

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**

UNENR/PO/PO/0007/11/2020

November 18, 2020

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 4: Invitation for Sealed Quotation

**DIRECTOR
MODERN INFORMATION & BUSINESS SOLUTIONS
SUNYANI**



Date of Invitation: 18th November, 2020

The University of Energy and Natural Resources invites quotations from all eligible registered suppliers for the supply and delivery of IT hardware.

Sealed quotations must be submitted to the Procurement Directorate on or before Tuesday, 19th November, 2020 at 11:00 am.

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

Quotations will be opened immediately after closing of submission at the Procurement Directorate Building on Tuesday 24th November, 2020 at 11:00 am.

Examination and Comparison of Tenders

The evaluation of the bids will be completed by...

The University of Energy and Natural Resources reserves the right to accept or reject any or all quotations without giving any reason and to award the contract to the lowest bidder who meets the technical requirements of the tender documents.

**DIRECTOR
MODERN INFORMATION & BUSINESS SOLUTIONS
SUNYANI**





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/PO/PQ/0007/11/20

November 18, 2020

Managing Director
Modern Information & Business Solutions
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/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

DIRECTOR
MODERN INFORMATION & BUSINESS SOLUTIONS
SUNYANI

- 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.

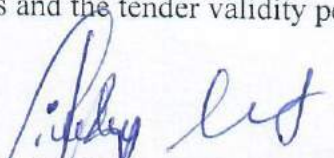
5. The request for quotation form must be signed and stamped by the Managing Director or any designated official of the firm.

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)

DIRECTOR
MODERN INFORMATION & BUSINESS SOLUTIONS
SUNYANI



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 _____,
_____ *[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 _____ *[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 23 day of 11 2020

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

Duly authorized to sign Tender for and on behalf of Modern Information
and Business Solution

**DIRECTOR
MODERN INFORMATION & BUSINESS SOLUTIONS
SUNYANI**

[Signature]

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: 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	3 Wooden Glass Door Cabinet	No	1	1,900	1,900.00
		Sub Total					1,900.00
		VAT + NHIL	3 % VAT				57.00
TOTAL AMOUNT PER LOT IN GHANA CEDIS							1,957.00

DIRECTOR
MODERN INFORMATION & BUSINESS SOLUTIONS
SUNYANI



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		
2	Cistern Screw			No	3		
3	Thread Tape			No	2		
4	Toilet Roll Holder			No	1		
5	Flushing Pipe			No	3		
6	Silicon			No	1		
7	Putty			No	1		
		Sub Total					
		VAT + NHIL	%				
TOTAL AMOUNT PER LOT IN GHANA CEDIS							

Please indicate your validity period... 60 days

Please indicate your payment terms... 30 days

Please indicate your delivery period... 1 week

Please indicate your Warranty Period... 1 year

DIRECTOR
MODERN INFORMATION & BUSINESS SOLUTIONS
SUNYANI

