



UNIVERSITY OF GHANA
LOGISTICS DIRECTORATE

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

Email: doloffice@ug.edu.gh

13TH APRIL, 2023

AWARD NOTIFICATION

AWARD No.UG/WAGMC/ACE/GDS/PQ/001-5B/2023

**THE MANAGING DIRECTOR
MEGA-BUO ENTERPRISE
P.O.BOX 590 NEW ACHIMOTA
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/001-5B/2023

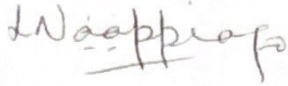
We are pleased to inform you that the University of Ghana has decided to award your company a contract for the supply of the underlisted items. This award is based on our tender for Supply of Laptop Computers and your Response.

The detail of the award is as follows:

BENEFICIARY: WAGMC PROJECT SX01

LOT NO	DESCRIPTION OF ITEMS	QTY	UNIT PRICE GHS (C)	TOTAL GHS (C)
2	HP 15-DY2795WM Intel Core i5, 11 th Generation 1135G7, 256GB SSD ,8GB Ram , Windows 11 15.6" ONE YEAR WARRANTY	7	10,700.00	74,900.00
	SUB-TOTAL			74,900.00
	4% VAT/NHIL-COVID INCLUSIVE			2,996.00
	TOTAL			77,896.00

The calculated cost for this award is **DDP: GH¢77,896.00 (Seventy-Seven Thousand, Eight Hundred and Ninety-Six 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 **20TH 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