



UNIVERSITY OF GHANA  
LOGISTICS DIRECTORATE

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

Email: doloffice@ug.edu.gh

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

**AWARD NOTIFICATION**

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

THE MANAGING DIRECTOR  
OAK-VAN GHANA LIMITED  
P.O.BOX AN 212  
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/001-5A/2023**

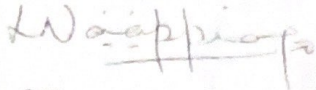
We are pleased to inform you that the University of Ghana has decided to award your company a contract for the supply of the underlisted items. This award is based on our tender for Supply of Laptop Computers and your Response.

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)
1	HP NOTEBOOK 14-DQ2089WM 14" 10 <sup>th</sup> Gen Intel® Core™ i3-10500H (Dual-Core, 3.0GHz) 14-inch (1366 x 768) IPS Display 8 GB DDR4 RAM 256GB PCIe® NVMe™ M.2 SSD Wi-Fi, Bluetooth Intel® Iris® Xe Graphics Windows 11 Home <b>ONE YEAR WARRANTY</b>	10	8,850.00	88,500.00
	<b>SUB-TOTAL</b>			88,500.00
	4% VAT/NHIL-COVID INCLUSIVE			3,540.00
	<b>TOTAL</b>			92,040.00

The calculated cost for this award is DDP: GH¢92,040.00 (Ninety-Two Thousand, and Forty 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 20<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