

**REPUBLIC OF GHANA**



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

**PRICE QUOTATION (PQ)**

**Printing of Strategic Plan, Financial Manual and  
Procurement Manual 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.

### Section I: Invitation for Sealed Quotation

Name of Procuring Entity: University of Energy and Natural Resources, Ghana

Address of Procuring Entity: The Ag. Director of Procurement,  
University of Energy and Natural Resources,  
P.O. Box 234,  
Kumasi

Date of Issue: 18<sup>th</sup> November 2023

The University of Energy and Natural Resources invites sealed quotations from the eligible registered firms to bid for the supply and delivery of items by

Sealed quotations must be delivered to the Procurement Directorate, at before 11:00 am, 20<sup>th</sup> November, 2023 at 11:00 am.

Tenders shall be valid for a period of 60 days after receipt of tender submission.

Tenders shall be opened immediately after the close of submission at the Procurement Directorate Building on Tuesday 20<sup>th</sup> November, 2023 at 11:00 am.

Evaluation and Comparison of Tenders

The evaluation will be done on the following basis:

1. Price (50%) - Lowest Responsive Bidder (L1)

The bidder's qualifications shall be verified before award. It shall be considered an essential requirement as a condition for submission of bids in the first stage.

Tender Signatures





**UNIVERSITY OF ENERGY AND NATURAL RESOURCES (UENR),  
SUNYANI**

Post Office Box 214, Sunyani

Tel: 0352 290 367

Website: [www.uenr.edu.gh](http://www.uenr.edu.gh)

**PROCUREMENT DIRECTORATE**

Ref No.: UENR/PO/PQ/0010/11/20

November 18, 2020

Managing Director  
Earl De Earl  
P.O. 223  
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/001/009/20

Date of Invitation: 18<sup>th</sup> 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 24<sup>th</sup> 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 24<sup>th</sup> 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 Ghs 2811.38,  
*[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  
10 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 24 day of November 2020

*[signature]* *[in the capacity of]* *[Signature]*

Duly authorized to sign Tender for and on behalf of Earl De Earl



## 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: STRATEGIC PLAN, FINANCIAL MANUAL AND PROCUREMENT MANUAL FOR RCEES

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
1	Printing of Strategic Plan	Design, Layout and Printing Size: 7.5 x 10 inches Inside Paper: 130gms Art Paper Pages: 30 Cover: Art Card 300gms Finishing: Perfect Binding/Glossy Lamination		No	150	14.00	2,100.00
2	Printing of Financial Manual	Design, Layout and Printing Size: 7.5 x 10 inches Inside Paper: 130gms Art Paper Pages: 37 Cover: Art Card 300gms Finishing: Perfect Binding/Glossy Lamination		No	5	16.00	80.00
3	Printing of Procurement Manual	Design, Layout and Printing Size: 7.5 x 10 inches Inside Paper: 130gms Art Paper Pages: 132 Cover: Art Card 300gms Finishing: Perfect Binding/Glossy Lamination		No	5	40.00	200.00
		Sub Total					2,380.00
		VAT + NHIL		%			431.38
TOTAL AMOUNT PER LOT IN GHANA CEDIS							2811.38

Please indicate your validity period..... 60 days .....

Please indicate your payment terms... min. 30 days after delivery  
1 week after award