



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

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

MEMO

TO : DIRECTOR, RCEES
FROM : AG. DIRECTOR OF PROCUREMENT
DATE : 26th SEPTEMBER, 2022
SUBJECT: REQUEST FOR APPROVAL

I forward, herewith, Minutes of 30th Meeting of the Tender Opening and Evaluation Panel held on Monday, 26th 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.

Approved
[Signature]

UNIVERSITY OF ENERGY AND NATURAL RESOURCES, SUNYANI

MINUTES OF 30TH MEETING OF THE MINI TENDER EVALUATION PANEL HELD ON MONDAY, 26TH 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 23RD **SEPTEMBER, 2022** at the Procurement Directorate. He then briefed Members on the purpose of the meeting, which was to evaluate the following tenders

- (i) Procurement of Toners for Regional Centre for Energy and Environmental Sustainability
- (ii) Procurement of Pull-Up Banner for Regional Centre for Energy and Environmental Sustainability
- (iii) Procurement of Complementary Cards 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 4:00pm

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Mr. John-Baptist Siddick

CHAIRMAN

Dated: 26/09/2022

Samuel
.....

Mr. Samuel Koduah

SECRETARY

Dated; 26/09 /2022