

REPUBLIC OF GHANA



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

PRICE QUOTATION (PQ)

**Procurement of Procurement of Office Cabinet
and Plumbing Materials for Regional Center for
Energy and Environmental Sustainability
(RCEES)**

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),
SUNYANI

Post Office Box 214, Sunyani

Tel: 0352 290 367

Website: www.uenr.edu.gh

PROCUREMENT DIRECTORATE

Ref No.: UENR/PQ/PQ/0007/11/20

November 18, 2020

Managing Director
Samuel Boateng Enterprise
Kumasi

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/014/008/20, BA/UENR/GD/009/008/20

Date of Invitation: 18th November, 2020

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 Directorate on or before Tuesday 24th November, 2020 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 Directorate Building* on Tuesday 24th November, 2020 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 **Current/Valid SSNIT Clearance Certificate, GRA Tax Clearance Certificate, Business Registration Certificate, VAT Registration Certificate and Public Procurement Authority (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.

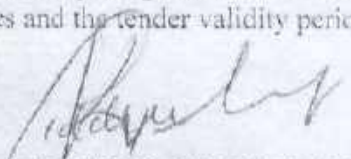
5. The request for quotation form must be signed and stamped by the Managing Director or any designated official of the firm.

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, 2020, 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

[description of goods and services]
in conformity with the said tender documents for the sum of 2,962 *TWO thousand, nine hundred and*
Sixty-two Ghana Cedis *[total tender amount in words and figures]* or such other sums as may
be ascertained in accordance with the Schedule of Prices attached herewith and made part
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
_____ 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 24th day of November 20 20

[signature] [in the capacity of]

SAM K. BOAKYE ENTERPRISE
P. O. BOX HN 2015
ASHTOWN, KUMASI

Duly authorized to sign Tender for and on behalf of Sam K Boakye Ent

Section V. Schedule 6 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: OFFICE CABINET FOR RCEES

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
1	Office Cabinet	3 Door Wooden-Glass Cabinet		No	1	2400	2400
		Sub Total					
		VAT + NHIL	%				
TOTAL AMOUNT PER LOT IN GHANA CEDIS							2400

LOT 2: PLUMBING MATERIALS FOR RCEES

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
1	Vega Cistern	Complete		No	3	100	300.00
2	Cistern Screw			No	3	10	30.00
3	Thread Tape			No	2	6	12.00 <i>Putty</i>
4	Toilet Roll Holder			No	1	20	20.00
5	Flushing Pipe			No	3	40	120.00
6	Silicon			No	1	30	30.00
7	Putty			No	1	50	50.00
		Sub Total					
		VAT + NHIL	%				
TOTAL AMOUNT PER LOT IN GHANA CEDIS							562.00

Please indicate your validity period. At least 60 days

Please indicate your payment terms. Minimum of 30 days

Please indicate your delivery period. At least 60 days

Please indicate your Warranty Period As per tender documents

Reg No. BN561372019



REPUBLIC OF GHANA

TIN: P0002140985

The Registration of Business Names Act, 1962(No.151)

Certificate of Registration

I hereby certify that the following Business Name has been registered under the above-mentioned Act as No.

BN561372019, viz,

SAM K. BOAKYE ENTERPRISE

Dated this 15th day of October 2019

A handwritten signature in black ink, appearing to read 'S. K. Boakye', written over a dotted line.

For Registrar of Companies

**FORM A**

REGISTRATION OF BUSINESS NAMES ACT, 1962 (ACT 151)

REGISTRATION OF BUSINESS NAME – SOLE PROPRIETORSHIP

Registration No: BN561372019

TIN: P0002140985

Part - I Business Details

Business Name : SAM K. BOAKYE ENTERPRISE

Start Date : 14-Oct-2019

Principal Activity : MOBILE MONEY TRANSFER SERVICES, GENERAL MERCHANT, IMPORT AND EXPORT OF GENERAL GOODS

Nature of Business : Services - MOBILE MONEY TRANSFER SERVICES, GENERAL MERCHANT, IMPORT AND EXPORT OF GENERAL GOODS

Registration Date : 15-Oct-2019

Part - II Industrial Classification

ISIC Code	ISIC Description	Primary
6499	Other financial service activities, except insurance and pension funding activities, n.e.c.	Yes
4719	Other retail sale in non-specialized stores	No

Part - II Address Details**Principal Place of Business**

House/Building/Flat No. : KO 57, ASAHNTI NEW TOWN - BEHIND ECOBANK

Street : Kotoko Road

City : KUMASI

District : Kumasi Metropolitan

Region : ASHANTI

P.O Box NO/PMB/DTD : P. O. BOX AH 8398, AHINSAN - KUMASI

Country : Ghana

Postal Address of Business

House/Building/Flat No. : KO 57, ASAHNTI NEW TOWN - BEHIND ECOBANK

Street : Kotoko Road

City : KUMASI

District : Kumasi Metropolitan

Region : ASHANTI
P.O Box NO/PMB/DTD : P. O. BOX AH 8398, AHINSAN - KUMASI
Country : Ghana

Part - IV Proprietor / Proprietress

TIN : P0002140985
First Name : SAMUEL KWAKU
Middle Name :
Surname : BOAKYE
Any Former Forename or Surname :
Date of Birth : 08-Jan-1975
Occupation : TAILORING
Nationality : Ghanaian
Gender : MALE Marital Status : SINGLE

Part - V Residential Address of Proprietor or Proprietress

House/Building/Fiat/LMB : KO 57, ASAHNTI NEW TOWN - BEHIND ECOBANK
Street : Kotoko Road
City : KUMASI
District : Kumasi Metropolitan
Region : ASHANTI
P.O Box NO/PMB/DTD : P. O. BOX AH 8398, AHINSAN - KUMASI
Country : Ghana

Part - VIII Contact

Phone No :
Mobile No : 0242601861
FAX :
Email Address : withgod@yahoo.com

Website : _____

Part - IX SME Details

No. of Employees Envisaged : 3

Revenue Envisaged : 5,000.00

Part - X Owner

Owner's Name SAMUEL KWAKU BOAKYE

Signed _____

CERTIFIED TRUE COPY

F 0032161

5107049

VAT SERVICE



VALUE ADDED TAX

VAT

CERTIFICATE OF REGISTRATION

*TIN 3241054288

This is to certify that

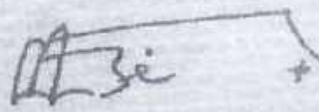
SAMUEL KWAKU BOAKYE

Trading as WITH GOD EVERYTHING IS POSSIBLE TAILORING

*has been duly registered as an
agent for VAT collection
under*

THE VALUE ADDED TAX ACT 1998
(ACT 546)

Dated this 1st day of MARCH 2008



(ANTHONY E. MINLATI)
COMMISSIONER





ORIGINAL
(For Tax Payer)



T19/ 0011438

Amount Paid (GHc)

1.00

Date

14 10 20
DD MM YY

GHANA REVENUE AUTHORITY TAX CLEARANCE CERTIFICATE

Issuing Office

ASHTOWN TSC

AHQR

Name / Address

SAMUEL KWAKU BOAKYE

P. O. Box AH 8398

Occupation

TRADING

File no.

ANI: 1484997

Year of Assessment

2020

TIN

P0002140985

In compliance with section 14 of Revenue Administration Act, 2016 (Act 915)

SAMUEL KWAKU BOAKYE

has applied to me for a Tax Clearance Certificate for the following purpose:

TO SEEK FOR CONTRACT AT UNIVERSITY OF ENERGY AND MINERAL RESOURCES, SUNYANI - SUPPLY PLUMBING MATERIALS.

2. I confirm from the information available that:

SAMUEL KWAKU BOAKYE

1/A: WITH GOD EVERYTHING IS POSSIBLE ENTERPRISE

a) has paid his/her/its tax liabilities up to and including the 20 19 year of assessment.

b) has paid P.A.Y.E. and other withholding Taxes up to and including N/A

c) has paid VAT and related indirect taxes up to and including AUGUST, 2020

d) has submitted all tax returns up to date ✓

e) has registered with the Ghana Revenue Authority. ✓

3. BELOW IS A SUMMARY OF HIS / HER / ITS TAX POSITION FOR THREE YEARS

YEAR OF ASSESSMENT	STATUS	CHARGEABLE INCOME	TAX CHARGED	TAX PAID	TAX OUTSTANDING
2018	AUDI	313,966.68	82,913.61	82,913.61	—
2019	AUDI	45,487.97	7,315.99	7,315.99	—
2020	PROV.	41,274.98	6,295.22	100.00	6,195.22

4. I therefore issue this certificate which is valid up to 13th NOVEMBER, 2020

EXPECTED CREDIT OF GH\$5,701.59 FOR 2020 Y/A

FOR THE COMMISSIONER-GENERAL OF THE GHANA REVENUE AUTHORITY

[KENNETH ADJEI-FAH]

(I.T FORM 340)



SOCIAL SECURITY AND NATIONAL INSURANCE TRUST
NATIONAL PENSIONS ACT, 2008 (ACT 766)

CLEARANCE CERTIFICATE 1045428

ISSUING BRANCH OFFICE: ASAF - KUMASI DATE OF ISSUE: 16TH OCTOBER 2020
 NAME OF ESTABLISHMENT: SAM K BOAKEYE ENTERPRISE
 FNO: 20191194 NATURE OF BUSINESS: GENERAL MERCHANT
 BUSINESS REG. NO: BH561372019 IRS TIN: P0002140988
 ADDRESS: P.O. BOX AH 8398 AHINSANI
 LOCATION OF ESTABLISHMENT: ASHTOWN
 TEL NO: MOBILE PHONE NO: 0242601861
 (Establishment) 1ST OCTOBER 2019 (Contact Person)

The above-named Establishment in compliance with the provisions under the NATIONAL PENSIONS ACT, 2008 (Act 766) has applied for a Clearance Certificate for the following purpose(s):
TO TRANSACT BUSINESS WITH UNIVERSITY OF ENERGY AND NATURAL RESOURCE, SUNYANI

I certify that as at 16TH OCTOBER 2020 This Establishment
 (Date of Issue)
 Employing ONE (1) WORKER
 has: (Number of Workers)

- a. paid all Social Security Contributions (including penalties) up to: SEPTEMBER 2020
- b. submitted all Contribution Reports and fulfilled all other obligations under Act 766
- c. made satisfactory arrangements to fulfill its obligations under Act 766

I therefore issue this certificate which expires on: 15TH DAY OF NOVEMBER TWENTY TWENTY (15/11/20)

JERRY SELINA AZIBAH
 for: DIRECTOR GENERAL
 Branch Manager
 ASAF

N.B: Any alteration or falsification of this documents is a crime and offender(s) SHALL be prosecuted



Registrar - General's Department

RGD: 0446394

Payment Date / Time: 15-Oct-2020 10:30:27

Payment Currency: GHS

Total Amount: 25.00 GHS

Amount Paid: 25.00 GHS

Payment Mode: Cash

Cheque / Bank Receipt / OAGD Receipt / Card Number:

Receipt Number: 202010151155171

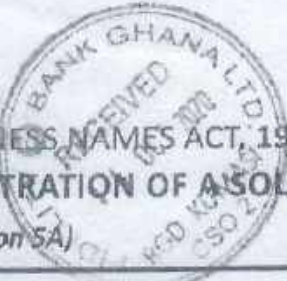
Status: Paid

Cash Office Location: RGD000004-Kumasi

Counter: Muzahid/roster



Classification Code	Entry Year	Transaction Type	Additional Details	Fee Details
402010125012 M	CASH & BANKS - ANTI-CORRUPTION	Fee - Annual Renewal	External Start Date: 5/10/2019 Renewal Fee Date: 14/10/2020	25.00 GHS



FORM A1

REGISTRATION OF BUSINESS NAMES ACT, 1962 (ACT 151)
ANNUAL RENEWAL OF REGISTRATION OF A SOLE PROPRIETORSHIP
(Section 5A) 15/ 0126958

INSTRUCTIONS: COMPLETE FORM WITH BLACK INK AND IN BLOCK LETTERS
PLEASE SPELL OUT ALL WORDS—NO ABBREVIATIONS
*INDICATES MANDATORY FIELD

Registration No: BH561372019

(A)

In pursuant of section 5A of the Registration of Business Names Act, 1962(Act 151) I hereby apply for the renewal of

SAM K. BOAKYE ENTERPRISE

Name

being the Business Name registered under the above-mentioned Act, for the period starting

15 10 2020 and ending 14 10 2021
d d / m m / y y y y d d / m m / y y y y

Dated this 15 day of 10 20 20

SAMUEL KWAKU BOAKYE

NAME

SIGNATURE

TIN P 000 214 098 50242601861

(B) Declaration
(for an Applicant who cannot read or write)

N/B: I of (address) hereby declare that I have read over the contents of this document to the Applicant in the language and the Applicant appeared to understand same before thumb printing.

THUMB PRINT OF THE APPLICANT

(signature)

Date: [] [] [] [] [] []
d d / m m / y y y y

3278

The Registrar of Business Names
P. O. BOX 118,
Accra.

ZENITH BANK (GHANA) LIMITED

CUSTOMER'S COPY

Title/Name of Account: Save Incentive

Name of depositor: Sam R. Bockye Ent.

Telephone No: Three hundred

Total amount in words: Three

Complete this section if you do not hold an account with Zenith Bank (Ghana) Ltd
 DoB: _____ Nationality: _____

Occupation: _____

Country of residence: _____

NOTE: CUSTOMERS ARE INFORMED THAT THE BANK RESERVES THE RIGHT AT ITS DISCRETION TO POSTPONE PAYMENT OF CHECKS DRAWN AGAINST UN-PAID DEBITS WHICH MAY HAVE BEEN INCURRED TO THE ACCOUNT

ACCOUNT No: 0010133923

This deposit is subject to final verification

Signature: _____

Branch: _____ Date: 17/10/19
 DEPOSIT SLIP SP. No. 7700319

CHECK DETAILS		CASH ONLY	GRS	Gp
BANK	CHEQUE No.			
1.		50	500	50
2.		20		
3.		10		
4.		5		
5.		2		
6.		1		
7.		00		
8.		00		
9.		50		
10.		20		
11.		10		
12.		50		
13.		10		
TOTAL			<u>300</u>	<u>00</u>



Get Cheques Summary



Public Procurement Authority

Official Receipt



Supplier No: 057894
 Company Name: SAMKBOAKYE ENTERPRISE
 Session Code: 7a3bc96a6a638212cabcc87e214d0b50
 Currency: GHS
 Description: DS-7700319/CASH DEP/SAMKBOAKYE ENTERPRISE /SAM K
 BOAKYE ENT

Date: Thursday, October 17, 2019
 Account No.: 6010185963
 Transaction ID: 7674009
 Amount Paid: GHS 300



Zenith Bank...in your best interest

Call 0800 10100 OR send a mail to info@zenithbank.com.gh if you have any issues



Public Procurement Authority

Official Receipt



Supplier No: 057894
 Company Name: SAMKBOAKYE ENTERPRISE
 Session Code: 7a3bc96a6a638212cabcc87e214d0b50
 Currency: GHS
 Description: DS-7700319/CASH DEP/SAMKBOAKYE ENTERPRISE /SAM K
 BOAKYE ENT

Date: Thursday, October 17, 2019
 Account No.: 6010185963
 Transaction ID: 7674009
 Amount Paid: GHS 300



Zenith Bank...in your best interest

Call 0800 10100 OR send a mail to info@zenithbank.com.gh if you have any issues