UNIVERSITY OF ENERGY AND NATURAL RESOURCES (UENR), SUNYANI

Post Office Box 214, Sunyani

Tel: 0352 290 367

Website: www.uenr.edu.gh

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 approvaled DN 14/12/2020 (2) SPA SPA 15/12/2020



MINUTES OF 7TH M TING OF THE TENDER EVALUATION PANEL *ELD ON 30TH NOVEMBER, 2020 AT THE PROCUREMENT DIRECTOR . E

NAME OF DEPARTMENT MAKING REQUEST & REQUIREMENTS	NAME OF SUPPLIER	ITEM	QTY.	UNIT PRICE GH¢	TOTAL PRICE GH¢
D(i) REGIONAL CENTER FOR	EWUSI PLUMBING WORKS	1 No. Office Cabinet,	1	2,500.00	2,500.00
ENERGY AND	AND SHOP	Sub Total			2,500.00
ENVIRONMENTAL	SUNYANI	VAT & NHIL (3%)			75.00
SUSTAINABILITY (RCEES)		Grand Total			2,575.00
		Technically Responsive			, , , , , , , , , , , , , , , , , , , ,
Procurement of Office Cabinet for		Validity - Comply			
RCEES.		Delivery Period - Comply			
		Payment Terms - Comply			
Technical Requirements:		Document Signed - Comply			
l No. Office Cabinet,		Business Registration Certicate-Comply			
3 Door Wooden-Glass Cabinet		VAT Registration Certificate-Comply			
		PPA Registration Certificate-Comply	1 100		
		PPA Registration Certificate-Comply			

MINUTES OF 7TH M/ TING OF THE TENDER EVALUATION PANE/ 'ELD ON 30TH NOVEMBER, 2020 AT THE PROCUREMENT DIRECTORALE

Other Requirements: Validity - 60 Days Delivery Period - 1 Weeks Payment Terms-30 Days Document Signed Business Registration Certicate VAT Registration Certificate PPA Registration Certificate	MODERN INFORMATION AND BUSINESS SOLUTIONS	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		GH¢ 1,900.00	GH, 1,900.00 1,900.00 57.00 1,957.00
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MINUTES OF 7TH M? TING OF THE TENDER EVALUATION PANEL *ELD ON 30TH NOVEMBER, 2020 AT THE PROCUREMENT DIRECTOR. E

PREMIER MATROSE ENTERPRISE SUNYANI	1 No. Office Cabinet, Sub Total VAT & NHIL (3%) Grand Total Technically Responsive	1	GH¢ 2,500.00	2,500.00 2,500.00 75.00 2,575.00
	Validity - Comply			
	Delivery Period - Comply			
	Payment Terms - Comply			
	Document Signed - Comply			
	Business Registration Certicate-Comply	1,710		4.77
	VAT Registration Certificate-Comply		Bar -	
	PPA Registration Certificate-Comply			
	PPA Registration Certificate-Comply			

MINUTES OF 7TH M/ TING OF THE TENDER EVALUATION PANEL *ELD ON 30TH NOVEMBER, 2020 AT THE PROCUREMENT DIRECTORALE

	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 Certicate-Comply	1	GH¢ 2,400.00	GH¢ 2,400.00 2,400.00 Inclusive 2,400.00
NSIDERATIONS: All four firms in		VAT Registration Certificate-Comply PPA Registration Certificate-Comply			

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

RECOMMENDATION: MODERN INFORMATION AND BUSINESS SOLUTIONS, SUNYANI was recommended to supply 1 No. Office Cabinet, at the sum of

MINUTES OF 7TH MY TING OF THE TENDER EVALUATION PANEL FELD ON 30TH NOVEMBER, 2020 AT THE PROCUREMENT DIRECTORAL E

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

MINUTES OF 7TH MY TING OF THE TENDER EVALUATION PANEL SELD ON 30TH NOVEMBER, 2020 AT THE PROCUREMENT DIRECTORALE

Delivery Period - 1 Weeks				CHA	CIL
Payment Terms-30 Days	PREMIER MATROSE	3 No. Twyford Cistern, Complete	3	GH¢ 365.00	GH¢ 1,095.00
Document Signed	ENTERPRISE	3 No. Cistern Screw	3	5.00	15.00
Business Registration Certicate	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
	100	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			
	The second second	Payment Terms - Comply			
		Document Signed - Comply			
		Business Registration Certicate-Comply			
		VAT Registration Certificate-Comply			
		PPA Registration Certificate-Comply		1	
		PPA Registration Certificate-Comply			

MINUTES OF 7TH MY TING OF THE TENDER EVALUATION PANEL TELD ON 30TH NOVEMBER, 2020 AT THE PROCUREMENT DIRECTOR A. E

SAM K. BOAKYE	3 No. Cistern, Complete		GH¢	GH
ENTERPRISE	3 No. Cistern Screw	3	100.00	300.0
KUMASI	2 No. Thread Tape	3	10.00	30.0
	1 No. Toilet Roll Holder	2	6.00	12.0
	3 No. Flushing Pipe	1	20.00	20.0
	1 No. Silicon	3	40.00	120.00
	1 No. Putty	1	30.00	30.00
	Sub Total	1	50.00	50.00
	VAT & NHIL (3%)			562.00
	Grand Total			Inclusive
	Technically Responsive			562.00
	Validity - Comply		- 1	
	Delivery Period - Comply			
	Payment Terms - Comply			
	Document Signed - Comply			1
	Business Registration Certicate-Comply	1		
	VAT Registration Certificate-Comply			
	PPA Registration Certificate-Comply			
	PPA Registration Certificate-Comply			

MINUTES OF 7TH MY TING OF THE TENDER EVALUATION PANEY 'ELD ON 30TH NOVEMBER, 2020 AT THE PROCUREMENT DIRECTORALE

MODERN INFORMATION AND BUSINESS SOLUTIONS	THEY DID NOT SUBMIT THEIR QUOTATION	
ONSIDERATIONS: Three out of four firms invited presented their questions of the presented their questions. EWUSI PLUMBING WORKS AND SHOP, Solusive) based on quality of product being offerred.		
clusive) based on quality of product being offerred.	was recommended to supply the items at the	e sum of GH¢2,309.26 (VAT & NHI

MINUTES OF 7TH MY TING OF THE TENDER EVALUATION PANEL TELD ON 30TH NOVEMBER, 2020 AT THE PROCUREMENT DIRECTORALE

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 No. Financial Manual Inside Paper:80gms Bond Finishing: Saddle Stitch, Pages:37 No. Procurement Manual	HYBRID H SUNYANI	150 No. Strategic Plan 5 No. Financial Manual 5 No. Procurement Manual Sub Total GETFUND & NHIL (5%) Sub Total VAT (12.5%) 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	150 5 5	14.00 20.00 45.00	2,100.00 100.00 225.00 2,425.00 121.25 2,546.25 318.28 2,864.53

MINUTES OF 7TH MF TING OF THE TENDER EVALUATION PANEL *ELD ON 30TH NOVEMBER, 2020 AT THE PROCUREMENT DIRECTORALE

Inside Paper:80gms Bond				GH¢	GH¢
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	- 1 - 1	Sub Total			
Payment Terms-30 Days		VAT (12.5%)			2,667.00
Document Signed		Grand Total			333.38
Business Registration Certicate		Technically Responsive			3,000.38
VAT Registration Certificate		Validity - Comply			
PPA Registration Certificate		Delivery Period - Comply			
		Payment Terms - Comply			
		Document Signed - Comply			
		Business Registration Certicate-Comply			
		VAT Registration Certificate-Comply			
		PPA Registration Certificate-Comply			
		PPA Registration Certificate-Comply			1

MINUTES OF 7TH MF TING OF THE TENDER EVALUATION PANEL 'ELD ON 30TH NOVEMBER, 2020 AT THE PROCUREMENT DIRECTOR'S. É

EARL DE EARL	150 No. Strategic Plan	150	GH¢	GH¢
SUNYANI	5 No. Financial Manual	150	14.00	2,100.00
00	The state of the s	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			
	VAT (12.5%)	1.00		2,499.00
	Grand Total			312.38
	Technically Responsive			2,811.38
	Validity - Comply			
	Delivery Period - Comply		15/8/1	
	Payment Terms - Comply			
	Document Signed - Comply			
	Business Registration Certicate-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

MINUTES OF 7TH MY TING OF THE TENDER EVALUATION PANEL TELD ON 30TH NOVEMBER, 2020 AT THE PROCUREMENT DIRECTORAL ϵ

NAME OF DEPARTMENT MAKING REQUEST & REQUIREMENTS	NAME OF SUPPLIER	ITEM	QTY.	UNIT PRICE GH¢	TOTAL PRICE GH¢
E. GENERAL ADMINISTRATION	EWUSI INVESTMENT	1 No. Akai Water Dispenser	1	1,000.00	1,000.00
	LIMITED	5 No. Doormat	5	47.50	237.50
Procurement of Office Items for	SUNYANI	2 No. Wall Clock	2	301.00	602.00
General Administration.	Terms to the second	1 No. Airwick Air Diffuser	1	130.00	130.00
		Sub Total			1,969.50
Technical Requirements:		VAT & NHIL (3%)			59.09
1 No. Water Dispenser		Grand Total		F. Sall	2,028.59
W/Fridge+3 Tap Wd020a,		Technically Responsive			
Akai Equivalent		Validity - Comply			
5 No. Doormat		Delivery Period - Comply			
Rubber Coir Embossed Oval 45		Payment Terms - Comply			
2 No. Wall Clock		Document Signed - Comply	4-1-8		
Infiniti Z×1557 Equivalent		Business Registration Certicate-Comply			
1 No. Air Diffuser		VAT Registration Certificate-Comply			
Airwick Freshmatic Lavenda and		PPA Registration Certificate-Comply			
Camomile Complete (1), 2 Extra Air		PPA Registration Certificate-Comply			

MINUTES OF 7TH MY TING OF THE TENDER EVALUATION PANEL TELD ON 30TH NOVEMBER, 2020 AT THE PROCUREMENT DIRECTORALE

Wack Freshers			T	GHé	CH
Other Requirements: Validity - 60 Days Delivery Period - 1 Weeks Payment Terms-30 Days Document Signed Business Registration Certicate VAT Registration Certificate PPA Registration Certificate	PREMIER MATROSE ENTERPRISE SUNYANI	1 No. Water Dispenser 5 No. Doormat 2 No. Wall Clock 1 No. Air Diffuser 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	1 5 2 1	840.00 45.00 75.00 110.00	GH; 840.00 225.00 150.00 110.00 1,325.00 39.75 1,364.75

MINUTES OF 7TH MY TING OF THE TENDER EVALUATION PANEL TELD ON 30TH NOVEMBER, 2020 AT THE PROCUREMENT DIRECTOR A. E

			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
1000	VAT & NHIL (3%)			Inclusive
	Grand Total	1000		1,650.00
	Technically Responsive			
	Validity - Comply			
	Delivery Period - Comply			
5 to 16 57 to 18	Payment Terms - Comply	1		
	Document Signed - Comply			
	Business Registration Certicate-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

UNIVERSI Y OF ENERGY AND NATURAL RESOURCES (UENR), SUNYANI

MINI TENDER OPENING PANEL MEETING HELD ON 24TH 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: 24TH NOVEMBER, 2020

TIME: 11:00 A. M.

NO.	NAME ,	DESIGNATION	SIGNATURE	EMAIL	TEL NO.
1	Jam-Bytist Siddle	Aggard Progr	Theple	1	
2.	D. Truma L'-Antrah	Ag. Head-yro	Man !	david-ankrah@yenr.edusl	0208888920
3.	Samuel Keduah	Procurement Arriva	State"	Samuel Kadual Quenvillingh	
H.	Abong A. Ahankorch	Hestel	Ahs	abens chertonah ouen edigi	
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UNIVERSIT & OF ENERGY AND NATURAL RESOULES (UENR), SUNYANI

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

ATTENDANCE LIST

TIME: 11:00 A. M.

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