



OUR REF: PD/PQ/SF.3/0009/2022

MEMO

TO : DIRECTOR, RCEES
FROM : AG. DIRECTOR OF PROCUREMENT
DATE : 23th SEPTEMBER, 2022
SUBJECT: REQUEST FOR APPROVAL

I forward, herewith, Minutes of 28th Meeting of the Tender Opening and Evaluation Panel held on Tuesday, 20th September, 2022 for your Approval.

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

Thank you.

Ag. DOP
Please approved
[Signature]

UNIVERSITY OF ENERGY AND NATURAL RESOURCES, SUNYANI

MINUTES OF 28TH MEETING OF THE MINI TENDER EVALUATION PANEL HELD ON THURSDAY, 22ND SEPTEMBER, 2022 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 11:30am. The chairman welcomed Members and told them that the meeting was based on the Tender Opening held on **Tuesday, 20th September, 2022** at the Procurement Directorate. He then briefed Members on the purpose of the meeting, which was to evaluate the following tender;

- (i) Procurement of Laptop Computer 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 1;00pm



.....
Mr. John-Baptist Siddick

CHAIRMAN

Dated: 17/09/2022



.....
Mr. Samuel Koduah

SECRETARY

Dated; 23/09 /2022



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/OVC/VOL.5/0001/09/22

DATE: SEPTEMBER 23, 2022

THE MANAGING DIRECTOR
APPLE ARENA PHONES
KUMASI

NOTIFICATION OF AWARD
BA/UENR/GD/018/009/22

This comes to inform you that the Head of Entity, under his threshold has decided to award you the contract for the supply of (Laptop Computer) Item (s) below.

No.	ITEM DESCRIPTION	SPECIFICATION	UNIT OF COUNT	QUANTITY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
	Regional Centre for Energy and Environmental Sustainability (RCEES)					
1	Laptop Computer	Mac book Pro M1 Chip,13Inche,8GB RAM 256 GB SSD	No.	2	16,500.00	33,000.00
	Sub Total					33,000.00
	4% VAT					1,320.00
Total Amount						34,320.00

1. Delivery: The order validity period is One (1) Week. You are therefore expected to deliver the item(s) before or on 1st September, 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 to be delivered to the appropriate stores at the University on a working day within the hours of 8:30a.m and 4:00p.m. The University has the right to reject the goods if the goods are not delivered within the stipulated days and time.

The property and risk in the goods is transferred to the University and delivery completed by the supplier when the goods have been offloaded, delivered to the appropriate stores by the supplier

and verified physically and technically by the appropriate staff of the University and certified with the appropriate documentation.

2. Payment Terms: One hundred percent (100%) of the total contract price shall be paid to the supplier on receipt, inspection and acceptance of goods and the submission of your invoice after 30 days.

3. You will be expected to pre - finance the contract.

4. The bulk of the goods when delivered must correspond with the sample/description.

5. An inspection team from the University will inspect the goods when delivered and it is upon their acceptance of the goods that you will be paid.

6. The prices agreed shall not be varied to the disadvantage of the University

7. The contract is non-severable therefore part delivery does not entitle you to payment.

8. You are to acknowledge your acceptance or otherwise of the terms and conditions of the award latest within two days after receipt of the award letter.


NOTE:

Please contact the Procurement Directorate for a copy of the LPO.

We strictly insist on the issuance of VAT invoice for all supplies.

PLEASE NOTE: THE ITEM WILL BE REJECTED IF IT DOES NOT MEET OUR SPECIFICATION.

Authorized Signature.....


DIRECTOR-RCEES
UENR
SONYANI-GHANA

Name and Title of Signatory: Prof. Eric Oforu 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