

**REPUBLIC OF GHANA**



**UNIVERSITY OF ENERGY AND NATURAL  
RESOURCES, SUNYANI**

**PRICE QUOTATION (PQ)**

**Procurement of Maintenance Materials for the  
Regional Centre for Energy and Environmental  
Sustainability (RCEES) Project**

## **Introduction and Instructions**

This Tender Document, Procurement of Goods – Price Quotation, has been prepared by the Public Procurement Board for use by Procurement Entities in accordance with the Public Procurement Act, 2003 (Act 663) as amended in Public Procurement (Amendment) Act (Act 914) of the Republic of Ghana when procuring goods which are estimated to cost not more than **GHC 100,000.00**

This Standard Form has been developed based on relevant experience in this field.

Or the equivalent threshold level as revised in accordance with the Public Procurement Act, 2003 (Act 663) as amended of the Republic of Ghana.



UNIVERSITY OF ENERGY AND NATURAL RESOURCES  
(UENR)

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PROCUREMENT OFFICE

Ref No.: UENR/PO/PQ/0001/06/19

June 06, 2019

Managing Director  
Kopaks Cyrus  
Sunyani

**Section I. Invitation for Sealed Quotation**

Name of Procurement Entity: University of Energy and Natural Resources, Sunyani

Address of Procurement Entity: The Ag. Director of Procurement  
University of Energy and Natural Resources  
P.O. Box 214  
Sunyani

Sealed Quotation No: BA/UENR/GD/011/002/19, BA/UENR/GD/013/003/19,  
BA/UENR/GD/014/001/19, BA/UENR/GD/015/003/19,  
BA/UENR/GD/017/004/19, BA/UENR/GD/022/004/19  
BA/UENR/GD/012/002/19

RCEES NO.:BA/UENR/GD/RCEES/010/001/19

Date of Invitation: **6<sup>th</sup> June, 2019**

The *University of Energy and Natural Resources* invites sealed quotations from the eligible registered supplier for the supply and delivery of **Items** below

Sealed quotations must be delivered to the Procurement Office on or before **Tuesday, 11<sup>th</sup> May, 2019, at 11:00 am**

Tenders shall be valid for a period of **60 Days** after deadline of tender submission.

*Tenders shall be opened immediately after closing of submission at the Procurement Office Building on Tuesday, 11<sup>th</sup> May, 2019, at 11:00 am*

**Evaluations and Comparison of Tenders**

*The evaluation of the bids will be in stages:*

**a) Stage 1: Preliminary Examination (Commercial Responsiveness):**



*The bidder's qualification requirements listed below shall be treated as mandatory requirements to be used as criteria for evaluation of bids in the first stage.*

- I. Tender Signed
- II. validity Period (at least 60 days)
- III. Payment Terms (minimum of 30 days after delivery).
- IV. Delivery Period (One week after the award of contract).
- V. Warranty Period (One year after delivery of the items)
- VI. The firms should provide copies of Business Registration Certificate, VAT Registration Certificate and PPA Registration Certificate/Receipt

b) **Stage II:** The Technical proposal would be evaluated based on the quality (specifications) of submission/samples (if applicable) submitted against quality standards as captured in the Invitation Document.

c) **Stage III:** Evaluation of Financial Proposals: Only the tenderer who passed the first two stages tenders would be considered for the Financial Evaluation. The financial proposal would be evaluated using price comparison. The contract will be awarded to the lowest evaluated tenderer.

4. Tenderers must attach a covering letter to the request for quotation. The covering letter must be on the firm's letterhead, duly signed by the Managing Director or any designated official of the enterprise/firm.

5. The request for quotation form must be signed and stamped by the Managing Director or any designated official of the firm.

6. Tenderers will pay for the cost of the quotation document at a cost to be determined by the Procurement Office. Tenderers must quote their receipt numbers on the request for quotation.

7. The eligible firms must comply with the following rules:

- The firms should complete the attached chart as price schedule in addition to their proforma invoices for the tender;
- They should indicate whether **comply** or **not comply** in the column marked offered if the items to be offered meet or do not meet the minimum requirements for each specification;
- Quotations should be signed and stamped by the supplier;
- They should indicate the VAT component of the cost of the items;  
The quotations should be in a sealed envelope and labelled as captioned above.

Tenderers are advised to quote for the goods, works or service having conducted personal due diligence cognizance of all commercial tax rates (eg. VAT, NHIL, INCOME TAX, etc) as published by the government for the year, 2019, all incidental costs up to delivery to the University Stores and the tender validity period within which the price quoted shall not change

  
**AG. DIRECTOR OF PROCUREMENT**  
**(JOHN-BAPTIST SIDDICK, MCIPS Chartered Procurement and Supply Professional)**

## Section IV. Sample for Tender and Price Schedules

To: *University of Energy and Natural Resources, Sunyani*

The Ag. Director of Procurement:

Having examined the tender documents, we the undersigned, offer supply and deliver

*Handwritten:* [description of goods and services] Carpet and blinds  
in conformity with the said tender documents for the sum of 18399.92, Eighteen thousand  
*Handwritten:* one hundred and eighty nine [total tender amount in words and figures] or such other sums as may  
*Handwritten:* with two be ascertained in accordance with the Schedule of Prices attached herewith and made part  
*Handwritten:* as per bill of this Tender.

We undertake, if our Tender is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Tender is accepted, we will obtain the guarantee of a bank in a sum equivalent to 100% percent of the Contract Price for the due performance of the Contract, in the form Prescribed by the Purchaser.

We agree to abide by this Tender for a Period of 60 [number] days from the date fixed for Tender opening it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this 19th day of June 20 19

*Handwritten signature*  
[signature] [in the capacity of] Proprietor

Duly authorized to sign Tender for and on behalf of Ropaka Lurtani

## **Section V. Schedule of Requirements**

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery (i) at EXW premises, or (ii) to the carrier at the port of Shipment when the FCA or CIP terms. In order to determine the correct date of delivery hereafter specified, the Purchaser has taken into account the additional time that will be needed for international or national transit to the Project Site or to another Common place.



# LOT 1-PLUMBING MATERIALS

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
1	PVC Pipe	4"		No.	5		
2	PVC Bend	4"		No.	10		
3	PVC Tee	4"		No.	6		
4	Tee	1"		No.	4		
5	Clean Out Set	4"		No.	4		
6	Bends	4" 45°		No.	4		
7	Putty			No.	2		
8	Glue			No.	2		
9	W/C Seat Cover			No.	7		
10	Stop Cork	½"		No.	4		
11	Stop Cork	1"		No.	2		
12	Thread Tape			No.	10		
13	PVC Pipe	1"		No.	4		
14	PVC Bend	1"		No.	10		
15	Water Storage Tank	1,000 Liters		No.	1		
16	Pumping Machine	1.5 HP		No.	1		
17	Air Valve	1"		No.	2		
18	Union	1"		No.	4		
19	Valve Socket	1"		No.	10		





## LOT 3-PAINTING MATERIALS

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
1	Acrylic Paint	Sandstone		Bucket	3		
2	Acrylic Paint	White		Bucket	3		
	Acrylic Paint	Broken White		Bucket	4		
3	Oil Paint			Gallon	2		
4	Turpentine			Gallon	3		
5	Sand Paper			Yards	3		
6	Putty Filler			Gallon	1		
7	Portland Cement			Bag	15		
8	Home Clam Paint			Bucket	4		
	Sub Total						
	VAT + NHIL						
	TOTAL AMOUNT PER LOT IN GHANA CEDIS						

## LOT 4-AIR CONDITIONER PARTS

No.	Description	Specification	Offered Specification	Unit of Count	Qty	Unit Price GH¢	Total Amount GH¢
1	Copper Pipe	½"		Coil	4		
2	Copper Pipe	¾"		Coil	4		
3	Amaflex Insulation Tube			No.	40		
4	AC Hanger			No.	4		
5	Amaflex Tape			No.	10		
6	Amaflex Insulation Tape			No.	2		
7	Flexible Cable	4mm		M	60		
8	PVC Pipe			No.	30		
9	Flexible Hose			Coil	1		
10	AC Gas	410A					
	Sub Total						
	VAT + NHIL						
	TOTAL AMOUNT PER LOT IN GHANA CEDIS						

# **LOT 5-ELECTRICAL MATERIALS**

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
1	Cable	4mm (Red, Black, Earth)		Coil	3		
2	PVC Pipes	20mm		Pcs.	8		
3	PVC Pipes	3"		No.	10		
4	Fan Regulator			Pcs.	2		
5	AC Switch	45A		No.	17		
6	PVC Bends	20mm		No.	6		
7	Sheathed Cable	2.5mm x 3		Yards	20		
8	MK Box	3x6		No.	2		
9	MK Box	3x3		No.	2		
10	Socket	13A, 3x6		No.	23		
11	Fluorescent Tube	LED, 18W, 4FT Complete		No.	5		
12	Lamp Holder	Universal		No.	16		
13	One Gang Two Way Switch			No.	4		
14	Photocell			No.	2		
15	Fluorescent Tube	LED, 18W, 2FT Complete		No.	4		
16	Floor/Compound Light	50W		No.	8		
17	Pole	800A MCCB		No.	1		
18	PVC Pipe	1/2"		No.	12		
19	Insulation Tape			No.	2		
20	Fan			No.	2		
21	Armored Copper Cable	95mm <sup>2</sup> (4-in-1)		M	60		
22	Armored Copper Cable	70mm <sup>2</sup> (4-in-1)		Yards	8		
23	Bi-Metallic line tap			No.	4		

24	Residual Current Device (RCD)	3-Phase		No.	4	
25	Cable Logs	95mm <sup>2</sup>		No.	39	
26	Saddles			No.	10	
27	Glue			No.	1	
	Sub Total					
	VAT + NHIL					
	TOTAL AMOUNT PER LOT IN GHANA CEDIS					

### LOT 6-SUPPLY AND INSTALLATION OF CARPET AND BLINDS

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
1	Blinds			Sq/m	79	181.00	14,299.00
2	Woolen Carpet			Yards	10	350.00	3,500.00
3	Glue			Tin	1	65.00	65.00
	Sub Total						17,864.00
	VAT + NHIL						535.92
	TOTAL AMOUNT PER LOT IN GHANA CEDIS						18,399.92



# LOT 7-SUPPLY AND INSTALLATION GLAZED DOORS

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
1	Big L			No.	8		
2	Big T			No.	10		
3	Big Z			No.	6		
4	Bedings			No.	18		
5	Door Robbers			No.	5		
6	Key and Handles			No.	2		
7	Closses			No.	2		
8	Glass			No.	2½		
9	Aluco Board			No.	3		
	Sub Total						
	VAT + NHIL						
	TOTAL AMOUNT PER LOT IN GHANA CEDIS						

Please indicate your validity period..... *As per Tender*

Please indicate your payment terms..... *As per Tender*

Please indicate your delivery period..... *As per Tender*

Please indicate your Warranty Period ..... *12 months*