Bus for the Relab Project  December,2018	Toyota (GH) Company Limited, Accra  GH₵181,500.00	TOYOTA (GH) COMPANY LIMITED, ACCRA  <b>GH₵181,500.00</b>							

**UNIVERSITY OF ENERGY AND NATURAL RESOURCE, (UENR), SUNYANI.**

Item	Description			Action By	Deadline
	<b>School//Dept./Unit Making the Request/ Procurement Method/Contract Name/Date of Initiation of the Procurement Process</b>	<b>Firms Invited/ Evaluated Tender Prices</b>	<b>Firm Recommended For Award of Contract /Contract Amount</b>		
		With God Everything Is Possible, Kumasi  GH¢104,000.00			
		Manjigo Company Limited -			
		Alemarg Company Limited -			
		With God Everything Is Possible, Kumasi -			
		Manjigo Company Limited  GH¢92,400.00			
		Alemarg Company Limited  GH¢96,800.00			

**UNIVERSITY OF ENERGY AND NATURAL RESOURCE, (UENR), SUNYANI.**

Item	Description	Action By	Deadline																								
	The contract extensions are as shown below;																										
	<table border="1"> <thead> <tr> <th data-bbox="293 352 662 457">Contract Description/ Department</th> <th data-bbox="662 352 852 457">Date of Contract Extension</th> <th data-bbox="852 352 1024 457">Name of Company</th> <th data-bbox="1024 352 1240 457">Contract Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 457 662 709"> <b>Estate Department</b>                       Supply of 400No. Undergraduate Academic Gowns   <b>BA/UENR/GD/022/004/18</b> </td> <td data-bbox="662 457 852 709">                     29<sup>th</sup> October, 2018                 </td> <td data-bbox="852 457 1024 709">                     With God Everything is Possible Tailoring, Kumasi                 </td> <td data-bbox="1024 457 1240 709">                     GH¢104,000.00                 </td> </tr> <tr> <td data-bbox="293 709 662 961"> <b>Estate Department</b>                       Supply of 200No. Undergraduate Academic Gowns   <b>BA/UENR/GD/022/005/18</b> </td> <td data-bbox="662 709 852 961">                     11<sup>th</sup> December, 2018                 </td> <td data-bbox="852 709 1024 961">                     With God Everything is Possible Tailoring, Kumasi                 </td> <td data-bbox="1024 709 1240 961">                     GH¢52,000.00                 </td> </tr> <tr> <td data-bbox="293 961 662 1245"> <b>Estate Department</b>                       Supply of 200No. Classroom furniture(Tables and Chairs)   <b>BA/UENR/GD/006/004/18</b> </td> <td data-bbox="662 961 852 1245">                     31<sup>st</sup> October, 2018                 </td> <td data-bbox="852 961 1024 1245">                     Alemarg Company Limited, Accra                 </td> <td data-bbox="1024 961 1240 1245">                     GH¢88,000.00                 </td> </tr> <tr> <td data-bbox="293 1245 662 1528"> <b>Estate Department</b>                       Supply of 160No. Classroom furniture(Tables and Chairs)   <b>BA/UENR/GD/006/005/18</b> </td> <td data-bbox="662 1245 852 1528">                     14<sup>th</sup> November, 2018                 </td> <td data-bbox="852 1245 1024 1528">                     Alemarg Company Limited, Accra                 </td> <td data-bbox="1024 1245 1240 1528">                     GH¢70,400.00                 </td> </tr> <tr> <td data-bbox="293 1528 662 1841"> <b>Estate Department</b>                       Supply of 200No. Classroom furniture(Tables and Chairs)   <b>BA/UENR/GD/006/006/18</b> </td> <td data-bbox="662 1528 852 1841">                     11<sup>th</sup> December, 2018                 </td> <td data-bbox="852 1528 1024 1841">                     Alemarg Company Limited, Accra                 </td> <td data-bbox="1024 1528 1240 1841">                     GH¢88,000.00                 </td> </tr> </tbody> </table>	Contract Description/ Department	Date of Contract Extension	Name of Company	Contract Amount	<b>Estate Department</b>  Supply of 400No. Undergraduate Academic Gowns  <b>BA/UENR/GD/022/004/18</b>	29 <sup>th</sup> October, 2018	With God Everything is Possible Tailoring, Kumasi	GH¢104,000.00	<b>Estate Department</b>  Supply of 200No. Undergraduate Academic Gowns  <b>BA/UENR/GD/022/005/18</b>	11 <sup>th</sup> December, 2018	With God Everything is Possible Tailoring, Kumasi	GH¢52,000.00	<b>Estate Department</b>  Supply of 200No. Classroom furniture(Tables and Chairs)  <b>BA/UENR/GD/006/004/18</b>	31 <sup>st</sup> October, 2018	Alemarg Company Limited, Accra	GH¢88,000.00	<b>Estate Department</b>  Supply of 160No. Classroom furniture(Tables and Chairs)  <b>BA/UENR/GD/006/005/18</b>	14 <sup>th</sup> November, 2018	Alemarg Company Limited, Accra	GH¢70,400.00	<b>Estate Department</b>  Supply of 200No. Classroom furniture(Tables and Chairs)  <b>BA/UENR/GD/006/006/18</b>	11 <sup>th</sup> December, 2018	Alemarg Company Limited, Accra	GH¢88,000.00		
Contract Description/ Department	Date of Contract Extension	Name of Company	Contract Amount																								
<b>Estate Department</b>  Supply of 400No. Undergraduate Academic Gowns  <b>BA/UENR/GD/022/004/18</b>	29 <sup>th</sup> October, 2018	With God Everything is Possible Tailoring, Kumasi	GH¢104,000.00																								
<b>Estate Department</b>  Supply of 200No. Undergraduate Academic Gowns  <b>BA/UENR/GD/022/005/18</b>	11 <sup>th</sup> December, 2018	With God Everything is Possible Tailoring, Kumasi	GH¢52,000.00																								
<b>Estate Department</b>  Supply of 200No. Classroom furniture(Tables and Chairs)  <b>BA/UENR/GD/006/004/18</b>	31 <sup>st</sup> October, 2018	Alemarg Company Limited, Accra	GH¢88,000.00																								
<b>Estate Department</b>  Supply of 160No. Classroom furniture(Tables and Chairs)  <b>BA/UENR/GD/006/005/18</b>	14 <sup>th</sup> November, 2018	Alemarg Company Limited, Accra	GH¢70,400.00																								
<b>Estate Department</b>  Supply of 200No. Classroom furniture(Tables and Chairs)  <b>BA/UENR/GD/006/006/18</b>	11 <sup>th</sup> December, 2018	Alemarg Company Limited, Accra	GH¢88,000.00																								

**UNIVERSITY OF ENERGY AND NATURAL RESOURCE, (UENR), SUNYANI.**

Item	Description	Action By	Deadline
8.0	<p><b><u>ANY OTHER BUSINESS</u></b></p> <p><b>a. Proposal on Matters arising and Action Minutes</b> Mr. I.K. Amankwaah proposed that, matters arising should be on a separate sheet and the minutes should also be in action minutes format which was agreed upon by the committee. The chairman then tasked the Secretary to act accordingly.</p> <p><b>b. Soliciting for University Bus</b> Prof. Ebenezer Mensah advised University Management to send proposals to corporate organizations to solicit for support for some buses. The Chairman on his part informed members that, the University made several efforts in the past but did not yield any positive results.</p> <p><b>c. Building of Transit Quarters</b> A member asked that, the University should rather build transit quarters in Sunyani rather than the Staff quarters. The Chairman asked the Director of Works and Physical Development to assess the feasibility of that proposal.</p> <p><b>d. Capacity of Proposed Dormaa Campus Hostel</b> The committee members inquired about the capacity of the proposed Hostel block at Dormaa. The Director of Works told the meeting that, the information was not readily available and he will supply it during the next meeting</p> <p><b>e. Agenda and Date for the next Meeting</b> The committee agreed to have the next meeting on May 28, 2019 to consider the Procurement expenditure (actuals) for 2018.</p>	<p>Ag. Head of Procurement</p> <p>University Management</p> <p>Director of Works</p> <p>Director of Works</p> <p>Ag. Head of Procurement</p>	

