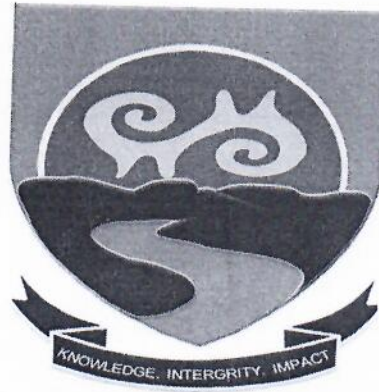


**REPUBLIC OF GHANA**



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

**PRICE QUOTATION (PQ)**

**Supply and Installation of Fiber Optic Network for  
Regional Centre 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.



**UNIVERSITY OF ENERGY AND NATURAL RESOURCES (UENR),  
SUNYANI**

Post Office Box 214, Sunyani

Tel: 0352 290 367

Website: [www.uenr.edu.gh](http://www.uenr.edu.gh)

**PROCUREMENT DIRECTORATE**

Ref No.: UENR/PO/PQ/0002/02/23

February 13, 2023

Managing Director  
Koaptech 26 Ventures  
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/RCEES/GD/003/002/23**

Date of Invitation: **13<sup>th</sup> February, 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 **Wednesday, 15<sup>th</sup> February, 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 Wednesday, 13<sup>th</sup> February, 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)**

## 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 \_\_\_\_\_ *[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 14<sup>th</sup> February day of February 2023

[Signature]  
*[signature] [in the capacity of]*

Duly authorized to sign Tender for and on behalf of

**PROPTECH VENTURES**  
[Signature]  
-----  
**MANAGING DIRECTOR**

## 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: SUPPLY AND INSTALLATION OF FIBER OPTIC NETWORK FOR REGIONAL CENTRE FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY (RCEES)

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
1	SMF/B1.1/G.652/TIA 492CAAA/OS1			No.	200	40.00	8,000.00
2	HDPE				150	26.00	3,900.00
3	ODF 12c and Accessories	3m			1	1,520	1,520.00
4	JB Enclosure 24c and Accessories				2	1,200	2,400.00
5	Caution Tape				150	7.0	1,050.00
6	Construction of Chambers				3	3,000.00	9,000.00
7	Trust Bolling				10	200.00	2,000.00
8	Trenching				150	43	6,450.00
9	FC SC/FC-LC/SCLC Connector				4	250.	1,000.00

**KOAPTECH 26 VENTURES**

**MANAGING DIRECTOR**

	Sub Total							35,320.00
	VAT + NHIL							1,412.8
	TOTAL AMOUNT PER LOT IN GHANA CEDIS							36,732.8

**KOAPTECH 26 VENTURES**

-----  
**MANAGING DIRECTOR**

Please indicate your validity period KOAPTECH 26 VENTURES  
Please indicate your payment terms 30 DAYS  
Please indicate your delivery period MANAGING DIRECTOR  
Please indicate your Warranty Period 1 YEAR

**REPUBLIC OF GHANA**



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

**PRICE QUOTATION (PQ)**

**Supply and Installation of Fiber Optic Network for  
Regional Centre for Energy and Environmental  
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**PROCUREMENT DIRECTORATE**

Ref No.: UENR/PO/PQ/0002/02/23

February 13, 2023

Managing Director  
Paniglo 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/RCEES/GD/003/002/23**

Date of Invitation: **13<sup>th</sup> February, 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 **Wednesday, 15<sup>th</sup> February, 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 Wednesday, 13<sup>th</sup> February, 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 \_\_\_\_\_ *[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 14<sup>th</sup> day of February 2023

*Amik*  
*[signature] [in the capacity of]*

Duly authorized to sign Tender for and on behalf of

Paniglo Enterprise  
*Amik*

## 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: SUPPLY AND INSTALLATION OF FIBER OPTIC NETWORK FOR REGIONAL CENTRE FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY (RCEES)

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
1	SMF/B1.1/G.652/TIA 492CAAA/OS1			No.	200	45.00	9,000.00
2	HDPE				150	28.00	4,200.00
3	ODF 12c and Accessories	3m			1	1,520.00	1,520.00
4	JB Enclosure 24c and Accessories				2	1,200.00	2,400.00
5	Caution Tape				150	8.00	1,200.00
6	Construction of Chambers				3	3,000.00	9,000.00
7	Trust Bolling				10	200.00	2,000.00
8	Trenching				150	45.00	6,750.00
9	FC SC/FC-LC/SCLC Connector				4	250.00	1,000.00

*Arak*

	Sub Total								37,070.00
	VAT + NHIL		4 %						1,482.8
	<b>TOTAL AMOUNT PER LOT IN GHANA CEDIS</b>								
									38,552.8

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

**REPUBLIC OF GHANA**



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

**PRICE QUOTATION (PQ)**

**Supply and Installation of Fiber Optic Network for  
Regional Centre for Energy and Environmental  
Sustainability (RCEES)**

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**PROCUREMENT DIRECTORATE**

Ref No.: UENR/PO/PQ/0002/02/23

February 13, 2023

.....  
Managing Director  
.....  
Modern Information and Business Solutions  
.....  
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

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Date of Invitation: **13<sup>th</sup> February, 2023**

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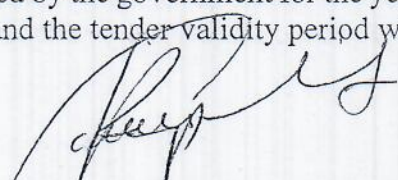
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**AG. DIRECTOR OF PROCUREMENT**  
**(JOHN-BAPTIST SIDDICK, MCIPS Chartered Procurement and Supply Professional)**

## 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  
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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 \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

*[signature]* *[in the capacity of]*

Duly authorized to sign Tender for and on behalf of

  
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: SUPPLY AND INSTALLATION OF FIBER OPTIC NETWORK FOR REGIONAL CENTRE FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY (RCEES)

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
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2	HDPE			No	150	28.00	4,200.00
3	ODF 12c and Accessories	3m		No	1	1,520.00	1,520.00
4	JB Enclosure 24c and Accessories			No.	2	1,200.00	2,400.00
5	Caution Tape			No	150	8.00	1,200.00
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7	Trust Bolling			No	10	200.00	2,000.00
8	Trenching			No	150	45.00	6,750.00
9	FC SC/FC-LC/SCLC Connector			No	4	400.00	1,600.00
10	Labour						

	Sub Total							38,670.00
	VAT + NHIL							1,530.00
<b>TOTAL AMOUNT PER LOT IN GHANA CEDIS</b>								40,200.8

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



F 0010104

# VAT SERVICE

5049385



VALUE ADDED TAX

**VAT**

## CERTIFICATE OF REGISTRATION

\*TIN 2241008991  
This is to certify that

**JOSEPH AGYARKO**

**MODERN INFORMATION SOLUTIONS - REGIONAL HOSPITAL SUNYANI**

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

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

Dated this 24th JULY 2001  
day of \_\_\_\_\_

COMMISSIONER



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



**P0005263964**

*Old TIN*

**8241031379**

*Old RGD Number*

**BN-58,036C**

*Registration Date*

**01/04/2004**

**The Registration of Business Names Act, 1962(No.151)**

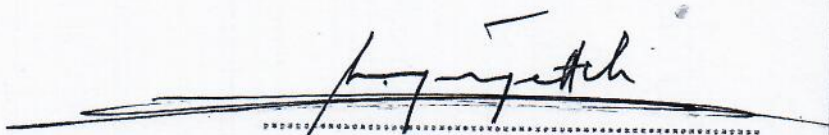
## Certificate of Registration

I hereby certify that the following Business Name has been registered under the above-mentioned Act as No.

**BN168532017**, viz,

**MODERN INFORMATION & BUSINESS SOLUTIONS**

Dated this 4<sup>th</sup> day of April 2017



For: Registrar of Companies



PPA Supplier DB

Subscription Status  
**PAID**

Supplier Number  
**238226**

Subscription Status  
**PAID**

Account Status  
**ACTIVE**

Registration Status  
**COMPLETE**

Pending Fees  
**GHS 0**

Login ... **3**

Welcome  
MISTICA

GENERAL

Dashboard

Update Supplier

Company Information

Company Directors

Business Activities

Upload Documents

Add Business References

Change Password

Logout

Supplier Registration Status

Supplier Details

100%

Company Information

100%

Company Director

100%

Upload Documents

100%

Business Activity

100%

Business Reference

100%

Business Activities

For renewal through Ghana.gov click on the button below

[Go To Ghana.gov](#)

**Furniture and fittings, Materials and Office consumables, Office Supplies and Accessories, Repairs and Maintenance, IT Services, ICT**

Payment Instructions

Bank Payment

ANY NIB/ZENITH BANK BRANCH

Specify your Supplier No 238226

Or Click on the button below to process payment Online.

[Go To Ghana.gov](#)



**REPUBLIC OF GHANA**



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

**Supply and Installation of Fiber Optic Network for  
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**PROCUREMENT DIRECTORATE**

Ref No.: UENR/PO/PQ/0002/02/23

February 13, 2023

Managing Director  
A.P.P.R. Anna Phones  
Kumasi

**Section I. Invitation for Sealed Quotation**

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P.O. Box 214  
Sunyani

Sealed Quotation No: **BA/UENR/RCEES/GD/003/002/23**

Date of Invitation: **13<sup>th</sup> February, 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 **Wednesday, 15<sup>th</sup> February, 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 Wednesday, 13<sup>th</sup> February, 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 14<sup>th</sup> day of February 20 23

*[Signature]*  
*[signature] [in the capacity of]*

Duly authorized to sign Tender for and on behalf of Apple Anwa phones  
*[Signature]*

## 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: SUPPLY AND INSTALLATION OF FIBER OPTIC NETWORK FOR REGIONAL CENTRE FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY (RCEES)

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
1	SMF/B1.1/G.652/TIA 492CAAA/OS1			No.	200	50.00	10,000.00
2	HDPE				150	28.00	4,200.00
3	ODF 12c and Accessories	3m			1	1,520.00	1,520.00
4	JB Enclosure 24c and Accessories				2	1,200.00	2,400.00
5	Caution Tape				150	8.0	1,200.00
6	Construction of Chambers				3	3,000.00	9,000.00
7	Trust Bolling				10	200.00	2,000.00
8	Trenching				150	45.00	6,750.00
9	FC SC/FC-LC/SCLC Connector				4	300.00	1,200.00

	Sub Total								38,270.00
	VAT + NHIL							4 %	1,535.8
	<b>TOTAL AMOUNT PER LOT IN GHANA CEDIS</b>								
									39,800.8

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**

**FORM A****REGISTRATION OF BUSINESS NAMES ACT, 1962 (ACT 151)****REGISTRATION OF BUSINESS NAME – SOLE PROPRIETORSHIP**

Registration No:BN612220822

TIN:P0014105616

**Part - I Business Details**

Business Name : APPLE ARENA PHONES

Start Date : 04-Aug-2022

Principal Activity : 1. SALES OF PHONES AND ACCESSORIES 2. IMPORT AND EXPORT OF PHONES

Nature of Business/Sector(s) : Services

Objects of the Company : 1. SALES OF PHONES AND ACCESSORIES 2. IMPORT AND EXPORT OF PHONES

Registration Date : 12-Aug-2022

**Part - II Industrial Classification**

ISIC Code	ISIC Description	Primary
4719	Other retail sale in non-specialized stores	Yes

**Part - II Address Details****Principal Place of Business**

Digital Address : AK-541-1929

House/Building/Flat No. : HOUSE NUMBER AK-541-1929

Street : SANTASI NEW SITE

City : NEAR CHURCH OF PENTECOST, SANTASI-KUMASI.

District : Kumasi Metropolitan

Region : ASHANTI

P.O Box NO/PMB/DTD : PMB. KUMASI.

Country : Ghana

**Other Place of Business**

Digital Address : N/A

House/Building/Flat No. : N/A

Street : N/A

City : N/A



District : Kumasi Metropolitan  
Region : ASHANTI  
P.O Box NO/PMB/DTD : PMB. KUMASI.  
Country : Ghana

**Postal Address of Business**

Digital Address : AK-541-1929  
House/Building/Flat No. : HOUSE NUMBER AK-541-1929  
Street : SANTASI NEW SITE  
City : NEAR CHURCH OF PENTECOST, SANTASI-KUMASI.  
District : Kumasi Metropolitan  
Region : ASHANTI  
P.O Box NO/PMB/DTD : PMB. KUMASI.  
Country : Ghana

---

**Part - IV Proprietor / Proprietress**

---

TIN : P0014105616  
First Name : ANTHONY  
Middle Name :  
Surname : ATTA-EFFA  
Any Former Forename or Surname :  
Date of Birth : 03-Apr-1993  
Occupation :  
Nationality : Ghanalan  
Gender : MALE Marital Status : SINGLE

---

**Part - V Residential Address of Proprietor or Proprietress**

---

Digital Address : AK-541-1929  
House/Building/Flat/LMB : HOUSE NUMBER AK-541-1929  
Street : SANTASI NEW SITE  
City : NEAR CHURCH OF PENTECOST, SANTASI-KUMASI.  
District : Kumasi Metropolitan

Region : ASHANTI  
P.O Box NO/PMB/DTD : PMB. KUMASI.  
Country : Ghana

---

**Part - VIII Contact**

---

Phone No :  
Mobile No : 0557215717  
FAX :  
Email Address : ANTHONYBAAH556@GMAIL.COM  
Website :

---

**Part - IX SME Details**

---

No. of Employees Envisaged : 3  
Revenue Envisaged : 1,000.00

---

**Part - X Owner**

---

Owner's Name ANTHONY ATTA-EFFA

Signed \_\_\_\_\_



ORIGINAL  
(For Tax Payer)



REPUBLIC OF GHANA

15/ 0007293

Date

22 03 21

DD MM YY

GHANA REVENUE AUTHORITY  
TAX CLEARANCE CERTIFICATE

Amount Paid (GHC)

1.00

Issuing Office

ASOKONA-KSI



AHQR

Name / Address

ANTHONY ATTAFEEFA  
P. O. BOX 2557, SA. NO / PMB / DTD, KUMASI

Occupation

IMPORT AND EXPORT  
OF PHONES

File no.

TIN P0014105616

Year of Assessment

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

~~APPLE ARENA PHONES~~

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

TO ENABLE HIM TO DO BUSINESS  
WITH UERR SRC

2. I confirm from the information available that:

ANTHONY AITA - EFFA  
APPLE ARENA PHONES

a) has paid his/her/its tax liabilities up to and including the 20 22 year of assessment.

b) has paid P.A.Y.E. and other withholding Taxes up to and including DECEMBER 2022

c) 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
2021	15,696.17	1995.33	1995.33	—
2022	12,865.7	1500.00	1500.00	—
2022	DEPOSIT		2680.00	

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

2023

*Handwritten signature*

FOR THE COMMISSIONER-GENERAL OF THE GHANA REVENUE AUTHORITY



ORIGINAL  
(For Tax Payer)



REPUBLIC OF GHANA

15/ 0007293

Date

22 0 21  
DD MM YY

GHANA REVENUE AUTHORITY  
TAX CLEARANCE CERTIFICATE

Amount Paid (GHC)

1.00

Issuing  
Office

*[Handwritten signature]*



AHQR

Name / Address

ANTHONY ATTAFI  
P. O. BOX 2557 SA. NOIRMB/DTD, KUMASI

Occupation

IMPORT AND EXPORT  
OF PHONES

File no.

TIN P0014105616

Year of Assessment

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

~~APPLE ARENA PHONES~~

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TO ENABLE HIM TO DO BUSINESS  
WITH UERR SRC

2. I confirm from the information available that:

ANTHONY ATTAFI - EFFA  
APPLE ARENA PHONES

- a) has paid his/her/its tax liabilities up to and including the 20 22 year of assessment.
- b) has paid P.A.Y.E. and other withholding Taxes up to and including DECEMBER 2022
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2022	12,865.7	1500.00	1500.00	—
2020	DEPOSIT		2680.00	

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

2023

*[Handwritten signature]*

FOR THE COMMISSIONER GENERAL OF THE GHANA REVENUE AUTHORITY



PPA Supplier DB

Subscription Status  
**PAID**

Welcome,

APPLEARENA

GENERAL

Dashboard

Update Supplier

Company Information

Company Directors

Business Activities

Upload Documents

Add Business References

Logout

Supplier Number  
**194926**

Subscription Status  
**PAID**

Account Status  
**ACTIVE**

Registration Status  
**COMPLETED**

Pending Fees  
**GHS 0**

Login C...  
**1**

## Supplier Registration Status

Supplier Details	Progress
Company Information	100%
Company Director	100%
Upload Documents	100%
Business Activity	100%
Business Reference	100%

## Business Activities

For renewal through Ghana.gov click on the button below

[Go To Ghana.gov](#)

**Office Supplies and Accessories, General Merchants, Electrical / Electronic.**

## Payment Instructions

Bank Payment

ANY NIB/ZENITH BANK BRANCH

Specify your Supplier No 194926

Or Click on the button below to process payment Online.

[Go To Ghana.gov](#)



PPA Supplier DB

Subscription Status  
**PAID**

Supplier Number  
**194926**

Subscription Status  
**PAID**

Account Status  
**ACTIVE**

Registration Status  
**COMPLETED**

Pending Fees  
**GHS 0**

Login C...  
**1**

Welcome

APPLEARENA

GENERAL

## Supplier Registration Status

- Dashboard
- Update Supplier
- Company Information
- Company Directors
- Business Activities
- Upload Documents
- Add Business References

Logout

Ullahye T dsswun

## Business Activities

For renewal through Ghana.gov click on the button below

[Go To Ghana.gov](http://Ghana.gov)

**Office Supplies and Accessories, General Merchants, Electrical / Electronic.**

## Payment Instructions

Bank Payment  
 ANY NIB/ZENITH BANK BRANCH  
 Specify your Supplier No 194926  
 Or Click on the button below to process payment Online.

[Go To Ghana.gov](http://Ghana.gov)

Supplier Details	Progress
Company Information	100%
Company Director	100%
Upload Documents	100%
Business Activity	100%
Business Reference	100%

**UNIVERSITY OF ENERGY AND NATURAL RESOURCES**

**TENDER OPENING CHECKLIST**

**DATE:** 15<sup>TH</sup> FEBRUARY, 2023

**PROCUREMENT METHOD:** PRICE QUOTATION

**CONTRACT NAME:** SUPPLY AND INSTALLATION OF FIBER OPTIC NETWORK FOR REGIONAL CENTRE  
FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY (RCEES)

**CONTRACT PACKAGE NO.:** BA/UENR/RCEES/GD/003/002/23

NO.	TENDERER'S NAME	DS	CERTIFICATES			VALIDITY PERIOD	PAYMENT TERMS	TENDER PRICE (GH¢)	REMARKS
			BRC	VAT	PPA				
1	Keaptech 28 Ventures	✓	✓	✓	✓	60 Days	30 Days	LOT 1: 36,732.8	
2	Faniglo Enterprise	✓	X	X	X	60 Days	30 Days	LOT 1: 38,552.80	
3	Apple Arens Phones	✓	✓	✓	✓	60 Days	30 Days	LOT 1: 39,800.8	
4	Moderny Information and Business Solutions	✓	✓	✓	✓	60 Days	30 Days	LOT 1: 40,200.80	

.....  
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 Certificate

TENDER OPENING COMMITTEE MEMBERS

1. Name..... T-B Siddhar

Designation..... Clear man

Signature.....



2. Name..... Stephen Tans Hamsah

Designation..... Member

Signature.....



3. Name..... Samuel Koduah

Designation..... Member

Signature.....



4. Name.....

Designation.....

Signature.....

5. Name..... Samuel Akomah Okyereh

Designation..... Member

Signature.....



6. Name.....

Designation.....

Signature.....

7. 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.1/0002/2023

**MEMO**

**TO : DIRECTOR, RCEES**  
**FROM : AG. DIRECTOR OF PROCUREMENT**  
**DATE : 15<sup>TH</sup> FEBRUARY, 2023**  
**SUBJECT: REQUEST FOR APPROVAL**

I forward, herewith, Minutes of 3<sup>rd</sup> Meeting of the Tender Evaluation held on Wednesday, 15<sup>th</sup> February, 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 3<sup>RD</sup> MEETING OF THE MINI TENDER EVALUATION PANEL HELD ON WEDNESDAY, 15<sup>TH</sup> FEBRUARY, 2023 AT PROCUREMENT DIRECTORATE**

**PRESENT**

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

**1.0 OPENING**

The Chairman called the meeting to order immediately after close of tender submission on 15<sup>th</sup> February, 2023 at 11:00 a.m. He then welcomed the Mini Tender Opening and Evaluation committee members and briefed them on the agenda of the meeting, which was to open and evaluate the tender.

(i) Supply and Installation of Fiber Optic Network Materials for Regional Centre for Energy and Environmental Sustainability.

**2.0 SUBMISSION OF PRELIMINARY REQUIREMENTS**

The preliminary requirement indicated in the price quotation invitation document which the tenderers were required to submit or comply with and their mini tender prices were read before the tender opening panel.

The requirements indicated in the tender document were:

- Tender Signed
- Mini Tender Validity Period (60 Days)
- Payment Terms (30 Days after Delivery)
- Delivery Period (One Week after award of contract)
- Warranty Period (One year after delivery of the items)

The tender submissions of the tenderers were examined to see whether the requirements have been complied with (Please see next page for details).

No.	Name of Tenderer(s)	Tender Signed	Mini Tender Validity Period (60 Days)	Payment Terms (30 Days after Delivery)	Delivery Period (One Week)	Tender Prices (GH¢)
1	KOAPTECH 26 VENTURES	√	√	√	√	36,732.80
2	PATRIGLO ENTERPRISE	√	√	√	√	38,552.80
3	APPLE ARENA PHONES	√	√	√	√	39,800.80
4	MODERN INFORMATION AND BUSINESS SOLUTION	√	√	√	√	40,200.80

√: Means tenderer(s) submitted the requirement

## **ADJOURNMENT**

The Chairman thanked members of Mini Tender Opening and Evaluation Panel for making it to the meeting and adjourn the meeting at 11:30 a.m. for Members to reconvene at 12.45 pm. same day for the evaluation.

### **3.0 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 excel chart. The meeting came to a close at 1:45pm

.....  
*Mr. John-Baptist Siddick*

CHAIRMAN

Dated: 15/2/2023



.....  
*Mr. Samuel Koduah*

SECRETARY

Dated; 15/2 /2023

**3RD MEETING-15TH FEBRUARY, 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)	PANIGLO ENTERPRISE SUNYANI	200 No. SMF/B1.1/G.652/TIA 492CA	200	45.00	9,000.00
		150 No. HDPE	150	28.00	4,200.00
		1 No. ODF 12c 3m	1	1,520.00	1,520.00
		2 No. JB ENCLOSURE 24c	2	1,200.00	2,400.00
		150 No. Caution Tape	150	8.00	1,200.00
		3No. Construction of Chamber	3	3,000.00	9,000.00
		10 No. Trust Bolting	10	200.00	2,000.00
		150 No. Trenching	150	45.00	6,750.00
		4 No. FC SC/FC-LC/SC LC CONNECTOR	4	250.00	1,000.00
		Sub Total			37,070.00
		VAT (4%)			1,482.80
		Grand Total			38,552.80
<b>Technical Requirements:</b> 200 No. SMF/B1.1/G.652/TIA 492CA AA/OSI 150 No. HDPE 1 No. ODF 12c AND ACCESSORIES 3m 2 No. JB ENCLOSURE 24c AND ACCESSORIES 150 No. Caution Tape		Technically Responsive Validity - Comply Delivery Period - Comply Payment Terms - Comply Document Signed - Comply PPA Registration not Comply			

**3RD MEETING-15TH FEBRUARY, 2023  
TENDER EVALUATION PANEL- PROFOMA IN CHART**

<p>3No. Construction of Chamber 10 No. Trust Bolling 150 No. Trenching 4 No. FC SC/FC-LC/SC LC CONNECTOR</p>	<p>KOAPTECH 26 VENTURES SUNYANI</p>	<p>200 No. SMF/B1.1/G.652/TIA 492CA 150 No. HDPE 1 No. ODF 12c 3m 2 No. JB ENCLOSEURE 24c 150 No. Caution Tape 3No. Construction of Chamber 10 No. Trust Bolling 150 No. Trenching 4 No. FC SC/FC-LC/SC LC CONNECTOR Sub Total</p>	<p>200 150 1 2 150 3 10 150 4</p>	<p align="right"><b>GHC</b></p> <p>40.00 26.00 1,520.00 1,200.00 7.00 3,000.00 200.00 43.00 250.00</p>	<p align="right"><b>GHC</b></p> <p>8,000.00 3,900.00 1,520.00 2,400.00 1,050.00 9,000.00 2,000.00 6,450.00 1,000.00 35,320.00 1,412.80 36,732.80</p>
<p><b>Other Requirements:</b> Validity - 60 Days Delivery Period - 1 Weeks Payment Terms-30 Days Document Signed Business Registration Certificate VAT Registration Certificate</p>	<p>APPLE ARENA PHONES KUMASI</p>	<p>200 No. SMF/B1.1/G.652/TIA 492CA 150 No. HDPE 1 No. ODF 12c 3m 2 No. JB ENCLOSEURE 24c 150 No. Caution Tape 3No. Construction of Chamber 10 No. Trust Bolling 150 No. Trenching 4 No. FC SC/FC-LC/SC LC CONNECTOR Sub Total</p>	<p>200 150 1 2 150 3 10 150 4</p>	<p align="right"><b>GHC</b></p> <p>50.00 28.00 1,520.00 1,200.00 8.00 3,000.00 200.00 45.00 300.00</p>	<p align="right"><b>GHC</b></p> <p>10,000.00 4,200.00 1,520.00 2,400.00 1,200.00 9,000.00 2,000.00 6,750.00 1,200.00 38,270.00</p>

**3RD MEETING-15TH FEBRUARY, 2023  
TENDER EVALUATION PANEL- PROFOMA IN CHART**

PPA Registration Certificate		VAT (4%) Grand Total Technically Responsive Validity - Comply Delivery Period - Comply Payment Terms - Comply Document Signed - Comply Business Registration Certificate-Comply				1,530.80 39,800.80
	MODERN INFORMATION AND BUSINESS SOLUTION SUNYANI	200 No.SMF/B1.1/G.652/TTA 492CA 150 No.HDPE 1 No.ODF 12c 3m 2 No.JB ENCLOSEURE 24c 150 No.Caution Tape 3No.Construction of Chamber 10 No.Trust Bolling 150 No.Trenching 4 No.FC SC/FC-LC/SC LC CONNECTOR 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-Comply Business Registration Certificate-Comply	200 150 1 2 150 3 10 150 4	GH¢ 50.00 28.00 1,520.00 1,200.00 8.00 3,000.00 200.00 45.00 400.00	GH¢ 10,000.00 4,200.00 1,520.00 2,400.00 1,200.00 9,000.00 2,000.00 6,750.00 1,600.00 38,670.00 1,530.80 40,200.80	



**3RD MEETING-15TH FEBRUARY, 2023  
TENDER EVALUATION PANEL- PROFOMA IN CHART**

CONSIDERATIONS: All Four firms invited presented their quotations.

RECOMMENDATION: KOAPTECH 26 VENTURES, SUNYANI was recommended to supply the items at the sum of GH¢36,732.08 (VAT & NHIL inclusive) based on Price Competiveness.



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

P.O.Box 214, Sunyani [www.rcees.uenr.edu.gh](http://www.rcees.uenr.edu.gh) +233 (0) 506 366 712 [rcees@uenr.edu.gh](mailto:rcees@uenr.edu.gh)

OUR REF: UENR/RCEES/VOL.5/0003/002/23

DATE: FEBUARYY 28, 2023

THE MANAGING DIRECTOR  
KOAPTECH 26 VENTURES  
SUNYANI



**NOTIFICATION OF AWARD**  
**BA/UENR/GD/0003/002/23**

This comes to inform you that the Head of Entity, under his threshold has decided to award you the contract for the supply of (Supply and Installation of Fiber Optic Materials) 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	SMF/B1.1/G.652/TIA 492CAAA/OS1		No.	200	40.00	8,000.00
2	HDPE		No.	150	26.00	3,900.00
3	ODF 12c and Accessories		No.	1	1,520.00	1,520.00
4	JB Enclosure 24c and Accessories		No.	2	1,200.00	2,400.00
5	Caution Tape		No.	150	7.0	1,050.00
6	Construction of Chambers		No.	3	3,000.00	9,000.00
7	Trust Bolling		No.	10	200.00	2,000.00
8	Trenching		No.	150	43.00	6,450.00
9	FC SC/FC-LC/SCLC Connector		No.	4	250.00	1,000.00
	Sub Total					35,320.00
	4%					1,412.8
<b>Total Amount</b>						<b>36,732.8</b>

**1. Delivery:** The order validity period is One (1) Week. You are therefore expected to deliver the item(s) before or on 7<sup>th</sup> March, 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 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.

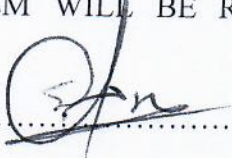
3. You will be expected to pre - finance the contract.
4. The bulk of the goods when delivered must correspond with the sample/description.
5. An inspection team from the University will inspect the goods when delivered and it is upon their acceptance of the goods that you will be paid.
6. The prices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

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