



UNIVERSITY OF GHANA  
LOGISTICS DIRECTORATE

P. O. BOX LG 25,  
LEGON, ACCRA.  
TEL: 233-302-501380

Email: doloffice@ug.edu.gh

17<sup>TH</sup> APRIL, 2023

**AWARD NOTIFICATION**

AWARD No.UG/WAGMC/ACE/GDS/PQ/001-6B/2023

**THE MANAGING DIRECTOR  
HILLTOP DISTRIBUTION SERVICES  
P.O.BOX AC 1601  
ACCRA**

**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/001-6B/2023**

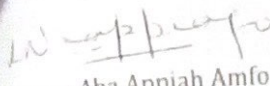
We are pleased to inform you that the University of Ghana has decided to award your company a contract for the supply of the underlisted items. This award is based on our tender for Supply of Laptop Computers and your Response.

The detail of the award is as follows:

**BENEFICIARY: WAGMC PROJECT SX01**

LOT NO	DESCRIPTION OF ITEMS	QTY	UNIT PRICE GHS (¢)	TOTAL GHS (¢)
4	HP PAVILLION 14-DV0065st Intel Core i5/ 8GB Ram 256GB SSD / 11 <sup>TH</sup> GEN Window 10 14" screen ONE YEAR WARRANTY	7	11,155.00	78,085.00
	SUB-TOTAL			78,085.00
	4% VAT/NHIL-COVID INCLUSIVE			3,123.40
	TOTAL			81,208.40

Calculated cost for this award is DDP: GH¢81,208.40 (Eighty-One Thousand, Two Hundred and Eight Ghana Cedis and Forty Pesewas Only).

  
Prof. Nana Aba Appiah Amfo  
Vice-Chancellor

**NOTES:**

**Delivery:** The delivery Validity is One (1) week. You are therefore expected to deliver the item(s) before or 24<sup>th</sup> of April, 2023. If the delivery is not affected by the said date the contract may be deemed to be cancelled and the contract 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 of Ghana 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 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 Project SX01
- Director, Internal Audit
- Central Materials Officer
- Contract Administrator & Supplier Relations Officer.
- Stores Superintendent, PDMSD



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18<sup>TH</sup> SEPTEMBER 2023

**AWARD NOTIFICATION**

AWARD No.UG/WAGMC/ACE/PQ/GDS/001-15(A)/2023

**THE MANAGING DIRECTOR  
HILLTOP DISTRIBUTION SERVICES  
P.O.BOX AC 1601  
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/001-15(A)/2023**

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The detail of the award is as follows:

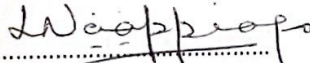
**BENEFICIARY: WAGMC PROJECT SX01**

LOT NO	DESCRIPTION OF ITEMS	QTY	UNIT PRICE GHC	TOTAL PRICE GHC
Lot 1a	Lenovo IDEA PAD Flex 5 Intel Core i5/12 <sup>th</sup> Gen/16gb Ram/512gb SSD/14'' WUGXA Touch Screen/Win 11 Pro <b>ONE YEAR WARRANTY</b>	1 Pc	14,800.00	14,800.00
Lot 1b	HP Pavilion x360 Convertible 14-DY0135NIA Intel Core i5/16gb Ram/512gb SSD/11 <sup>th</sup> Gen/ Win 11 Pro/ 14'' Touch Screen/Fp <b>ONE YEAR WARRANTY</b>	1 Pc	15,300.00	15,300.00



Lot 3a	HP Pavilion X360 Convertible 14-DW1013DX Intel Core i5/16gb Ram/512gb SSD/11 <sup>th</sup> Gen/Win 11 Pro/14'' Touch Screen/FP <b>ONE YEAR WARRANTY</b>	2 Pcs	14,500.00	29,000.00
Lot 3b	Seagate External Hard Drive 1TB 2.5'' USB (Expandable) <b>ONE YEAR WARRANTY</b>	2 Pcs	1,200.00	2,400.00
Lot 3c	Samsung Tablet A8 64gb 10.5'' Gray/8MP/7040 MAH <b>ONE YEAR WARRANTY</b>	1 Pc	4,200.00	4,200.00
<b>SUB-TOTAL</b>				<b>65,700.00</b>
<b>4% VAT/NHIL/COVID-19 LEVY</b>				<b>2,628.00</b>
<b>GRAND-TOTAL</b>				<b>68,328.00</b>

The calculated cost for this award is: **Delivery DDP: GHC 68,328.00 (Sixty-Eight Thousand, Three Hundred and Twenty-Eight Ghana Cedis Only).**

  
 .....  
 Prof. Nana Aba Appiah Amfo  
 Vice-Chancellor

**NOTES:**

1. **Delivery:** The delivery Validity is One (1) week. You are therefore expected to deliver the item(s) before or on the 25<sup>th</sup> of **SEPTEMBER 2023**. If the delivery is not effected by the said date the contract may be deemed to be cancelled and the contract 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 Centre Lead of WAGMC 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.