





# UNIVERSITY OF ENERGY AND NATURAL RESOURCES, SUNYANI PROCUREMENT REQUISITION

## GOODS

Procurement Entity		Department/Project		Procurement Number		Source of Funds		Sequence Number			
UENR		Engineering Department		2023/01/001		2023/01/001		001			
Subject of Procurement:				Location/Site:				UNIVERSITY CAMPUS			
Description				Quantity		Unit of Measure		Estimated Unit Cost		Estimated Total Cost	
(Fill in or attach a detailed Statement of Requirements for the Goods required Etc.)											
Item No.	1			212		M <sup>2</sup>		342		323,176	
Account Code:								Estimated Total Cost:			
Class								323176			
Item											
Sub Item											
Sub-Sub Item											

Signatures required to certify that (1) the goods described are required, (2) Included in the procurement plan, (3) funds are available or budgeted for the requirement, and (4) approval is granted the Procurement Directorate to proceed with the procurement process.

Signature: \_\_\_\_\_ 1. Originating Department (Head) \_\_\_\_\_ 2. Procurement Directorate (Head) \_\_\_\_\_ 3. Finance Directorate (Head) \_\_\_\_\_ 4. Vice-Chancellor \_\_\_\_\_

Name: \_\_\_\_\_ 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

Position: \_\_\_\_\_ 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

Date: \_\_\_\_\_ 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

F0047718



# GRA

VALUE ADDED TAX



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 \_\_\_\_\_



JUNE, 2020

AMMISHADDAI OWUSU-AMOAH

SUV

COMMISSIONER -GENERAL



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



REPUBLIC OF GHANA



GHANA REVENUE AUTHORITY

**GRA**



SCAN ME TO VERIFY

DATE	24/10/2023
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**TAX CLEARANCE  
CERTIFICATE**

Issuing Office	SUNYANI TSC
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1. TIN GHA-715824218-6 Name MICHAEL DONKOR OSEI T/A MODWORK ENTERPRISE

Address POST OFFICE BOX 785, SUNYANI

Trading As MODWORK ENTERPRISE

Year of Assessment 2023

This Tax Clearance Certificate is issued in compliance with section 14 of Revenue Administration Act, 2016 (Act 915)

Purpose: TO TRANSACT BUSINESS WITH SUNYANI TECHNICAL UNIVERSITY

2. This certificate covers:

- a. PERSONAL INCOME TAX-PIT
- b. VALUE ADDED TAX (VAT)-FLAT RATE
- c. VAT FLAT/COVID19

3. Below is a summary of Income Tax Position for three years:

YEAR OF ASSESSMENT	TURNOVER	CHARGEABLE INCOME	TAX CHARGED	TAX PAID	TAX OUTSTANDING
2 0 2 1	16,730.86	16,730.86	2,000.00	2,665.97	-665.97
2 0 2 2	N/A	NIL	9,210.00	17,269.10	-8,059.10
2 0 2 3	N/A	27,672.20	3,716.43	3,716.43	-0.00

4. Valid until: 21/11/2023

**AMMISHADDAI OWUSU-AMOAH  
COMMISSIONER - GENERAL**

SN: TSYN23000949

REPUBLIC OF GHANA



**Public  
Procurement  
Authority**

*Integrity, efficiency and transparency  
in public procurement*

DATE ISSUED

11 APR 2023

EXPIRY DATE

10 APR 2024

SUPPLIER NO

644113

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.*

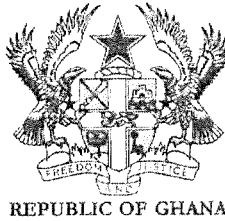
PPA NO. 0050891

A handwritten signature in black ink, appearing to read 'Frank Mante'.

Frank Mante  
Chief Executive

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 7<sup>th</sup> day of November 2017

  
For Registrar of Companies

NB: Suppliers are suppose to visit the RC Building and conduct assessment for the required Blinds and Curtains and give appropriate quotation.

Please indicate your validity period..... 60 days  
Please indicate your payment terms..... 30 days  
Please indicate your delivery period..... 7 days  
Please indicate your Warranty Period..... 365 days

MANAGER  
MODWORK ENTERPRISE  
P. O. BOX 785 SUNYANI  
0241898258

## Section V. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates 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: CURTAINS BLINDS FOR RCEES

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
1	Curtains Blinds	Long Side	<i>Curtains Blinds long</i>				96,000.00
		Sub Total					96,000.00
		VAT + NHIL	%				3,840.00
<b>TOTAL AMOUNT PER LOT IN GHANA CEDIS</b>							<b>99,840.00</b>

### LOT 2: CURTAINS BLINDS FOR RCEES

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
1	Curtains Blinds	Short Side	<i>Curtains Blinds short Side</i>				94,000.00
		Sub Total					94,000.00
		VAT + NHIL	%				3,760.00
<b>TOTAL AMOUNT PER LOT IN GHANA CEDIS</b>							<b>97,760.00</b>

### LOT 3: CURTAINS FOR RCEES

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
1	Curtains and its Accessories		<i>Curtains and its Accessories</i>				93,000.00
		Sub Total					93,000.00
		VAT + NHIL	%				3,720.00
<b>TOTAL AMOUNT PER LOT IN GHANA CEDIS</b>							<b>96,720.00</b>

MANAGER  
MODWORK ENTERPRISE  
P. O. BOX 785 SUNYANI  
058255



## 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]*

in conformity with the said tender documents for the sum of Two Hundred and Ninety Four  
*Thousand Three Hundred and Twenty Seven* *[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  
\_ 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 2nd day of November 2023

*[signature] [in the capacity of]*

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

MANAGER  
MODWORK ENTERPRISE  
P. O. BOX 785 SUNYANI  
0241838258

## **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.

**REPUBLIC OF GHANA**



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

**PRICE QUOTATION (PQ)**

**Supply and Installation of Curtain Blinds and  
Curtains for Regional Centre for Energy and  
Environmental Sustainability (RCEES)**

PPA Supplier DB

Subscription Status  
**PAID**

Welcome

EWUSI INVESTMENT

GENERAL

Dashboard

Update Supplier

Company Information

Company Directors

Business Activities

Upload Documents



Change Password

Logout

Supplier Number

**698478**

Subscription Status

**PAID**

Account Status

**ACTIVE**

Registration Status

**COMPLETED**

Pending Fees

**GHS 0**

Login C...

**2**

## Supplier Registration Status

Supplier Details	100%
Company Information	100%
Company Director	100%
Upload Documents	100%
Business Activity	100%
Business Reference	100%

## Business Activities

For renewal through Ghana.gov click on the button below

[Go To Ghana.gov](#)

**Materials and Office consumables, Machinery and equipment, Office Supplies and Accessories, General Merchants, Renovations/ Maintenance Works, Buildings and Structures.**

## Payment Instructions

Bank Payment

ANY NIB/ZENITH BANK BRANCH

Specify your Supplier No 698478

Or Click on the button below to process payment Online.

[Go To Ghana.gov](#)



# Social Security & National Insurance Trust

P.O BOX MB 149, MINISTRIES ACCRA, GHANA TELEPHONE: 0302- 667731 - 2 / 4-9, FAX: 0302 - 668679  
WEBSITE: [www.ssnit.com](http://www.ssnit.com) EMAIL: [public@ssnit.org.gh](mailto:public@ssnit.org.gh)

## OFFICIAL RECEIPT

17765981

RECEIPT  
DATE

[Empty box for Receipt Date]

RECEIPT  
NUMBER

17765981

Received from:

the sum of:

GH¢ 17765981.00

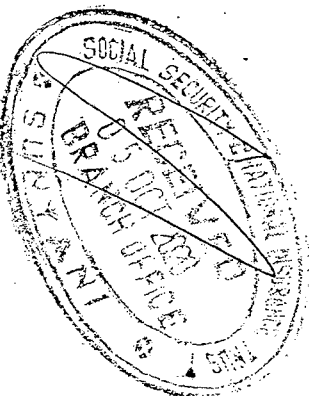
GH¢ 17765981.00

on account of:

Employer / SS / Staff No:

by Cash/Cheque No:

Station:





# Ghana Revenue Authority

## Certificate of Registration

TIN P0013792342

This is to certify that

MR ISAAC KWESI EWUSI

has been duly registered as a taxpayer  
under the Taxpayers Identification Numbering System Act 2002 (ACT 632)

Address

SNT 144/4 ADOM JUNCTION  
SUNYANI Sunyani Municipal Ghana

Issuing Office

SUV - SUNYANI STO

Date of Issue

13/06/2018

A handwritten signature in black ink, appearing to be "E. Kofi Nti".

EMMANUEL KOFI NTI

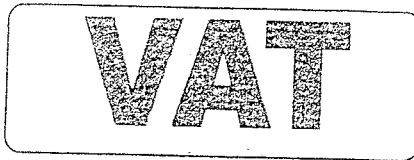
COMMISSIONER GENERAL

F0037837



**GRA**

VALUE ADDED TAX



**CERTIFICATE  
OF REGISTRATION**

\*TIN C0013934333

This is to certify that

**EWUSI INVESTMENT LIMITED**

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

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

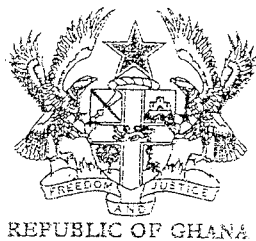
Dated this 1<sup>ST</sup> day of JULY, 2019

SUV

**EMMANUEL KOFI NTI**  
**COMMISSIONER -GENERAL**



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



# Certificate of Incorporation

I hereby certify that

**EWUSI INVESTMENT LIMITED**

is this day incorporated under the Companies Act, 1963 (Act 179) and that the liability of its members is limited.

Given under my hand and official seal at Accra, this 18<sup>th</sup> day of June 2018

.....  
For: Registrar of Companies



**NB: Suppliers are suppose to visit the IRES Building and conduct assessment for the required Blinds and Curtains and give appropriate quotation.**

Please indicate your validity period..... 60 days .....

Please indicate your payment terms..... 31 days .....

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

Please indicate your Warranty Period..... 1 year .....

**EMISI INVESTMENT LTD.**  
**MANAGING DIRECTOR**



## 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: CURTAINS BLINDS FOR RCEES

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
1	Curtains Blinds	Long Side			213	459.~	97,767.~
		Sub Total					97,767.~
		VAT + NHIL	4 %				3,910.~
<b>TOTAL AMOUNT PER LOT IN GHANA CEDIS</b>							<b>101,677.68</b>

### LOT 2: CURTAINS BLINDS FOR RCEES

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
1	Curtains Blinds	Short Side			293	325.~	95,225.~
		Sub Total					95,225.~
		VAT + NHIL	4 %				3,800.~
<b>TOTAL AMOUNT PER LOT IN GHANA CEDIS</b>							<b>99,025.~</b>

### LOT 3: CURTAINS FOR RCEES

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
1	Curtains and its Accessories				546	172.~	93,912.00
		Sub Total					93,912.00
		VAT + NHIL	4 %				3,756.48
<b>TOTAL AMOUNT PER LOT IN GHANA CEDIS</b>							<b>97,668.00</b>

## 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]*

in conformity with the said tender documents for the sum of \_\_\_\_\_,  
\_\_\_\_\_ *[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  
\_ 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 60 *[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 2nd day of Nov. 2023

\_\_\_\_\_  
*[signature] [in the capacity of]*

Duly authorized to sign Tender for and on behalf of \_\_\_\_\_

MANAGING DIRECTOR  
  
ENUGI INVESTMENT LTD.

- 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.

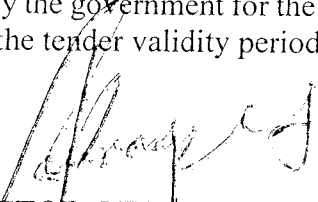
5. The request for quotation form must be signed and stamped by the Managing Director or any designated official of the firm.

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, 2023, all incidental costs up to delivery to the University Stores and the tender validity period within which the price quoted shall not change



**AG. DIRECTOR OF PROCUREMENT**  
**(JOHN-BAPTIST SIDDICK, MCIPS Chartered Procurement and Supply Professional)**



**UNIVERSITY OF ENERGY AND NATURAL RESOURCES (UENR),  
SUNYANI**

Post Office Box 214, Sunyani

Tel: 0352 290 367

Website: [www.uenr.edu.gh](http://www.uenr.edu.gh)

**PROCUREMENT DIRECTORATE**

Ref No.: UENR/PO/PQ/016/10/23

OCTOBER 30 2023

Managing Director  
Evousi Investment Limited  
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/022/005/23

Date of Invitation: **30<sup>th</sup> October, 2023**

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 **Thursday, 2<sup>nd</sup> November, 2023 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 Thursday, 2<sup>nd</sup> November, 2023 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).

## **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.

**REPUBLIC OF GHANA**



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

**PRICE QUOTATION (PQ)**

**Supply and Installation of Curtain Blinds and  
Curtains for Regional Centre for Energy and  
Environmental Sustainability (RCEES)**



REGISTRATION OF BUSINESS NAMES ACT, 1962 (ACT 151)  
**ANNUAL RENEWAL OF REGISTRATION OF A SOLE PROPRIETORSHIP**  
 (Section 5A)

INSTRUCTIONS: COMPLETE FORM WITH BLACK INK AND IN BLOCK LETTERS  
 PLEASE SPELL OUT ALL WORDS - NO ABBREVIATIONS  
 \*INDICATES MANDATORY FIELD

641 180

609771

NO: 16/ 0205832

Registration No:	BN	52931201
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(A)

In pursuant of section 5A of the Registration of Business Names Act, 1962 (Act 151) I hereby apply for the renewal of

K	W	A	R	B	E	R	T	S	B	P	L	U	E	N	T	R	E	P	R	A	N	C	E
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

Name

being the Business Name registered under the above-mentioned Act, for the period starting

d	d	/	m	m	/	y	y	y	y														

Dated this 23 day of Oct 20 23

NAME

SIGNATURE

TIN															
-----	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

024377090

**Declaration**

(B) (for an Applicant who cannot read or write)

N/B: I ..... of ..... (address) hereby declare that I have read over the contents of this document to the Applicant in the ..... language and the Applicant appeared to understand same before thumb printing.

THUMB PRINT OF THE APPLICANT

(signature) \_\_\_\_\_ Date: 

d	d	/	m	m	/	y	y	y	y														

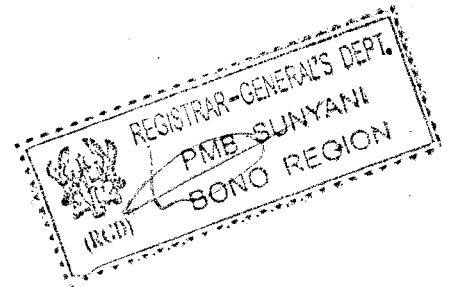




# Registrar - General's Department

ORIGINAL

RGD: 0591130



**CATEGORY:** PPA-Services  
**COMPANY:** KWARBERT 86 PLUS ENTERPRISE  
**AMOUNT:** GHS 100  
**BANK REFERENCE:** 231023PPA4037286  
**PAYER NAME:** Kwarbert 86 Plus Enterprise  
**PAYER PHONE NO.:** 0243779096  
**PAYMENT METHOD:** CASH  
**PAID AT:** SUNYANI  
**PAYMENT DATE:** Monday, October 23, 2023

**PAYMENT ADVICE NO.:** 810135  
**PPA REFERENCE:**  
**PPA SESSIONID:**

mwarnvien

**Stamp & Signature**

Issued by Agricultural Development Bank with the mandate of  
PUBLIC PROCUREMENT AUTHORITY





REPUBLIC OF GHANA



GHANA REVENUE AUTHORITY

# GRA



SCAN ME TO VERIFY

DATE	24/10/2023
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## TAX CLEARANCE CERTIFICATE

Issuing Office	SUNYANI TSC
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1. TIN P0003687937 Name KWARBERT 86 PLUS ENTERPRISE

Address POST OFFICE BOX 416, SUNYANI

Year of Assessment 2023

This Tax Clearance Certificate is issued in compliance with section 14 of Revenue Administration Act, 2016 (Act 915)

Purpose: TO TENDER A PROJECT AT UENR

2. This certificate covers:

- a. CORPORATE INCOME TAX -CIT
- b. PAY AS YOU EARN - PAYE
- c. VALUE ADDED TAX (VAT)-FLAT RATE
- d. VAT FLAT-COVID19

3. Below is a summary of Income Tax Position for three years:

YEAR OF ASSESSMENT	TURNOVER	CHARGEABLE INCOME	TAX CHARGED	TAX PAID	TAX OUTSTANDING
2021	1,162,683.00	119,836.00	33,177.23	39,418.55	-5,184.51
2022	765,486.00	68,744.00	17,186.00	41,278.99	-21,464.78
2023	N/A	107,376.00	26,844.03	14,932.62	9,428.36

4. Valid until: 24/11/2023

AMMISHADDAI OWUSU-AMOAH  
COMMISSIONER - GENERAL

SN: TSYN23000576

Cert No. 20200741523001



SOCIAL SECURITY AND NATIONAL INSURANCE TRUST

National Pensions Act 2008, Act 766

# Clearance Certificate

For

TO TRANSACT BUSINESS WITH UNIVERSITY OF ENERGY AND  
NATURAL RESOURCES (UENR), SUNYANI.

We hereby certify that

**KWARBERT 86 PLUS ENTERPRISE**

(ERNo. 202007415, Covered from 1st August, 2020 )

with Business Reg. No. BN529312019, TIN P0003687937,

and has one (1) worker as at Oct 2023

has fulfilled all obligations under the Law for the period.

Certified on this 24th day of October, 2023

at SUNYANI BRANCH.

This certificate expires on 24th November, 2023.



Scan code to

verify authenticity

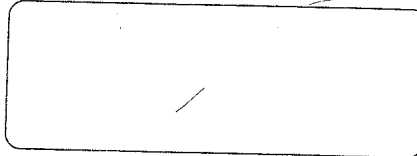
Branch Mgr: JEREMIAH OTUTEYE  
For: Director General

DT21/ 0008330



# GRA

## VALUE ADDED TAX



## CERTIFICATE OF REGISTRATION

\*TIN GHA-002664691-2

This is to certify that  
**ASIEDU KWARTENG MOSES**  
trading as  
**KWARBERT 86 PLUS ENTERPRISE**

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

REVENUE AUTHORITY GHANA REVENUE AUTHORITY GHANA REVENUE AUTHORITY GHANA REVENUE AUTHORITY GHANA REVENUE AUTHORITY GHANA REVENUE AUTHORITY GHANA REVENUE AUTHORITY GHANA REVENUE AUTHORITY GHANA REVENUE AUTHORITY

(ACT 870)

Dated this 1<sup>ST</sup> day of JUNE, 2022.

SUV

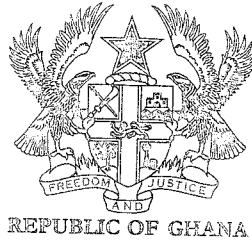
**AMMISHADDAI OWUSU-AMOA**  
**COMMISSIONER-GENERAL**



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

Reg No. BN529312019

TIN: P0003687937



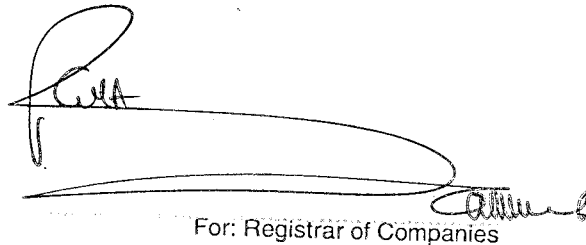
The Registration of Business Names Act, 1962(No.151)

## Certificate of Registration

I hereby certify that the following Business Name has been registered under the above-mentioned Act as No. **BN529312019**, viz,

**KWARBERT 86 PLUS ENTERPRISE**

Dated this 1<sup>st</sup> day of October 2019



For: Registrar of Companies

**NB: Suppliers are suppose to visit the RCEES Building and conduct assessment for the required Blinds and Curtains and give appropriate quotation.**

Please indicate your validity period..... *60 days*.....  
Please indicate your payment terms..... *31 days after turning*  
Please indicate your delivery period..... *1 week after turned*  
Please indicate your Warranty Period..... *1 year after turn*

**KWARBERT 86 PLUS ENT.**  
*[Signature]*  
**MANAGING DIRECTOR**

## 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: CURTAINS BLINDS FOR RCEES

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢	
1	Curtains Blinds	Long Side			213	450.00	95,850.00	
		Sub Total						
		VAT + NHIL	4 %				3,834	
	<b>TOTAL AMOUNT PER LOT IN GHANA CEDIS</b>							99,684.00

### LOT 2: CURTAINS BLINDS FOR RCEES

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢	
1	Curtains Blinds	Short Side			293	320.00	93,760.00	
		Sub Total						
		VAT + NHIL	4 %				3,750.00	
	<b>TOTAL AMOUNT PER LOT IN GHANA CEDIS</b>							97,510.00

KWARBERT BE PLUS ENT.  
~~MANAGING DIRECTOR~~  
 MANAGING DIRECTOR

### LOT 3: CURTAINS FOR RCEES

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢	
1	Curtains and its Accessories				546	170.00	92,820.00	
		Sub Total						
		VAT + NHIL	4 %				3,712.8	
	<b>TOTAL AMOUNT PER LOT IN GHANA CEDIS</b>							96,532.80



## 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]*

in conformity with the said tender documents for the sum of All tender  
\_\_\_\_\_ *[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  
\_ 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 60 *[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 2nd day of November 20 23

*[signature] [in the capacity of]*

Duly authorized to sign Tender for and on behalf of

**KWARBERT 86 PLUS ENT.**  
*[Signature]*  
**MANAGING DIRECTOR**

- 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.

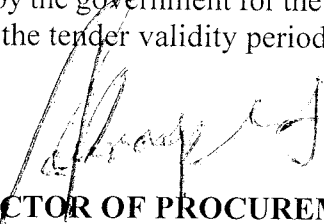
5. The request for quotation form must be signed and stamped by the Managing Director or any designated official of the firm.

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, 2023, all incidental costs up to delivery to the University Stores and the tender validity period within which the price quoted shall not change



**AG. DIRECTOR OF PROCUREMENT**  
**(JOHN-BAPTIST SIDDICK, MCIPS Chartered Procurement and Supply Professional)**



**UNIVERSITY OF ENERGY AND NATURAL RESOURCES (UENR),  
SUNYANI**

Post Office Box 214, Sunyani

Tel: 0352 290 367

Website: [www.uenr.edu.gh](http://www.uenr.edu.gh)

**PROCUREMENT DIRECTORATE**

---

Ref No.: UENR/PO/PQ/016/10/23

OCTOBER 30 2023

Managing Director  
Kwabena S. P. 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/022/005/23

Date of Invitation: **30<sup>th</sup> October, 2023**

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 **Thursday, 2<sup>nd</sup> November, 2023 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 Thursday, 2<sup>nd</sup> November, 2023 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).

## **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.

**REPUBLIC OF GHANA**



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

**PRICE QUOTATION (PQ)**

**Supply and Installation of Curtain Blinds and  
Curtains for Regional Centre for Energy and  
Environmental Sustainability (RCEES)**

UNIVERSITY OF ENERGY AND NATURAL RESOURCES, (UFNR), SUKAYANI.

Procurement of Cloud Platform for Regional Centre for Energy and Environmental Sustainability (RCEES)			
Supply and Installation of Curtains for Regional Centre for Energy and Environmental Sustainability (RCEES)	25/10/22	Kwanber & Plus Enterprise	
	25/10/22	Abbeycare Quality Services	<del>024351363</del>
	25/10/22	Dennis Appoiyana Olivia Brodtko KILORD INVESTMENT LIMI-	0203854717 0246282880
			<del>024351363</del>
			<del>0203854717</del>

**Collection of Tender Invitation Document**

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

Date	Name of Company	Name of Rep.	Tel. No.	Signature
18/10/23	MODMARK ENTERPRISE	Michael D. Osei	0241898259	
18/10/23	Delta Unique Limited		0244494786	
18/10/23	Magnigo Company Limited	Gabriel Osei Borkye	0244562343	
18/10/23	Modern Information and Business Solution	Joseph Ayankor	0208196811	

**Procurement of Cloud Platform for Regional Centre for Energy and Environmental Sustainability (RCEES)**

18/10/23	Dot Code Ghana Limited	Kwasi Borkye	0243982198	
18/10/23	Imat Technologies Limited	Emmanuel Mafreyi	0245876263	
18/10/23	Real Intel Limited	Perpetual Andoh	0242902198	

**Supply and Installation of Curtains for Regional Centre for Energy and Environmental Sustainability (RCEES)**

18/10/23	Kuparbert 86 Plus Enterprise	Dennis Appinye	0241357363	
18/10/23	BBYCAKE QUALITY SERVICES	Muhammad Akmal Syahrial	0577029803	
18-10-23	Rileverd Investment Ltd	Agremang Owar	0248956645	

**Submission of Tender Invitation Document**

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

Date	Name of Company	Name of Rep.	Tel. No.	Signature
24/10/23	MODMARK ENTERPRISE	Michael Borkye, Osei	0241898259	
25/10/23	Magnigo Company Limited	Gabriel Osei Borkye	0244562343	
25/10/23	Modern IT & Business Solution	Edwin Osei	0257652205	

TENDER OPENING COMMITTEE MEMBERS

1. Name: Prof. Benjamin GTO

Designation: Chairman Signature: 

3. Name: Emmanuel Kankam - Basah

Designation: Member Signature: 


5. Name: Kuzaku Olong Michelo

Designation: Member Signature: 

7. Name: Eric L. Mwinjome

Designation: Chair Registrar Signature: 

2. Name: Patrick Kuoame Basual

Designation: Member Signature: 

4. Name: Kofi Basual

Designation: Secretary Signature: 

6. Name:

Designation: Signature:

8. Name:

Designation: Signature:



**UNIVERSITY OF ENERGY AND NATURAL RESOURCES**  
TENDER OPENING CHECKLIST

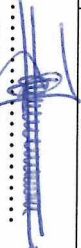
DATE: 2<sup>ND</sup> NOVEMBER, 2023

PROCUREMENT METHOD: PRICE QUOTATION

CONTRACT NAME: SUPPLY AND INSTALLATION OF CURTAIN BLINDS AND CURTAINS FOR REGIONAL CENTRE FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY (RCEES)

CONTRACT PACKAGE NO.: BA/UNER/GD/022/005/23

NO.	TENDERER'S NAME	DS	CERTIFICATES			VALIDITY PERIOD	PAYMENT TERMS	TENDER PRICE (GH¢)	REMARKS
			BRC	VAT	PPA				
1	Eunasi Investment	✓	✓	✓	✓	60	31 days	LOT 1: 101,677.68	
			✓	✓	✓			LOT 2: 99,034.00	
			✓	✓	✓			LOT 3: 97,668.00	
2	Modworks Enterprise	✓	✓	✓	✓	60	30 days	LOT 1: 99,840.00	
			✓	✓	✓			LOT 2: 97,760.00	
			✓	✓	✓			LOT 3: 96,720.00	
3	Kwambot 86 Plus Est	✓	✓	✓	✓	60	31 days	LOT 1: 99,684.00	
			✓	✓	✓			LOT 2: 97,510.00	
			✓	✓	✓			LOT 3: 96,532.80	

.....  
  
CHAIRMAN

.....  
  
SECRETARY

- KEY**
- DS-Document Signed
  - VAT-Value Added Tax Certificate
  - BRC- Business Registration Certificate
  - TAX-Valid Tax Clearance Certificate
  - SSNIT-Valid SSNIT Clearance Certificate
  - PPA-Public Procurement Authority Registration Certificate

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.

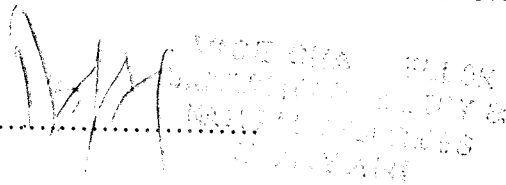
**NOTE:**

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**.....



The image shows a handwritten signature in black ink over a dotted line. To the right of the signature is a circular official stamp. The stamp contains the text: 'VICE CHANCELLOR', 'UNIVERSITY OF GHANA', 'ACCREDITED BY THE BOARD OF SUPERVISORS', and 'ACCREDITED BY THE BOARD OF SUPERVISORS'. The stamp is partially obscured by the signature.

**Name and Title of Signatory:** Prof. Elvis Asare-Bediako, Vice-Chancellor

- cc: Ag. Pro Vice-Chancellor  
Registrar  
Director of Finance  
Ag. Director of Procurement  
Director, Internal Audit Directorate  
Director, RCEES  
Asst. Accountant, Stores  
File ✓



# UNIVERSITY OF ENERGY AND NATURAL RESOURCES, SUNYANI

## OFFICE OF THE VICE-CHANCELLOR

P. O. Box 214, Sunyani

www.uenr.edu.gh

+233 (0) 352 290 380

vc@uenr.edu.gh

OUR REF: UENR/VC/PRO/VOL.7/19/11/2023

DATE: NOVEMBER 21, 2023

THE MANAGING DIRECTOR  
KWARBERT 86 PLUS ENTERPRISE  
SUNYANI

### NOTIFICATION OF AWARD

BA/UENR/GD/022/005/23

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

No.	ITEM DESCRIPTION	SPECIFICATION	UNIT OF COUNT	QUANTITY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
	RCEES					
1	Curtains Blinds	Short Side	M <sup>2</sup>	293	320.00	93,760.00
	Sub Total					93,760.00
	VAT 4%					3,750.40
<b>Total Amount</b>						<b>97,510.40</b>

**1. Delivery:** The order validity period is One (1) Week. You are therefore expected to deliver the item(s) before or on 28<sup>th</sup> November, 2023. 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.

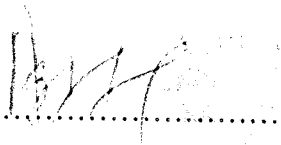
**NOTE:**

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.....



Prof. Elvis Asare-Bediako  
Vice-Chancellor  
University of Ghana

**Name and Title of Signatory:** Prof. Elvis Asare-Bediako, Vice-Chancellor

- cc: Ag. Pro Vice-Chancellor  
Registrar  
Director of Finance  
Ag. Director of Procurement  
Director, Internal Audit Directorate  
Director, RCEES  
Asst. Accountant, Stores  
File



# UNIVERSITY OF ENERGY AND NATURAL RESOURCES, SUNYANI

## OFFICE OF THE VICE-CHANCELLOR

P. O. Box 214, Sunyani

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OUR REF: UENR/VC/PRO/VOL.7/20/11/2023

DATE: NOVEMBER 21, 2023

THE MANAGING DIRECTOR  
KWARBERT 86 PLUS ENTERPRISE  
SUNYANI

### NOTIFICATION OF AWARD BA/UENR/GD/022/005/23

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

No.	ITEM DESCRIPTION	SPECIFICATION	UNIT OF COUNT	QUANTITY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
	RCEES					
1	Curtains and its Accessories	Material	M <sup>2</sup>	546	170.00	92,820.00
	Sub Total					92,820.00
	VAT 4%					3,712.80
<b>Total Amount</b>						<b>96,532.80</b>

**1. Delivery:** The order validity period is One (1) Week. You are therefore expected to deliver the item(s) before or on 28<sup>th</sup> November, 2023. 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 he 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. Elvis Asare-Bediako, Vice-Chancellor

- cc: Ag. Pro Vice-Chancellor
- Registrar
- Director of Finance
- Ag. Director of Procurement
- Director, Internal Audit Directorate
- Director, RCEES
- Asst. Accountant, Stores
- File



**THE MANAGING DIRECTOR  
KWARBERT 86 PLUS ENTERPRISE  
SUNYANI**

**NOTIFICATION OF AWARD**  
**BA/UENR/GD/022/005/23**

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

No.	ITEM DESCRIPTION	SPECIFICATION	UNIT OF COUNT	QUANTITY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
	RCEES					
1	Curtains Blinds	Long Side	M <sup>2</sup>	213	450.00	95,850.00
	Sub Total					95,850.00
	VAT 4%					3,834.00
<b>Total Amount</b>						<b>99,684.00</b>

**1. Delivery:** The order validity period is One (1) Week. You are therefore expected to deliver the item(s) before or on 28<sup>th</sup> November, 2023. 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.

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