

REPUBLIC OF GHANA



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

PRICE QUOTATION (PQ)

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

**MANAGER
MODWORK ENTERPRISE
P.O. BOX 785 SUNYANI
0241838255**

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/0001/09/22

September 15, 2022

*THE MANAGING DIRECTOR
MODWORK 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/018/003/22**

Date of Invitation: **20th September, 2022**

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 **Tuesday, 20th September, 2022 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 Tuesday, 20th September, 2022 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]

Eighty Four Ghana Cedis in conformity with the said tender documents for the sum of *Twenty Five Thousand & Nine hundred* [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 20th day of September 20 22
Mudida Manager
[signature] [in the capacity of]

Duly authorized to sign Tender for and on behalf of MODWOK ENTERPRISE

MANAGER
MODWOK ENTERPRISE
P.O. BOX 785 SUNYANI
0241898258

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: LAPTOP COMPUTER FOR RCEES

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
1	Laptop Computer	Pro M1 Chip, 13inch, 8GB RAM 512GB SSD	Comp by model	No.	2	17300	34,600.00
		Sub Total					34,600.00
		VAT + NHIL	%				1,384.00
TOTAL AMOUNT PER LOT IN GHANA CEDIS							35,984.00

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

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

Please indicate your delivery period..... 14 days

Please indicate your Warranty Period..... 3.65

MANAGER
MODWORK ENTERPRISE
 P. O. BOX 785 SUNYANI
 0241898259

Reg No. BN553332017



TIN: P0009640703

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

Certificate of Registration

I hereby certify that the following Business Name has been registered under the above-mentioned Act as No.

BN553332017, viz,

MODWORK ENTERPRISE

Dated this 7th day of November 2017


For Registrar of Companies

REPUBLIC OF GHANA



Public Procurement Authority

improving efficiency and transparency in public procurement

SUPPLIER NO

644113

DATE ISSUED

28 JAN 2022

EXPIRY DATE

27 JAN 2023

SUPPLIER, CONTRACTOR, CONSULTANT REGISTRATION CERTIFICATE

This is to certify that

MODWORK ENTERPRISE

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.

Frank Mante
Ag. Chief Executive

PPA NO. 0034292

F0047718



GRA

VALUE ADDED TAX

VAT

**CERTIFICATE
OF REGISTRATION**

P0009640703

*TIN _____

MICHAEL DONKOR OSEI

trading as

MODWORK ENTERPRISE

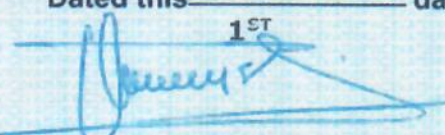
*has been duly registered as an
agent for VAT collection
under*

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

Dated this _____ day of _____

1ST

JUNE, 2020


AMMISHADDAI OWUSU-AMOAH

SUV

COMMISSIONER -GENERAL

GRA

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

RECEIPT NO. AR17/0000



ORIGINAL
(For Tax Payer)



REPUBLIC OF GHANA

T20/ 0026270

Amount Paid (GH¢)

1.00

**GHANA REVENUE AUTHORITY
TAX CLEARANCE CERTIFICATE**

Date

04 03 22
DD MM YY

Issuing
Office

SUNYANI TSC

AHQR

Name / Address

OSEI MICHAEL DONKOR
P. O. BOX 789, SUNYANI

Occupation

TRADING

File no. SC. 812104

Year of Assessment

2022

TIN. P0009640703

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

OSEI MICHAEL DONKOR

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

TO ENABLE HIM SUPPLY GOODS TO THE
UNIVERSITY OF ENERGY AND NATURAL
RESOURCES (UEAR) AND STU

2. I confirm from the information available that:

OSEI MICHAEL DONKOR %A MODWORK
ENTERPRISE

- a) has paid his/her its tax liabilities up to and including the 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.

3. 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
2020	(P)	11,127.66	1,019.44	1,019.44	-
2021	(P)	16,703.85	2,000.00	2,215.00	(215.00)
2022	(P)	20,848.57	2,600.00	1,000.00	1,600.00

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

2022



[Signature]

FOR THE COMMISSIONER-GENERAL OF THE GHANA REVENUE AUTHORITY