

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.

Section I. Invitation for Sealed Quotation

Name of Procurement Entity: University of Energy and Natural Resources, Kumasi
Address of Procurement Entity: The Ag. Director of Procurement
University of Energy and Natural Resources
P.O. Box 214, Kumasi
Ghana
Tel: +233 (0) 76 486626, 486627
Fax: +233 (0) 76 486626, 486627

Date of this Invitation: 28th November, 2020
The UENR, University of Energy and Natural Resources, is seeking qualified suppliers for the supply and delivery of these items:

Sealed quotations must be deposited at the Procurement Department of the UENR, Kumasi on Tuesday 2nd December, 2020 at 11:00 am.

Quotations shall be valid for a period of 45 days after deadline of price submission.

Tenders must be opened on Monday 7th December at the Procurement Department Building on Tuesday 2nd December, 2020 at 11:00 am.

Qualification and Competency of Tenderers
The credentials of the bidders will be reviewed.

All tender documents must be submitted to the Procurement Department, University of Energy and Natural Resources, Kumasi. The tender documents can be obtained from the Procurement Department, University of Energy and Natural Resources, Kumasi. For more information, please contact the Procurement Department, University of Energy and Natural Resources, Kumasi.
1. Tender signed



**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
Premier Matrose Enterprise
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**

- 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.

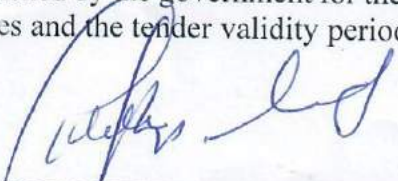
5. The request for quotation form must be signed and stamped by the Managing Director or any designated official of the firm.

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]

one 5000L - 7100 LITRE FUEL TANK
in conformity with the said tender documents for the sum of TWO HUNDRED FIVE THOUSAND *[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 23rd day of NOVEMBER 2020

[signature] *[in the capacity of]*

Duly authorized to sign Tender for and on behalf of MANAGER.

DR. MATROSE ENTERPRISE


[signature]
MANAGER

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		No	1	2,500	2,850
		Sub Total					2,850
		VAT + NHIL	%				
TOTAL AMOUNT PER LOT IN GHANA CEDIS							2,850

Pri MATROSE ENTERPRISE

MANAGER

LOT 2: PLUMBING MATERIALS FOR RECES


NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
1	Vega Cistern	Complete	<i>May Force</i>	No	3	<i>365.00</i>	<i>1095.00</i>
2	Cistern Screw			No	3	<i>5.00</i>	<i>15.00</i>
3	Thread Tape			No	2	<i>3.00</i>	<i>6.00</i>
4	Toilet Roll Holder			No	1	<i>60.00</i>	<i>60.00</i>
5	Flushing Pipe			No	3	<i>25.00</i>	<i>75.00</i>
6	Silicon			No	1	<i>20.00</i>	<i>20.00</i>
7	Putty			No	1	<i>35.00</i>	<i>35.00</i>
		Sub Total					<i>1305.00</i>
		VAT + NHIL	%				<i>39.80</i>
TOTAL AMOUNT PER LOT IN GHANA CEDIS							<i>1344.80</i>

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*

PM MATROSE ENTERPRISE

 MANAGER

PREMIER MATTROSE ENTERPRISE

Dealers in Office Stationary, School text books and General Merchant

BANKERS:
NIB, SUNYANI

P. O. BOX 1504,
SUNYANI

Our Ref:.....

Your Ref:.....

TEL: 0208114024

Date: 24-11-20

**THE PROCUREMENT OFFICER,
UNIVERSITY OF ENERGY
AND NATURAL RESOURCES,
SUNYANI-B/R.**

Dear Sir,

SUBMISSION OF PRICE QUOTATION


I wish to submit the above Price Quotation for your study.

Attached are the necessary documentation for your necessary action.

Counting on your usual Co-operation.

Thank you.

Yours faithfully,


.....
**Mathew Kwabena Amoah
(Manager)**



ORIGINAL
(For Tax Payer)



REPUBLIC OF GHANA

T16/ 0044897

Amount Paid (GH¢)

Date

10 11 20
DD MM YY

**GHANA REVENUE AUTHORITY
TAX CLEARANCE CERTIFICATE**

1.00

Issuing Office

SUNYANI-STO



AHQ.R.

Name / Address MATTHEW KWABENA AMOAH JHR.
P.O. BOX 1504, SUNYANI

Occupation TRADING File no. S. 1123648

Year of Assessment 2020 TIN. P0001136275

compliance with section 118 of the Internal Revenue Act, 2000 (Act 592)

MATTHEW KWABENA AMOAH JHR

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

TO ENABLE HIM TRANSACT BUSINESS WITH
UNIVERSITY OF ENERGY AND NATURAL RESOURCES,
SUNYANI.

2. I confirm from the information available that:

MATTHEW KWABENA AMOAH JHR

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

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

has submitted all tax returns up to date.

d) has registered with the Ghana Revenue Authority.

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

YEAR OF ASSESSMENT	CHARGEABLE INCOME	TAX CHARGED	TAX PAID	TAX OUTSTANDING
2018	24,960.57	3,625.00	3,625.00	—
2019	NIL	NIL	1,738.90	(1,738.90)
2020	41,648.64	6,360.61	2,058.19	4,302.42

4. I therefore issue this certificate which is valid up to

10/12/ 2020

FOR THE COMMISSIONER-GENERAL OF THE GHANA REVENUE AUTHORITY



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

CLEARANCE CERTIFICATE 1019590

ISSUING BRANCH OFFICE SUNYANI DATE OF ISSUE 9TH NOVEMBER, 2020
NAME OF ESTABLISHMENT PREMIER MATTROSE ENTERPRISE
ER. NO: 201366419 NATURE OF BUSINESS: GENERAL MERCHANT
BUSINESS REG. NO: BN196862012 IRS TIN P0001136275
ADDRESS: P.O. Box 1504, SUNYANI
LOCATION OF ESTABLISHMENT: HNo 302/2, OPPOSITE COCOBOD, SUNYANI
TEL NO: MOBILE PHONE NO: 0208114024
(Establishment) COVERABLE DATE: 1ST AUGUST, 2013 (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 THE UNIVERSITY OF ENERGY AND NATURAL RESOURCES, SUNYANI.

I Certify that as at 9TH NOVEMBER, 2020 This Establishment (Date of Issue)

Employing ONE (1) has: (Number of Workers)

- a. paid all Social Security Contributions (including penalties) up to: OCTOBER, 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: 8TH DECEMBER, 2020

BARTHOLOMEW K. GYESI
BRANCH MANAGER
SUNYANI
for: DIRECTOR GENERAL
SUNYANI

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

GHANA REVENUE AUTHORITY (GRA)

F 0004145



CERTIFICATE OF REGISTRATION FOR VALUE ADDED TAX (VAT) *TIN P0001136275

This is to certify that

MATHEW KWABENA AMOAH

Trading as PREMIER MATTROSE ENTERPRISE

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

**THE VALUE ADDED TAX ACT 1998
(ACT 546)**

Dated this 1st day of May 2013



COMMISSIONER GENERAL

* TIN (Taxpayer Identification Number) should be quoted on all tax invoices, receipts and correspondence



Public Procurement Authority
 Improving efficiency and transparency
 in Public Procurement

NIB Collections Payment Receipt
 Registration Fees for Public Procurement Authority.



NATIONAL INVESTMENT BANK
 FOR GHANA

Generated On: 21-July-2020 12:59:50PM

CUSTOMER'S COPY

Supplier Name: PREMIER MATTROSE ENTERPRISE
 Supplier No: 963511
 Amount Paid: GHS 300
 Purpose of Payment: REGISTRATION FEE
 Currency: GHS
 Branch Name: SUNYANI BRANCH
 Transaction Status: COMPLETE
 Transaction Ref: TT2020351005
 Teller: abigail.sarpong
 Payment Method: CASH
 Cheque No:
 Value Date: 20200721
 Depositor's Name: MATTHEW KWABENA AMOAH
 PPA Receipt No: 1672831433418982

[Handwritten signature and stamp]

Depositor's Signature: *[Handwritten signature]*