

# UNIVERSITY FOR DEVELOPMENT STUDIES



## CENTRAL TREASURY, TAMALE PAYMENT VOUCHER

ALLOCATION:

PV NO: PV209014

PAY:	DESCRIPTION	AMOUNT
Vesterline Co. Ltd		
<b>6/16/2021</b>	PAYMENT OF THE SUPPLY OF 1NO. 30 SEATER BUS - WACWISA	GHS
<u>PREPARED BY</u> <b>NAJIMU</b>		497,230.77
	AMT IN WORDS	FOUR HUNDRED NINETY-SEVEN THOUSAND TWO HUNDRED THIRTY GHANA CEDIS, SEVENTY-SEVEN PESEWAS ONLY

I CERTIFY that the above amount is correct

DATE: **6/16/2021**

*[Signature]*  
Accountant

Invoice num: FO/21/0784

Authorised and passed for Payment: 497,230.77  Net Amount Payable 497,230.77  Director of Finance <i>[Signature]</i> Date: <b>17/06/2021</b>	<b>DEBIT ACCOUNT CODE</b>  System Batch Details Batch: 4.957.00 Entry: 1.00 Cheque Number: <b>000147</b> Bank: <b>ECOBANK WACWISA ACCOUNT</b> Date: <b>16/06/2021</b>
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Approved By *[Signature]*

Verified by Internal Audit

Receive this **23** day of **06** 20 In respect of Payment

The Sum of **Four Hundred Ninety Seven thousand Two Hundred thirty Ghana**

..... Ghana Cedis ..... Pesewas **Seventy Seven Pesewas**

*[Signature]*

Signature of Receiver

**George Kumi Tierinye**  
0244411881

Name & Telephone of Receiver



**PAYMENT VOUCHER**

Allocation: Central Administration  
Payee: Vesterline Company Limited

000064

Date			Description	Amount	
Day	Month	Year		GHC	GHp
14	06	2021	Payment for the supply of 1 No 30 seater Bus - WACWISA	512,000	00
Voucher prepared by:			Amount in words:	512,000	00
Naji			Thousand Five Hundred & Twelve Ghana cedis only.		

I certify that the above amount is correct

Date: 14-06-2021

*[Signature]*  
Accountant

Authorised and passed for payment	CODE	DR		CR	
		GHC	GHp	GHC	GHp
GHC 512,000.00		512,000.00			
Deductions G.R.A. GHC 14,769.23				14,769.23	
Amount Payable GHC 497,230.77				497,230.77	
	Total	512,000.00		512,000.00	

Director of Finance

Cheque No: .....  
Date: .....

Date: *[Signature]*  
Approved by

Verified by Internal Audit  
Signature & Stamp

Received this ..... day of ..... 20..... in payment of the  
sum of ..... Ghana cedis ..... Ghana pesewas

WEST AFRICAN CENTER FOR WATER, IRRIGATION AND SUSTAINABLE AGRICULTURE  
University for Development Studies, Ghana



**PAYMENT VOUCHER**

Allocation: Central Administration  
Payee: Vesterline Company Limited

000064

Date			Description	Amount	
Day	Month	Year		GHC	GHp
14	06	2021	Payment for the supply of 1 No 30 seater Bus - KIAC WISA	512,000	00
Voucher prepared by:					
[Signature]				512,000	00
			Amount in words: Five hundred & Twelve thousand Ghana cedis only.		

I certify that the above amount is correct

Date: 14-06-2021

[Signature]  
Accountant

	CODE	DR		CR	
		GHC	GHp	GHC	GHp
Authorised and passed for payment		512,000.00			
Deductions				14,769.23	
Amount Payable		497,230.77			
	<b>Total</b>	<b>512,000.00</b>		<b>512,000.00</b>	
Director of Finance		Cheque No: .....			
Date: .....		Date: .....			

Approved by

Verified by Internal Audit  
Signature & Stamp

Received this ..... day of ..... 20..... in payment of the above amount.

The sum of ..... Ghana cedis ..... Ghana pesewas

PV209014.

Fol/21/0784

# UNIVERSITY FOR DEVELOPMENT STUDIES

(Procurement Directorate)



## Memorandum

To : Vice-Chancellor

From : Director of Procurement

Date : June 10, 2021

**Subject: Payment for the Supply of 1No. 30 Seater Bus - WACWISA**

I write for approval for the payment of an amount of **Five Hundred and Twelve Thousand Ghana Cedis (Gh¢512,000.00)** to **Vesterline company Limited, Accra** for the supply of the above as per the VAT invoice and GRV numbered (21001) attached.

**Duke A. Fredua**

cc: Director of Finance  
Director of Internal Audit  
File (PO)

② DoF/DoP  
Pls approved for

10/06/21

③ Head-AR  
Pls for xing  
14/06/2021



# GHANA REVENUE AUTHORITY

## VAT FLAT RATE SCHEME INVOICE

ORIGINAL (CUSTOMER)

FRA NO V19/ 3074327



From: Vesterline Co. Ltd Supplier's TIN 200016482581

Address: Accra

To: WAS - Tamale Customer's TIN..... Date 07/06/21

QTY	DESCRIPTION	UNIT PRICE <small>(excluding VAT &amp; NHIL)</small>	AMOUNT
1	Toyota Coaster Bus (30-Seater Bus)  (Inclusive)	512,000	512,000.00
SUB-TOTAL			512,000.00
VAT/NHIL FLAT RATE@ 3%			
TOTAL AMOUNT PAYABLE VAT & NHIL (INCLUSIVE)			512,000.00

Terms of payment..... Credit

[Signature]  
Supplier's Signature



# UNIVERSITY FOR DEVELOPMENT STUDIES

## GOODS INSPECTION CERTIFICATES (GIC)

Name of Supplier Yestrolone Company Ltd. Date 09-06-21 NO 16913

Address .....  
We the undersigned have inspected a consignment of goods delivered to (Please tick appropriate box)  
Tamale Central Administration,  WA Campus,  Nyankpala Campus,  Navrongo Campus,  SMHS

Reference Contact letter/ILPO/Order No NR/UDS/GD/115/2020 Date 18th Nov, 2020

Invoice No: ..... Date ..... Waybill No ..... Date .....

Brief description of Goods Supply of 1 No 30 seater bus.

Remarks: The goods have been delivered in good condition except the following that were found in the condition described below:

ITEM DESCRIPTION	QUANTITY	CONDITION
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....

RECOMMENDATION: - Tick appropriate box

Accepted  Reject  Other  Attach comments: .....

We certify that, the above information is true.

Date of Inspection 09-06-2021

Inspection Team:

1. Signature	Full Name <u>Agual Anthony</u>	Position <u>Supplier</u>
2. Signature	Full Name <u>Markim Shabady</u>	Position <u>Transport</u>
3. Signature	Full Name <u>John A. Azure</u>	Position <u>Inventory</u>
4. Signature	Full Name <u>John A. Azure</u>	Position <u>Audit Dir</u>

Name of storekeeper/Recipient Teye Felix Signature





NR/UDS/GD/115/2020

18<sup>th</sup> November, 2020

The Managing Director  
Vesterline Company Limited  
P.O. Box 55  
Accra

Dear Sir,

**NOTIFICATION OF AWARD**

This is to notify you that your Tender dated 16<sup>th</sup> October, 2020 for execution of the contract for the **Supply of 1No. 30- seater bus (Contract No: NR/UDS/GD/115/2020)**, in the amount of **Five Hundred and Twelve Thousand Ghana Cedis (GHs 512,000.00)** as corrected in accordance with the Instructions to Tenderers for delivery within Thirty (30) days is hereby accepted.

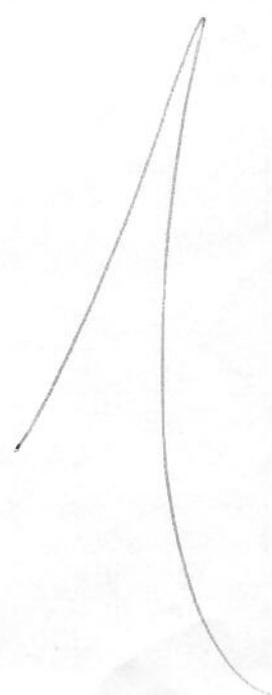
This Notification of Award will constitute the formation of contract. However, until and unless you furnish the Performance Security of **Fifty One Thousand, Two Hundred Ghana Cedis (GHs 51,200.00)** and send it to us within fourteen (14) Days you receive this Notification of Award, the contract shall not be deemed active. You are hereby instructed to proceed with the fulfillment of performance security and signing of contract within fourteen (14) days of the receipt of this letter. Failure to comply with the fulfillment of performance security and signing of contract within the time will constitute failure of formation of contract and forfeiture of Tender Security.

You are hereby instructed to proceed with the necessary action for the execution of the said procurement in accordance with the Tender and Contract documents.

Authorized Signature.....  
Name and Title of Signatory: **Prof. Gabriel A. Teye (Vice-Chancellor)**

Name of Agency: University for Development Studies  
Address for Correspondence: Post Office Box 1350  
Tamale, N/R  
Tel: 071-22078/26633/4

- cc: The Pro Vice Chancellor, UDS
- The Registrar, UDS
- The Director, WPD, UDS
- The Director of Finance, UDS
- The Secretary, Tender Committee, UDS
- The Director of Internal Audit, UDS
- The Director of Procurement, UDS
- The Director, WACWISA
- The Ag. Transport Officer, UDS
- The Head of Stores, UDS





**VESTERLINE  
COMPANY LIMITED**

Tender Form

October 15, 2020  
IFT No: NR/UDS/GD/115/2020

University for Development Studies  
P. O. Box 1350  
Tamale

Gentlemen and/or Ladies:

Having examined the Tender documents including *Addenda No.* the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver 1 unit of 30 Seater Bus (**Toyota Coaster 4.2L DSL HI-ROOF GCC SPECS 2020 Model**) in conformity with the said Tender documents for the sum of **GH¢512,000.00 (Five Hundred and Twelve Thousand Cedis only)** 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 and services in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Tender is accepted, we will provide a Bank Guarantee acceptable to the Purchaser in a sum equivalent to Ten percent (10%) 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 120 days from the date fixed for Deadline for Tender submission, and 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.

We certify/confirm that we comply with the eligibility requirements as per ITT Clause 2 of the Tender documents.

Dated this 15<sup>th</sup> day of October 2020

Anthony Acquah (*Managing Director*)

Duly authorized to sign Tender form on behalf of VESTERLINE Company Limited

**VESTERLINE COMPANY LTD.**  
**P. O. BOX DS 1211**  
**DANSOMAN ESTATE**  
**ACCRA GHANA**

**KUMASI: AH 2611 Ash Town Kumasi, E-mail: vcl1991vcl@gmail.com, Mob: +233 244 899 080**

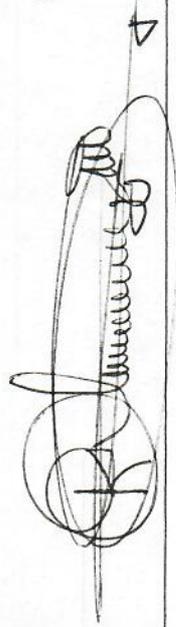
Dealer's in: light & Heavy Duty Vehicles, Vehicle & Equipment Spare Parts  
Mechanical Consumable, Electronics, General Import / Exports, Business Consultancy etc.

## Price Schedule

Name of Tenderer: **Vesterline Company Limited** IFT Number **NR/UDS/GD/115/2020** Page **61** of **73**

LOT	Description	Country of origin	Quantity	Unit Price EXW (specify place)	Total Price EXW	Total Price of Inland delivery to final destination	Total CIP site	VAT 3%	Total Tender Price	Remarks
1	2	3	4	In figure 5	6=(4x5)	7	8=(6+7)	9	10=(8+9)	11
1	30 Seater Bus (Toyota Coaster 4.2L DSL HI-ROOF GCC SPECS) 2020 Model	Dubai (Japan)	1	₹496,640.00 (Dubai)	₹496,640.00			₹15,360.00	₹512,000.00	
<b>Grand Total</b>										
										<b>₹512,000.00</b>

Total Tender Price (in words): **Five Hundred and Twelve Thousand Cedis only**

  
 P. O. Dansoman

**VESTERLINE COMPANY LTD.**  
**P. O. BOX DS 1211**  
**DANSOMAN ESTATE**  
**ACCRA GHANA**

Signature of Tenderer: \_\_\_\_\_

## Contract Form

THIS AGREEMENT made the 11th day of December, 2020, between **University for Development Studies (UDS) – Tamale** of Ghana (hereinafter called “the Purchaser”) of the one part and **Vesterline Company Limited, P. O. Box 55, Accra** of Ghana (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited Tenders for certain goods and ancillary services, viz. **Supply of 1No. 30-Seater Bus** and has accepted a Tender by the Supplier for the supply of those goods and services in the sum of **Five Hundred and Twelve Thousand Ghana Cedis (GHs 512,000.00)** (hereafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Tender Form and the Price Schedule submitted by the Tenderer;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract;
  - (f) the Purchaser’s Notification of Award; and
  - (g) Contract Data Sheet
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

**On behalf of the Purchaser**

Name: **Prof. Gabriel Teye**

Signature: 

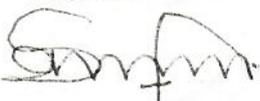
Designation: **Vice-Chancellor**

Seal:  **UNIVERSITY FOR DEVELOPMENT STUDIES**  
P. O. Box TL 1350,  
Tamale.

Date: **09-12-2020**

**Witnessed By:**

Name: **Ing. Samuel B. Abiko**

Signature: 

Designation: **Director, WPD**

Date: **09/12/2020**

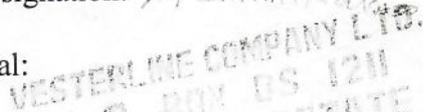
**University for Development Studies**  
P O Box 1350 Tamale

**On behalf of the Supplier**

Name: **Emmanuel P. Bony**

Signature: 

Designation: **Administrative Officer**

Seal:  **VESTERLINE COMPANY LTD.**  
P. O. BOX DS 1211  
DANGOMAN ESTATE  
AHEBA, BRAMA

Date: **18/01/21**

**Witnessed by:**

Name: **Albert Kajo Bealaye**

Signature: 

Designation: **Secretary**

Date: **18/01/21**



WEST AFRICAN CENTER FOR WATER, IRRIGATION AND SUSTAINABLE AGRICULTURE  
(WACWISA)

Tel: +233 (0) 570090703  
+233 (0) 244573657  
Email: wacwisa@uds.edu.gh  
Website: www.wacwisa.uds.edu.gh



University for Development Studies  
P. O. Box 11, 1882  
Nyankpala - Campus  
Tamale, Ghana

Our Ref: \_\_\_\_\_

Your Ref: \_\_\_\_\_

Date: 9<sup>th</sup> September 2020

**Vice-Chancellor**  
University for Development Studies  
Tamale



Dear Sir,

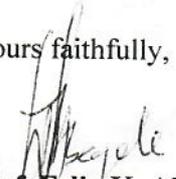
**REQUEST FOR PROCUREMENT OF A 1NO. 30 SEATER BUS AND 1 NO. 4X4 STATION WAGON**

I write to request for approval for the procurement of 1 No. 30 Seater Bus and 1 No. 4 x 4 Station Wagon for use by the Centre and the Office of the Director respectively.

Sir, budgetary allocations for these have been made in the Implementation Plan and approved accordingly.

Hope this will meet your kind consideration and approval, Sir.

Yours faithfully,

  
**Prof. Felix K. Abagale**  
Director, WACWISA-UDS

② DOP / DC(WACWISA)  
Pls approved for  
  
10/09/2020