



OFFICE OF THE VICE-CHANCELLOR

Ref No.: UENR/OVC/PROC/VOL.1/A506/02

December 17, 2019

THE MANAGING DIRECTOR  
GHANA-INDIA KOFI ANNAN  
CENTRE OF EXCELLENCE IN ICT  
ACCRA

NOTIFICATION OF AWARD  
BA/UENR/CS/008/19

**PROJECT PACKAGE NUMBER: (BA/UENR/RCEES/CS/002/19)**

This comes to inform you that the Entity Tender Committee at its 8<sup>th</sup> Regular meeting held on December 17, 2019 has decided to award you the contract for the Development of Strategic Plan for the Regional Center for Energy and Environmental Sustainability (RCEES), UENR (Consultancy Service) Item (s) below.

No	ITEM DESCRIPTION	SPECIFICATION	UNIT OF COUNT	QUANTITY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
	REGIONAL CENTER FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY (RCEES)					
1	Consultancy for Development of Strategic Plan for the Regional Center for Energy and Environmental Sustainability (RCEES), UENR	N/A	N/A	N/A	200,000.00	200,000.00
	Sub Total					200,000.00
	3% VAT					N/A
	<b>Total Amount</b>					<b>200,000.00</b>

**1. Delivery:** The order validity period is Ninety (90) days. You are therefore expected to develop the Strategic Plan before or on 21<sup>st</sup> February, 2020. If the delivery is not effected by the said date, the contract may be deemed to have been cancelled and the contract will be re-awarded to the next evaluated bidder.

The service would have to be delivered to the appropriate Unit at the University on a working day within the hours of 8:30a.m and 4:00p.m. The University has the right to reject the service if the service is not delivered within the stipulated days and time.

The property and risk in the goods is transferred to the University and delivery completed by the supplier when the goods have been offloaded, delivered to the appropriate stores by the supplier and verified physically and technically by the appropriate staff of the University and certified with the appropriate documentation. N/A

2. **Payment Terms:** The Payment will be done in accordance with the Payment Schedule in your Request for Proposal Submission.

3. The prices agreed shall not be varied to the disadvantage of the University.

4. The contract is non-severable therefore part delivery does not entitle you to payment.

5. You are to acknowledge your acceptance or otherwise of the terms and conditions of the award latest within fourteen days after receipt of the award letter.

**NOTE:**

Please contact the Procurement Office for a copy of the Contract Letter.

We strictly insist on the issuance of VAT invoice for all supplies.

PLEASE NOTE: THE ITEM WILL BE REJECTED IF IT DOES NOT MEET OUR SPECIFICATION.

Authorized Signature.....  .....

**Name and Title of Signatory:** Prof. Harrison K. Dapaah, Vice-Chancellor

- cc: Pro Vice-Chancellor
- Registrar
- Director of Finance
- Director, RCEES
- Ag. Director of Procurement
- Internal Auditor
- Principal Stores Supt.
- File

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