

# **UNIVERSITY FOR DEVELOPMENT STUDIES**



## **MINISTRY OF EDUCATION**

### **Tender Evaluation Report**

**And**

### **Recommendation for Award of Contract**

**Name of Title: SUPPLY AND INSTALLATION OF COMPUTERS FOR  
WACWISA**

**Contract Number: NR/UDS/WACWISA/005/2023**

**Date of Submission: MAY, 2023**

**Tender Evaluation Report  
And  
Recommendation for Award of Contract**

**For**

**Supply and Installation of Computers**

**IFT No: NR/UDS/WACWISA/GD/005/2023**

**May, 2023**



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## 1.0 **INTRODUCTION**

1.1 The University for Development Studies intends to apply part of its Centre of Excellence (ACE) World Bank Project Funds to fund payments under the contract for the **Supply and Installation of Computers** for which an invitation for tender was issued on the 5<sup>th</sup> and 12<sup>th</sup> May 2023 in both the Ghanaian Times and Public Procurement Authority's website respectively (copies attached).

The University for Development Studies issued the tender document through National Competitive Tendering under the guidelines of the Public Procurement Act, 2003 (Act 663) and Act, 2016 (Act 914) for Supply of the underlisted items:

Serial No.	Description	Quantity
1	<b>Supply and Installation of Computers</b>	50

1.3 The submission and closing of tenders was at 10:00 GMT on Friday May 19, 2023.

1.4 Tenders were opened at 10:00 GMT at the Works and Physical Development Conference Room (Room 118) at the Central Administration Building Dungu, in the presence of tenderer's representatives who chose to attend.



1.5 At the tender opening, total tender prices, availability of Tender Securities and other information on eligibility were announced as shown in the attachments.

1.6 The list of tenders received is shown in **Table 1- Record of Tender Prices at Opening** for items being evaluated.

## 2.0 STANDARD EVALUATION FORMS

An Evaluation Panel was set up to evaluate and make recommendations for the award of contract. The Panel used the following **Standard Evaluation Forms**, as issued in the Public Procurement Act, 2003 (Act 663).

- a) **Table 1-** Record of Tender Prices at Opening
- b) **Table 2-** Preliminary Examination of Tenders
  - Table 2a-** Commercial Responsiveness
  - Table 2b-** Technical Responsiveness
- c) **Table 3-** Substantially Non-responsive Tenders-
- d) **Table 4-** Correction, Conversion and Adjustment of Tender Prices
- e) **Table 5-** Exchange Rate
- f) **Table 6A-** Currency Conversion (Multiple Currencies)
- g) **Table 6B-** Currency Conversion (Single Currency)
- h) **Table 7-** Additions, Unconditional Discounts
- i) **Table 8A-** Domestic Preference for Goods (**Not Applicable**)

- j) **Table 8B-** Domestic Preference for Works (**Not Applicable**)
- k) **Table 9-** Postqualification
- h) **Table 10-** Proposed Contract Award

### 3.0 **METHOD OF EVALUATION**

The Evaluation Panel adopted a two-stage evaluation method in identifying the lowest evaluated responsive tenderer. These were Preliminary Examination under **Table 2, 2a and 2b**, and Detailed Price Examination under **Tables 4 & 7**.

#### 3.1 **Preliminary Examination**

3.1.1 The following details were verified to ascertain their correctness.

- i. Signed Tender Form
- ii. Delivery Period
- iii. Ex-Works, Place (EXW) UDS Central Administration.
- iv. Responsiveness to the Technical Specifications
- v. Other conditions indicated in the Invitation to Tenders

3.1.2 The information available in each tender was verified to identify and eliminate those which were found to be incomplete, invalid or substantially non-responsive to the terms and conditions in the tender document.

3.1.3 The findings were summarised on **Table 2**. A "**Yes**" stands for tenders which have met the terms and conditions requested for in the tender document, while a "**No**" stands for non compliance.



3.1.4 Tenders with deviations from the minimum conditions were declared non responsive. (Refer to Table 2, Table 2a and 2b. Those tenders declared responsive in Table 2 were passed on to Table 4 and 7- Detailed Examination.

### 3.2 Detailed Examination

3.2.1 Under detailed examination price verification was carried out to identify discrepancies between unit and total prices. Corrections were made accordingly on Table 4. Where additions are detected in the tenders, Table 7- Additions, Unconditional Discounts is applied.

## 4.0 RECOMMENDATION FOR AWARD OF CONTRACT

On the basis of the evaluation (outlined in this Report), which was carried out in accordance with the Tender Document, we recommend accepting the tender for the lowest evaluated responsive tenderer, **Total Supplies and Services Ltd -Tamale** which has been determined as qualified and capable of performing the Contract below.

**Standard Tender Evaluation Forms**

**For**

**Supply and Installation of Computers**



## Summary Evaluation Data & Award Recommendations






1. Contract Name: Supply and Installation of Computers
2. Contract Number: IFT NO.: NR/UJDS/WACWISA/GD/005/2023
3. Tender Opening Date: May 19, 2023

### 4. TENDER EVALUATION SUMMARY

Lot	Tenderer	Read Out Tender Price GHs	Converted To Common Currency GHs	Substantially Responsive (Yes or No)	Evaluated Tender Price GHs	Rank	Remarks
1	Total Supplies and Services Ltd Somarc	1,280,000.00 749,950.00	N/A N/A	Yes NO	1,560,320.00 -	1 -	<b>RECOMMENDED FOR AWARD</b> Did not have experience in the supply of similar volumes of items as stated the tender Documents. The supplier's previous records is provided as appendix 13
2	UTECH	1,557,505.95	N/A	Yes	1,569,090.00	2	

5. The lowest evaluated tenderer has been determined to be qualified and capable of performing the contract
6. On the basis of the evaluation (outlined in the attached Report), which was carried out in accordance with the Tender Documents, we recommend accepting the tender of the lowest evaluated tenderer; Total Supplies and Services Ltd, Tamale, which has been determined as qualified and capable of performing the Contract for an amount of **One Million Five Hundred and Sixty Thousand, Three Hundred and Twenty Ghana Cedis (GHs1,560,320.00) for the supply of Fifty (50) No. Laptop Computers.**

**EVALUATION PANEL**

No.	Name	Designation	Unit/Department	Signature	Date
1	Mr. Tony Akpene Klu	Communication Officer	WACWISA		22/05/23
2	Mr. Nashiru Shahadu	Transport Officer	Transport		22/5/23
4.	Mr. Safianu Mahama	Senior Procurement Officer	Procurement		22/5/23
5	Mr. Adam Aliu	Accountant	Finance		22/05/2023
6	Mr. Adam Alhassan	ICT Assistants	ICT		22/05/2023



**FORM 1**

**1. Contract: Supply and Installation of Computers**

2. Contract no.: **NR/UDS/WACWISA/GD/005/2023**

The following tenders were received by the tender closing deadline fixed at **10 HRS GMT on May 19, 2023** and were immediately opened thereafter.

**Table 1. Record of Tender Prices (as read out) at Opening**

No	Tenderer Identification			Read-Out Tender Prices		Modifications or Comments or Discounts (g)
	Name (b)	Address (c)	Nationality (d)	Currency (e)	Amounts (f)	
1	Total Supplies and Services Ltd	P. O. Box 1700 Tamale	GHANAIAAN	GHs	1,280,000.00	
2	UTECH	P. O. BOX 3050 Accra	GHANAIAAN	GHs	1,557,505.00	
3	Somarc Co. Ltd	P. O. BOX WB 516 Winneba	GHANAIAAN	GHs	749,950.00	

**FORM 2**

**Table 2. Preliminary Examination**

No.	Tenderer	Verification*	Eligibility**	Tender Security***	Completeness of Tender****	Substantial***** Responsiveness	Acceptance for Detailed Examination (g)
	(a)	(b)	(c)	(d)	(e)	(f)	
1	Total Supplies and Services Ltd	Yes	Yes	Yes	Yes	Yes	Yes
2	Somarc Co. Ltd	Yes	Yes	Yes	Yes	Yes	Yes
3	UTECH	Yes	Yes	Yes	Yes	Yes	Yes

\* Signed Tender Form & Price Schedule; Power of Attorney; Manufacturer's Authorization

\*\* Valid Business Registration Certificate; Valid IRS Certificate; VAT Registration Certificate; Valid SSNIT Certificate

\*\*\*2% of Total Price; from a recognized bank; valid 28 days beyond tender validity date

\*\*\*\* No partial tenders; No Erasures, additions or other changes not initialed; No missing pages in the original tender; Qualification

Information provided

\*\*\*\*\*No price variation from original; No different specifications from original; No phasing of contract



**FORM (2a)**

**Table 2 (a). Preliminary Examination (Commercial Responsiveness)**

No.	Tenderer	Delivery Period; Two installments	Tender Validity Period; 90 Days	Country of origin of goods	Audited Accounts	List of Similar Supplies performed	Payment Terms; 30 days after complete delivery	Commercially Responsive (YES/NO)	Acceptance for Detailed Examination
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
1	Total Supplies and Services Ltd	YES	YES	YES	YES	YES	YES	YES	YES
2	Somarc Co. Ltd	YES	YES	YES	YES	NO	YES	NO	NO
3	UTECH	YES	YES	YES	YES	YES	YES	YES	YES

## FORM (2b)

REQUIRED TECHNICAL SPECIFICATIONS	Required	Company	UTECH
<b>PRINCIPAL FEATURES SOUGHT</b>			
Laptop Computers	HP Laptop	HP Laptop	HP Laptop
Core i7 processor (4-Physical cores of 1.8GHz Minimum cache	Comply	Comply	Comply
16MB RAM	Comply	Comply	Comply
128GB SSD Drive , 1tb SATA hard drive	Comply	Comply	Comply
15.6 Screen	Comply	Comply	Comply
At least 3 USD 3.0 PORTS	Comply	Comply	Comply
French Azerty Key Board	Comply	Comply	Comply
1HDMI Port	Comply	Comply	Comply
Free Dos (No operating System Required	Comply	Comply	Comply
1 case + 1 m1 Mouse + Mouse	Comply	Comply	Comply
Customized 2le	Comply	Comply	Comply
<b>Total Require</b>	11	11	11
<i>Deviations From Minimum Technical Specifications</i>	0	0	0
<i>Total Required</i>	Yes	Yes	Yes
<i>Acceptance For Detailed Examination</i>			



**Table 3. Substantially Non-responsive Tenders**

<b>No</b>	<b>Tender</b>	<b>Reasons for Rejection</b>
1	Somarc Co. Ltd	Did not have experience in the supply of similar volumes of items as stated the tender Documents. The supplier's previous records is provided as appendix 13

FORM 4

Table 4 Corrections and Unconditional Discounts

Lot No.	Tenderer	Read-out Tender Price(s)		Corrections		Corrected Tender Price(s)	Unconditional Discounts <sup>2</sup>		Corrected/Discounted Tender Price
		Currency	Amount	Computational Errors	Provisional Sums		%	Amount	
	(a)	(b)	(c)	(d)	(e)	(f) = (c) + (d) - (e)	(g)	(h)	(i) = (f) - (h)
1	Total Supplies and Services Ltd	GHS	1,280,000.00	-	-	1,280,000.00	N/A	N/A	1,280,000.00
2	UTECH	GHS	1,557,505.95	11,584.70		1,569,090.71			1,569,090.71



**Table 5. Exchange Rates:**

Currency Used for Tender Evaluation: GHC

Effective Date of Exchange Rate: N/A

Authority or Publication Specified for Exchange Rate: Bank of Ghana

**Note:** Attach copy of exchange rates provided by specified authority or publication

**Table 6A. Currency Conversion (Multiple Currencies)**

Specify Evaluation Currency: GH¢

Tenderer  (a)	Currency(ies) of Tender  (b)	Corrected/Discounted Tender Price(s)  (c)	Applicable Exchange Rate(s) <sup>1</sup>  (d)	Evaluation Currency	
				Tender Price(s) <i>(e) = (c) x (d)</i>	Total Tender Price <sup>2</sup> <i>(f)</i>
N/A	N/A	N/A	N/A	N/A	N/A

<sup>1</sup> Column *d* is from Table 5.

<sup>2</sup> Column *f* is the sum of Tender prices in column *e* for each Tenderer.



**Table 6B. Currency Conversion (Single Currency)**

Specify Evaluation Currency:

N/A

Tenderer	Corrected/Dis counted Tender Price (in specified currency) (b)	Payment Composition <sup>1</sup>		Exchange Rate Used by Tenderer <sup>1</sup> (f)	Amounts in Currency of Payment (g) = (e) x (f)	Exchange Rate for Evaluation <sup>2</sup> (h)	Evaluation Currency	
		Currency of Payment (c)	Percent of Total Tender (d)				Tender Prices (i) = (g) x (h)	Total <sup>3</sup>
(a)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Note: Columns a and b are from Table 4, columns a and i.

<sup>1</sup> Columns c, d, and f are provided in the STDLW Appendix to Tender and in the (Form of) Contractor's Tender in the STDWSW.

<sup>2</sup> Column h is from Table 5.

<sup>3</sup> Column j is the sum of Tender prices in column i for each Tenderer.

**Table 7. Additions, Adjustments, and Priced Deviations**

N/A

No.	Tenderer	Corrected/Discounted Tender Price <sup>1</sup>	Additions <sup>2</sup>	Adjustments <sup>2</sup> 21.90%	Priced Deviations <sup>2</sup>	Total Price	Rank
	(a)	(b)	(c)	(d)	(e)	(f) = (b) + (c) + (d) + (e)	
1	Total Supplies and Services	1,280,000.00	-	280,320.00	-	1,560,320.00	1
2	UTECH	1,569,090.71	-	-	-	1,569,090.71	2

**NB/The read-out price was exclusive of 21.90% VAT/ NHIL/ GETFunds and COVID-19 levies. This was applied to get the total tender price for Total Supplies and Services Limited**

<sup>1</sup> Column *b* is from either Table 8, column *f* or Table 9, column *j*.

<sup>2</sup> Each insertion in columns *c*, *d*, or *e* should be footnoted and explained in adequate detail, accompanied by calculations. Refer to paras. 6(e), 6(f), and 6(g) respectively of the Guidance Notes on Opening & Evaluation of Tenders.



**Table 8A. Domestic Preference for Goods**  
Specify Evaluation Currency: \_\_\_\_\_

N/A

Tenderer	Domestic Preference Group <sup>1</sup> (b)	Total Price <sup>2</sup> (c)	Exclusions for Preference <sup>3</sup> (d)	Revised Total (e) = (c) - (d)	Prevailing Tariff (%) <sup>4</sup> (f)	Domestic Preference (%) <sup>5</sup> (g)	Preference Price <sup>6</sup> (h)	Total Comparison Price (i) = (c) + (h)
(a)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

- <sup>1</sup> Column b refers to Groups A, B, or C, as indicated by Tenderer, subject to verification by the Evaluation Panel.
- <sup>2</sup> Column c is from Table 7, column f. If the lowest total price is from a Group A or Group B Tenderer, it is the lowest evaluated Tenderer, and the remainder of the table need not be filled out. Columns d through h need to be filled out only for Group C Tenders.
- <sup>3</sup> Column d is the sum of costs in columns d and e from Table 7 plus other costs incurred within Ghana. Footnotes should be provided to explain the significant components of column d.
- <sup>4</sup> Column f is the sum of duties and import taxes on the particular items or group of similar items as a percent of the CIF or CIP price. Refer to para. 7(a) of the Guidance Notes on Opening & Evaluation of Tenders.
- <sup>5</sup> Column g will be the smaller of 20 percent or the prevailing tariff in column f.
- <sup>6</sup> Column h for Group A Tenderers is zero. Group B Tenderers at this stage should no longer be compared. For Group C Tenderers, column h is the product of columns e and g.

**Table 8B. Domestic Preference for Works**

Specify Evaluation Currency: \_\_\_\_\_

N/A

Tenderer	Domestic Preference Group <sup>1</sup> (b)	Total Price <sup>2</sup>	Exclusions for Preference <sup>3</sup>	Revised Total	Preference 4	Total Comparison Price
(a)		(c)	(d)	(e) = (c) - (d)	f	(g) = (c) + (f)
N/A	N/A	N/A	N/A	N/A	N/A	

<sup>1</sup> Column b refers to Group A (eligible domestic Tenderers) or Group B (others) as indicated by Tenderer, subject to verification the Evaluation Panel.

<sup>2</sup> Column c is from Table 7, column f. If the lowest priced Tender is from a Group A Tenderer, it is the lowest evaluated Tenderer, and the remainder of the table need not be filled out.

<sup>3</sup> Column d is the sum of costs in columns d and e from Table 7. An attachment should be provided to explain the significant components of column d. Columns d and e may be left blank for Group A Tenderers.

<sup>4</sup> Column f for Group A Tenderers is zero. For Group B Tenderers, column f is 10 percent of column e.



**Table 9. Postqualification**

Tenderer	Constitution or legal status of Tenderer	Total annual volume of supplies made in the last two years in GHC:2,000,000.00	Supplies performed as Supplier on works of similar nature and volume over the last two years.	Financial reports for the last 2 years	Names, addresses and telephone, telex, facsimile numbers and email addresses of banks that may provide references if contacted by the Purchaser.	Information on current litigation in which the Tenderer is involved	Substantially Responsive/ Non-Responsive <sup>12</sup> to Postqualification Criteria	Remarks
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
<b>Total Supplies &amp; Services Ltd</b>	List of Certificates attached	<b>2021/2022</b> <b>GHCs</b> <b>3,759,649.00.00</b>	YES List attached.	YES Provided and valid	YES Provided	YES Not involved in any litigation	Substantially Responsive to Postqualification Criteria	Recommended

<sup>1</sup> List here all the Qualifying Criteria for Postqualification provided in the Tender Documents, which Tenderers must comply with for them to be considered for Contract Award. For each criteria, indicate "yes" for satisfactory and "no" for unsatisfactory

<sup>2</sup> Give reason(s) for substantial responsiveness as footnote(s)

**Total Supplies and Services Ltd is recommended for the award of the contract because the company met the basic requirements of the post qualification requirements.**

**Table 10: Proposed Contract Award**

1. Lowest evaluated responsive Tenderer (proposed for contract award). (a) name (b) address	Total Supplies and Services Ltd P. O. Box 1700 Tamale	
2. If Tender submitted by agent, list actual supplier. (a) name (b) address	Not Applicable	
3. If Tender from joint venture, list all partners, nationalities, and estimated shares of contract.	Not Applicable	
4. Principal country of origin of goods/materials.	USA	
5. Estimated date (month, year) of contract signing.	June, 2023	
6. Estimated delivery to project site/completion period.	July 2023	
7. Tender Price(s) (Read-out)	<b>Currency</b>	<b>Amount</b>
	<b>GHs</b>	<b>1,280,000.00</b>
8. Corrections	<b>Nil</b>	<b>N/A</b>
9. Discounts	<b>Nil</b>	<b>Nil</b>
10. Other Adjustments	<b>GHs</b>	<b>280,320.00</b>
<b>11. Proposed Award for the Supply and Installation of Computers</b>	<b>GHs</b>	<b>1,560,320.00</b>



# **ANNEXES**

- A. TENDER OPENING RECORD FORM**
- B. TENDER OPENING MINUTES**
- C. ATTENDANCE REGISTER—TENDERERS'  
REPRESENTATIVES**
- D. ATTENDANCE REGISTER—PURCHASER'S  
REPRESENTATIVES**
- E. REGISTER OF PURCHASE OF TENDER  
DOCUMENTS**
- F. COPY OF ADVERT**
- G. OTHERS**

**MINUTES OF THE TENDER OPENING MEETING OF THE TENDER COMMITTEE  
HELD ON FRIDAY, MAY 19, 2023 AT THE CONFERENCE ROOM ONE (ROOM 118)  
AT 10:10AM**

**PRESENT**

- |                                 |           |
|---------------------------------|-----------|
| 1. Prof. Seidu Al-hassan-       | Chairman  |
| 2. Alhaji Nurudeen I. Abubakar- | Member    |
| 3. Dr. Mohammed Hardi Shaibu-   | Member    |
| 4. Dr. Mohammed Seidu Mustapha- | Member    |
| 5. Prof. Abdul-Manan Dauda-     | Member    |
| 6. Mr. Yahaya Alhassan Seini-   | Member    |
| 7. Ing. Samuel B. Abiko-        | Member    |
| 8. Mr. Duke A. Fredua -         | Secretary |

**IN ATTENDANCE**

- |                           |   |                 |
|---------------------------|---|-----------------|
| 1. SafianuMahama          | - | Head, L.P.U     |
| 2. Braimah Alhassan Baako | - | Head, P.P.C.M.U |

**ABSENT WITH APOLOGY**

- |                            |        |
|----------------------------|--------|
| 1. Prof. Felix K. Abagale- | Member |
|----------------------------|--------|

**1.0 OPENING**

The chairman called the meeting to order and welcomed members and tenderers at 10:05am and stated that the purpose of the meeting was to open tenders. He also thanked the tenderers for expressing interest in doing business with the University and asked the Procurement Director to continue with the proceedings. The Director asked for a volunteer among the tenderers to examine the tender box to ascertain that it was secured. A tenderer volunteered to examine the box and confirmed that it was secured.

**2.0 BUSINESS OF THE DAY**

The following tenders were opened and read to the tenderers:

- i. Supply of Examination Materials;
  - a. Lot 1: Stationery
  - b. Lot 2: Toners and Cartridges
  - c. Lot 3: A4 Paper
- ii. Completion of 2-Storey 4-Unit 2-Bedroom Block of Flats at the Tamale Campus of UDS
- iii. Supply and Installation of Lift for WACWISA Block



- iv. Supply and Installation of Computers
- v. Supply of 1No. Station Wagon
- vi. Supply of Office Equipment:
  - a. Lot 1: 30 KVA UPS
  - b. Lot 2: Network Equipment
  - c. Lot 3: Photocopiers

**2.1 Supply of Examination Materials; Lot 1: Stationery**

Three (3) firms submitted tenders for the above. They were;

- i. Total Supplies and Services Limited, Tamale
- ii. Somarc Company Limited, Winneba
- iii. Focal Integrity Logistics Ltd, Accra

None of the tenderers provided a discount in their tenders

**2.2 Supply of Examination Materials; Lot 2: Toners and Cartridges**

Three (3) firms submitted tenders for the above. They were;

- i. Total Supplies and Services Limited, Tamale
- ii. Somarc Company Limited, Winneba
- iii. Focal Integrity Logistics Ltd, Accra

None of the tenderers provided a discount in their tenders

**2.3 Supply of Examination Materials; Lot 3: A4 Paper**

Three (3) firms submitted tenders for the above. They were;

- i. Focal Integrity Logistics Limited, Accra
- ii. Total Supplies and Services Limited, Tamale
- iii. Somarc Company Limited, Winneba

None of the tenderers provided a discount in their tenders.

**2.4 Completion of 2-Storey 4-Unit 2-Bedroom Block of Flats at the Tamale Campus of UDS**

H&J Batiticha Company Limited was the only firm who bought and submitted tenders for the above. The tenderer did not provide a discount in the tender

**2.5 Supply and Installation of Lift for WACWISA Block**

Two (2) firms submitted tenders for the above. They were;

- i. Ervytech Ghana Limited, Accra
- ii. UTECH, Accra

Ervytech Ghana Limited provided a discount of 2% in their tender.

**2.6 Supply of 1No. Station Wagon**

Autodream Limited, Accra submitted tenders for the above. There was no discount in their tender.

Vesterline Company Limited, Accra bought the tender document but failed to submit.

**2.7 Supply of Office Equipment.; Lot 1: 30KVA UPS**

Two (2) firms submitted tenders for the above. They were;

- i. UTEC, Accra
- ii. Solatek Electronics, Accra

None of the tenderers provided a discount in their tenders

Total Supplies and Services Limited, Tamale bought the tender document but failed to submit

**2.8 Supply of Office Equipment; Lot 2: Network Equipment**

UTECH, Accra was the only firm which submitted tenders for the above. The tenderer did not provide discount in her tenders.

Two Firms bought the tender documents but failed to submit. They were:

- i. Total Supplies and Services Limited, Tamale
- ii. Solatek Electronics, Accra

**2.9 Supply of Office Equipment; Lot 3: Photocopiers**

Two (2) firms submitted tenders for the above. They were;



- i. Total Supplies and Services Limited, Tamale
- ii. UTECH, Accra

None of the tenderers provided a discount in their tenders

Solatek Electronics bought the tender document but failed to submit

### **2.10 Submission of Certificate of Incorporation or Renewal Receipt**

Two Companies **Focal Integrity Logistics Ltd** and **Solatek Electronics** did not include renewal receipt of their Certificate of Incorporations in their tender documents. Their representatives stated that they had renewed but they had not included in their submitted tender documents. The Panel agreed that they submit the renewal receipt on condition that the renewal date is before 19<sup>th</sup> May 2023 which was the date of the opening.

The two companies Focal Integrity Logistics Ltd and Solatek Electronics submitted their renewal certificates dated 17<sup>th</sup> February 2023 and 23<sup>rd</sup> February 2023 respectively.

The Chairman thanked the tenderers for expression interest in doing business with the University and promised the outcome of the evaluation would be communicated to them.

### **3.0 COMPOSITION OF EVALUATION PANEL**

The committee referred the tenders to two (2) evaluation panels to evaluate.

#### **PANEL 1**

##### **Projects**

- i. Supply of Examination Materials;
  - a. Lot 1: Stationery
  - b. Lot 2: Toners and Cartridges
  - c. Lot 3: A4 Paper
- ii. Supply and Installation of Computers
- iii. Supply of 1No. Station Wagon
- iv. Supply of Office Equipment:
  - a. Lot 1: 30 KVA UPS
  - b. Lot 2: Network Equipment
  - c. Lot 3: Photocopiers



**Panel Members**

- A representative from the Transport Office
- A representative from I.C.T Directorate
- A representative from Stores
- A representative from the Procurement Directorate
- A representative from WACWISA

**PANEL 2**

**Projects**

1. Completion of 2-Storey 4-Unit 2-Bedroom Block of Flats at the Tamale Campus of UDS
2. Supply and Installation of Lift for WACWISA Block

**3. Panel Members**

- A representative from I.C.T Directorate
- A representative from the Finance Directorate
- A representative from WPD
- A representative from the Procurement Directorate

The deadline for the submission of the reports was on **5<sup>th</sup> June 2023**

**3.0 Any Other Business**

**3.1 Procurement of Consultant for the Law School.**

The Director of Procurement informed the Committee that the evaluation report for Expression of Interest for the recruitment of a consultant for the Law Faculty was completed. He stated that the report was sent to the Chairman of the Committee for approval subject to ratification by the Committee. It was also stated that the Request for Proposal was subsequently sent to the qualified consultant (**Atuguba and Associates**) for response. The Committee unanimously ratified the reports.

**3.2 Supply of 2No. Salon Cars**

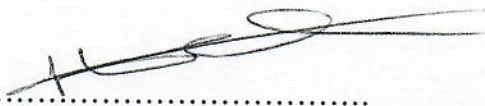
The Director of Procurement also informed the Committee that the evaluation report for the above project was sent to the Central Tender Review Committee (CTRC) for concurrent approval. He stated the University got the approval for the procurement of the vehicles. A notification of award was prepared for the Vice-chancellor's signature subject to ratification by the Committee.


The Committee unanimously ratified the award of the contract for the supply of the 2No. Saloon Cars to **Autodream Ltd** at the contract price of **One Million Eight Hundred and Sixty-Nine Thousand Three Hundred Ghana Cedis (GHS1, 869,300.00)**



**4.0 CLOSING**

The Chairman thanked the Committee for honoring the meeting especially the external members who have taking time off their busy schedules to attend. The meeting closed at 1:20pm

  
.....  
Duke A. Fredua  
*Secretary, E.T.C*

  
.....  
Prof. Seidu Al-hassan  
*Chairman*

# Appendix 2

UNIVERSITY FOR DEVELOPMENT STUDIES  
POST OFFICE BOX 1350  
TAMALE

## TENDER OPENING RECORDS FORM (GOODS)

CONTRACT IDENTIFICATION NUMBER: NR/UDS/WACWISA/GD/005/2023

DATE: MAY 19, 2023

CONTRACT TITLE: SUPPLY AND INSTALLATION OF COMPUTERS

VENUE: CONFERENCE ROOM ONE (ROOM 118)

TIME: 10:00 A.M

No	Name & Address of Tenderer	Tender Price	Delivery Period	Tender Stamped & Signed	Tender Security	GRA Clearance Certificate	SSNIT Certificate	Certificate of incorporation (Renewal receipt)	PPA Registration Certificate	VAT Certificate	Remarks
2	UTECH BOX 3035 ACCRA	1,577,585.55	APR 1	✓	Fund 417500	11/05/23	23/05/23	05/05/23	12/07/23	✓	
3	JOSTON MULTI VENTURES BOX P.M.P ACCRA	N/A	10		Subs						
4	SOMARC COMPANY LTD P. O. BOX W8516 WINNEBA	1,195,500.00	APR 1	✓	Domestic 15,000	11/05/23	11/05/23	11/05/23	3/07/23	✓	

### Names and Signatures of Tender Opening Panel

1. Prof. Seredu A. Hassan
2. Nurudeen I. Abubakar
3. Ing. Samuel Abiko
4. Mohammed Khalid Shabab
5. Dr. S.M. Muneer
6. Abdul-Noman Danda
7. Duke A. Ekechi



Appendix 3

**UNIVERSITY FOR DEVELOPMENT STUDIES**





**REGISTER OF ATTENDANCE**  
**SUPPLIERS**

**SUPPLY AND INSTALLATION OF COMPUTERS**

DATE: MAY 19, 2023

NR/UDS/WACWISA/GD/005/2023

NO.	NAME	COMPANY	SIGNATURE
1	Amanu Afrom Huridan	UTECH	
2	Abdul Rashid Lehaye	Total Supplies and Services	

# Appendix 4

## UNIVERSITY FOR DEVELOPMENT STUDIES



### TENDER OPENING MEETING

### REGISTER OF ATTENDANCE

DATE: 19<sup>TH</sup> MAY, 2023

NO.	NAME	DESIGNATION	SIGNATURE
1	Leudu Alhassan	VC	[Signature]
2	Nurdeen I. Abubakar	Registry	[Signature]
3	Samuel Abiko	BURSAR	[Signature]
4	Mohammed Harbi Shauki	Asst	[Signature]
5	S.M. Mustapha	Member	[Signature]
6	Abdul-Manan Dauda	Member	[Signature]
7	Duke A. Fredrick	Secretary	[Signature]
8	Sefiann Mahams	Procurement	[Signature]
9	Braimah Alhassan Bako	Sm Procurement	[Signature]
10			
11			
12			



# Appendix 5

## SALE OF TENDER DOCUMENT SUPPLY AND INSTALLATION OF COMPUTERS

NR/UDS/WACWSA/GD/005/2023

NO	NAME & ADDRESS OF TENDERERES	TELEPHONE NUMBER	RECIPT NUMBER	DATE	SIGNATURE
1	Postal Supplies and Service Co Post office Box 12170	0245245636	UDS RC463	09/05/23	
2	UTECH P.O. Box mp 3035	0146698391	UDS RC4635	5/05/23	
3	Joston Multi Ventures P.M.B, Accra	0205868080		10/05/23	
4	Somarc Company Limited, Accra P.O. Box 213, J.B. Williams	0246375947		18/05/23	
5					
6					
7					
8					
9					

Appendix 6

## UNIVERSITY FOR DEVELOPMENT STUDIES



NATIONAL COMPETITIVE TENDERING (NCT)

SUBMISSION OF TENDER DOCUMENTS

SUPPLY AND INSTALLATION OF COMPUTERS

NR/UDS/WACWISA/GD/005/2023

NO	ADDRESS OF TENDERERES	NAME	DATE	TIME	SIGNATURE
1	TOTAL SUPPLIES AND SERVICES LTD BOX 1700 TAMALE	Abdul Rashid Yahaya Likund	19/05/23	9:17	
2	UTECH BOX 3035 ACCRA	Murid.com A.M.A. A7.com	19/05/23	08:32	
3	JOSTON MULTI VENTURES  PMB  ACCRA				
4	SOMARC COMPANY LTD P. O. BOX W8516 WINNEBA	Abdul-Casfari Abdul-Casfari	19/05/23	08/52	





THE WORLD BANK

Appendix 7

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

### UNIVERSITY FOR DEVELOPMENT STUDIES (UDS)

### NATIONAL COMPETITIVE TENDERING (NCT)

The University for Development Studies (UDS) and West African Centre for Water, Irrigation and Sustainable Agriculture (WACWISA) intend to apply part of their African Centres of Excellence (ACE) World Bank Project Funds, GETFund and Internally Generated Funds (IGF) to fund the procurement of goods and works as detailed in the table below:

No.	Contract Name	Contract Package No.	Source of Funding	Cost of Tender Document
1	Supply of Examination materials for second trimester Lot 1; Stationery Lot 2; Tonners & Cartridges Lot 3; A4 paper	NR/UDS/GD/002/2023	IGF	GHs300.00
2	Completion of 2-Storey 4-Unit 2-Bedroom Block of Flats at the Tamale of UDS	NR/UDS/WK/007/2023	GETFund	GHs500.00
3	Supply and installation of Lift for WACWISA Block	NR/UDS/WACWISA/WK/001/2023	WACWISA	GHs 300.00
4	Supply and installation of Computers	NR/UDS/WACWISA/GD/005/2023	WACWISA	GHs 300.00
5	Supply of 1No. Station Wagon	NR/UDS/GD/064/2023	IGF	GHs300.00
6	Supply of Office Equipment Lot 1: 30 Kva UPS Lot 2: Network Equipment Lot 3: Photocopiers	NR/UDS/GD/028/2023	IGF	GHs300.00

- The **UDS and Wacwisa** now invite sealed Tenders from eligible suppliers and contractors for the procurement of the above goods and works.
- A Contractor/Supplier will be selected under a Competitive Tendering Method through the evaluation procedure which is described in the tender documents, in accordance with the Public Procurement Act, 2003 (Act 663) as amended and in the Guidelines of the Public Procurement Authority of the Republic of Ghana which are provided on the PPA website at [www.ppa.gov.gh](http://www.ppa.gov.gh)
- Interested eligible Tenderers may obtain further information from the **University for Development Studies (UDS)**, Central Administration, Tamale and inspect the Tender Documents at the address below from **8:00 am. to 5:00 pm daily on normal working days.**
- A complete set of Tender Documents in English may be purchased by interested Tenderers upon the submission of a written application to the address below and upon the payment of a non-refundable fee as indicated in the table above.
- Notwithstanding the general requirements stated in the Tender Documents, the under listed requirements are expressly demanded;
  - Valid GRA Tax Clearance Certificate.
  - Valid SSNIT Clearance Certificate.
  - VAT Registration Certificate.
  - Valid Business Registration Certificate
  - Valid Certificate of Incorporation
  - Certificate of Commencement.
  - Valid Registration Certificate from PPA
  - Labour Clearance Certificate (for item 2 only)
  - Ministry of Works and Housing Classification Certificate (for item 2 only)

- Failure to submit any of the above listed documents would render the bid 'non-responsive' and the tender would be consequently not evaluated.

#### CLOSING DATE OF TENDERS

- Tenders must be delivered to the address below at or before **10:00 am on Friday, May 19, 2023**
- Tenders shall be valid for a period of **90 days** after deadline of Tender submission. All tenders must be accompanied by a Tender Security of 2% of tender price, valid for a minimum of 28 days after validity date. **Late Tenders will be rejected.** Tenders will be opened in the presence of tenderers or their representatives who choose to attend at the address below:
- The University is not bound to accept any tender.
- Address for inspecting and purchasing Tender Document and Submission of Tenders.

**Office of the Director of Procurement, UDS  
Central Administration (off Kumasi Road),  
Room 104-For inspection and purchasing  
Conference Room 1 - For submission of tenders  
Tamale, Northern Region Ghana  
Email: [procurement@uds.edu.gh](mailto:procurement@uds.edu.gh)  
Tel: 0244969468/0242208227/0201859502**

**NB: Payment for the purchase of tender documents must be made at GCB Bank,**

**Account Number: 8011130004227 or National Investment Bank, Account Number 1142061222601**



# INTRODUCTORY LETTER

Appendix 8c

UNIVERSITY FOR DEVELOPMENT STUDIES  
P.O.Box TL 1350  
Tamale, Ghana

## INTRODUCTION – TOTAL SUPPLIES & SERVICES LIMITED (TSS)

Total Supplies & Services Limited is a company in Tamale that deals in general construction, stationeries, computers and accessories, photocopiers and accessories, generators, electrical appliances, electronics, printers, toners, office furniture of all kinds and general office equipment. We also render support services for all our supplies.

We have contacts with most of the major brands with global reputation and reliability like Hp, Canon, Dell, Master, etc.

The core advantage of TSS over its competitors is the technical competency and commitment of its staff towards the provision of solutions to the needs of clients within the shortest possible time with very favorable payment terms.

We are always ready to confer with the Client to determine their needs, offer solutions and arrive at favorable payment terms that satisfy both parties.

Most importantly, The TSS team takes their clients as friends thus providing the Client with guidelines on product usage.

Below are the lists of our client: These cuts across industry, commerce, government and non-governmental organizations.

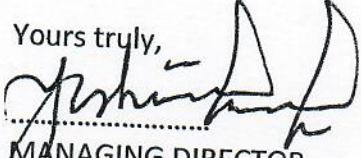
1. N.R.C.C
2. W.V.G
3. W.V.G – G.R.W.P
4. CARE INTERNATIONAL
5. NORRIP
6. V.R.A
7. NOPREP
8. U.D.S-TAMALE
9. TAMALE POLYTECHNIC
10. CIFS
11. UDS-NAVRONGO
12. MOFA-REGIONAL
13. TAMALE TEACHING HOSPITAL
14. DHMTS (DISTRICTS)
15. REGIONAL HEALTH DIRECTORATE
16. DISTRICT ASSEMBLIES
17. TECHNOSERVE
18. ACDEP
19. SEFI
20. ACTION AID
21. SEMIL AID
22. G.E.S REGIONAL



- 23. G.E.S DISTRICTS
- 24. TAMALE WEST HOSPITAL
- 25. UDS- WA, NYANKPALA & SMHS

Appendix 86

Kindly join us and be part of the TSS family, Client satisfaction is assured.

Yours truly,  
  
MANAGING DIRECTOR  
(Yakubu Abdul Rashid)

**Director**  
**Total supplies services**  
**Tamale**



# TOTAL SUPPLIES & SERVICES LTD

Dealers in Computers, Computer Accessories, Stationery, General Supplies.

Appendix 9a

Our Ref No: .....

Your Ref No: .....

Email: totalrasshy@yahoo.com

P. O. Box TL 1700, Tamale

Tel: 03720-23556 / 0244-968154/ 020-8163730

Location: Bolga Road, Near Ahmaddia Mosque

## Tender Form

Date: 18/05/2023

IFT

No:NR/UDS/WACWISA  
/GD/005/2023

To: UNIVERSITY FOR DEVELOPMENT STUDIES  
P.O.BOX TL 1350  
TAMALE, N/R.

Gentlemen and/or Ladies:

Having examined the Tender documents including Addenda Nos. *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply and deliver *Computers* in conformity with the said Tender documents for the sum of **GHS1,280,000.00** 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 two 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 90 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.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this





# TOTAL SUPPLIES & SERVICES LTD

Dealers in Computers, Computer Accessories, Stationery, General Supplies.

Appendix 9b

Our Ref No: .....

Your Ref No: .....

Email: totalrasshy@yahoo.com

P. O. Box TL 1700, Tamale

Tel: 03720-23556 / 0244-968154/ 020-8163730

Location: Bolga Road, Near Ahmaddia Mosqu

Tender, and to contract execution if we are awarded the contract, are listed below:

Name and address of Agent	Amount and Currency	Purpose of Commission or Gratuity
<u>None</u>	<u>None</u>	<u>None</u>
<u>None</u>	<u>None</u>	<u>None</u>
<u>None</u>	<u>None</u>	<u>None</u>

(if none, state "none")

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 18th [dd] day of May [mm] month of 2023 [yy].

  
 (signature) **Director**  
**Total Supplies & Services**

M.D.  
 (In Capacity of)

Duly authorized to sign Tender for and on behalf of Total Supplies & Services

**TECHNICAL SPECIFICATION**  
**SUPPLY AND INSTALLATION OF COMPUTERS FOR WACWISA**

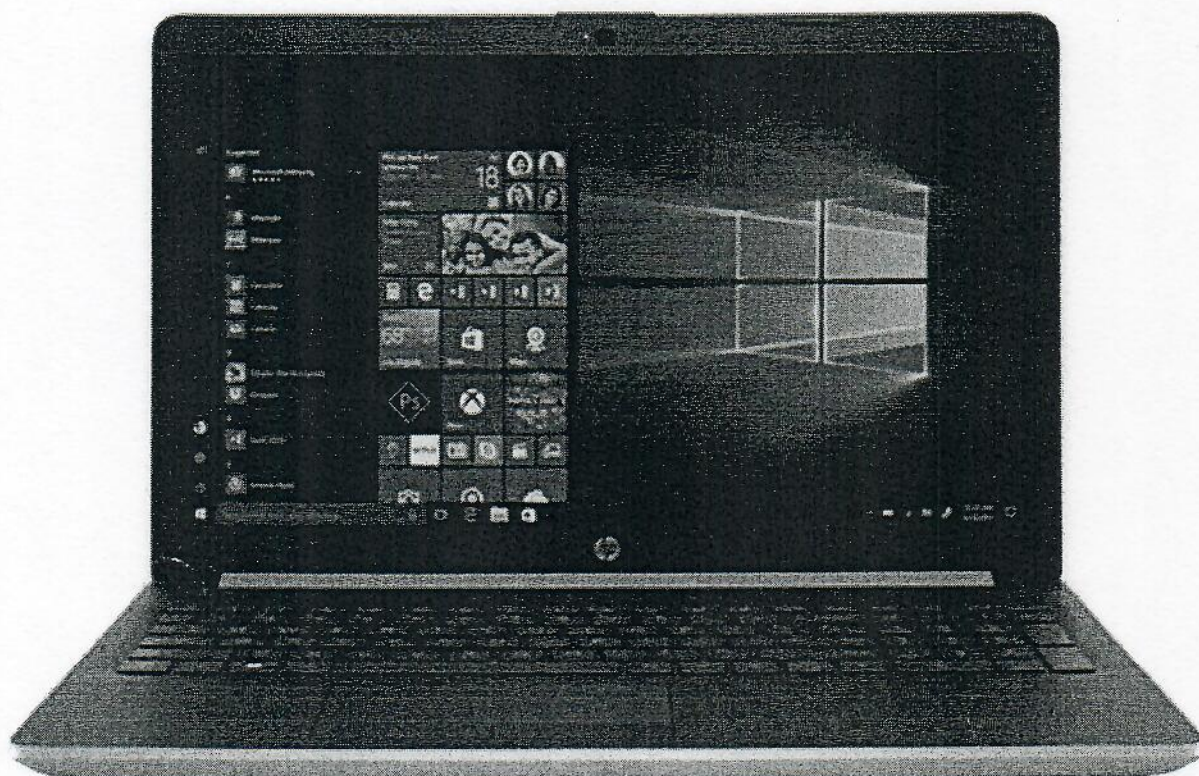
<b>TECHNICAL SPECIFICATIONS</b>		
	<b><u>SPECIFICATIONS REQUIRED</u></b>	<b>OFFERED SPECIFICATION</b> Describe all features of items offered including any not specified. Indicate if a special feature or preference is not available.
<b>No.</b>	<b>Principal Features Sought</b>	
	<b>CONSUMABLES</b>	
1	<b>Lap top Computers:</b> <ul style="list-style-type: none"> <li>• Core I7 processor (4-Physical cores of 1.8GHz minimum/ cache &gt; or = 8MB)</li> <li>• 16GB RAM</li> <li>• 128GB SSD Drive + 1TB SATA hard drive</li> <li>• 15.6" screen</li> <li>• At least 3USB 3.0 ports</li> <li>• French Azerty key board</li> <li>• 1 HDMI port</li> <li>• 1 RJ45 100/1000 port</li> <li>• Free dos (no operating system required)</li> <li>• 1 case + 1 mouse + 1 mouse pad</li> <li>• Customised 2iE Institute</li> </ul>	<b>HP Lap top Computers:</b> <ul style="list-style-type: none"> <li>• Hp notebook-15-da2814nia</li> <li>• Core I7 processor (4-Physical cores of 1.8GHz minimum/ cache &gt; or = 8MB)</li> <li>• 16GB RAM</li> <li>• 128GB SSD Drive + 1TB SATA hard drive</li> <li>• 15.6" screen</li> <li>• At least 3USB 3.0 ports</li> <li>• French Azerty key board</li> <li>• 1 HDMI port</li> <li>• 1 RJ45 100/1000 port</li> <li>• Free dos (no operating system required)</li> <li>• 1 case + 1 mouse + 1 mouse pad</li> </ul> Customised 2iE Institute



Appendix 11B



Appendix 11e





### 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 or port of destination when the contract is placed on CIF or FOB terms, or (iii) to the first carrier when the contract is placed on CIP or FCA 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.

<b>Item No.</b>	<b>Description</b>	<b>Quantity</b>	<b><i>Maximum Schedule for Delivery at Site (Date of Contract Signature)</i></b>
	Supply and Installation of Computers for WACWISA	50	12weeks



Appendix 11D





# PRICE SCHEDULE *Appendix 12*

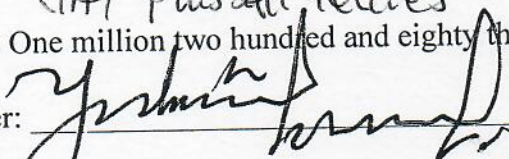
**PACKAGE NO. NR/UDS/WACWISA/GD/005/2023– SUPPLY AND INSTALLATION OF COMPUTERS FOR WACWISA**

Name of Tenderer: TOTAL SUPPLIES AND SERVICES

1	2 Description	3 Country of origin	4 Qty	5 Unit Price	6=4 x 5 Total Price EXW (GHs)	7 Total Price of Inland and Outland Delivery to final destination	8=6+7 Total CIP site	9 Incidental Services and others	10=8+9 Total Tender Price (€)	11 Remarks
1	Lap Top Computers	USA	50	15,200.00	760,000.00	332,000.00	1,092,000.00	188,000.00	1280000.00	
<b>GRAND TOTAL</b>									GHS 1,280,000.00	

*VAT plus all levies*  
280,320.00  
1,560,320.00

Total Tender Price is One million two hundred and eighty thousand Ghana cedis

Signature of Tenderer:  **Director**

**Total Supplies & Services**  
**Tamale**

*Note: 1. In case of discrepancy between unit price and total, the unit price shall prevail.  
2. Tenderer must have to accept the correction of arithmetic error pursuant to ITT Clause  
3. All Prices including the Total Tender price are VAT exclusive.*

**Director**  
**Total supplies & services**  
**Tamale**





# UNIVERSITY OF EDUCATION, WINNEBA

Office of the Vice-Chancellor

P. O. Box 25, Winneba, Ghana. Tel: (03323) 22361 Ext: 1193/1166/1165 Fax: (03323) 20854 Email: vc@uew.edu.gh

Appendix 13a

Ref: UEW/PQ/PO2/ICT EQUIPMENT/BBC/2018/07

Date: NOVEMBER 23, 2018

THE MANAGING DIRECTOR  
SOMARC CO. LTD  
P.O. BOX  
WINNEBA

Dear Sir,

## NOTIFICATION OF AWARD FOR THE SUPPLY OF ICT EQUIPMENT

The University of Education, Winneba awards you the contract for the Supply of ICT Equipment to Budget, Bills and Claim Unit of the Winneba Campus as follows:

S/N	DESCRIPTION	QTY	UNIT PRICE ¢	TOTAL PRICE ¢
	Laptop Computer Screen Size:15.4 inches Max Screen Resolution:1366x768 pixels Processor Brand:Intel Processor:1.7 GHz Core i7-3317U RAM: 16 GB DDR3 Hard Drive: 1 TB Hard Drive Rotational Speed:5400 RPM Graphics Coprocessor:Intel GMA HD Wireless Type:802.11bgn Number of USB 2.0 Ports:2 Operating System:Windows 8 Weight:4.6 pounds Dimensions:15.10 x 10.20 x 0.80 cm Color:Black Batteries:1 Lithium ion batteries required. (included) Warranty: 1 year	2pcs	4,900.00	9,800.00
	UPS (2 KVA) Back-UPS 650VA,230V, AVR, Universal sockets. Output Power Capacity 325 Watts/650 VA Max configurable Power (Watts) 325 Watts/650 VA Nominal Output Voltage 230V Country of origin Warranty: 1 year	2pcs	1,100.00	2,200.00



<p>Printer (m402dn) HP Printer (M402 dne) PRINT TECHNOLOGY Laser, Monochrome          PRINT SPEED1 Black (Normal, letter): Up to 21 ppm; First Page Out Black (letter, ready): As fast as 18.5 sec;          PRINT RESOLUTION Black (Best): Up to 600 x 600 dpi; Black (Normal): Up to 600 x 600 dpi;          DUTY CYCLE (MONTHLY)4 Up to 40,000 pages          RECOMMENDED MONTHLY PAGE VOLUM 750 to 2000pages          DUPLEX PRINT OPTIONS Automatic (standard)          NUMBER OF PRINT CARTRIDGGEEGES 1 (black)          PRINTER MANAGEMENT Windows: HP Device Toolbox (default install), SNP Alerts (minimum network install), HP Web Jetadmin (download); Mac: HP Utility          STANDARD CONNECTIVITY 1 Hi-Speed USB 2.0 port; 1 Fast Ethernet 10/100Base-TX network port;          NETWORK CAPABILITIES Standard (built-in Fast Ethernet)          SUPPORTED NETWORK PROTOCOLS Via built-in networking solution: TCP/IP, IPv4, IPv6; Print: TCP-IP port 9100 Direct Mode, LPD (raw queue support only), Web Services Printing; Discovery: SLP, Bonjour, Web Services Discovery; IP Config: IPv4 (BootP, DHCP, AutoIP, Manual), IPv6 (Stateless), IPP Print, SSL Security and Certificate management, Apple AirPrint™Config, FTP FW Download, Syslog; Security: SNMPv3, SSL Cert Management, SSL/TLS-HTTPS, Firewall, ACL, 802.1x, WPA1/2 Personal and Enterprise          DISPLAY 2-line LCD (text)          MEDIA TYPE SUPPORTED Paper (bond, brochure, colored, glossy, heavy, letterhead, light, photo, plain, preprinted, prepunched, recycled, rough), transparencies, labels, envelopes, cardstock          MEDIA SIZES SUPPORTED (IMPERIAL) Tray 1: Letter, legal, executive, 8.5 x 13 in, 3 x 5 in, 4 x 6 in, 5 x 8 in, envelopes (No 10, Monarch); Tray 2, optional Tray 3: Letter, legal, executive, 8.5 x 13 in, 4 x 6 in, 5 x 8 in, envelopes (No 10, Monarch); Automatic duplexer: Letter, legal, executive, 8.5 x 13 in          MEDIA SIZES-CUSTOM (IMPERIAL) Tray 1: 3 x 5 to 8.5 x 14 in; Tray 2, optional Tray 3: 3.94 x 5.83 to 8.5 x 14 in          MAXIMUM/STANDARAD MEMORY 384 MB          PAPER HANDLING 150-sheet output bin          Input Handling: 50-sheet multipurpose tray, 250-sheet input tray 2          Ouput Handling: Up to 125 sheets, Up to 10 envelopes, Up to 50 transparencies          PROCESSOR SPEED 600 MHz          Power Requirements: Input voltage: 110 to 220 V          Power Supply Type: Built-in power supply and Printer Cables          PRODUCT DIMENSIONS (W X D X H)15.9 x 19.1 x 12.7 in          Maximum: 15.9 x 27.1 x 12.7 in          Brand:          Warranty: 1 year</p>	<p>3pcs</p>	<p>1,800.00</p>	<p>5,400.00</p>
<p>JB TOTAL</p>			<p>17,400.00</p>
<p>% VAT/NHIL</p>			<p>522.00</p>
<p>TOTAL</p>			<p>17,922.00</p>



Appendix B<sub>1</sub>

Seventeen Thousand, Nine Hundred and Twenty Two Ghana Cedis only (GH¢ 17,922.00) as per specifications provided in your quotation dated 11<sup>th</sup> September, 2018 with IFT no:UEW/PQ/PO2/ICT EQUIPMENT/BBC/2018/07. The cost includes VAT/NHIL and delivery to the University Stores, within Two Weeks from the date of the contract.

DELIVERY TERMS

The ICT Equipment should be in good condition as specified on delivery. All relevant documents should accompany the ICT Equipment. The ICT Equipment must be packed in the relevant packing materials before delivery into the University Stores at the Winneba Campus.

PAYMENT

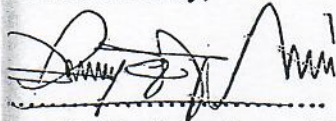
Hundred percent (100%) of the Contract Price shall be paid to the supplier within 30 days after the date of receipt, inspection and acceptance of goods by the University.

Any unexcused delay by SOMARC CO. LTD. in the performance of its delivery obligations shall render Supplier liable to a minimum penalty of 0.5% of the delivery price of the delayed ICT Equipment for each week until actual delivery up to a maximum deduction of 10% of the contract amount or the following sanction(s) shall apply:

**Termination of the contract for default:**

On termination of the contract in whole or in part the University may procure upon such terms and in such manner as it deems appropriate, ICT Equipment similar to those undelivered, and the Company shall be liable to the Purchaser for any excess costs.

Yours faithfully,

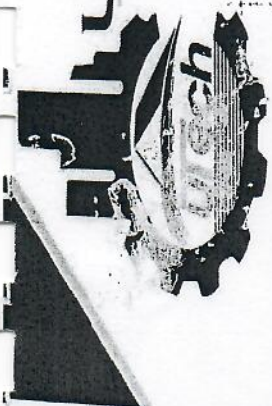


Rev. Fr. Prof. Anthony Afful-Broni  
*Vice- Chancellor*

c:

*Registrar*  
*Ag. Finance Office*  
*Ag. Internal Audit*  
*University Stores*  
*BBC*





# UTILITY ENGINEERING & TECHNOLOGICAL SERVICES LIMITED

ADDRESS: P.O.Box MP 3035 Mamprobi Accra  
 TEL: +233(0) 248 312 745, +233 (0) 570 564 246  
 EMAIL: utecheng.ltd@gmail.com

SERVICES: Design & Construction of Plumbing, Fire suppression, Gas piping, HVAC (Air-conditioning), Electrical wiring, industrial fabrication & Consultancy

Appendix 14

Name of Tenderer: Utility Engineering and Technological Services Limited IFT Number: NR/UDS/WACWISA/GD/005/2023

S. No	Description	Country of Origin	Qty	Unit Price EXW (specify place)	Total Unit Price EXW	Total Price of Inland delivery to final destination (if applicable)	Total CIP (to Site)	Incidental Services & others (if any)	Total Tender Price	Remarks
1	2	3	4	5	6 = (4 x 5)	7	8 = (6 + 7)	9	10 = (8+9)	11
1	Supply and Installation of Computers	UAE	50	25,743.90	1,287,195.00	NIL	1,287,195.00	NIL	1,287,195.00	
	v. 1 15.00								193,079.25 204,664.01	
	NHIL + GETFUN COVID (6%)								77,231.70 77,231.70	
	<b>GRAND TOTAL</b>								<b>-1,557,505.95</b>	

1,569,090.71

Total Tender Price (in words): One million, five hundred and fifty seven thousand, five hundred and five Ghana Cedis, ninety five Ghana pesewas

MANAGING DIRECTOR  
 UTILITY ENGINEERING AND TECHNOLOGICAL SERVICES LIMITED  
 P.O. BOX MP 3035 MAMPROBI ACCRA  
 TEL: +233 (0) 248 312 745

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





REPUBLIC OF GHANA



GHANA REVENUE AUTHORITY

**GRA**



SCAN ME TO VERIFY

DATE 17/05/2023

**TAX CLEARANCE  
CERTIFICATE**

Issuing Office TAMALE EAST TSC

1. TIN C0005296226 Name TOTAL SUPPLIES & SERVICES LIMITED

Address /

Year of Assessment 2023

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

Purpose: TO BID FOR AWARD OF CONTRACT WITH UNIVERSITY FOR DEVELOPMENT STUDIES

2. This certificate covers:

- a. CORPORATE INCOME TAX -CIT
- b. NHIL/GETFUND/COVID19
- c. PAY AS YOU EARN - PAYE
- d. VALUE ADDED TAX (VAT)-FLAT RATE
- e. VALUE ADDED TAX (VAT)-STANDARD
- f. 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	51,491.00	38,545.76	9,636.44	33,729.41	-24,092.97
2 0 2 2	2,380,896.00	63,755.46	15,938.86	29,439.20	-13,500.34
2 0 2 3	N/A	48,000.00	12,000.00	3,032.27	8,967.73

4. Valid until: 14/06/2023

AMMISHADDAI OWUSU-AMOAH  
COMMISSIONER - GENERAL



Appendix 16

Cert No. 20060344123003



SOCIAL SECURITY AND NATIONAL INSURANCE TRUST

National Pensions Act 2008, Act 766

# Clearance Certificate

For

THE EMPLOYER TO COMPETE FOR A JOB AT THE  
UNIVERSITY FOR DEVELOPMENT STUDIES

We hereby certify that

**TOTAL SUPPLIES AND SERVICES LTD**  
(ERNo. 200603441, Covered from 1st June, 2006 )

with Business Reg. No. 84,816,  
and has Four (4) workers as at May 2023

has fulfilled all obligations under the Law for the period.

Certified on this 13th day of May, 2023  
at TAMALE BRANCH.

This certificate expires on 13th June, 2023.



Scan code to  
verify authenticity

A handwritten signature in black ink, appearing to be "ALBERT OWUSU-BOATENG".

Branch Mgr: ALBERT OWUSU-BOATENG  
For: Director General



Appendix 17

Reg No. CS261622017



TIN : C0005296226

Old TIN

175E000018

Old RGD Number

C-84,816

Incorporation Date

04/05/1999

## Certificate of Incorporation

I hereby certify that

**TOTAL SUPPLIES & SERVICES 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 Tamale, this 13<sup>th</sup> day of October 2017

For: Registrar of Companies



Appendix 18

Reg No. CS261622017



TIN : C0005296226

Old TIN

175E000018

Old RGD Number

C-84,816

Old Commencement Date

05/05/1999

The Companies Act, 1963, Act 179

## Certificate To Commence Business

I hereby certify that

**TOTAL SUPPLIES & SERVICES LIMITED**

having complied with the provisions of Sections 27 and 28 of the Companies Act, 1963, Act 179 is entitled to commence business with effect from **13<sup>th</sup> day of October 2017**

Given under my hand and official seal at Tamale, this 13<sup>th</sup> day of October 2017

For: Registrar of Companies



Appendix 19

ORIGINAL

# Registrar-General's Department

RGD: 21/ 0077552



REGISTRATION

REGISTRATION

REGISTRATION

Receipt/Debit Receipt/AGD Receipt/Cash

Number

Receipt Number

By

Date

Place

Signature

Stamp

Company Name

Address

REGISTRAR GENERAL'S DEPARTMENT

ACCRA

GHANA

Registration Type

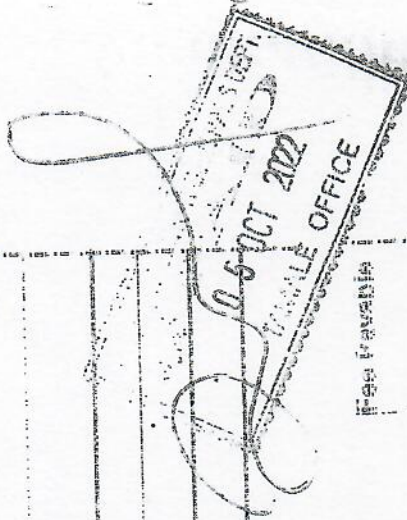
Registration

Registration

Additional Details

Fee Payable

GH.00.00.00



64

P. O. Box 118, Accra Tel: 0302 664691-93 Fax: 0302 666081 Website: www.rgd.gov.gh Email: info@rgd.gh



REPUBLIC OF GHANA



Public Procurement Authority  
Improving efficiency and transparency  
in public procurement

DATE ISSUED

19 SEP 2022

EXPIRY DATE

18 SEP 2023

SUPPLIER NO

254546

SUPPLIER, CONTRACTOR, CONSULTANT REGISTRATION CERTIFICATE

This is to certify that

# TOTAL SUPPLIES AND SERVICES LIMITED

is duly registered with the Public Procurement Authority in Government of Ghana pursuant to Section 3(10) of the Public Procurement Act, 2003 (Act 663)

Chief Executive

P/A NO. 0044482

Appendix 20



J0001002

5057518

REVERSE OF THIS DOCUMENT IS THE PROPERTY OF THE COMMISSIONER OF REVENUE AND CUSTOMS. IT IS TO BE KEPT IN A SAFE PLACE AND NOT DESTROYED OR DISPOSED OF WITHOUT THE WRITTEN PERMISSION OF THE COMMISSIONER OF REVENUE AND CUSTOMS.



VALUE ADDED TAX

VAT

CERTIFICATE OF REGISTRATION

\*TIN — ~~175E000018~~

This is to certify that

**TOTAL SUPPLIES AND SERVICE**

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

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

Dated this 1st day of FEBRUARY 2003

*[Handwritten signature]*

COMMISSIONER