

REPUBLIC OF GHANA



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

PRICE QUOTATION (PQ)

**Procurement of Laptop Computer and Projector for
Regional Centre for Energy and Environmental
Sustainability. (CeGRI OFFICE)**

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/0001/1/23

25 JANUARY, 2023

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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/001/01/23**

Date of Invitation: January 25, 2023

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 **Monday, 30th January, 2023 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 Monday, 30th January, 2023 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 Directorate. 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, 2021, 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:

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
0 ___ 74 ___ 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 30th day of January 2023

[signature] [in the capacity of]

Duly authorized to sign Tender for and on behalf of _____

MANAGING DIRECTOR

ENUSI INVESTMENT LTD.

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 LAPTOP COMPUTERS AND PROJECTOR FOR RCEES (CeGRI OFFICE)

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢	
1.	Laptop Computer	17.3Inche Envy MultiTouch Natural Silver.2.8GH2 Intel Core i7.8-Core (11 th Generation) 12GB of DDR 4 RAM256 SSD +1TD HDD 17.3Inche 1920×1080 ips Touch Screen Integrated Intel Iris Xe Graphics Keyboard Light.	HP ENVY X360 HP ENVY Intel Core i7 11th Gen 1165G7 (2.80 GHz)	No. 1	1	27,200.00	27,200.00	
		Sub Total					27,200.00	
		VAT + NHIL	4%				1,088.00	
	TOTAL AMOUNT PER LOT IN GHANA CEDIS							28,288.00

MANAGING DIRECTOR
EMUS INVESTMENT LTD.

LOT 2: PROCUREMENT OF LAPTOP COMPUTERS AND PROJECTOR FOR RCEES (CeGRI OFFICE)

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
1.	Laptop Computer	17.3Inche Envy MultiTouch Natural Silver.2.8GH2 Intel Core i7.8-Core (11 th Generation) 12GB of DDR 4 RAM256 SSD +1TD HDD 17.3Inche 1920×1080 ips Touch Screen Integrated Intel Iris Xe Graphics Keyboard Light.	HP Laptop ENVY Intel Core i7 11th Gen 1165G7 (2.80 GHz)	No.	1	27,200.00	27,200.00
		Sub Total					27,200.00
		VAT + NHIL	4%				28,288.00
		TOTAL AMOUNT PER LOT IN GHANA CEDIS					1,088.00
							28,288.00


MANAGING DIRECTOR
 INVESTMENT LTD.

LOT 3: PROCUREMENT OF PROJECTOR FOR RCEES (CeGRI OFFICE)


NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
2.	Projector	EB X06 3600 Lumens 3LCD XUGA HDMI, In built Speakers		No.	1	14,250	14,250.00
		Sub Total					14,250.00
		VAT + NHIL	4%				570.00
TOTAL AMOUNT PER LOT IN GHANA CEDIS							14,820.00

Please indicate your validity period..... *60 days*

Please indicate your payment terms..... *31 days*

Please indicate your delivery period..... *1 week*

Please indicate your Warranty Period..... *1 year*


EMUST INVESTMENT LTD.
MANAGING DIRECTOR

REPUBLIC OF GHANA



**UNIVERSITY OF ENERGY AND NATURAL
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PRICE QUOTATION (PQ)

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PROCUREMENT DIRECTORATE

Ref No.: UENR/PO/PQ/0001/1/23

16 JANUARY, 2023

Managing Director
Vandafiri Ent
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/001/01/23**

Date of Invitation: January 16, 2023

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, 19th January, 2023 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, 19th January, 2023 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 Directorate. 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, 2021, 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

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 Fifty - Two thousand
Libra cedis [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
0 ___ 74 ___ 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 26 day of Jan 20 23

VANDATRON ENTERPRISE

[signature] [in the capacity of]

[Signature] Manager

Duly authorized to sign Tender for and on behalf of Vandatron Ent.

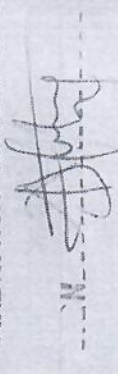
Section V. Schedule of Requirements

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 LAPTOP COMPUTERS AND PROJECTOR FOR RCEES (CeGRI OFFICE)

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢	
1.	Laptop Computer	17.3Inche Envy MultiTouch Natural Silver.2.8GH2 Intel Core i7.8-Core (11 th Generation) 12GB of DDR 4 RAM256 SSD +HDD HDD 17.3Inche 1920×1080 ips Touch Screen Integrated Intel Iris Xe Graphics Keyboard Light.		No.	1	20,500	20,500	
		Sub Total					20,500	
		VAT + NHIL	4%				820	
	TOTAL AMOUNT PER LOT IN GHANA CEDIS							21,320.00

VANDATRON ENTERPRISE

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LOT 2: PROCUREMENT OF LAPTOP COMPUTERS AND PROJECTOR FOR RCEES (CeGRI OFFICE)

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢	
1.	Laptop Computer	17.3Inche Envy MultiTouch Natural Silver.2.8GH2 Intel Core i7.8-Core (11 th Generation) 12GB of DDR 4 RAM256 SSD +ITD HDD 17.3Inche 1920x1080 ips Touch Screen Integrated Intel Iris Xe Graphics Keyboard Light.		No.	1	20,500	20,500	
		Sub Total					20,500	
		VAT + NHIL	4%				820	
	TOTAL AMOUNT PER LOT IN GHANA CEDIS							21,320

VANDATRON ENTERPRISE

SIGN: 

LOT 3: PROCUREMENT OF PROJECTOR FOR RCEES (C&GRI OFFICE)

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
2.	Projector	EB X06 3600 Lumens 3LCD XUGA HDML, In built Speakers Sub Total		No.	1	9,000	9,000
		VAT + NHIL	4%				9,000
TOTAL AMOUNT PER LOT IN GHANA CEDIS							9,360

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.....

VENDOR SIGNATURE
 SIGNATURE

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REPUBLIC OF GHANA



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

PRICE QUOTATION (PQ)

**Procurement of Laptop Computer and Projector for
Regional Centre for Energy and Environmental
Sustainability. (CeGRI OFFICE)**

Introduction and Instructions

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SUNYANI**

Post Office Box 214, Sunyani

Tel: 0352 290 367

Website: www.uenr.edu.gh

PROCUREMENT DIRECTORATE

Ref No.: UENR/PO/PQ/0001/1/23

25 JANUARY, 2023

MANAGING DIRECTOR
MOBINOUC ENI
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/001/01/23

Date of Invitation: January 25, 2023

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 **Monday, 30th January, 2023 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 Monday, 30th January, 2023 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 Directorate. 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, 2021, 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:

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

[description of goods and services]

Fifty Chara Cedis in conformity with the said tender documents for the sum of Sixty thousand Eight Hundred and [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 0__ 74 __ 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 30th day of January 2023
[Signature] Manager
[signature] [in the capacity of]

Duly authorized to sign Tender for and on behalf of MODWORK ENTERPRISE

MANAGER
MODWORK ENTERPRISE
P. O. BOX 785 SUNYANI
0241898259

LOT 2: PROCUREMENT OF LAPTOP COMPUTERS AND PROJECTOR FOR RCEES (CeGRI OFFICE)

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢	
1.	Laptop Computer	17.3Inche Envy MultiTouch Natural Silver.2.8GH2 Intel Core i7.8-Core (11 th Generation) 12GB of DDR 4 RAM256 SSD +ITD HDD 17.3Inche 1920×1080 ips Touch Screen Integrated Intel Iris Xe Graphics Keyboard Light.		No.	1	24050	24,050.00	
		Sub Total					24,050.00	
		VAT + NHIL	4%				962.00	
	TOTAL AMOUNT PER LOT IN GHANA CEDIS							25,012.00

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.

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		Sub Total					24050.00	
		VAT + NHIL	4%				962.00	
	TOTAL AMOUNT PER LOT IN GHANA CEDIS							25,012.00

LOT 2: PROCUREMENT OF PROJECTOR FOR RCEES (CeGRI OFFICE)

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢	
2.	Projector	EB X06 3600 Lumens 3LCD XUGA HDML, In built Speakers	Epson 3600 lumens 3LCD XUGA HDML with Speakers	No.	1	10,400	10,400.00	
		Sub Total					10,400.00	
		VAT + NHIL	4%				416.00	
	TOTAL AMOUNT PER LOT IN GHANA CEDIS							10,816.00

MANAGER
MODWORK ENTERPRISE
 P. O. BOX 785 SUNYANI
 0241888255

Please indicate your validity period..... 30 days.....

Please indicate your payment terms..... 30 days.....

Please indicate your delivery period..... 7 days.....

Please indicate your Warranty Period..... 365 days.....

REPUBLIC OF GHANA



**UNIVERSITY OF ENERGY AND NATURAL
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Post Office Box 214, Sunyani

Tel: 0352 290 367

Website: www.uenr.edu.gh

PROCUREMENT DIRECTORATE

Ref No.: UENR/PO/PQ/0001/1/23

25 JANUARY, 2023

Managing Director
Master Information & Business
Solution
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
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- 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**

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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 Directorate. 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, 2021, 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:

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
0 ___ 74 ___ 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 30 day of JANUARY 2023

[signature] [in the capacity of]

Duly authorized to sign Tender for and on behalf of MODERN INFORMATION

&
BUSINESS SOLUTIONS

DIRECTOR
MODERN INFORMATION & BUSINESS SOLUTIONS
SUNYANI

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 LAPTOP COMPUTERS AND PROJECTOR FOR RCEES (CeGRI OFFICE)

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
1.	Laptop Computer	17.3Inche Envy MultiTouch Natural Silver.2.8GH2 Intel Core i7.8-Core (11 th Generation) 12GB of DDR 4 RAM256 SSD +1TD HDD 17.3Inche 1920×1080 ips Touch Screen Integrated Intel Iris Xe Graphics Keyboard Light.		No.	1	261000	261000.00
		Sub Total					261000.00
		VAT + NHIL	4%				1,040.00
TOTAL AMOUNT PER LOT IN GHANA CEDIS							27.040.00

LOT 2: PROCUREMENT OF LAPTOP COMPUTERS AND PROJECTOR FOR RCEES (CeGRI OFFICE)

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
1.	Laptop Computer	17.3Inche Envy MultiTouch Natural Silver.2.8GH2 Intel Core i7.8-Core (11 th Generation) 12GB of DDR 4 RAM256 SSD +ITD HDD 17.3Inche 1920×1080 ips Touch Screen Integrated Intel Iris Xe Graphics Keyboard Light.		No.	1	26,000.	26,000.00
		Sub Total					26,000.00
		VAT + NHIL	4%				1,040.00
TOTAL AMOUNT PER LOT IN GHANA CEDIS							27,040.00

LOT 3: PROCUREMENT OF PROJECTOR FOR RCEES (CeCRI OFFICE)

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
2.	Projector	EB X06 3600 Lumens 3LCD XUGA HDMI, In built Speakers		No.	1	8,000	8,000.00
		Sub Total					8,000.00
		VAT + NHIL	4%				320.00
TOTAL AMOUNT PER LOT IN GHANA CEDIS							8,320.00

Please indicate your validity period..... **600 DAYS**

Please indicate your payment terms..... **30 DAYS**

Please indicate your delivery period..... **1 WEEK**

Please indicate your Warranty Period..... **1 YEAR**

UNIVERSITY OF ENERGY AND NATURAL RESOURCES
TENDER OPENING CHECKLIST

DATE: 30TH JANUARY, 2023

PROCUREMENT METHOD: PRICE QUOTATION

CONTRACT NAME: PROCUREMENT OF LAPTOP COMPUTER FOR REGIONAL CENTRE FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY (RCEES)

CONTRACT PACKAGE NO.: BA/UENR/GD/019/004/23

NO.	TENDERER'S NAME	DS	CERTIFICATES			VALIDITY PERIOD	PAYMENT TERMS	TENDER PRICE (GH¢)	REMARKS
			BRC	VAT	PPA				
1	Mowork Enterprise	✓	✓	✓	✓	✓	✓	LOT 1: 25,012.00	
			✓	✓	✓			LOT 2: 25,012.00	
			✓	✓	✓			LOT 3: 16,816.00	
2	Fousi Investment Limited	✓	✓	✓	✓	✓	✓	LOT 1: 28,288.00	
			✓	✓	✓			LOT 2: 28,288.00	
			✓	✓	✓			LOT 3: 14,820.00	
3	Vandatron Enterprise	✓	✓	✓	✓	✓	✓	LOT 1: 21,320.00	
			✓	✓	✓			LOT 2: 21,320.00	
			✓	✓	✓			LOT 3: 9,260.00	
4	Modern Information and Business Solutions	✓	✓	✓	✓	✓	✓	LOT 1: 27,040.00	
			✓	✓	✓			LOT 2: 27,040.00	
			✓	✓	✓			LOT 3: 8,000.00	
5	Mawingo Company Limited	✓	✓	✓	✓	✓	✓	LOT 1: 49,000.00	
			✓	✓	✓			LOT 2: 49,000.00	
			✓	✓	✓			LOT 3: 8,900.00	

CHAIRMAN

SECRETARY

KEY

DS-Document Signed

VAT-Value Added Tax Certificate

BRC- Business Registration Certificate

TAX-Valid Tax Clearance Certificate

SSNIT-Valid SSNIT Clearance Certificate

PPA-Public Procurement Authority Registration

TENDER OPENING COMMITTEE MEMBERS

1. Name..... J-F Siddiqui

Designation..... Chairman
Signature.....

3. Name..... Samuel Kodurak

Designation..... Secretary
Signature.....

5. Name..... Samuel Akwud Okyeah

Designation..... Member
Signature.....

7. Name.....

Designation.....
Signature.....

2. Name..... Stephen Tai Hammond

Designation..... Member
Signature.....

4. Name.....

Designation.....
Signature.....

6. Name.....

Designation.....
Signature.....

8. Name.....

Designation.....
Signature.....



UNIVERSITY OF ENERGY AND NATURAL RESOURCES, SUNYANI
OFFICE OF THE PROCUREMENT DIRECTORATE

P. O. Box 214, Sunyani

www.uenr.edu.gh

+233 (0) 352 290 367

procurementdirector@uenr.edu.gh

OUR REF: PD/PQ/SF.1/0001/2023

MEMO

TO : DIRECTOR, RCEES
FROM : AG. DIRECTOR OF PROCUREMENT
DATE ; 31ST JANUARY, 2023
SUBJECT: **REQUEST FOR APPROVAL**

I forward, herewith, Minutes of 1st Meeting of the Tender Evaluation Panel held on Monday, 30th January, 2023 for your Approval.

Please find attached the Minutes of the Tender Evaluation Panel Meeting and Attendance Sheets for your review and approval.

Thank you.

UNIVERSITY OF ENERGY AND NATURAL RESOURCES, SUNYANI

MINUTES OF 1ST MEETING OF THE MINI TENDER EVALUATION PANEL HELD ON MONDAY, 30TH JANUARY, 2023 AT PROCUREMENT DIRECTORATE

PRESENT

1. Mr. John-Baptist Siddick	-	Chairman
2. Mr. Stephen Yaw Ntiamoah	-	Member
3. Mr. Samuel Akowuah Okyere		Member
4. Gertrude Sefa-Boakye	-	Member
5. Samuel Koduah	-	Secretary

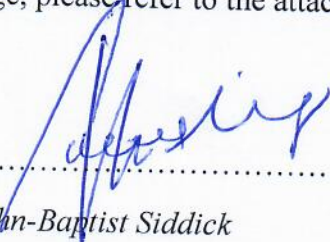
1.0 OPENING

The meeting started at 10:45am. The chairman welcomed Members and told them that the meeting was based on the Tender Opening held on 30th January, 2023 at the Procurement Directorate. He then briefed Members on the purpose of the meeting, which was to evaluate the following tenders

- (i) Procurement of Laptop Computer for Regional Centre for Energy and Environmental Sustainability (CeGRI Office)
- (ii) Procurement of Projector for Regional Centre for Energy and Environmental Sustainability (CeGRI Office)
- (iii) Procurement of Toner for Regional Centre for Energy and Environmental Sustainability

2.0 MAIN BUSINESS: EVALUATION OF REQUEST FOR QUOTATION

For information on the number of firms invited, Evaluation and Recommendation for this package, please refer to the attached documents. The meeting came to a close at 2:45pm



.....
Mr. John-Baptist Siddick

CHAIRMAN

Dated: 31/1/2023



.....
Mr. Samuel Koduah

SECRETARY

Dated; 31/1 /2023

**2ND MEETING-31ST JANUARY, 2023
TENDER EVALUATION PANEL- PROFOMA IN CHART**

NAME OF DEPARTMENT MAKING REQUEST & REQUIREMENTS	NAME OF SUPPLIER	ITEM	QTY.	UNIT PRICE GH¢	TOTAL PRICE GH¢
A(i). REGIONAL CENTRE FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY (RCEES) Procurement of Laptop Computer and Projector for RCEES. Technical Requirements: 1 No.Laptop Computer Hp 17.3Inche Envy MultiTouch Natural Silver.2.8 GH2 Intel Core i7 8-Core (11th Generation) 12GB of DDR 4 RAM 256 SSD +ITD HDD 17.3Inche 1920×1080 ips Touch Screen Intergrated Intel Iris Xe Grapics Keyboard Light.	MODERN INFORMATION AND BUSINESS SOLUTIONS SUNYANI	1 No.Laptop Computer Sub Total VAT (4%) Grand Total Technically Responsive Validity - Comply Delivery Period - Comply Payment Terms - Comply Document Signed - Comply Business Registration Certificate-Comply PPA Registration Certificate	1	26,000.00	26,000.00 26,000.00 1,040.00 27,040.00

**2ND MEETING-31ST JANUARY, 2023
TENDER EVALUATION PANEL- PROFOMA IN CHART**

<p>media card reader</p> <p>Audio: HD audio with stereo</p> <p>Video: Intel iris Xe graphics</p> <p>Ports: 1 Super speed USB Type-Battery: 41 Whr 3-cell lithium-ion</p> <p>Camera: Wide vision 720P hd</p> <p>Wireless: Yes</p> <p>Bluetooth: Bluetooth 4.2</p> <p>Dimensions: 9.53 x 14.11 x 0.71</p> <p>WEBCAM: Wide Vision 720p</p> <p>Operating System: Windows 11 Home</p> <p>1 No.Projector</p> <p>EX X06 3600 Lumens,3LCD XUGA</p> <p>HDMI, In built speaker</p> <p>Other Requirements:</p> <p>Validity - 60 Days</p> <p>Delivery Period - 1 Weeks</p> <p>Payment Terms-30 Days</p> <p>Document Signed</p> <p>Business Registration Certificate</p> <p>VAT Registration Certificate</p> <p>PPA Registration Certificate</p>	<p>VANDATRON ENT KUMASI</p>	<p>1 No.Laptop Computer</p> <p>Sub Total</p> <p>VAT (4%)</p> <p>Grand Total</p> <p>Technically Responsive</p> <p>Validity - Comply</p> <p>Delivery Period - Comply</p> <p>Payment Terms - Comply</p> <p>Document Signed - Comply</p> <p>Business Registration Certificate-Comply</p> <p>PPA Registration Certificate</p>	<p>1</p>	<p align="right">GHC</p> <p>20,500.00</p>	<p align="right">GHC</p> <p>20,500.00</p> <p>20,500.00</p> <p>820.00</p> <p>21,320.00</p>
<p>MODWORK ENTERPRISE SUNYANI</p>	<p>1 No.Laptop Computer</p> <p>Sub Total</p> <p>VAT (4%)</p> <p>Grand Total</p> <p>Technically Responsive</p> <p>Validity - Comply</p> <p>Delivery Period - Comply</p> <p>Payment Terms - Comply</p> <p>Document Signed - Comply</p> <p>Business Registration Certificate-Comply</p> <p>PPA Registration Certificate</p>	<p>1</p>	<p align="right">GHC</p> <p>24,050.00</p>	<p align="right">GHC</p> <p>24,050.00</p> <p>24,050.00</p> <p>962.00</p> <p>25,012.00</p>	

**2ND MEETING-31ST JANUARY, 2023
TENDER EVALUATION PANEL- PROFOMA IN CHART**

<p align="center">MANJIGO COMPANY LIMITED KUMASI</p>	<p>1 No.Laptop Computer, HP Pavilion 17-Core i7 G9/16GB/512 SSD/17.3 Inches Black Window 10 Sub Total VAT (4%) Grand Total</p>	<p align="center">1</p>	<p align="right">GHC 24,300.00</p>	<p align="right">GHC 24,300.00 Inclusive 24,300.00</p>
<p align="center">EWUSI INVESTMENT LIMITED SUNYANI</p>	<p>1 No.Laptop Computer,HP ENVY Intel Core i7 11th Gen 1165G7 (2.80GHZ) Sub Total VAT (4%) Grand Total</p>	<p align="center">1</p>	<p align="right">27,200.00</p>	<p align="right">27,200.00 1,088.00 28,288.00</p>
<p>CONSIDERATIONS: All five firms invited presented their quotations.</p>				
<p>RECOMMENDATION: VANDATRON ENTERPRISE, KUMASI was recommended to supply the items at the sum of GH¢21,320.00 (VAT & NHIL inclusive) based on Price Competitiveness.</p>				

**2ND MEETING-31ST JANUARY, 2023
TENDER EVALUATION PANEL- PROFOMA IN CHART**

NAME OF DEPARTMENT MAKING REQUEST & REQUIREMENTS	NAME OF SUPPLIER	ITEM	QTY.	UNIT PRICE GH¢	TOTAL PRICE GH¢
A(ii). REGIONAL CENTRE FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY (RCEES) Procurement of Projector for RCEES. Technical Requirements: 1 No. Projector: EB X06 3600 Lumens 3LCD XUGA HDML, In Built Speakers Other Requirements: Validity - 60 Days Delivery Period - 1 Weeks	MODWORK ENTERPRISE SUNYANI	1 No. Projector: EB X06 3600 Lumens 3LCD XUGA HDML, In Built Speakers, Epson 3600 Lumens 3LCD Suga HDML Built Speaker Sub Total VAT (4%) Grand Total Technically Responsive Validity - Comply Delivery Period - Comply Payment Terms - Comply Document Signed - Comply Business Registration Certificate-Comply PPA Registration Certificate	1	10,400.00	10,400.00 416.00 10,816.00

**2ND MEETING-31ST JANUARY, 2023
TENDER EVALUATION PANEL- PROFOMA IN CHART**

Payment Terms-30 Days Document Signed Business Registration Certificate VAT Registration Certificate PPA Registration Certificate	EWUSI INVESTMENT LIMITED SUNNYANI	1 No. Projector: EB X06 3600 Lumens 3LCD XUGA HDML, In Built Speakers Sub Total VAT (4%) Grand Total Technically Responsive Validity - Comply Delivery Period - Comply Payment Terms - Comply Document Signed - Comply Business Registration Certificate-Comply PPA Registration Certificate	1	GH¢ 14,250.00	GH¢ 14,250.00
	VANDATRON ENT KUMASI	1 No. Projector: EB X06 3600 Lumens 3LCD XUGA HDML, In Built Speakers Sub Total VAT (4%) Grand Total Technically Responsive Validity - Comply Delivery Period - Comply Payment Terms - Comply Document Signed - Comply Business Registration Certificate-Comply PPA Registration Certificate	1	9,000.00	9,000.00 9,000.00 360.00 9,360.00

**2ND MEETING-31ST JANUARY, 2023
TENDER EVALUATION PANEL- PROFOMA IN CHART**

MODERN INFORMATION AND BUSINESS SOLUTIONS SUNYANI	1 No.Projector: EB X06 3600 Lumens 3LCD XUGA HDML, In Built Speakers Sub Total VAT (4%) Grand Total Technically Responsive Validity - Comply Delivery Period - Comply Payment Terms - Comply Document Signed - Comply Business Registration Certificate-Comply PPA Registration Certificate	1	GH¢ 8,000.00	GH¢ 8,000.00 8,000.00 320.00 8,320.00
<p>CONSIDERATIONS: All five firms invited presented their quotations.</p> <p>RECOMMENDATION: MODERN INFORMATION AND BUSINESS SOLUTIONS, SUNYANI was recommended to supply the items at the sum of GH¢8,320.00 (VAT & NHIL inclusive) based on Price Competitiveness.</p>	<p>MANJIGO COMPANY LIMITED KUMASI</p> <p>1 No.Projector: EB X06 3600 Lumens 3LCD XUGA HDML, In Built Speakers, Epson X06 3600 Lumens 3LCD XUGA Sub Total VAT (4%) Grand Total Technically Responsive Validity - Comply Delivery Period - Comply Payment Terms - Comply Document Signed - Comply Business Registration Certificate-Comply PPA Registration Certificate</p>	1	8,900.00	8,900.00 Inclusive 8,900.00

**2ND MEETING-31ST JANUARY, 2023
TENDER EVALUATION PANEL- PROFOMA IN CHART**

NAME OF DEPARTMENT MAKING REQUEST & REQUIREMENTS	NAME OF SUPPLIER	ITEM	QTY.	UNIT PRICE GH¢	TOTAL PRICE GH¢
B. REGIONAL CENTRE FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY (RCEES) Procurement of Toner for RCEES. Technical Requirements: 6 No. Toner, 410A CFA11A CYAN 6 No. Toner, 410A CF412A YELLOW 6 No. Toner 410A CF413A MAGENTA 6 No. Toner, MFP 135W (106A) Other Requirements: Validity - 60 Days Delivery Period - 1 Weeks Payment Terms-30 Days Document Signed	MODWORK ENTERPRISE SUNYANI	6 No. Toner, 410A CFA11A CYAN, 410A HP Toner with Chip	6	1,170.00	7,020.00
		6 No. Toner, 410A CF412A YELLOW, HP Toner410a with Chip	6	1,170.00	7,020.00
		6 No. Toner 410A CF413A MAGENTA, HP Toner410a with Chip	6	1,170.00	7,020.00
		8 No. Toner, MFP 135W (106A)	8	520.00	4,160.00
		Sub Total			25,220.00
		VAT (4%)			1,008.80
		Grand Total			26,228.80
		Technically Responsive			
		Validity - Comply			
		Delivery Period - Comply Payment Terms - Comply Document Signed - Comply Business Registration Certificate-Comply PPA Registration Certificate			

**2ND MEETING-31ST JANUARY, 2023
TENDER EVALUATION PANEL- PROFOMA IN CHART**

Business Registration Certificate	EWUSI INVESTMENT	6 No. Toner, 410A CE411A CYAN	6	1,250.00	7,500.00
VAT Registration Certificate	LIMITED	6 No. Toner, 410A CE412A YELLOW	6	1,280.00	7,680.00
PPA Registration Certificate	SUNYANI	6 No. Toner 410A CE413A MAGENTA	6	1,280.00	7,680.00
		8 No. Toner, MFP 135W (106A)	8	1,130.00	9,040.00
		Sub Total			31,900.00
		VAT (4%)			1,276.00
		Grand Total			33,176.00
		Technically Responsive			
		Validity - Comply			
		Delivery Period - Comply			
		Payment Terms - Comply			
		Document Signed - Comply			
		Business Registration Certificate-Comply			
		PPA Registration Certificate			

**2ND MEETING-31ST JANUARY, 2023
TENDER EVALUATION PANEL- PROFOMA IN CHART**

VANDATRON ENTERPRISE KUMASI	MODERN INFORMATION AND BUSINESS SOLUTIONS SUNYANI			GH¢	GH¢
		6 No. Toner, 410A CF411A CYAN	6	1,450.00	8,700.00
		6 No. Toner, 410A CF412A YELLOW	6	1,450.00	8,700.00
		6 No. Toner 410A CF413A MAGENTA	6	1,450.00	8,700.00
		8 No. Toner, MFP 135W (106A)	8	1,500.00	12,000.00
		Sub Total			38,100.00
		VAT (4%)			1,524.00
		Grand Total			39,624.00
		Technically Responsive			
		Validity - Comply			
		Delivery Period - Comply			
		Payment Terms - Comply			
		Document Signed - Comply			
		Business Registration Certificate-Comply			
		PPA Registration Certificate			
		6 No. Toner, 410A CF411A CYAN	6	650.00	3,900.00
		6 No. Toner, 410A CF412A YELLOW	6	650.00	3,900.00
		6 No. Toner 410A CF413A MAGENTA	6	650.00	3,900.00
		8 No. Toner, MFP 135W (106A)	8	550.00	4,400.00
		Sub Total			16,100.00
		VAT (4%)			644.00
		Grand Total			16,744.00
		Technically Responsive			
		Validity - Comply			
		Delivery Period - Comply			
		Payment Terms - Comply			
		Document Signed - Comply			
		Business Registration Certificate-Comply			
		PPA Registration Certificate			

**2ND MEETING-31ST JANUARY, 2023
TENDER EVALUATION PANEL- PROFOMA IN CHART**

<p>MANIGO COMPANY LIMITED KUMASI</p>	6 No. Toner, 410A CF411A CYAN	6	2,090.00	12,540.00
	6 No. Toner, 410A CF412A YELLOW	6	2,090.00	12,540.00
	6 No. Toner 410A CF413A MAGENTA	6	2,090.00	12,540.00
	8 No. Toner, MFP 135W (106A)	8	1,350.00	10,800.00
	Sub Total			48,420.00
	VAT (4%)			Inclusive
	Grand Total			48,420.00
	Technically Responsive			
	Validity - Comply			
	Delivery Period - Comply			
Payment Terms - Comply				
Document Signed - Comply				
Business Registration Certificate-Comply				
PPA Registration Certificate				

CONSIDERATIONS: All five firms invited presented their quotations.

RECOMMENDATION: MODERN INFORMATION AND BUSINESS SOLUTIONS, SUNYANI was recommended to supply the items at the sum of GH¢16,744.00 (VAT & NHIL inclusive) based on Price Competiveness.

**2ND MEETING-31ST JANUARY, 2023
TENDER EVALUATION PANEL- PROFOMA IN CHART**

NAME OF DEPARTMENT MAKING REQUEST & REQUIREMENTS	NAME OF SUPPLIER	ITEM	QTY.	UNIT PRICE GH¢	TOTAL PRICE GH¢
D. REGIONAL CENTRE FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY (RCEES) Procurement of Laptop Computer and Projector for RCEES. Technical Requirements: 1 No.Laptop Computer Hp 17.3Inche Envy MultiTouch Natural Silver.2.8 GH2 Intel Core i7 8-Core (11th Generation) 12GB of DDR 4 RAM 256 SSD +ITD HDD 17.3Inche 1920×1080 ips Touch Sreen Intergrated Intel Iris Xe Grapgics Keyboard Light.	MODERN INFORMATION AND BUSINESS SOLUTIONS SUNYANI	1 No.Laptop Computer Sub Total VAT (4%) Grand Total Technically Responsive Validity - Comply Delivery Period - Comply Payment Terms - Comply Document Signed - Comply Business Registration Certificate-Comply PPA Registration Certificate	1	26,000.00	26,000.00 26,000.00 1,040.00 27,040.00

**2ND MEETING-31ST JANUARY, 2023
TENDER EVALUATION PANEL- PROFOMA IN CHART**

<p>media card reader Audio: HD audio with stereo Video: Intel iris Xe graphics Ports: 1 Super speed USB Type- Battery: 41 Whr 3-cell lithium-ion Camera: Wide vision 720P hd Wireless: Yes Bluetooth: Bluetooth 4.2 Dimensions: 9.53 x 14.11 x 0.71 WEBCAM: Wide Vision 720p Operating System: Windows 11 Home 1 No Projector E.X X06 3600 Lumens,3LCD XUGA HDML, in built speaker</p>	<p>VANDATRON ENT KUMASI</p>	<p>1 No Laptop Computer Sub Total VAT (4%) Grand Total Technically Responsive Validity - Comply Delivery Period - Comply Payment Terms - Comply Document Signed - Comply Business Registration Certificate-Comply PPA Registration Certificate</p>	<p>1 20,500.00</p>	<p>GHC 20,500.00 20,500.00 820.00 21,320.00</p>
<p>Other Requirements: Validity - 60 Days Delivery Period - 1 Weeks Payment Terms-30 Days Document Signed Business Registration Certificate VAT Registration Certificate PPA Registration Certificate</p>	<p>MUDWOK ENLEKRISE SUNYANI</p>	<p>1 No Laptop Computer Sub Total VAT (4%) Grand Total Technically responsive Validity - Comply Delivery Period - Comply Payment Terms - Comply Document Signed - Comply Business Registration Certificate-Comply PPA Registration Certificate</p>	<p>1 24,050.00</p>	<p>GHC 24,050.00 24,050.00 902.00 25,012.00</p>



REGIONAL CENTRE FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY
UNIVERSITY OF ENERGY AND NATURAL RESOURCES, SUNYANI

P.O.Box 214, Sunyani www.rcees.uenr.edu.gh +233 (0) 506 366 712 rcees@uenr.edu.gh

OUR REF: UENR/RCEES/VOL.5/0003/001/23

DATE: JANUARY 31, 2023

THE MANAGING DIRECTOR
VANDATRON ENTERPRISE
KUMASI

NOTIFICATION OF AWARD

BA/UENR/GD/0003/001/23

This comes to inform you that the Head of Entity, under his threshold has decided to award you the contract for the supply of (Laptop Computer) 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)					
1	Laptop Computer	17.3Inche Envy MultiTouch Natural Silver.2.8GH2 Intel Core i7.8-Core (11 th Generation) 12GB of DDR 4 RAM256 SSD +ITD HDD 17.3Inche 1920×1080 ips Touch Screen Integrated Intel Iris Xe Graphics Keyboard Light.	No.	1	20,500.00	20,500.00
	Sub Total					20,500.00
	4% VAT					820.00
Total Amount						21,320.00

1. Delivery: The order validity period is One (1) Week. You are therefore expected to deliver the item(s) before or on 7th February,2023. 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.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.

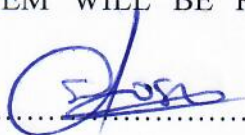
NOTE:

Please contact the Procurement Directorate 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.....



DIRECTOR-RCEES
UENR
SUNYANI-GHANA

Name and Title of Signatory: Prof. Eric Ofori Antwi, Director, RCEES

cc: Vice-Chancellor
Ag. Pro Vice-Chancellor
Registrar
Director of Finance
Ag. Director of Procurement
Ag. Director, Internal Audit
Asst. Accountant, Stores
File



REGIONAL CENTRE FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY
UNIVERSITY OF ENERGY AND NATURAL RESOURCES, SUNYANI

P.O.Box 214, Sunyani www.rcees.uenr.edu.gh +233 (0) 506 366 712 rcees@uenr.edu.gh

OUR REF: UENR/RCEES/VOL.5/0004/001/23

DATE: JANUARY 31, 2023

THE MANAGING DIRECTOR
MODERN INFORMATION AND BUSINESS
SOLUTIONS
SUNYANI

NOTIFICATION OF AWARD
BA/UENR/GD/0001/001/23

This comes to inform you that the Head of Entity, under his threshold has decided to award you the contract for the supply of (Photocopier Machine) 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)					
1	Projector	EX X06 3600.Lumens 3LCD XUGA, HMDI In built speaker	No.	1	8,000.00	8,000.00
	Sub Total					8,000.00
	4% VAT					320
Total Amount						8,320.00

1. Delivery: The order validity period is One (1) Week. You are therefore expected to deliver the item(s) before or on 2nd February, 2023. 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

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 Directorate 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..........

DIRECTOR-RCEES

UENR

SUNYANI-GHANA

Name and Title of Signatory: Prof. Eric Ofosu Antwi, Director, RCEES

- cc: Vice-Chancellor
Ag. Pro Vice-Chancellor
Registrar
Director of Finance
Ag. Director of Procurement
Ag. Director, Internal Audit
Asst. Accountant, Stores
File