



# UNIVERSITY OF ENERGY AND NATURAL RESOURCES (UENR)

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## OFFICE OF THE VICE-CHANCELLOR

Ref No.: UENR/OVC/PROC/VOL.1/A286/06

July 15, 2019

**THE MANAGING DIRECTOR  
MANJIGO COMPANY LIMITED  
KUMASI**

**NOTIFICATION OF AWARD**  
**BA/UENR/GD/003/008/19**

**RCEES No.: BA/UENR/GD/RCEES/003/001/19**

This comes to inform you that the Head of Entity, under his threshold has decided to award you the contract for the supply of (Printer) Item (s) below.

No.	ITEM DESCRIPTION	SPECIFICATION	UNIT OF COUNT	QUANTITY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
	REGIONAL CENTRE FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY (RCEES) PROJECT					
1	HP Pro 200 MFP 276 Nw Laerjet Colour Printer	Print Resolution:600 x 600 dpi Print Speed Black: 25 PPM Paper Size: 10x15cm,16K, A4, A5, A6, B5, JIS, Post cards Network:USB 2.0, wireless Duty Cycle:8000 pages per month	No.	2	3,800.00	7,600.00
	Sub Total					7,600.00
	3% VAT					Inclusive
	<b>Total Amount</b>					<b>7,600.00</b>

**1. Delivery:** The order validity period is one (1) week. You are therefore expected to deliver the item(s) before or on 22<sup>nd</sup> July, 2019. If the delivery is not effected by the said date, the contract may be deemed to have been cancelled and the contract will be re-awarded to the next evaluated bidder.

The goods would have to be delivered to the appropriate stores at the University on a working day within the hours of 8:30a.m and 4:00p.m. The University has the right to reject the goods if the goods are not delivered within the stipulated days and time.

The property and risk in the goods is transferred to the University and delivery completed by the supplier when the goods have been offloaded, delivered to the appropriate stores by the supplier

and verified physically and technically by the appropriate staff of the University and certified with the appropriate documentation.

**2. Payment Terms:** One hundred percent (100%) of the total contract price shall be paid to the supplier on receipt, inspection and acceptance of goods and the submission of your invoice after 30 days.

3. You will be expected to pre - finance the contract.

4. The bulk of the goods when delivered must correspond with the sample/description.

5. An inspection team from the University will inspect the goods when delivered and it is upon their acceptance of the goods that you will be paid.

6. The prices agreed shall not be varied to the disadvantage of the University.

7. The contract is non-severable therefore part delivery does not entitle you to payment.

8. You are to acknowledge your acceptance or otherwise of the terms and conditions of the award latest within two days after receipt of the award letter.

**NOTE:**

Please contact the Procurement Office for a copy of the LPO.

We strictly insist on the issuance of VAT invoice for all supplies.

PLEASE NOTE: THE ITEM WILL BE REJECTED IF IT DOES NOT MEET OUR SPECIFICATION.

Authorized Signature..........

**Name and Title of Signatory:** Prof. Harrison K. Dapaah, Vice-Chancellor

cc: Pro Vice-Chancellor  
Registrar  
Director of Finance  
Director, RCEES  
Ag. Director of Procurement ✓  
Internal Auditor  
Principal Stores Supt.  
File