



UNIVERSITY OF ENERGY AND NATURAL RESOURCES (UENR), SUNYANI

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PROCUREMENT DIRECTORATE

Our Ref: PD/VC/PQ/SF.3/0009/2020

MEMO

TO : VICE-CHANCELLOR
FROM : SECRETARY, ENTITY TENDER COMMITTEE (ETC)
DATE : 3RD DECEMBER, 2020
SUBJECT: REQUEST FOR APPROVAL

I forward, herewith, the minutes of the 6th and 7th Meetings of the Tender Evaluation Panel held on Monday, 16th November, 2020; and 24th and 30th November, 2020 respectively for your Approval.

Please find attached the Minutes of the Tender Evaluation Panel Meetings and attendance Sheets for your perusal.

Thank you.

Do-



Secretary, ETC
Request approved
EM 14/12/2020

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fy 9

15/12/2020



MINUTES OF 7TH MEETING OF THE TENDER EVALUATION PANEL HELD ON 30TH NOVEMBER, 2020
AT THE PROCUREMENT DIRECTORATE

NAME OF DEPARTMENT MAKING REQUEST & REQUIREMENTS	NAME OF SUPPLIER	ITEM	QTY.	UNIT PRICE GH¢	TOTAL PRICE GH¢
D(i) REGIONAL CENTER FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY (RCEES)	EWUSI PLUMBING WORKS AND SHOP SUNYANI	1 No. Office Cabinet, Sub Total VAT & NHIL (3%) Grand Total Technically Responsive Validity - Comply Delivery Period - Comply Payment Terms - Comply Document Signed - Comply Business Registration Certificate-Comply VAT Registration Certificate-Comply PPA Registration Certificate-Comply PPA Registration Certificate-Comply	1	2,500.00	2,500.00 2,500.00 75.00 2,575.00
Procurement of Office Cabinet for RCEES. Technical Requirements: 1 No. Office Cabinet, 3 Door Wooden-Glass Cabinet					

MINUTES OF 7TH MEETING OF THE TENDER EVALUATION PANEL HELD ON 30TH NOVEMBER, 2020
AT THE PROCUREMENT DIRECTORATE

				GHC	GHC
Other Requirements:	MODERN INFORMATION	1 No. Office Cabinet,	1	1,900.00	1,900.00
Validity - 60 Days	AND BUSINESS	Sub Total			1,900.00
Delivery Period - 1 Weeks	SOLUTIONS	VAT & NHIL (3%)			57.00
Payment Terms-30 Days		Grand Total			1,957.00
Document Signed		Technically Responsive			
Business Registration Certificate		Validity - Comply			
VAT Registration Certificate		Delivery Period - Comply			
PPA Registration Certificate		Payment Terms - Comply			
		Document Signed - Comply			
		Business Registration Certificate-Comply			
		VAT Registration Certificate-Comply			
		PPA Registration Certificate-Comply			
		PPA Registration Certificate-Comply			

MINUTES OF 7TH MEETING OF THE TENDER EVALUATION PANEL HELD ON 30TH NOVEMBER, 2020
 AT THE PROCUREMENT DIRECTORATE

	PREMIER MATROSE	1 No. Office Cabinet,		GH¢	GH¢
	ENTERPRISE	Sub Total	1	2,500.00	2,500.00
	SUNYANI	VAT & NHIL (3%)			2,500.00
		Grand Total			75.00
		Technically Responsive			2,575.00
		Validity - Comply			
		Delivery Period - Comply			
		Payment Terms - Comply			
		Document Signed - Comply			
		Business Registration Certificate-Comply			
		VAT Registration Certificate-Comply			
		PPA Registration Certificate-Comply			
		PPA Registration Certificate-Comply			

MINUTES OF 7TH MEETING OF THE TENDER EVALUATION PANEL HELD ON 30TH NOVEMBER, 2020
AT THE PROCUREMENT DIRECTORATE

	SAM K. BOAKYE ENTERPRISE KUMASI	1 No. Office Cabinet, Sub Total VAT & NHIL (3%) Grand Total Technically Responsive Validity - Comply Delivery Period - Comply Payment Terms - Comply Document Signed - Comply Business Registration Certificate-Comply VAT Registration Certificate-Comply PPA Registration Certificate-Comply PPA Registration Certificate-Comply	1	GH¢ 2,400.00	GH¢ 2,400.00 2,400.00 Inclusive 2,400.00
<p>CONSIDERATIONS: All four firms invited presented their quotations before the Panel.</p> <p>RECOMMENDATION: MODERN INFORMATION AND BUSINESS SOLUTIONS, SUNYANI was recommended to supply 1 No. Office Cabinet, at the sum of GH¢1,957.00 (VAT & NHIL inclusive) based on Price Competiveness</p>					

MINUTES OF 7TH MEETING OF THE TENDER EVALUATION PANEL HELD ON 30TH NOVEMBER, 2020
AT THE PROCUREMENT DIRECTORATE

NAME OF DEPARTMENT MAKING REQUEST & REQUIREMENTS	NAME OF SUPPLIER	ITEM	QTY.	UNIT PRICE GH¢	TOTAL PRICE GH¢		
D(ii) REGIONAL CENTER FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY (RCEES) Procurement of Plumbing Materials for RCEES. Technical Requirements: 3 No. Cistern, Complete 3 No. Cistern Screw 2 No. Thread Tape 1 No. Toilet Roll Holder 3 No. Flushing Pipe 1 No. Silicon 1 No. Putty Other Requirements: Validity - 60 Days	EWUSI PLUMBING WORKS AND SHOP SUNYANI	3 No. Vega Cistern, Complete	3	545.00	1,635.00		
		3 No. Cistern Screw	3	49.00	147.00		
		2 No. Thread Tape	2	5.00	10.00		
		1 No. Toilet Roll Holder	1	120.00	120.00		
		3 No. Flushing Pipe	3	72.00	216.00		
		1 No. Silicon	1	55.00	55.00		
		1 No. Putty	1	59.00	59.00		
		Sub Total				2,242.00	
		VAT & NHIL (3%)				67.26	
		Grand Total				2,309.26	
				Technically Responsive			
				Validity - Comply			
		Delivery Period - Comply					
		Payment Terms - Comply					
		Document Signed - Comply					
		Business Registration Certificate-Comply					
		VAT Registration Certificate-Comply					
		PPA Registration Certificate-Comply					
		PPA Registration Certificate-Comply					

MINUTES OF 7TH MEETING OF THE TENDER EVALUATION PANEL HELD ON 30TH NOVEMBER, 2020
AT THE PROCUREMENT DIRECTORATE

				GH¢	GH¢
Delivery Period - 1 Weeks					
Payment Terms-30 Days	PREMIER MATROSE	3 No. Twyford Cistern, Complete	3	365.00	1,095.00
Document Signed	ENTERPRISE	3 No. Cistern Screw	3	5.00	15.00
Business Registration Certificate	SUNYANI	2 No. Thread Tape	2	3.00	6.00
VAT Registration Certificate		1 No. Toilet Roll Holder	1	60.00	60.00
PPA Registration Certificate		3 No. Flushing Pipe	3	25.00	75.00
		1 No. Silicon	1	20.00	20.00
		1 No. Putty	1	35.00	35.00
		Sub Total			1,306.00
		VAT & NHIL (3%)			39.18
		Grand Total			1,345.18
		Technically Responsive			
		Validity - Comply			
		Delivery Period - Comply			
		Payment Terms - Comply			
		Document Signed - Comply			
		Business Registration Certificate-Comply			
		VAT Registration Certificate-Comply			
		PPA Registration Certificate-Comply			
		PPA Registration Certificate-Comply			

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 AT THE PROCUREMENT DIRECTORATE

				GH¢	GH¢
SAM K. BOAKYE ENTERPRISE KUMASI	3 No. Cistern, Complete		3	100.00	300.00
	3 No. Cistern Screw		3	10.00	30.00
	2 No. Thread Tape		2	6.00	12.00
	1 No. Toilet Roll Holder		1	20.00	20.00
	3 No. Flushing Pipe		3	40.00	120.00
	1 No. Silicon		1	30.00	30.00
	1 No. Putty		1	50.00	50.00
	Sub Total				
	VAT & NHIL (3%)				562.00
	Grand Total				Inclusive
	Technically Responsive				562.00
	Validity - Comply				
Delivery Period - Comply					
Payment Terms - Comply					
Document Signed - Comply					
Business Registration Certificate-Comply					
VAT Registration Certificate-Comply					
PPA Registration Certificate-Comply					
PPA Registration Certificate-Comply					

**MINUTES OF 7TH MEETING OF THE TENDER EVALUATION PANEL HELD ON 30TH NOVEMBER, 2020
AT THE PROCUREMENT DIRECTORATE**

	MODERN INFORMATION AND BUSINESS SOLUTIONS	THEY DID NOT SUBMIT THEIR QUOTATION			
<p>CONSIDERATIONS: Three out of four firms invited presented their quotations before the Panel.</p>					
<p>RECOMMENDATION: EWUSI PLUMBING WORKS AND SHOP, SUNYANI was recommended to supply the items at the sum of GH¢2,309.26 (VAT & NHIL inclusive) based on quality of product being offered.</p>					

MINUTES OF 7TH MEETING OF THE TENDER EVALUATION PANEL HELD ON 30TH NOVEMBER, 2020
AT THE PROCUREMENT DIRECTORATE

NAME OF DEPARTMENT MAKING REQUEST & REQUIREMENTS	NAME OF SUPPLIER	ITEM	QTY.	UNIT PRICE GH¢	TOTAL PRICE GH¢
D(iii) REGIONAL CENTER FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY (RCEES) Printing of Strategic Plan, Financial Manual and Procurement Manual for RCEES. Technical Requirements: 150 No. Strategic Plan Inside Paper:80gms Bond Finishing: Saddle Stitch, Pages:30 5 No. Financial Manual Inside Paper:80gms Bond Finishing: Saddle Stitch, Pages:37 5 No. Procurement Manual	HYBRID H SUNYANI	150 No. Strategic Plan	150	14.00	2,100.00
		5 No. Financial Manual	5	20.00	100.00
		5 No. Procurement Manual	5	45.00	225.00
		Sub Total			2,425.00
		GETFUND & NHIL (5%)			121.25
		Sub Total			2,546.25
		VAT (12.5%)			318.28
		Grand Total			2,864.53
		Technically Responsive			
		Validity - Comply			
		Delivery Period - Comply			
		Payment Terms - Comply			
		Document Signed - Comply			
		Business Registration Certificate-Comply			
VAT Registration Certificate-Comply					
PPA Registration Certificate-Comply					
PPA Registration Certificate-Comply					

MINUTES OF 7TH MEETING OF THE TENDER EVALUATION PANEL HELD ON 30TH NOVEMBER, 2020
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				GH¢	GH¢
Inside Paper:80gms Bond					
Finishing: Perfect Binding,	XTRYM ENTERPRISE	150 No. Strategic Plan	150	15.00	2,250.00
Pages:132	SUNYANI	5 No. Financial Manual	5	18.00	90.00
		5 No. Procurement Manual	5	40.00	200.00
Other Requirements:		Sub Total			2,540.00
Validity - 60 Days		GETFUND & NHIL (5%)			127.00
Delivery Period - 1 Weeks		Sub Total			2,667.00
Payment Terms-30 Days		VAT (12.5%)			333.38
Document Signed		Grand Total			3,000.38
Business Registration Certificate		Technically Responsive			
VAT Registration Certificate		Validity - Comply			
PPA Registration Certificate		Delivery Period - Comply			
		Payment Terms - Comply			
		Document Signed - Comply			
		Business Registration Certificate-Comply			
		VAT Registration Certificate-Comply			
		PPA Registration Certificate-Comply			
		PPA Registration Certificate-Comply			

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				GH¢	GH¢
EARL DE EARL SUNYANI	150 No. Strategic Plan	150	14.00	2,100.00	
	5 No. Financial Manual	5	16.00	80.00	
	5 No. Procurement Manual	5	40.00	200.00	
	Sub Total			2,380.00	
	GETFUND & NHIL (5%)			119.00	
	Sub Total			2,499.00	
	VAT (12.5%)			312.38	
	Grand Total			2,811.38	
	Technically Responsive				
	Validity - Comply				
	Delivery Period - Comply				
	Payment Terms - Comply				
	Document Signed - Comply				
	Business Registration Certificate-Comply				
VAT Registration Certificate-Comply					
PPA Registration Certificate-Comply					
PPA Registration Certificate-Comply					
CONSIDERATIONS: All three firms invited presented their quotations before the Panel.					
RECOMMENDATION: EARL DE EARL, SUNYANI was recommended to print the documents at the sum of GH¢2,811.38 (VAT & NHIL inclusive) based on Price Competiveness					

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NAME OF DEPARTMENT MAKING REQUEST & REQUIREMENTS	NAME OF SUPPLIER	ITEM	QTY.	UNIT PRICE GH¢	TOTAL PRICE GH¢
E. GENERAL ADMINISTRATION Procurement of Office Items for General Administration. Technical Requirements: 1 No. Water Dispenser W/Fridge+3 Tap Wd020a, Akai Equivalent 5 No. Doormat Rubber Coir Embossed Oval 45 2 No. Wall Clock Infiniti Z×1557 Equivalent 1 No. Air Diffuser Airwick Freshmatic Lavenda and Camomile Complete (1), 2 Extra Air	EWUSI INVESTMENT LIMITED	1 No. Akai Water Dispenser	1	1,000.00	1,000.00
		5 No. Doormat	5	47.50	237.50
	SUNYANI	2 No. Wall Clock	2	301.00	602.00
		1 No. Airwick Air Diffuser	1	130.00	130.00
	Sub Total				1,969.50
	VAT & NHIL (3%)				59.09
	Grand Total				2,028.59
	Technically Responsive				
	Validity - Comply				
	Delivery Period - Comply				
Payment Terms - Comply					
Document Signed - Comply					
Business Registration Certificate-Comply					
VAT Registration Certificate-Comply					
PPA Registration Certificate-Comply					
PPA Registration Certificate-Comply					

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				GH¢	GH¢
Wack Freshers	PREMIER MATROSE	1 No. Water Dispenser	1	840.00	840.00
Other Requirements:	ENTERPRISE	5 No. Doormat	5	45.00	225.00
Validity - 60 Days	SUNYANI	2 No. Wall Clock	2	75.00	150.00
Delivery Period - 1 Weeks		1 No. Air Diffuser	1	110.00	110.00
Payment Terms-30 Days		Sub Total			1,325.00
Document Signed		VAT & NHIL (3%)			39.75
Business Registration Certificate		Grand Total			1,364.75
VAT Registration Certificate		Technically Responsive			
PPA Registration Certificate		Validity - Comply			
		Delivery Period - Comply			
		Payment Terms - Comply			
		Document Signed - Comply			
		Business Registration Certificate-Comply			
		VAT Registration Certificate-Comply			
		PPA Registration Certificate-Comply			
		PPA Registration Certificate-Comply			

MINUTES OF 7TH MEETING OF THE TENDER EVALUATION PANEL HELD ON 30TH NOVEMBER, 2020
AT THE PROCUREMENT DIRECTORATE

				GH¢	GH¢
	SAM K. BOAKYE	1 No. Water Dispenser	1	1,000.00	1,000.00
	ENTERPRISE	5 No. Doormat	5	50.00	250.00
	KUMASI	2 No. Wall Clock	2	100.00	200.00
		1 No. Air Diffuser	1	200.00	200.00
		Sub Total			1,650.00
		VAT & NHIL (3%)			Inclusive
		Grand Total			1,650.00
		Technically Responsive			
		Validity - Comply			
		Delivery Period - Comply			
		Payment Terms - Comply			
		Document Signed - Comply			
		Business Registration Certificate-Comply			
		VAT Registration Certificate-Comply			
		PPA Registration Certificate-Comply			
		PPA Registration Certificate-Comply			

CONSIDERATIONS: All three firms invited presented their quotations before the Panel.

RECOMMENDATION: PREMIER MATROSE ENTERPRISE, SUNYANI was recommended to supply the items at the sum of GH¢1,364.75 (VAT & NHIL inclusive) based on Price Competiveness







UNIVERSITY OF ENERGY AND NATURAL RESOURCES (UENR), SUNYANI

MINI TENDER EVALUATION PANEL MEETING HELD ON 30TH NOVEMBER, 2020 AT THE PROCUREMENT DIRECTORATE: [Procurement of Billboards for University Relations Office; Procurement of Plumbing Materials, Paints, Pumping Machines, for Vice-Chancellor's Residence and Hostel; Procurement of Procurement of Laptop Computer for Office of the Vice-Chancellor; Procurement of Procurement of Office Cabinet and Plumbing Materials for Regional Center for Energy and Environmental Sustainability (RCEES); Procurement of Mattress Covers for Hostel; Procurement of Office Items for General Administration; Printing of Strategic Plan, Financial Manual and Procurement Manual for Regional Center for Energy and Environmental Sustainability (RCEES)]

ATTENDANCE LIST

DATE: 30TH NOVEMBER, 2020

TIME: 11:00 A. M.

NO.	NAME	DESIGNATION	SIGNATURE	EMAIL	TEL NO.
1	John Baptist Seta	Asst. Head for			
2	D. Timmasi Ankrach	Ag. Head - URO		David.ankrach@uenr.edu.gh	0208888920
3	Samuel Kooluah	Procurement Assistant		Samuel.Kooluah@uenr.edu.gh	0505422650
4	Abera A. Ahenkromh	Hostel		abrahamhenkromh@uenr.edu.gh	0545920637
5	Cofi Essomah	Secretary			
6	Hayford Apenne	Member		hayford.apenne@uenr.edu.gh	0209595695