



UNIVERSITY OF GHANA
LOGISTICS DIRECTORATE

P. O. BOX LG 25,
LEGON, ACCRA.
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Email: doloffice@ug.edu.gh

25th JANUARY, 2023

AWARD NOTIFICATION

AWARD No.UG/WAGMC/ACE/PQ/GDS/001-1B/2023

THE MANAGING DIRECTOR
HALLEL VENTURES
P.O.BOX CT5206
ACCRA - GHANA

Consignee and Notification

UNIVERSITY OF GHANA -WAGMC PROJECT SX01
LEGON
P.O BOX LG 25
LEGON, ACCRA

Dear Sir/Madam

AWARD NOTIFICATION: No. (UG/WAGMC/ACE/PQ/GDS/001-1B/2023)

We are pleased to inform you that the University of Ghana has decided to award your company a contract for the supply of the underlisted items. This award is based on our tender for the Supply of Branded Shirts and Souvenirs and your Response.

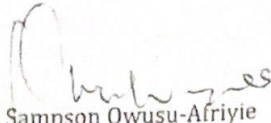
The detail of the award is as follows:

BENEFICIARY: WAGMC PROJECT SX01

LOT NO	DESCRIPTION OF ITEMS	QTY	UNIT PRICE GHC	TOTAL PRICE GHC
3b	Branded Plastic Pens	300	4.80	1,440.00
3c	Branded A5 Notebooks	100	45.00	4,500.00
3d	Branded Bag Packs	50	85.00	4,250.00
3e	Branded Mugs	50	35.00	1,750.00
3f	Branded Portable Flask	20	85.00	1,700.00

3g	Branded Tote Bags	100	40.00	4,000.00
3h	Branded Paper Folders	100	25.00	2,500.00
3i	Branded Plastic Bags A4 size	100	4.00	400.00
SUB-TOTAL				20,540.00
4% VAT/NHIL-COVID LEVY				821.60
TOTAL				21,361.60

The calculated cost for this award is: Delivery DDP: GH¢21,361.60 (Twenty-One Thousand, Three Hundred and Sixty-One Ghana Cedis and Sixty Pesewas Only)


 Sampson Owusu-Afriyie
 Director of Logistics

NOTES:

1. **Delivery:** The delivery Validity is One (1) week. You are therefore expected to deliver the item(s) before or 1ST of Febuary,2023. If the delivery is not affected by the said date the contract may be deemed to be cancelled and the contact will be re-awarded to the next evaluated bidder.

The goods would have to be delivered to the University of Ghana Stores, PDMSD on a working day within the hours of 8: 30a.m and 4: 00p.m. The University Hospital has the right to reject the goods if the goods are not delivered within the stipulated days and time when a call-off request is made.

The property and risk in the goods are 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 appropriate documentation.

2. **Payment Terms:** Within 30 days after full delivery and submission of your invoice(s) and waybill(s).

3. You will be expected to pre-finance the contract.

4. The Bulk of the goods when delivered must correspond with the required specification. The University has the right to reject the goods if the bulk of the goods does not correspond with the specification.
5. An inspection team consisting of Stores, Internal Audit and Project Team from the University of Ghana will inspect the goods when delivered and it is upon their acceptance of the goods that you will be paid.
6. In the course of using the items, if we identify that the quality of the items is not suitable for its intended purpose, you will be called to withdraw the items and replace them with good quality ones.
7. The prices agreed shall not be varied to the disadvantage of the University of Ghana.
8. You are to acknowledge your acceptance or otherwise of the terms and conditions of the award latest within five days after receipt of the award letter for the signing of the contract.
9. Acceptance letter should be addressed to Director of Logistics.

DISTRIBUTION:

Pro- VC, ORID
Director of Finance
PI, WAGMC SX01
Director, Internal Audit
Central Materials Officer
Contract Administrator & Supplier Relations Officer.
Stores Superintendent, PDMSD