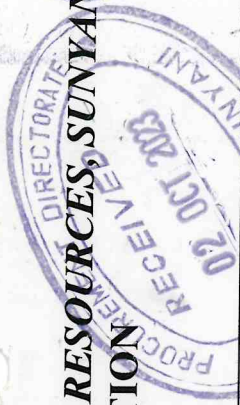






**UNIVERSITY OF ENERGY AND NATURAL RESOURCES, SUNNYANI**  
**PROCUREMENT REQUISITION**  
**GOODS**



Procurement Entity	Department/Project	Source of Funds	Procurement Number	Sequence Number
UENR	RCEES			
Subject of Procurement:		Location/Site:		
Procurement of 10mws				

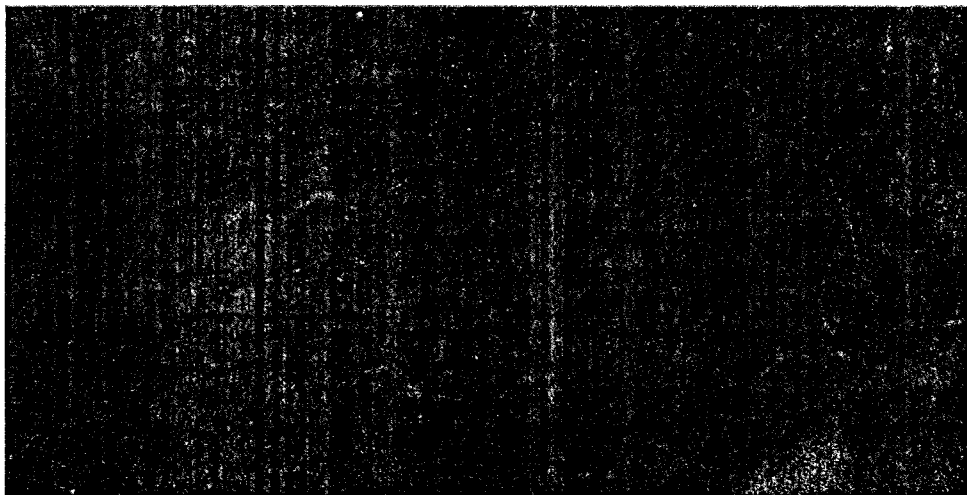
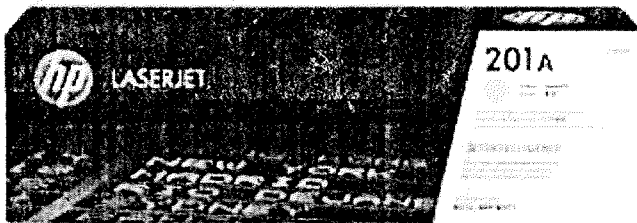
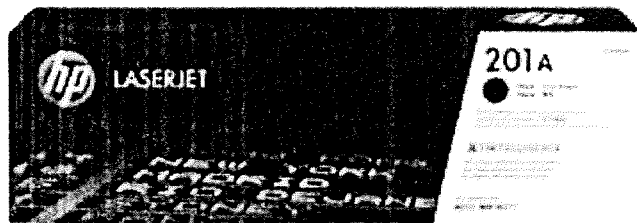
Item No.	Description (Fill in or attach a detailed Statement of Requirements for the Goods required Etc.)	Quantity	Unit of Measure	Estimated Unit Cost	Estimated Total Cost
1.	CF 400A (Black)	4	No.	340.00	1,420
2.	CF 401A (Blue)	4	No.	340.00	1,420
3.	CF 402A (Magenta)	4	No.	340.00	1,420
4.	CF 403A (Yellow)	4	No.	340.00	1,420
5.	CBT-106A (M106A)	4	No.	400.00	1,420
					7,100.00

Account Code:	Class	Item	Sub Item	Sub-Sub Item	Estimated Total Cost:
					7,100.00

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.

1. Originating Department (Head) *Samuel A. Okoyech*  
2. Procurement Directorate (Head) *John B. Sulting*  
3. Finance Directorate (Head) *Ag. Dir. of Finance*  
4. Vice-Chancellor *Elvis Nwaeke*

Signature: *Green*  
Name: *Samuel A. Okoyech*  
Position: *Coordinating*  
Date: *28/09/2023*





Hit the print head's nozzle, therefore the yield of the actual business and cost is lower.  
\* For test conditions, please visit [www.hp.com](http://www.hp.com) for details.

www.hp.com

www.hp.com



LASERJET



LaserJet P30 MFP M26a

HP LASERJET P30 MFP M26a

201A



Yellow Amethyst  
100% Pigment

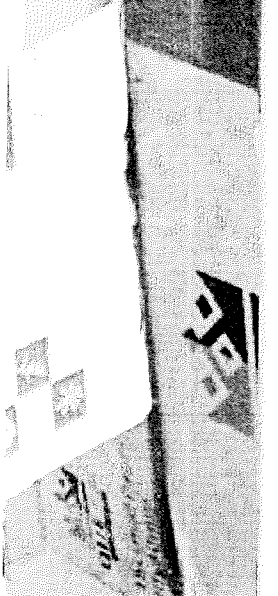
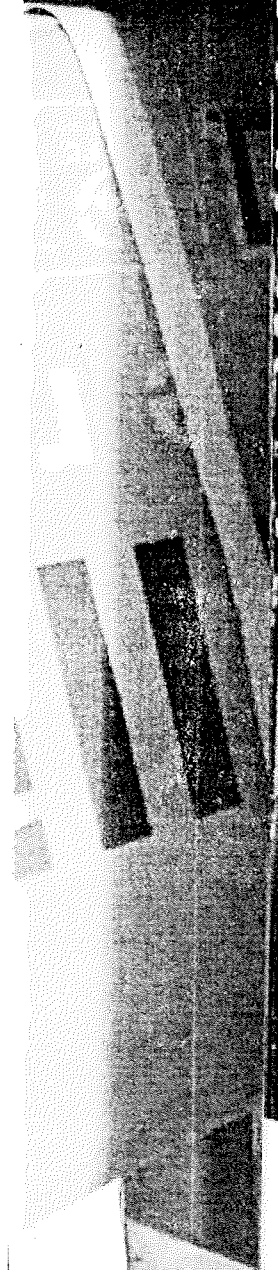
Print Cartridge / Cartridge 3 Impression  
T3000 K0120

JET INTELLIGENCE

More. Pages, performance and protection.  
Plus. Pages, performance et protection.

HP LASERJET P30  
M252, MFP M277

CF4024



Epson Smart Panel



LASERJET

HP LASERJET  
M452, M477

HP LASERJET

HP LaserJet M452, M477 series printers  
are designed to help you print more efficiently and  
economically. For more information, visit  
hp.com/go/efi.

410A



Yellow Amgoulo  
Joune

Print. Copy. Scan. Fax. Mobile. Print. Copy. Scan. Fax. Mobile.  
Print. Copy. Scan. Fax. Mobile. Print. Copy. Scan. Fax. Mobile.

JET INTELLIGENCE

More. Pages, performance and protection.  
Plus. Pages, performance et protection.  
Más. Páginas, desempeño y protección.

HP LASERJET PRO  
M452, M477

410A



Cyan  
Clon

410A

HP LaserJet M452, M477 series printers  
are designed to help you print more efficiently and  
economically. For more information, visit  
hp.com/go/efi.

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 786 SUNTANI  
0241898259

## 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: TONERS FOR RCEES

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
1	Toner	(CFA 410A) Black Cartridge, Original Toner	original HP Toner (CFA 410A)	No.	4	690	2760.00
2	Toner	CFA 411A) Cyan Cartridge, Original Toner	original HP Toner CFA 411A	No.	4	690	2760.00
3	Toner	CFA 412A) Magenta Cartridge, Original Toner	original HP Toner CFA 412A	No.	4	690	2760.00
4	Toner	CFA 413A) Yellow Cartridge, Original Toner	original HP Toner CFA 413A	No.	4	690	2760.00
		Sub Total					11,040.00
		VAT + NHIL	%				441.6
<b>TOTAL AMOUNT PER LOT IN GHANA CEDIS</b>							<b>11,481.6</b>

### LOT 2: TONERS FOR RCEES

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
1	Toner	(400A) Black Cartridge, Original Toner	original HP Toner 400A	No.	4	800	3200.00
2	Toner	(401A) Cyan Cartridge, Original Toner	original HP Toner 401A	No.	4	800	3200.00
3	Toner	(403A) Magenta Cartridge, Original Toner	original HP Toner 403A	No.	4	800	3200.00
4	Toner	(402A) Yellow Cartridge, Original Toner	original HP Toner 402A	No.	4	800	3200.00
5	Toner	106A(W1106A) CBT, Original Toner	original HP Toner 106A	No.	4	800	3200.00
		Sub Total					16000.00
		VAT + NHIL	%				540.00
<b>TOTAL AMOUNT PER LOT IN GHANA CEDIS</b>							<b>16,640.00</b>

MANAGER  
MODWORK ENTERPRISE  
P. O. BOX 785 SUNYANI  
241898258

MANAGER  
MODWORK ENTERPRISE  
P. O. BOX 785 SUNYANI  
241898258

## 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 Twenty Eight, Thousand One  
Hundred and Twenty One [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 25th day of October 2023

[signature] [in the capacity of]  
Manager

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

MANAGER  
MODWORK ENTERPRISE  
P. O. BOX 785 SUNYANI  
0241898200



- 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.

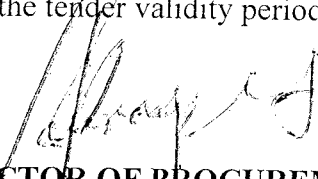
5. The request for quotation form must be signed and stamped by the Managing Director or any designated official of the firm.

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/013/10/23

OCTOBER 18 2023

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/0003/010/23

Date of Invitation: **18<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 **Wednesday, 25<sup>th</sup> October, 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 Wednesday, 25<sup>th</sup> October, 2023 at 11:00 am.*

**Evaluations and Comparison of Tenders**

*The evaluation of the bids will be in stages:*

**a) Stage 1: 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).

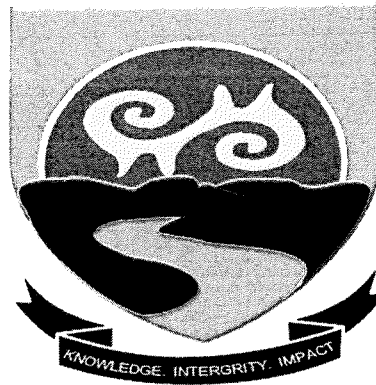
## **Introduction and Instructions**

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)**

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



PPA Supplier ID:

Subscription Status

Supplier Number: 238226 PAID

Subscription Status: PAID

Account Status

Account Status: ACTIVE

Registration Status

Registration Status: COMPLETE GH\$ 0

Pending Fees

Pending Fees: GH\$ 0

Login

GENERAL

Supplier Registration Status

Supplier Details

Supplier Name: [Faded]

100%

Company Information

Company Director

100%

Upload Documents

Business Activity

100%

Business Reference

100%

Business Activities

For renewal through Ghana.gov click on the button below



**Furniture and fittings, Materials and Office consumables Office Supplies and Accessories Repairs and Maintenance IT Services ICT**

Payment Instructions

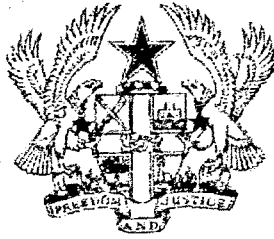
Bank Payment

ANY NIB/ZENITH BANK BRANCH

Specify your Supplier No 238226

Or Click on the button below to process payment Online.





VALUE ADDED TAX

VAT

CERTIFICATE OF REGISTRATION

\*TIN 2241008991  
This is to certify that

JOSEPH AGYARKO

MODERN INFORMATION SOLUTIONS - REGIONAL HOSPITAL SUNYANI

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

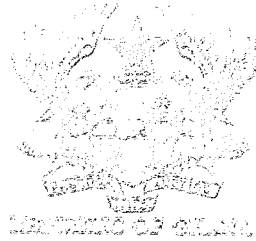
THE VALUE ADDED TAX ACT 1998 (ACT 648)

Dated this 24th day of JULY 2001

COMMISSIONER



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



**P0005263964**

*Old TIN*

**8241031379**

*Old RGD Number*

**BN-58,036C**

*Registration Date*

**01/04/2004**

**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.

**BN168532017**, viz,

**MODERN INFORMATION & BUSINESS SOLUTIONS**

Dated this 4<sup>th</sup> day of April 2017

A handwritten signature in black ink, appearing to read 'P. J. ...', written over a horizontal line.

For: Registrar of Companies

Please indicate your validity period.....  
Please indicate your payment terms.....  
Please indicate your delivery period.....  
Please indicate your Warranty Period.....

60 DAYS  
30 DAYS  
1 WEEK  
1 YEAR

~~DIRECT~~  
MODERN INFORMATION & BUSINESS SOLUTIONS  
SUNYANI



## 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: TONERS FOR RCEES

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
1	Toner	(CFA 410A) Black Cartridge, Original Toner		No.	4	650	2,600.00
2	Toner	CFA 411A) Cyan Cartridge, Original Toner		No.	4	650	2,600.00
3	Toner	CFA 412A) Magenta Cartridge, Original Toner		No.	4	650	2,600.00
4	Toner	CFA 413A) Yellow Cartridge, Original Toner		No.	4	650	2,600.00
		Sub Total					9,600.00
		VAT + NHIL	%				384.00
		<b>TOTAL AMOUNT PER LOT IN GHANA CEDIS</b>					<b>9,984.00</b>

### LOT 2: TONERS FOR RCEES

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
1	Toner	(400A) Black Cartridge, Original Toner		No.	4	750	3,000.00
2	Toner	(401A) Cyan Cartridge, Original Toner		No.	4	750	3,000.00
3	Toner	(403A) Magenta Cartridge, Original Toner		No.	4	750	3,000.00
4	Toner	(402A) Yellow Cartridge, Original Toner		No.	4	750	3,000.00
5	Toner	106A(W1106A) CBT, Original Toner		No.	4	750	3,000.00
		Sub Total					12,168.00
		VAT + NHIL	%				480.00
		<b>TOTAL AMOUNT PER LOT IN GHANA CEDIS</b>					<b>12,654.00</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 25<sup>TH</sup> day of OCTOBER 2023

*[signature] [in the capacity of]*

Duly authorized to sign Tender for and on behalf of

MODERN INFORMATION  
BUSSINESS SOLUTIONS

DIRECTOR  
MODERN INFORMATION BUSINESS SOLUTIONS  
SUNYANI

- 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.

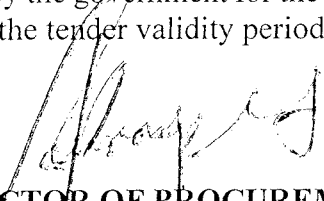
5. The request for quotation form must be signed and stamped by the Managing Director or any designated official of the firm.

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/013/10/23

OCTOBER 18 2023

Managing Director  
Modern Information and Business Solution  
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/0003/010/23**

Date of Invitation: **18<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 **Wednesday, 25<sup>th</sup> October, 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 Wednesday, 25<sup>th</sup> October, 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).
- IV. Delivery Period (One week after the award of contract).

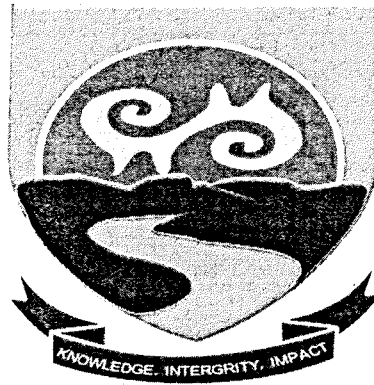
## **Introduction and Instructions**

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)**

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

Please indicate your validity period

90 days

Please indicate your payment terms

30 days

Please indicate your delivery period

11 days

Please indicate your Warranty Period

2 years

*[Handwritten signature]*

**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: TONERS FOR RCEES**

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GHc	TOTAL AMOUNT GHc
1	Toner	(CFA 410A) Black Cartridge	Original HP	No.	4	1,850	7,400
2	Toner	CFA 411A) Cyan Cartridge	Original HP	No.	4	2,100	8,400
3	Toner	CFA 412A) Magenta Cartridge	Original HP	No.	4	2,100	8,400
4	Toner	CFA 413A) Yellow Cartridge	Original HP	No.	4	2,100	8,400
		Sub Total					
		VAT + NHIL 19-10-19	4% Inclusive				32,600 =
		<b>TOTAL AMOUNT PER LOT IN GHANA CEDIS</b>					<b>32,600</b>

**LOT 2: TONERS FOR RCEES**

NO.	DESCRIPTION	SPECIFICATION	OFFERED SPECIFICATION	UNIT OF COUNT	QTY	UNIT PRICE GHc	TOTAL AMOUNT GHc
1	Toner	(400A) Black Cartridge		No.	4	1,800	7,200
2	Toner	(401A) Cyan Cartridge		No.	4	1,950	7,800
3	Toner	(403A) Magenta Cartridge		No.	4	1,950	7,800
4	Toner	(402A) Yellow Cartridge		No.	4	1,950	7,800
5	Toner	106A(W1106A) CBT		No.	4	1,050	4,200
		Sub Total					
		VAT + NHIL 19-10-19 Inclusive	Inclusive				34,920 =
		<b>TOTAL AMOUNT PER LOT IN GHANA CEDIS</b>					<b>34,920</b>

*Handwritten note:* This is from above a mine included above to add



## 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 sixty seven thousand, five hundred and twenty *Cont.)* 767,520 *[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 70 *[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 24 day of October 2023

*[signature] [in the capacity of]*

Duly authorized to sign Tender for and on behalf of 

- 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

**SIGNED**

**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/013/10/23

OCTOBER 18 2023

**Managing Director  
Manjigo Company Limited  
Kumasi**

### **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/0003/010/23

Date of Invitation: 18<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 **Wednesday, 25<sup>th</sup> October, 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 Wednesday, 25<sup>th</sup> October, 2023 at 11:00 am.*

#### **Evaluations and Comparison of Tenders**

*The evaluation of the bids will be in stages:*

##### **a) Stage 1: 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)

## **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)**

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



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

P. O. Box 214, Sunyani

www.uenr.edu.gh

+233 (0) 352 290 367

procurementdirector@uenr.edu.gh

Our Ref: PD/TO/PQ/0001/2023

Managing Director  
Modern Information and  
Business Solutions  
Sunyani

3<sup>rd</sup> November, 2023

**CORRECTION OF ERRORS:**  
**PROCUREMENT OF TONERS FOR REGIONAL CENTRE FOR ENERGY AND**  
**ENVIRONMENTAL SUSTAINABILITY (RCEES) LOT 1:**  
**BA/UENR/GD/0003/010/23**

This is in reference to your submission in response to the above Procurement Package. Upon a careful scrutiny of the submission using your Unit Price against the quantity, we detected that your Total Tender Price is *Ten Thousand, Eight Hundred and Sixteen Ghana Cedis only (GHC10,816.00)* and not *Nine Thousand, Nine Hundred and Eighty-Four Ghana Cedis only (GHC9,984.00)* as captured in your Tender Submission.

You are kindly requested to acknowledge and accept the error and your letter should reached us on or before Tuesday, 7<sup>th</sup> November, 2023. We shall assume you have accepted our corrections if we do not hear from you by the date indicated above.

Thank you.

JOHN-BAPTIST SIDDICK, AG. DIRECTOR OF PROCUREMENT  
FOR: VICE-CHANCELLOR



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

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Our Ref: PD/TO/PQ/0002/2023

Managing Director  
Modern Information and  
Business Solutions  
Sunyani

3<sup>rd</sup> November, 2023

**CORRECTION OF ERRORS:**  
**PROCUREMENT OF TONERS FOR REGIONAL CENTRE FOR ENERGY AND**  
**ENVIRONMENTAL SUSTAINABILITY (RCEES) LOT 2:**  
**BA/UENR/GD/0003/010/23**

This is in reference to your submission in response to the above Procurement Package. Upon a careful scrutiny of the submission using your Unit Price against the quantity, we detected that your Total Tender Price is *Fifteen Thousand, Six Hundred Ghana Cedis only (GHC15,600.00)* and not *Twelve Thousand, Six Hundred and Fifty-Four Ghana Cedis, Seventy-Two Pesewas (GHC12,654.72)* as captured in your Tender Submission.

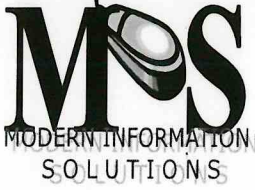
You are kindly requested to acknowledge and accept the error and your letter should reached us on or before Tuesday, 7<sup>th</sup> November, 2023. We shall assume you have accepted our corrections if we do not hear from you by the date indicated above.

Thank you.

JOHN-BAPTIST SIDDICK, AG. DIRECTOR OF PROCUREMENT  
FOR: VICE-CHANCELLOR



# MODERN INFORMATION & BUSINESS SOLUTIONS



P. O. Box 1926  
Sunyani, B/A  
Mobile: 020-8196811 / 0244- 775578  
Tel: 03520-24300, Fax:03520-28536  
Email: [mis1ca@yahoo.ca](mailto:mis1ca@yahoo.ca)



November 06, 2023

Dear Sir,

## RE: CORRECTION OF ERRORS, RCEES LOT 2

### BA/UENR/GD/0003/010/23

After going through the tender submitted, I have accepted the correction in the Tender price of (GHC15,600.00) Fifteen Thousand, Six Hundred Ghana Cedis, instead of the (12,654.72) Twelve Thousand, Six Hundred and Fifty-Four Ghana Cedis, Seventy-Two Pesewas as captured in the tender submission

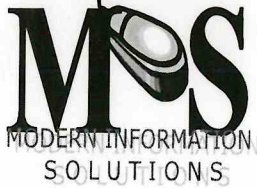
Thank you

  
Director

*AS. Head Quab / services panel  
for hand  
11/12/23*



# MODERN INFORMATION & BUSINESS SOLUTIONS



P. O. Box 1926  
Sunyani, B/A  
Mobile: 020-8196811 / 0244- 775578  
Tel: 03520-24300, Fax:03520-28536  
Email: [mislca@yahoo.ca](mailto:mislca@yahoo.ca)



November 06, 2023

Dear Sir,

## RE: CORRECTION OF ERRORS, RCEES LOT 1

### BA/UENR/GD/0003/010/23

I am writing to confirm my acceptance to the changes made in the tender document. After going through the tender submitted, I have accepted the correction in the Tender price of (GHC10,816.00) Ten Thousand, Eight Hundred and sixteen Ghana Cedis, instead of the (9,984.00) Nine Thousand, Nine Hundred and Eighty-Four Ghana Cedis as captured in the tender submission

Thank you

  
Director

② Ag. Head Goods / services  
Fyq  
11/12/23

TENDER OPENING COMMITTEE MEMBERS

1. Name..... Dr. Jehn Kwasi Annon

Designation..... Ag. Chairman Signature..... 

3. Name..... Peter Osei

Designation..... Procurement (Rep.) Signature..... 

5. Name.....

Designation..... Signature.....

7. Name.....

Designation..... Signature.....

2. Name..... Victor K. Bosen

Designation..... Finance (Rep.) Signature..... 

4. Name..... Prof. Bassant

Designation..... Secretary Signature..... 

6. Name.....

Designation..... Signature.....

8. Name.....

Designation..... Signature.....

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

DATE: 25<sup>TH</sup> OCTOBER, 2023

PROCUREMENT METHOD: PRICE QUOTATION

CONTRACT NAME: PROCUREMENT OF TONERS FOR REGIONAL CENTRE FOR ENERGY AND ENVIRONMENTAL SUSTAINABILITY (RCEES)

CONTRACT PACKAGE NO.: BA/UNNR/GD/0003/010/23

NO.	TENDERER'S NAME	DS	CERTIFICATES			VALIDITY PERIOD	PAYMENT TERMS	TENDER PRICE (GH¢)		REMARKS
			BRC	VAT	PPA			LOT 1:	LOT 2:	
1	Abderr Infi. & Brothers	✓	✓	✓	✓	90 days	30 days	LOT 1: 9984 LOT 2: 12,654.72		
2	Manjingo Co. Ltd	✓	✓	✓	✓	90 days	30 days	LOT 1: 32,600 LOT 2: 34,920		
3	Modwork Snt.	✓	✓	✓	✓	60 days	30 days	LOT 1: 11,481.60 LOT 2: 16,640		
4								LOT 1: LOT 2:		

  
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

**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



# 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.7/31/11/2023

DATE: NOVEMBER 21, 2023

THE MANAGING DIRECTOR  
MODERN INFORMATION AND  
BUSINESS SOLUTIONS  
SUNYANI

### NOTIFICATION OF AWARD

BA/UENR/GD/0003/010/23

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

No.	ITEM DESCRIPTION	SPECIFICATION	UNIT OF COUNT	QUANTITY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
	RCEES					
1	Toner	(CFA 410A) Black Cartridge, Original Toner	No.	4	650.00	2,600.00
2	Toner	CFA 411A) Cyan Cartridge, Original Toner	No.	4	650.00	2,600.00
3	Toner	CFA 412A) Magenta Cartridge, Original Toner	No.	4	650.00	2,600.00
4	Toner	CFA 413A) Yellow Cartridge, Original Toner	No.	4	650.00	2,600.00
	Sub Total					10,400.00
	VAT 4%					416.00
<b>Total Amount</b>						<b>10,816.00</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.

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.

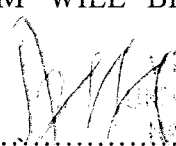
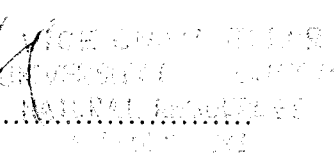
8. You are to acknowledge your acceptance or otherwise of the terms and conditions of the award latest within two days after receipt of the award letter.

**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..... 

**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



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OUR REF: UENR/VC/PRO/VOL.7/32/11/2023

DATE: NOVEMBER 21, 2023

THE MANAGING DIRECTOR  
MODERN INFORMATION AND  
BUSINESS SOLUTIONS  
SUNYANI

### NOTIFICATION OF AWARD BA/UENR/GD/0003/010/23

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

No.	ITEM DESCRIPTION	SPECIFICATION	UNIT OF COUNT	QUANTITY	UNIT PRICE GH¢	TOTAL AMOUNT GH¢
	<b>RCEES</b>					
1	Toner	(400A) Black Cartridge, Original Toner	No.	4	750.00	3,000.00
2	Toner	(401A) Cyan Cartridge, Original Toner	No.	4	750.00	3,000.00
3	Toner	(403A) Magenta Cartridge, Original Toner	No.	4	750.00	3,000.00
4	Toner	(402A) Yellow Cartridge, Original Toner	No.	4	750.00	3,000.00
5	Toner	106A(W1106A) CBT, Original Toner	No.	4	750.00	3,000.00
	Sub Total					15,000.00
	VAT 4%					600.00
	<b>Total Amount</b>					<b>15,600.00</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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