



UNIVERSITY OF ENERGY AND NATURAL RESOURCES (UENR)

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OFFICE OF THE VICE-CHANCELLOR

Ref No.: UENR/OVC/PROC/VOL.1/A552/04

December 14, 2020

**THE MANAGING DIRECTOR
EARL DE EARL
SUNYANI**

NOTIFICATION OF AWARD
BA/UENR/GD/001/009/20

This comes to inform you that the Head of Entity, under his threshold has decided to award you the contract for the supply of (Printing of Strategic Plan, Financial Manual and Procurement Manual) Item (s) below.

No.	ITEM DESCRIPTION	SPECIFICATION	UNIT OF COUNT	QUANTITY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
1	Printing of Strategic Plan	Design, Layout and Printing Size: 7.5 x 10 inches Inside Paper: 80gms Bonder Pages: 30 Finishing: saddle Stich	No	150	14.00	2,100.00
2	Printing of Financial Manual	Design, Layout and Printing Size: 7.5 x 10 inches Inside Paper: 80gms Bonder Pages: 37 Finishing: saddle Stich	No	5	16.00	80.00
3	Printing of Procurement Manual	Design, Layout and Printing Size: 7.5 x 10 inches Inside Paper: 80gms Bonder Pages: 132 Finishing: saddle Stich	No	5	40.00	200.00
	Sub Total					2,380.00
	GETFUND & NHIL (5%)					119.00
	Sub Total					2,499.00
	VAT (12.5%)					312.38
	Total Amount					2,811.38

1. Delivery: The order validity period is One (1) week. You are therefore expected to deliver the item(s) before or on 21st December, 2020. 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.

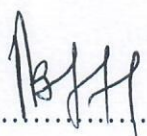
3. You will be expected to pre - finance the contract.
4. The bulk of the goods when delivered must correspond with the sample/description.
5. An inspection team from the University will inspect the goods when delivered and it is upon their acceptance of the goods that you will be paid.
6. The prices 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. Elvis Asare-Bediako, Vice-Chancellor

cc: Ag. Pro Vice-Chancellor
Registrar
Director of Finance

Ag. Director of Procurement
 Internal Audit
 Director, RCEES
 Asst. Accountant
 File

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OFFICE OF THE VICE-CHANCELLOR

REF NO: UENR/INT/PROC/OL/000004

December 14, 2010

THE MANAGING DIRECTOR
 E. O'LEARY
 UENR

NOTIFICATION OF AWARD
 REFERENCE: 0000000000

This comes to inform you that the Head of Energy and Natural Resources has decided to award the procurement for the supply of printing of documents, manuals and brochures to the following supplier:

NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
1	Printing of Business Cards 100 cards per sheet 100 sheets 1000 cards	No	150	14.00	2100.00
2	Printing of Financial Manual 100 copies 100 sheets 1000 pages	No	5	1600	8000.00
3	Printing of Procurement Manual 100 copies 100 sheets 1000 pages	No	5	40.00	200.00
	SUBTOTAL				2300.00
	SUB TOTAL				2100.00
	VAT (12.5%)				262.50
	TOTAL AMOUNT				2362.50