

REPUBLIC OF GHANA



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

PRICE QUOTATION (PQ)

**Procurement of Toner for Regional Centre for Energy
and Environmental Sustainability (RCEES)**

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

MANSI LTD
P.O. Box X731
T.N. Lamaha

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, Sanyam

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 fifty seven thousand nine hundred
79,000 *[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 30 *[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 29th day of January 2023

[signature] [in the capacity of]

Duly authorized to sign Tender for and on behalf of 

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 GHE | TOTAL AMOUNT GHE | |
|-----|--|--|---|---------------|-----|----------------|------------------|--------|
| 1. | Laptop Computer | 17.3Inche Envy MultiTouch Natural Silver.2.8GHZ Intel Core i7.8-Core (11 th Generation) 12GB of DDR 4 RAM256 SSD +1TD HDD 17.3Inche 1920x 1080 ips Touch Screen Integrated Intel Iris Xe Graphics Keyboard Light. | HP Pavilion 17-Cyre 17 59/16GB/ 512SSD/17-3 Inches, Black Win 10 | No. | 2 | 24,300 | 49,000 | |
| | | Sub Total | | | | | | |
| | | VAT + NHIL | 4% | | | | | |
| | TOTAL AMOUNT PER LOT IN GHANA CEDIS | | | | | | | 49,000 |

for 4 more thousand Ghana cedis m7

[Signature]
29/11/2023

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

| NO. | DESCRIPTION | SPECIFICATION | OFFERED SPECIFICATION | UNIT OF COUNT | QTY | UNIT PRICE GHC | TOTAL AMOUNT GHC |
|-----|-------------------------------------|---|---|---------------|-----|----------------|------------------|
| 1. | Laptop Computer | 17.3Inche Envy MultiTouch Natural Silver.2.8GHZ Intel Core i7.8-Core (11 th Generation) 12GB of DDR 4 RAM256 SSD +1TD HDD 17.3Inche 1920x1080 ips Touch Screen Integrated Intel Iris Xe Graphics Keyboard Light. | HP Pavilion 17-core i7 9-9/16GB / 12SSD / A.3 inches Black Win 10 | No. | 2 | 24,500 | 49,000 |
| | | Sub Total | | | | | 49,000 |
| | | VAT + NHIL | 4% | | | | |
| | TOTAL AMOUNT PER LOT IN GHANA CEDIS | | | | | | |

try to make thousand Ghana cedis only

[Signature]
29/11/2023

[Signature]

LOT 2: PROCUREMENT OF PROJECTOR FOR RCEES (CGCRI 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 Sub Total | EPSON X06 3600 Lumens 3 LCD XUGA | No. | 1 | 8,900 | 8,900 | |
| | | VAT + NHIL | 4% | | | | 8,900 | |
| | TOTAL AMOUNT PER LOT IN GHANA CEDIS | | | | | | | 8,900 |
| | | | | | | | 8,900 | |

Handwritten signature

Please indicate your validity period..... 30 days
 Please indicate your payment terms..... 30 days
 Please indicate your delivery period..... 10 days
 Please indicate your Warranty Period..... 1 year

REPUBLIC OF GHANA



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

PRICE QUOTATION (PQ)

**Procurement of Toner 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**

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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/0001/001/23

JANUARY 25, 2023

.....
.....
.....

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/019/004/22**

Date of Invitation: **25th January, 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 Thirty-Nine thousand
Six Hundred & Twenty-four [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 90 [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

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

Duly authorized to sign Tender for and on behalf of

VANDATRON ENTERPRISE

Vandatron Ent
SIGN

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: TONER FOR RECEIPTS

| NO. | DESCRIPTION | SPECIFICATION | OFFERED SPECIFICATION | UNIT OF COUNT | QTY | UNIT PRICE GH¢ | TOTAL AMOUNT GH¢ |
|--|-------------|---------------------|-----------------------|---------------|-----|----------------|------------------|
| 1 | Toner | 410A CF411A CYAN. | | No. | 6 | 1450 | 8,700 |
| 2 | Toner | 410A CF412A YELLOW | | No. | 6 | 1,450 | 8,700 |
| 3 | Toner | 410A CF413A MAGENTA | | No. | 6 | 1,450 | 8,700 |
| 4 | Toner | MFP 135W(106A) | | No. | 8 | 1,500 | 12,000 |
| | | Sub Total | | | | | 38,100 |
| | | VAT + NHILL | % | | | | 1,524.00 |
| TOTAL AMOUNT PER LOT IN GHANA CEDIS | | | | | | | 39,624.00 |

VANDATRON ENTERPRISE

SIGN



Please indicate your validity period..... 60 DAYS

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

Please indicate your delivery period..... 0 to 4 weeks

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

REPUBLIC OF GHANA



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

PRICE QUOTATION (PQ)

**Procurement of Toner for Regional Centre for Energy
and Environmental Sustainability (RCEES)**

Introduction and Instructions

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**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/0001/001/23

JANUARY 25, 2023

Managing Director
Modern Mkt. & 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

Sealed Quotation No: **BA/UENR/GD/019/004/23**

Date of Invitation: **25th January, 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.**

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a) Stage I: Preliminary Examination (Commercial Responsiveness):

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- 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 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

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**



Section V. Schedule of Requirements

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LOT 1: TONER FOR RCEES

| NO. | DESCRIPTION | SPECIFICATION | OFFERED SPECIFICATION | UNIT OF COUNT | QTY | UNIT PRICE GH¢ | TOTAL AMOUNT GH¢ |
|-----|-------------|--|-----------------------|---------------|-----|----------------|------------------|
| 1 | Toner | 410A CF411A CYAN. | | No. | 6 | 650.00 | 3,900. |
| 2 | Toner | 410A CF412A YELLOW | | No. | 6 | 650.00 | 3,900. |
| 3 | Toner | 410A CF413A MAGENTA | | No. | 6 | 650.00 | 3,900 |
| 4 | Toner | MFP 135W(106A) | | No. | 8 | 550.00 | 4,400 |
| | | Sub Total | | No. | | | 16,100.00 |
| | | VAT + NHIL | % | | | | 644.00 |
| | | TOTAL AMOUNT PER LOT IN GHANA CEDIS | | | | | 16,744.00 |



 DIRECTOR
 MODERN INFORMATION BUSINESS SOLUTIONS
 SUNBEAM

REPUBLIC OF GHANA



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

PRICE QUOTATION (PQ)

**Procurement of Toner for Regional Centre for Energy
and Environmental Sustainability (RCEES)**

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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/0001/001/23

JANUARY 25, 2023

MANJILLO Co. LTD
P.O. Box X 731
T.N.I. 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
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Sealed Quotation No: BA/UENR/GD/019/004/22

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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 *fifty eight thousand four hundred* ~~thousand~~ *only* *[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 30 *[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 29 day of January 2022

[signature] [in the capacity of]

Duly authorized to sign Tender for and on behalf of 

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: TONER FOR RCEES

| NO. | DESCRIPTION | SPECIFICATION | OFFERED SPECIFICATION | UNIT OF COUNT | QTY | UNIT PRICE CHF | TOTAL AMOUNT CHF |
|-----|-------------------------------------|---------------------|--|---------------|-----|----------------|------------------|
| 1 | Toner | 410A CF411A CYAN. | original | No. | 6 | 2.090 = | 12.540 |
| 2 | Toner | 410A CF412A YELLOW | original HP | No. | 6 | 2.090 = | 12.540 |
| 3 | Toner | 410A CF413A MAGENTA | original | No. | 6 | 2.090 = | 12.540 |
| 4 | Toner | MFP 135W(106A) | | No. | 8 | 1.350 | 10.800 |
| | | Sub Total | | | | | |
| | | VAT + NHIL. | | | | | |
| | TOTAL AMOUNT PER LOT IN GHANA CEDIS | | 4% | | | | 48.420 = |
| | | | Fourty Eight Thousand and Fifty Cedis. | | | | 48.420 = |

APPROVED: (Signature)

PROJECT

Please indicate your validity period..... 30 days
Please indicate your payment terms..... 30 days
Please indicate your delivery period..... 10 days
Please indicate your Warranty Period..... 1 year

~~10~~ 10

REPUBLIC OF GHANA



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

PRICE QUOTATION (PQ)

**Procurement of Toner 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

PROCUREMENT DIRECTORATE

Ref No.: UENR/PO/PQ/0001/001/23

JANUARY 25, 2023

Ewusi Investment Limited
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/019/004/22**

Date of Invitation: **25th January, 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
MANAGING DIRECTOR

EMUST INVESTMENT LTD.
EMUST INVESTMENT LTD.

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

MANAGING DIRECTOR
[Signature]
EMUEL INVESTMENT LTD.

WPS Office

WPS Office

WPS Office

WPS Office

WPS Office

WPS Office

WPS Office

WPS Office

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WPS Office



Certificate of Incorporation

I hereby certify that

EWUSI INVESTMENT LIMITED

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

Given under my hand and official seal at Accra, this 18th day of June 2018

For: Registrar of Companies

F0037837



GRA

VALUE ADDED TAX

VAT

**CERTIFICATE
OF REGISTRATION**

*TIN C0013934333

This is to certify that

EWUSI INVESTMENT LIMITED

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

**THE VALUE ADDED TAX ACT 2013
(ACT 870)**

Dated this 1ST day of JULY, 2019

SUV

EMMANUEL KOFI NTI
COMMISSIONER -GENERAL

GRA

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



Ghana Revenue Authority

Certificate of Registration

TIN P0013792342

This is to certify that

MR ISAAC KWESI EWUSI

has been duly registered as a taxpayer
under the Taxpayers Identification Numbering System Act 2002 (ACT 632)

Address

SNT 144/4 ADOM JUNCTION
SUNYANI Sunyani Municipal Ghana

Issuing Office

SUV - SUNYANI STO

Date of Issue

13/06/2018

A handwritten signature in black ink, appearing to read "EKN", written over a horizontal line.

EMMANUEL KOFI NTI

COMMISSIONER GENERAL



Social Security & National Insurance Trust
P. O BOX MB 149, MINISTRIES ACCRA, GHANA TELEPHONE: 0302-667731 - 2 / 4-9, FAX: 0302 - 668679
WEBSITE: www.ssnit.com EMAIL: public@ssnit.org.gh

17765981

RECEIPT DATE []

RECEIPT NUMBER []

Received from:

the sum of:

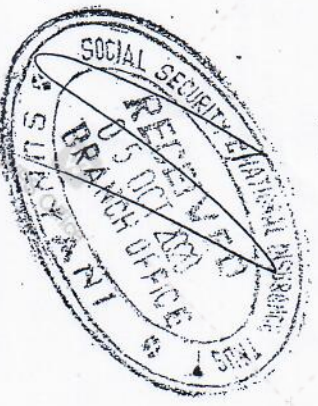
GH¢ 177 00

on account of:

Employer / SS / Staff No:

by Cash/Cheque No:

Station:



FOR DIRECTOR GENERAL

FORM SS II



Public Procurement Authority
Empowering efficiency and transparency
in Public Procurement



NATIONAL INSTITUTE FOR INTEGRATED BUSINESS TRAINING AND RESEARCH

NIB Collections Payment Receipt

Registration Fees for Public Procurement Authority.

Generated On: 13-December-2021 3:58:52PM

CUSTOMER'S COPY

Supplier Name: EWUSI INVESTMENT LIMITED

Supplier No: 698478

Amount Paid: GHS 100

Purpose of Payment: RENEWAL FEE

Currency: GHS

Branch Name: SUNYANI BRANCH

Transaction Status: COMPLETE

Transaction Ref: TT2134700463

Teller: NANAAMA.KONADU

Payment Method: CASH

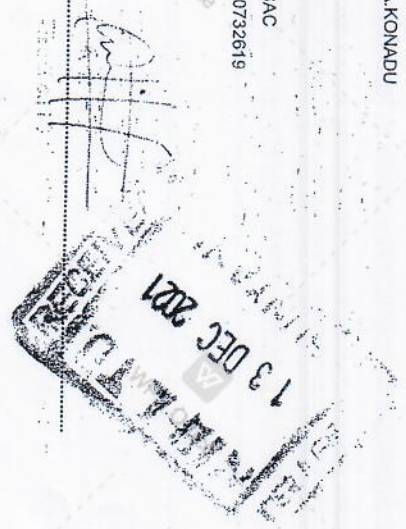
Cheque No:

Value Date: 20211213

Depositor's Name: AWUSI ISSAC

PPA Receipt No: 1719047230732619

Depositor's Signature:



WPS Office

WPS Office

WPS Office

WPS Office

WPS Office

WPS Office

WPS Office

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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: TONER FOR RCEES

| NO. | DESCRIPTION | SPECIFICATION | OFFERED SPECIFICATION | UNIT OF COUNT | QTY | UNIT PRICE GH¢ | TOTAL AMOUNT GH¢ |
|--|-------------|---------------------|-----------------------|---------------|-----|----------------|------------------|
| 1 | Toner | 410A CF411A CYAN. | Original 410a | No. | 6 | 1,250.00 | 7,500.00 |
| 2 | Toner | 410A CF412A YELLOW | 410a yellow | No. | 6 | 1,280.00 | 7,680.00 |
| 3 | Toner | 410A CF413A MAGENTA | 410a Magenta | No. | 6 | 1,280.00 | 7,680.00 |
| 4 | Toner | MFP 135W(106A) | 106a | No. | 8 | 1,130.00 | 9,040.00 |
| | | Sub Total | | No. | | | 31,900.00 |
| | | VAT + NHIL | % | | | | 1,276.00 |
| TOTAL AMOUNT PER LOT IN GHANA CEDIS | | | | | | | 33,176.00 |

REPUBLIC OF GHANA



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

PRICE QUOTATION (PQ)

**Procurement of Toner 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

PROCUREMENT DIRECTORATE

Ref No.: UENR/PO/PQ/0001/001/23

JANUARY 25, 2023

Managing Director.
MODIKOALIC 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/GD/019/004/22**

Date of Invitation: **25th January, 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 *Twenty Six thousand Two hundred and Twenty Eight Ghana 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 ___ *[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* 20*23*

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

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

MANAGER
MODWORK ENTERPRISE
P. O. BOX 785 SUNYANI
0241838235

MANAGER
MODWORK ENTERPRISE
P. O. BOX 785 SUNYAMA
241898258

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..... *165 days*

Section V. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates 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: TONER FOR RCEES

| NO. | DESCRIPTION | SPECIFICATION | OFFERED SPECIFICATION | UNIT OF COUNT | QTY | UNIT PRICE GH¢ | TOTAL AMOUNT GH¢ |
|-----|-------------|--|-------------------------|---------------|-----|----------------|------------------|
| 1 | Toner | 410A CF411A CYAN. | 410A HP Toner with chip | No. | 6 | 1,170 | 7,020.00 |
| 2 | Toner | 410A CF412A YELLOW | HP Toner 410A with chip | No. | 6 | 1,170 | 7,020.00 |
| 3 | Toner | 410A CF413A MAGENTA | ✓ | No. | 6 | 1,170 | 7,020.00 |
| 4 | Toner | MFP 135W(106A) | Condry | No. | 8 | 520 | 4,160.00 |
| | | Sub Total | | No. | | | 25,220.00 |
| | | VAT + NHIL | % | | | | 1,008.8 |
| | | TOTAL AMOUNT PER LOT IN GHANA CEDIS | | | | | 26,228.8 |

MANAGER
MODWORK ENTERPRISE
P. O. BOX 785 SUNyani
0201898205

MANAGER
MODWORK ENTERPRISE
P. O. BOX 785 SUNyani
0201898205

UNIVERSITY OF ENERGY AND NATURAL RESOURCES
TENDER OPENING CHECKLIST

DATE: 30TH JANUARY, 2023

PROCUREMENT METHOD: PRICE QUOTATION

CONTRACT NAME: PROCUREMENT OF TONER 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 | Madwork Enterprise | ✓ | ✓ | ✓ | ✓ | ✓ | LOT 1: 71,028.80 | | |
| 2 | Eduasi Investment Ltd | ✓ | ✓ | ✓ | ✓ | ✓ | LOT 1: 33,176.00 | | |
| 3 | Vendstrone Enterprise | ✓ | ✓ | ✓ | ✓ | ✓ | LOT 1: 39,624.00 | | |
| 4 | Modern Information 9-1-2 Business Solutions | ✓ | ✓ | ✓ | ✓ | ✓ | LOT 1: 16,744.00 | | |
| 5 | Mandigo Company Limited | ✓ | ✓ | ✓ | ✓ | ✓ | LOT 1: 48,420.00 | | |

.....
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 Certificate

TENDER OPENING COMMITTEE MEMBERS

1. Name..... J B Siddiqui

Designation..... Chairman Signature..... [Signature]

3. Name..... Samuel Kechuck

Designation..... Secretary Signature..... [Signature]

5. Name..... Samuel Akromul Olayed

Designation..... Member Signature..... [Signature]

7. Name.....

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

2. Name..... Stephen Taro Akromul

Designation..... Member Signature..... [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 |

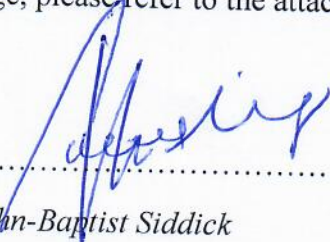
1.0 OPENING

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>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>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 i7-Core i7 G9/16GB/512 SSD/17.3 Inches Black Window 10 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 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 Technically Responsive Validity - Comply Delivery Period - Comply Payment Terms - Comply Document Signed - Comply Business Registration Certificate-Comply PPA Registration Certificate</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> |

CONSIDERATIONS: All five firms invited presented their quotations.

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.

**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 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 | 1 | GHC 14,250.00 | GHC 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>MODERN INFORMATION AND BUSINESS SOLUTIONS SUNYANI</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> | <p>1</p> | <p>GH¢ 8,900.00</p> | <p>8,900.00 Inclusive 8,900.00</p> |
| <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> | | | | |

**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**

| | | | | |
|--|---------------------------------|---|----------|------------------|
| MANIGO COMPANY LIMITED KUMASI | 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 EX X06 3600 Lumens, LCD XUGA HDMI, 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.5/0002/001/23

DATE: JANUARY 31, 2023

THE MANAGING DIRECTOR
MODERN INFORMATION AND BUSINESS
SOLUTIONS
SUNYANI

INTERNAL AUDIT UNIT - UENR
RECEIVED
DATE: 1/21/23

② YAA/BTB
P/S Note
MJE
1/21/23

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 (Toner) 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 | Toner | 410A CF411A CYAN. | No. | 6 | 650.00 | 3,900.00 |
| 2 | Toner | 410A CF412A YELLOW | No. | 6 | 650.00 | 3,900.00 |
| 3 | Toner | 410A CF413A MAGENTA | No. | 6 | 650.00 | 3,900.00 |
| 4 | Toner | MFP 135W(106A) | No. | 8 | 550.00 | 4,400.00 |
| | Sub Total | | | | | 16,100.00 |
| | 4% VAT | | | | | 644.00 |
| Total Amount | | | | | | 16,744.00 |

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



③ Note
YAA
1/21/23

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.

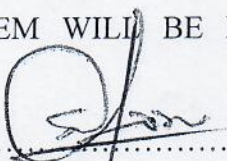
NOTE:

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 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