

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

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DATE: SEPTEMBER 26, 2022

OUR REF: UENR/OVC/VOL.5/0008/09/22

THE MANAGING DIRECTOR  
 MASARF INNOVATIONS  
 SUNYANI

**NOTIFICATION OF AWARD**  
**BA/UENR/GD/010/009/22**

This comes to inform you that the Head of Entity, under his threshold has decided to award you the contract for the supply of (Complementary Cards) 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	Complementary Cards		No.	400	4.00	1,600.00
	Sub Total					1,600.00
	4% VAT					64.00
<b>Total Amount</b>						<b>1,664.00</b>

**1. Delivery:** The order validity period is One (1) Week. You are therefore expected to deliver the item(s) before or on 4<sup>th</sup> October, 2022. 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 the 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