



16th September, 2022

To: *University of Energy and Natural Resources, Sunyani*

The Ag. Director of Procurement
University of Energy and Natural Resources
P. O. Box 214
Sunyani

Dear Sir,

SUBMISSION OF TENDER

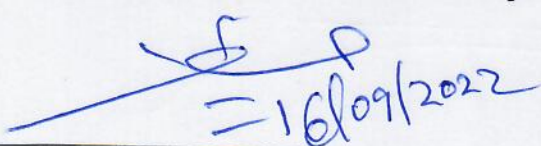
Having examined the tender documents, we the undersigned, offer to supply and deliver **PROCUREMENT OF PULL-UP BANNER AND COMPLEMENTARY CARDS FOR REGIONAL CENTRE FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY (RCEES)** in conformity with the said tender documents for the sum of **ONE THOUSAND, FOUR HUNDRED AND FIFTY-FOUR GHANA CEDIS, EIGHTY-FIVE PESEWAS (GH¢1,454.85)** 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 20% 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 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.


JOHNSON BOACHIE YIADOM
CEO

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 PULL-UP BANNER 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	Pull-Up Banner	(See Sample at the Procurement Directorate)		No.	2	1,000.	2,000.00
		Sub Total					2,000.00
		VAT + NHIL	18.5%				370.00
	TOTAL AMOUNT PER LOT IN GHANA CEDIS						2,370.00

LOT 2: PROCUREMENT OF COMPLEMENTARY CARDS 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	Complementary Cards	(See Sample at the Procurement Directorate)		No.	400	4.20	1,680.00
		Sub Total					1,680.00
		VAT + NHIL	%				310.00
	TOTAL AMOUNT PER LOT IN GHANA CEDIS						1,990.00

Please indicate your validity period..... 30 days.....

Please indicate your payment terms..... 30 days.....

Please indicate your delivery period..... 1 week.....

Please indicate your Warranty Period..... No warranty.....

GHANA REVENUE AUTHORITY (GRA)

F 0004116



CERTIFICATE OF REGISTRATION FOR VALUE ADDED TAX (VAT) TIN P0002453304

This is to certify that

JOHNSON SECRETARIAL INFORMATION CONSULTANTS

has been duly registered as an
agent for VAT collection
under

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

1st June 2013

Dated this _____ day of _____

[Signature]
COMMISSIONER GENERAL

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

REPUBLIC OF GHANA



Public Procurement Authority

Improving efficiency and transparency in public procurement.

SUPPLIER NO

372522

DATE ISSUED

08 MAR 2022

EXPIRY DATE

07 MAR 2023

SUPPLIER, CONTRACTOR, CONSULTANT REGISTRATION CERTIFICATE

This is to certify that

JOHNSON SECRETARIAL INFORMATION CONSULT

is duly registered with the Public Procurement Authority to engage in Government tenders as mandated by Section 3(p) of the Public Procurement Act, 2003 (Act 663) as amended.

Handwritten signature of Frank Mantle.

Frank Mantle
Ag. Chief Executive

PPA NO. 083967



REPUBLIC OF GHANA

P000468186X

OTM

2241146913

Old RGD Number

BN: 4,493E

Registration Date

13/07/2011

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

Certificate of Registration

hereby certify that the following Business Name has been

registered under the above mentioned Act as No

BN00PXX2015/viz

JOHNSON SECRETARIAL INFORMATION CONSULT

Dated this 7th day of August 2015

Registrar of Companies

Cert No. 20090527722002



SOCIAL SECURITY AND NATIONAL INSURANCE TRUST

National Pensions Act 2008, Act 766

Clearance Certificate

For

**TO TENDER FOR THE PROCUREMENT OF PULL-UP BANNER
AND COMPLEMENTARY CARDS FOR REGIONAL CENTRE FOR
ENERGY AND ENVIRONMENTAL SUSTAINABILITY (RCEES)
AT UNIVERSITY OF ENERGY AND NATURAL RESOURCES,
SUNYANI IN BONO REGION.**

We hereby certify that

JOHNSON SECRETARIAL INFO CONSULT

(ERNo. 200905277, Covered from 1st July, 2009)

with Business Reg. No. **BN-14,493E**, TIN **BN-14,493E**,

and has **Seven (7) workers** as at **September, 2022**

has fulfilled all obligations under the Law for the period.

Certified on this **16th September, 2022**

at **SUNYANI BRANCH.**

This certificate expires on **16th October, 2022**



Scan code to
verify authenticity

DEP. MANAGER COMPLIANCE
S. OTUTEYE
S. Otuteye

Branch Mgr: JEREMIAH OTUTEYE
For: Director General

NB: Any alterations or falsification of this document is a crime and offender(s) **SHALL** be prosecuted Printed on 28th July, 2022



ORIGINAL
(For Tax Payer)



T20/0170273

REPUBLIC OF GHANA

Date

**GHANA REVENUE AUTHORITY
TAX CLEARANCE CERTIFICATE**

Amount Paid (GH¢)

1.00

16 09 22
DD MM YY

Issuing Office: SUNYANI-STO



AHQ

Name / Address: JOHNSON BOACHIE YIADOM
P. O. BOX 2557, SUNYANI

Occupation: GENERAL PRINTING File no.

Year of Assessment: 2022 TIN: GHA-715398690-0

In compliance with section 14 of Revenue Administration Act, 2016 (Act 915)

JOHNSON BOACHIE YIADOM

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

FOR THE PROCUREMENT OF PULL-UP BANNER AND COMPLEMENTARY CARDS FOR REGIONAL CENTRE FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY AT UENR

2. I confirm from the information available that:

JOHNSON BOACHIE YIADOM o/a JOHNSON SECRETARIAL INFORMATION CONSULT

- 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
- c) has submitted all tax returns up to date.
- d) has registered with the Ghana Revenue Authority.

BELOW IS A SUMMARY OF HIS / HER / ITS TAX POSITION FOR THREE YEARS

YEAR OF ASSESSMENT	STATUS	CHARGEABLE INCOME	TAX CHARGED	TAX PAID	TAX OUTSTANDING
20 20	(P)	20,320.30	2,932.95	2,932.95	-
20 21	(P)	25,033.11	3,500.00	3,500.00	-
20 22	(P)	31,302.29	4,550.00	2,500.00	2,050.00

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

16/09/2022

(Signature)

FOR THE COMMISSIONER-GENERAL OF THE GHANA REVENUE AUTHORITY

ALEXANDER KORANTENG

(I.T. FORM 340)