

REPUBLIC OF GHANA



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

PRICE QUOTATION (PQ)

**PROCUREMENT OF TONERS FOR
REGIONAL CENTRE FOR ENERGY AND
ENVIRONMENTAL SUSTAINABILITY**

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.



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/0001/04/21

May 17th, 2021

The Managing Director
G7 Bussy Limited
Kumasi

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/018/001/21

Date of Invitation: 17th May, 2021

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 **Thursday 20th May, 2021 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 Thursday 20th May, 2020 at 11:00 am.

Evaluations and Comparison of Tenders

The evaluation of the bids will be in stages:

a) Stage I: 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

Signed

**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: *MINI*

Having examined the tender documents, we the undersigned, offer supply and deliver

Toners for Regional Centre for Energy and Environmental Sustainability
[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
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 20th day of May 2021
[Signature] Managing Director
[signature] [in the capacity of]

Duly authorized to sign Tender for and on behalf of G7 BUSSY LTD

G7 BUSSY LTD.
P. O. BOX KS13406
KUMASI


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: PROCUREMENT OF TONER FOR RCEES

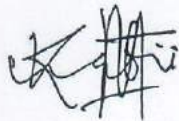
NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH₵	TOTAL AMOUNT GH₵
1	Black	Black Cartridge 201A (CF400A)		No	2	390	780.00
2	Cyan	Cyan Cartridge 201A (CF401A)		No	2	420	840.00
3	Magenta	Magenta Cartridge 201A (CF403A)		No	2	420	840.00
4	Yellow	Yellow Cartridge 201A (CF402A)		No	2	420	840.00
		VAT + NHIL	4%				132.00
TOTAL AMOUNT PER LOT IN GHANA CEDIS							3,432.00

GT BUSSEY LTD.
P. O. BOX KS13406
KUMASI



Please indicate your validity period..... 60 days.....
Please indicate your payment terms..... 30 days.....
Please indicate your delivery period..... One Week.....
Please indicate your Warranty Period One Year

G7 BUSSY LTD.
P. O. BOX KS13406
KUMASI

A handwritten signature in black ink, appearing to be 'K. A. A.', written over a grid of lines.

Reg No. CS239602017

TIN : C0009310029



Certificate of Incorporation

I hereby certify that

G 7 BUSSY LIMITED

is this day incorporated under the Companies Act, 1963 (Act 179) and that the liability of its members is limited.

Given under my hand and official seal at Kumasi, this 9th day of September 2017

For: Registrar of Companies



Public
Procurement
Authority
Agency of the Government of Ghana

NIB Collections Payment Receipt
Registration Fees for Public Procurement Authority.

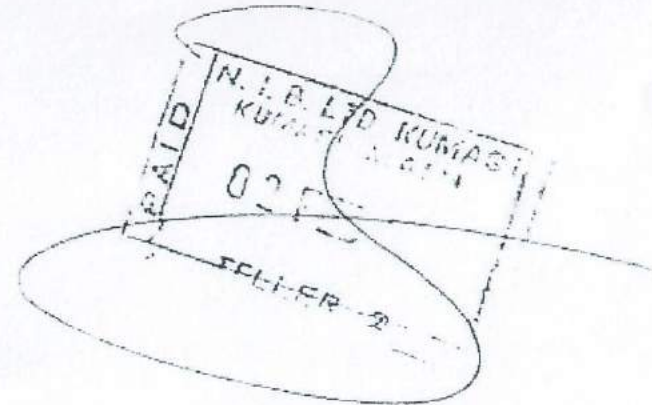


NATIONAL INVESTMENT BANK
OF GHANA

Generated On: 02-February-2021 11:13:47AM

CUSTOMER'S COPY

Supplier Name: G 7 BUSSY LIMITED
Supplier No: 311572
Amount Paid: GHS 100
Purpose of Payment: RENEWAL FEE
Currency: GHS
Branch Name: KUMASI MAIN BRANCH
Transaction Status: COMPLETE
Transaction Ref: TT2103395698
Teller: ISABELLA.AMPOMAH
Payment Method: CASH
Cheque No:
Value Date: 20210202
Depositor's Name: KINGSFORD BREFO MANUH
PPA Receipt No: 1690581648372061



Depositor's Signature: _____



GRA

Our Ref. No.....

Your Ref. No.....

Ghana Revenue Authority
Domestic Tax Revenue Division
Asokwa STO
P.O. Box AH 8420
Ahinsan-Kumasi

Off Starlets '91 Road
P.O. Box 2202,
Ministries, Accra.

T: +233 (0) 302 953407
F: +233 (0) 302 664538
E: info@gra.gov.gh

www.gra.gov.gh

March 26, 2018.

TO WHOM IT MAY CONCERN

G7 BUSSY LIMITED (C0009310029) has approached the Asokwa Small Taxpayer Office to register for Value Added Tax (VAT).

Taxpayer does not however currently meet all the requirements for the purpose of VAT registration, including meeting the turnover threshold requirement.

Taxpayer may therefore be considered good for the purpose of making the effort to secure VAT registration. Taxpayer is however expected to submit their transactions to the Asokwa STO for the issuance of VAT invoice and subsequent payment of VAT/NHIL where need be.

This letter is valid for three months up to 26th June, 2018.

Thank You.

Yours Faithfully,

**MICHAEL ACHEAMPONG
(OFFICE MANAGER)**

REPUBLIC OF GHANA

SUPPLIER NO

311572



**Public
Procurement
Authority**

improving efficiency and transparency
in public procurement

DATE ISSUED

20 JAN 2020

EXPIRY DATE

19 JAN 2021

SUPPLIER, CONTRACTOR, CONSULTANT REGISTRATION CERTIFICATE

This is to certify that

G 7 BUSSY LIMITED

is duly registered with the Public Procurement Authority to engage in Government tenders as mandated by Section 3(p) of the Public Procurement Act, 2003 (Act 663) as amended.

Frank Mante
Ag. Chief Executive

PPA NO. 0010643