



**UNIVERSITY OF GHANA  
LOGISTICS DIRECTORATE**

MEMO

TO : PRO-VC, ORID  
THRU : DIRECTOR OF LOGISTICS *[Signature]*  
FROM : AG. HEAD OF PROCUREMENT *[Signature]*  
SUBJECT : PAYMENT OF BILL  
DATE : 17<sup>TH</sup> SEPTEMBER 2020

-----  
**FILE NO: UG/G/ACE-WAGMC/NCT/0103/2020**

Please find attached invoice and waybill from Messrs TOYOTA GHANA LIMITED covering the supply of TOYOTA LAND CRUISER 200VX (HIGH SPEC) delivered through stores to WAGMC Project.

Kindly authorize payment of Seven Hundred and Four Thousand, Two Hundred and One Ghana Cedis Only (GHC704,201.00) in favor of Messrs TOYOTA GHANA LIMITED.

This should be charge against the accounts of WAGMC Project

Thank you.

# Toyota Ghana Company Limited

P. O. BOX 1644, ACCRA

TEL: 223122 / 221316

## WAY - BILL

Nº 0067754

Date 31 / 08 / 20 20

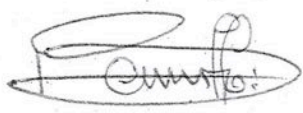
Delivered to M. UNIVERSITY OF GHANA

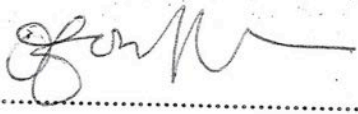
Prof. Solomon Ofor-Agyah

License No. GRD 5575-20 Driver's Name.....

Order No. 0272369030 Order Date.....

QUANTITY	DESCRIPTION	REMARKS
1	L/C 200 VX HS AT.	
	CHASSIS: <u>5TMHVO5J804302988</u>	
	ENG. # <u>1VD-0526912</u>	
1	SET OF 2 KEYS	
1	" " TOOLS	
1	" " ACCESSORIES	
1	SPARE TIRE	
1	JACK	
1	MANUAL	
1	W. BOOKLET	
	URC, FORM A & CUSTOMS	

Delivered by 

Received in good condition 

# TOYOTA GHANA VEHICLE DELIVERY CHECKLIST

Thank you very much for choosing TOYOTA. We will appreciate that you spare some few minutes to go through this check sheet to satisfy yourself with the product.

## CUSTOMER DETAILS

CUSTOMER NAME: UNIVERSITY OF GHANA

## VEHICLE DETAILS

MODEL NAME: 2/C 200 VX HS REG NO: G10 5575-20

CHASSIS NO: 5TMHV05J804302988

## CONFIRMATION OF VEHICLE DELIVERY INSPECTION CHECKLIST

Tick if appropriate

- |  |   |
|--|---|
| <input type="checkbox"/> Exterior vehicle spotless                                     | <input type="checkbox"/> Interior vehicle spotless and clean              |
| <input type="checkbox"/> Floor mats, reflector triangle and fire extinguisher provided | <input type="checkbox"/> Windows clean & streak free                      |
| <input type="checkbox"/> Fuel level checked  | <input type="checkbox"/> Engine bay clean                                 |
| <input type="checkbox"/> Odometer reading (indicate): .....Km.                         | <input type="checkbox"/> Oil, water & coolant level checked               |
| <input type="checkbox"/> Windshield & window glass condition (no cracks)               | <input type="checkbox"/> Lubricants filler covers (fuel, water, oil etc.) |

### Demonstration of Features (the following demonstrated to customer)

- |   |  |
|---|--|
| <input type="checkbox"/> Locking & unlocking of vehicle                       | <input type="checkbox"/> Operation of bonnet, boot & fuel release.   |
| <input type="checkbox"/> Starting procedure                                   | <input type="checkbox"/> Customer started vehicle                    |
| <input type="checkbox"/> Safety features: Seatbelts, Airbags explained        | <input type="checkbox"/> Air condition features & operation          |
| <input type="checkbox"/> Seat adjustment: Driver / Cabin storage features     | <input type="checkbox"/> Cabin controls: Lights/wipers/Mirrors/Radio |
| <input type="checkbox"/> Under bonnet: fluid levels / filling point locations | <input type="checkbox"/> Location of tools, spare tyre, etc          |

### Servicing & Warranty

- |   |   |
|---|---|
| <input type="checkbox"/> Owner's Manual shown and explained         | <input type="checkbox"/> Warranty features & period explained             |
| <input type="checkbox"/> Appointment system for servicing explained | <input type="checkbox"/> Recommended Servicing intervals explain          |
| <input type="checkbox"/> Shown location of Service/Parts Centres    | <input type="checkbox"/> Business Hours of Sales, Service & Parts Dept.'s |

### Documents/Materials given to Customer

- |  |  |
|--|--|
| <input type="checkbox"/> Spare keys    | <input type="checkbox"/> A Roadworthy              |
| <input type="checkbox"/> Warranty book | <input type="checkbox"/> First Service Order Sheet |
| <input type="checkbox"/> Waybill       | <input type="checkbox"/> Form A                    |
| <input type="checkbox"/> Form C        |  |

### Remarks/Comments:

.....  
 .....

(We certify that the above mentioned vehicle has undergone Pre Delivery Inspection (PDI) in accordance with Toyota standards)



.....  
 Sales Executive

01/09/2020  
 Date

### Customer Acknowledgement



.....  
 Customer Signature

1/9/20  
 Date



.....  
 Sales Manager

01/09/2020  
 Date



# TOYOTA GHANA COMPANY LIMITED

**ACCRA BRANCH:** TOYOTA HOUSE, Ring Road Industrial Area, Adjumako Link. P. O. Box 1644, Accra Ghana  
Tel: 233-302-221316 / 258241 / 228813 / 245503 Fax: 233-302-221351 / 222682

**TEMA BRANCH:** On the Kpone Road, near Automotive Spring. Tel: 233-303 - 933114/0544331420/0302 - 913460

**KUMASI BRANCH:** TOYOTA HOUSE, Harper Road, Adum. Tel: 233-3220-26375 / 27837 Fax: 233-3220-25359

**TARKWA BRANCH:** Bogoso Road, Tel: 0544100230/1, 03122-97537 Fax: 233-3123-22391

**Website:** [www.toyotaghana.com](http://www.toyotaghana.com) **E-mail:** [info@toyotaghana.com](mailto:info@toyotaghana.com)

**CALL CENTER:** 028-9525840 / 028-95258401 / 0302-241239

## INFORMATION ON AFTERSALES SERVICE AND APPOINTMENT GUIDE

### AFTER SALES SERVICE

1. We would require you to bring the vehicle for first servicing at a 1000km which is free.
  2. Subsequent services follow at 5000km intervals (i.e.5000km, 10000km, 15000km, 20000K.m...)
  3. Basic vehicle warranty covers three (3) years or 100,000km, which ever comes first.
- (Detailed conditions in the warranty booklet)*

### APPOINTMENT SYSTEM

Toyota Ghana uses an appointment system to receive vehicles into our workshop for servicing. You are required to book an appointment for servicing. This helps us plan even before you arrive, thus helping us to offer quick service.

#### Appointment Procedure

To make a successful appointment, our appointment officer would need the following information.

1. Customer Name
2. Contact Person: Name and Phone Number
3. Vehicle Registration Number
4. Odometer (Mileage)
5. Job to be done
6. Preferred date and time

*If you are unable to turn up on the appointed date and time, please call to make a new booking.*

### BENEFITS OF MAKING APPOINTMENT BEFORE SERVICE/REPAIR

1. It gives enough time for Toyota Service Centre to arrange for required spare parts in advance to meet customer's need.
2. It prevents unnecessary delays during the receiving and servicing of customer's vehicle since advance manpower arrangements are made and technician can immediately be assigned to your vehicle.
3. Reduction in vehicle downtime at the workshop and exact delivery times make it more feasible for customers to wait over and pick their completed vehicles.

#### When visiting the Service Centre

1. Please bring along your warranty booklet.
2. Please ensure that all valuables are taken out from the vehicle.

Please call TOLL FREE 0800 100020 for further enquiries





# TOYOTA GHANA COMPANY LIMITED

Community 18 Junction, Abattoir Road, Tema, Ghana  
 Plot No. 15 Ring Road West Industrial Area P.o Box 1644 Accra Ghana  
 Plot No. 43, Ring Road South Industrial Area P. O. Box 1644, Accra, Ghana  
 Kpone Road Near Automotive Spring Limited PMB 282 Comm. 1 Tema , Ghana  
 Harper Road Adum, Kumasi P. O. Box 1308, Kumasi Ghana Off Bogoso Road,  
 Near Group 5 Offices Tarkwa, Ghana  
 Cape Coast Road, Opposite Ghana Highway Authority, Takoradi, Ghana  
 www.toyotaghana.com

Our Ref: TGCL/400/INV/0249/2020 Your Ref:

Date: 31<sup>ST</sup> AUGUST 2020

UNIVERSITY OF GHANA  
 P. O. BOX LG 25  
 LEGON, ACCRA

## INVOICE

VAT NO. 714V000014

REF: UG/G/ACE-WAGMC/NCT/0103/2020

Description	Pricing GH¢
TOYOTA L/C 200 VX AT HIGH SPEC	
Ex-Warehouse	683,690.29
VAT/NHIL	20,510.71
Total Cost	704,201.00
ENGINE/CHASSIS/REGISTRATION	
1VD-0526912/JTMHV05J804302988/GN5575.20	
Quantity	1
Total Cost in Ghana Cedis	704,201.00

CEDIS ACCOUNT DETAILS  
 STANDARD CHARTERED BANK  
 ACCOUNT NO.0100164014800  
 HIGH STREET, ACCRA-GHANA

CEDIS ACCOUNT DETAILS  
 ABSA BANK GHANA  
 ACCRA ACCOUNT NO. 0871245134  
 KANESHIE BRANCH  
 ACCRA GHANA

CEDIS ACCOUNT DETAILS  
 ZENITH BANK GHANA LTD  
 ACCOUNT NO: 6010804388  
 GRAPHIC ROAD, ACCRA-GHANA

CEDIS ACCOUNT DETAILS  
 ECOBANK GHANA LTD.  
 ACCOUNT NO. 0010014402844301  
 ACCRA MAIN BRANCH, ACCRA GHANA

Conditions of Payment: Full payment to be made within 30-days after delivery.

Iddrisu Seidu  
 (Accra Branch Manager)

TOYOTA GHANA CO, LTD.  
 WHT EXEMPT

Head Office & Motorway Branch: (233-302) 429 801-5, 429 806-11  
 Accra Branch: (233-302) 221 316, 228 813, 901 204, 229 484, Fax: (233-302) 221 351, 222682  
 Body & Paint Branch: (233-302) 257 162/3  
 Tema Branch: (233-302) 913 461, 0544 331 420  
 Kumasi Branch: (233-322) 026 375, 232 953, 227 836/7 Fax: (233-3220) 25359  
 Tarkwa Branch: (233-3123) 22390, 0544 100 230 Fax: 03123-22391  
 Takoradi Liaison Office: (233-312) 024 978

# GHANA REVENUE AUTHORITY

Doc Ref No: LTO/DC/TP/12/19

Year Ref No:



# GRA

LARGE TAXPAYER OFFICE  
VAT HOUSE  
PMB 28  
ACCRA

TEL: 03027105700/10589  
FAX: 0302-225374  
Email: [info@gra.gov.gh](mailto:info@gra.gov.gh)

GA-144-3422

31<sup>st</sup> December 2019

THE MANAGING DIRECTOR  
TOYOTA GHANA LIMITED  
ACCRA

Dear Sir,

**RENEWAL OF DISPENSATION (TIN: C0002781018)**  
**RE: APPROVAL TO USE OWN COMPUTER GENERATED INVOICE**

Reference is made to your application to use own computer-generated invoice

We wish to inform you that after a careful review of your systems an approval has been granted to you for the dispensation to use own computer generated invoice. This approval has been extended for the period ending **December 22, 2020**.

Please be reminded that the use of your own computer generated VAT invoice must be in strict compliance with the relevant provisions of the VAT Law. Particularly Section 41 of the VAT Act 2013 (Act 870) and Regulation 2016. (L.I 2243)

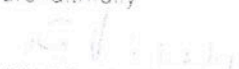
Where you have to resort to manual invoicing for any reason (e.g. non-functioning of your system or at a customer's request), you would be required to issue the Commissioner-General's Printed VAT invoice even if you will attach to it your company invoice

It bears mentioning that the Commissioner-General reserves the right under the VAT Law to withdraw this dispensation if grounds are perceived for doing so.

This dispensation expires on **December 22, 2020** and renewable on application.

Thank you.

Yours faithfully

  
**EDWARD GYAMBRAH**  
(DEPUTY COMMISSIONER, LTO)

FOR: COMMISSIONER-GENERAL

CC: The Commissioner, DTRD  
Head Audit  
Head CEDM  
Head TPS

Integrity. Fairness. Service.

[www.gra.gov.gh](http://www.gra.gov.gh)

Domestic Tax Revenue Division (DTRD)

Head Office, Off Staniels' Rd, Opposite Accra Sports Stadium, P.O. Box 2202, Ministries, Accra. Hotline: 0800900102. E: [info@gra.gov.gh](mailto:info@gra.gov.gh)

# GHANA REVENUE AUTHORITY

Ser Ref No. DTRD/WHTE/01/2020

Our Ref No



# GRA

January 2, 2020

The Managing Director  
Toyota Ghana Company Limited  
Accra

Dear Sir,

**EXEMPTION FROM 3% WITHHOLDING TAX ON THE SUPPLY OF GOODS  
TOYOTA GHANA COMPANY LIMITED (TIN: C0002781018)**


We write with reference to your company's letter submitted through the company's registered tax office, **Large Taxpayers Office (LTO)** of Ghana Revenue Authority, requesting for exemption from withholding tax as a **supplier of goods**.

In view of the satisfactory tax record of **Toyota Ghana Company Limited**, the company is hereby granted an exemption from the deduction of **3% withholding tax** on payments for the **supply or use of goods** in accordance with Section 116(5) (c) of the Income Tax Act 2015 (Act 896).

The exemption runs from **January 2, 2020 to December 31, 2020**.

However, as an additional condition for the renewal of the exemption which is in accordance with Section 116(6) of the Income Tax Act 2015 (Act 896), you are required to submit, at the end of every calendar quarter, a list of particulars of all payments which would have suffered withholding taxes but for the exemption granted.

Yours faithfully,

  
Ammishaddai Owusu-Amoah  
Ag. Commissioner-General

Cc: Commissioner (DTRD)  
Deputy Commissioner (LTO)





# REGISTRATION PARTICULARS

0543-596292

# VEHICLE EXAMINATION CERTIFICATE VALIDATION

DATE	AMT.PD	RECEIPT NO.	DATE OF INSP.	STICKER NO.	NEXT INSP. DATE	SIGNIST/MP
<del>12/06/08</del>	<del>3</del>	<del>111</del>	<del>10/06/08</del>	<del>111</del>	<del>10/06/08</del>	<del>[Signature]</del>

GNSS75-20

TOYOTA GHANA COMPANY LTD  
 P. O. BOX 16444, ACCRA  
 RING ROAD WEST IND AREA

VEHICLES REG. Number

OWNER

Postal Address

Res. Address

Make of Vehicle	TOYOTA	Colour	BLACK
Mode	LC	Vehicle Type	S/WAGON
Chassis Number	JTMHV05J804302988		
Country of Origin	JAPAN	Year of manuf.	2020
Measurements (cm)	Length	Width	Height
	589.5	189.0	194.5
Number of Axles	2	No. of Wheels	4
Sizes Of Tyres	Front	Middle	Rear
	1300	Middle	Rear
Perm. Axle Load (kg)	1300	Middle	Rear
Weight (kg)	NVV	3350	GVW
Perm. Capacity	Load(kg)		6350
		No. Of Persons	7
ENGINE	Make	TOYOTA	Eng No
	No. Of Cyls	8	CC4461 HP
USE PRIVATE / COMMERCIAL	PRIVATE	Date of Entry	10/06/08

Stamp: [Signature]  
 Sign Licenses Authority  
 10/06/08

Sign Vehicle Owner





# DRIVER & VEHICLE LICENSING AUTHORITY (DVLA), GHANA

## APPLICATION FORM TO REGISTER A MOTOR VEHICLE FORM A (Duplicate)

FA  
13

0794390

REGISTRATION NUMBER

5575-20

THIS FORM MUST BE COMPLETED IN FULL. PRINT IN CAPITAL LETTERS. USE BLUE OR BLACK INK

### 1. PARTICULARS OF VEHICLE OWNER

FULL NAME OF OWNER(S) ..... TOYOTA GHANA COMPANY LIMITED

Place of Work: .....

Postal Address: ..... P. O. BOX 1644, ACCRA

Residential/Location Address: ..... RING ROAD WEST INDUSTRIAL AREA

Tel. No(s): ..... 030228823 ..... Fax No .....

E-mail Address: .....

RECENT  
PASSPORT  
PICTURE  
OF VEHICLE  
OWNER

28/8/20

Owner Signature: HEAD OF REGISTRATION

X TOYOTA GHANA CO.

2.

RECENT  
PASSPORT  
PICTURE  
OF AUTHORIZED  
AGENT

### PARTICULARS OF AUTHORIZED AGENT

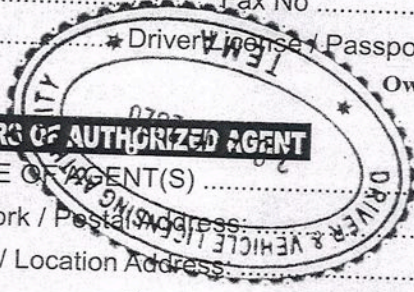
FULL NAME OF AGENT(S) .....

Place of Work / Postal Address: .....

Residential / Location Address: .....

Tel. No(s) .....

E-mail Address: .....



Signature of Agent X: [Signature]

(NOTE: Authority letter or Power of Attorney is required)

### 3. PARTICULARS OF VEHICLE

(According to manufacturer's specification)

Customs Declaration # or Previous registration number

Chassis Number: ..... JTMHV05J804302988 ..... Year of Manufacture: ..... 2020

Vehicle Make or Builder: ..... TOYOTA ..... Model Name / No: ..... L/C 200 VX AT DIE

Body Type (or Style): ..... STATION WAGON ..... Color(s): ..... BLACK

Measurements (cm): Length: ..... 509.5 ..... Width: ..... 189.0 ..... Height: ..... 194.5 ..... Country of Importation: JAPAN

Number of Axles: ..... 2 ..... Number of Tyres (Excl. Spares): ..... 4 ..... Vehicle Use (tick one): PRIVATE  COMMERCIAL

### 4. TO BE FILLED BY LICENSING AUTHORITY:

Gross Vehicle Weight (kg) ..... 3350 ..... Permissible Axle Load (Kg) Front: ..... 1300 ..... No. of Persons allowed (including driver) ..... 7

Net Vehicle Weight (kg) ..... 1350 ..... Middle: ..... No. of Doors ..... 4

Permissible Loading Capacity (kg) ..... Rear: ..... 1800 .....

B. ENGINE Make: ..... TOYOTA ..... Engine Number: ..... 1VD-0526912

Number of Cylinders: ..... 8 ..... Cubic Capacity: ..... 4461 ..... Horse Power: .....

Fuel Type (Tick as appropriate): DIESEL  PETROL  LPG  ELECTRIC

### 5. VEHICLE CLASSIFICATION CODE:

DECLARATION: I declare that, this application to register a motor vehicle contains full and true account of the particulars which the law requires me to state. I shall be held liable for any false representation or concealment of relevant facts made in respect of the application.

Date: ..... 28/8/20

Sign: ..... TOYOTA GHANA CO. (To be signed by owner or authorized agent)

Fill here in the event of a transfer of ownership.  
New owner's name: (according to transfer letter)

Date: .....

Authorizing Signature: [Signature]





GHANA REVENUE AUTHORITY (GRA) CUSTOMS DIVISION



DECLARATION FOR CUSTOMS USE ONLY  
(LOCAL CURRENCY : GHANA CEDI)

2 Exporter & Address <b>MARUBENI CORPORATION</b> P O BOX 595 TOKYO JAPAN				No  		1 Declaration Regime 47		A Office Code TMA1																																																																																																													
7 Importer & Address <b>TOYOTA GHANA COMPANY LIMITED</b> 42.0, STEEL WORKS ROAD, HEAVY INDUSTRIAL AREA, TEMA, Ghana				No C0002781018		3 Gross Mass Kg 2620.00		Manifest Ref BL/AWB Declaration No 42020164671 / 0 Date 13/05/2020																																																																																																													
9 Declarant/Representative <b>TOYOTA GHANA COMPANY LIMITED</b> PLOT NO.15, RING ROAD SOUTH INDUSTRIAL AREA, P.O. BOX 1644, ACCRA.				No TNYTA02		4 Items 1		5 Total Package 1																																																																																																													
14 M Trans.Ship/Aircraft ID, Nationality By Land <b>MV BLUE RIDGE HIGHWAY</b> KY				18 Place Ship/Land & Ct Id. T336		8 Consignee/Actual Exporter <b>TOYOTA GHANA COMPANY LIMITED</b> 42.0, STEEL WORKS ROAD, HEAVY INDUSTRIAL AREA, TEMA, Ghana		No C0002781018																																																																																																													
17 Port of Loading/Unloading <b>JPNGO Nagoya</b>				22 Identification Warehouse T336		10 Country of Consig/Destinat JP JAPAN		11 Type of Licence																																																																																																													
21 Entry/Exit Office <b>CEPS TEMA TMA1</b>				23 Financial and banking data Bank Code		12 Delivery Terms & Place 06 CEPS TEMA		13 Total Invoice Fcy 66148.67 USD																																																																																																													
24 Attached Documents <b>INV, IDF, ITC, PDO, UCR</b>				26 Item No 0001		15 Total FOB Fcy-imp/Key-Exp 59860.36		16 Curr Code Rate of Exchange USD 5.6057																																																																																																													
25 Marks & Numbers <b>1 UNIT NEW TOYOTA L/C 200 VX</b>				27 Commodity Code 8703331900		19 FOB No (Import/Export) 335559.22		20 Valuation Method 1																																																																																																													
Container Nos Quantity & unit 1 NE Description of goods <b>1 UNIT NEW TOYOTA LANDCRUISER 200 VX CH# JTMHV05J804802988 ENG# 1VD-0526912 AGE:2020 CC:4461</b>				31 Gross Wt kg 2620.00		32 Net Wt kg 2620.00		33 FOB Fcy 59860.36 USD																																																																																																													
40 Tax <table border="1"> <thead> <tr> <th>Tax</th> <th>Tax base Amt</th> <th>TBC</th> <th>Rate</th> <th>Amount Exempted</th> <th>Amount Payable</th> </tr> </thead> <tbody> <tr><td>01</td><td>370,809.60</td><td>24</td><td>20.000000</td><td>0.00</td><td>74,161.92</td></tr> <tr><td>02</td><td>467,220.10</td><td>30</td><td>12.500000</td><td>0.00</td><td>58,402.51</td></tr> <tr><td>03</td><td>467,220.10</td><td>30</td><td>0.000000</td><td>0.00</td><td>0.00</td></tr> <tr><td>04</td><td>370,809.60</td><td>24</td><td>0.000000</td><td>0.00</td><td>0.00</td></tr> <tr><td>05</td><td>370,809.60</td><td>24</td><td>0.000000</td><td>0.00</td><td>0.00</td></tr> <tr><td>06</td><td>370,809.60</td><td>24</td><td>0.500000</td><td>0.00</td><td>1,854.05</td></tr> <tr><td>07</td><td>370,809.60</td><td>24</td><td>0.000000</td><td>0.00</td><td>0.00</td></tr> <tr><td>32</td><td>335,559.22</td><td>25</td><td>0.400000</td><td>0.00</td><td>1,342.24</td></tr> <tr><td>33</td><td>1,409.35</td><td>33</td><td>12.500000</td><td>0.00</td><td>176.17</td></tr> <tr><td>47</td><td>444,971.52</td><td>31</td><td>2.500000</td><td>0.00</td><td>11,124.29</td></tr> <tr><td>48</td><td>1,342.24</td><td>52</td><td>2.500000</td><td>0.00</td><td>33.56</td></tr> <tr><td>78</td><td>370,809.60</td><td>24</td><td>2.000000</td><td>0.00</td><td>7,416.19</td></tr> <tr><td>87</td><td>370,809.60</td><td>24</td><td>0.750000</td><td>0.00</td><td>2,781.07</td></tr> <tr><td>88</td><td>444,971.52</td><td>31</td><td>2.500000</td><td>0.00</td><td>11,124.29</td></tr> <tr><td>89</td><td>1,342.24</td><td>52</td><td>2.500000</td><td>0.00</td><td>33.56</td></tr> <tr><td>98</td><td>370,809.60</td><td>24</td><td>0.200000</td><td>0.00</td><td>741.62</td></tr> <tr><td colspan="4">Total</td><td>0.00</td><td>169,191.47</td></tr> </tbody> </table>				Tax	Tax base Amt	TBC	Rate	Amount Exempted	Amount Payable	01	370,809.60	24	20.000000	0.00	74,161.92	02	467,220.10	30	12.500000	0.00	58,402.51	03	467,220.10	30	0.000000	0.00	0.00	04	370,809.60	24	0.000000	0.00	0.00	05	370,809.60	24	0.000000	0.00	0.00	06	370,809.60	24	0.500000	0.00	1,854.05	07	370,809.60	24	0.000000	0.00	0.00	32	335,559.22	25	0.400000	0.00	1,342.24	33	1,409.35	33	12.500000	0.00	176.17	47	444,971.52	31	2.500000	0.00	11,124.29	48	1,342.24	52	2.500000	0.00	33.56	78	370,809.60	24	2.000000	0.00	7,416.19	87	370,809.60	24	0.750000	0.00	2,781.07	88	444,971.52	31	2.500000	0.00	11,124.29	89	1,342.24	52	2.500000	0.00	33.56	98	370,809.60	24	0.200000	0.00	741.62	Total				0.00	169,191.47	34 FOB Ney 335559.22		35 Freight Ney 32033.94		36 Insurance Ney 3216.44	
Tax	Tax base Amt	TBC	Rate	Amount Exempted	Amount Payable																																																																																																																
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53 Time Limit Mths  				54 Mode of Payment Date		55 Date		56 Date																																																																																																													

**Samuel Sonnel** do hereby declare that the information and particulars herein entered electronically are true and correct and have been obtained from the original of the documents required for the purpose of this entry.

The information and particulars on this document are for use by the Ghana Customs, Excise and Preventive Service only.

Date This **13 May 2020** Day of **May 2020**

Signature **[Signature]**

Capacity in which acting **Head Shipping**

**TOYOTA GHANA CO LTD**



# TOYOTA GHANA COMPANY LTD.

## FIRST SERVICE APPOINTMENT CARD

Customer Name: UNIVERSITY OF GHANA

Registration Number: GH 5575-20

Model Name: LC 200 VX HS

Delivery Date: 01/09/2020

Mileage For First Service: 1,000 KM

Service Contact:

Tel. No.:

To be completed by customer

Actual Mileage at First Service:

Further Service Request (if Any):

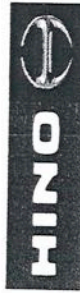
Customer Contact:

Tel. No.:

**WARRANTY**  
**3 YEARS**  
**OR**  
**100,000 KM**  
Whichever comes first

MOTORWAY BRANCH: Tel: (+233 302) 429801 | 429802 | 429803-5  
ACCRA BRANCH: Tel: (233 302) 221316 | 223122 | 258241 | 228813  
TEMA BRANCH: Tel: 054 433 1420 | 0302 913 460  
KUMASI BRANCH: Tel: (233 3220) 26375 | 27837 | 030 396 5890  
TARKWA BRANCH: Tel: 054 410 0230  
TAKORADI BRANCH: Tel: 031 202 4978  
TAMALE: Tel: 037 209 8068  
BODY & PAINT: Tel: 0302 257162-3

  ToyotaGhanaLtd E-Mail: info@toyotaghana.com www.toyotaghana.com



A Toyota Group Company



TOYOTA

SUPERIOR QUALITY

# TOYOTA GHANA COMPANY LIMITED

As part of our activities to satisfy our customers better, we conduct post sales follow up to solicit customer's views. Please help us serve you better by taking a couple of minute to tell us your experience with the vehicle purchased from us.

(Tick as appropriate)

1. How satisfied were you with the overall purchase and delivery experience?

- Extremely satisfied
- Very satisfied
- Somewhat satisfied
- Dissatisfied
- Very dissatisfied

[ ]  
[ ]  
[ ]  
[ ]  
[ ]

Comments if any

2. How satisfied are you with the performance of the vehicle?

- Extremely satisfied
- Very satisfied
- Somewhat satisfied
- Dissatisfied
- Very dissatisfied

[ ]  
[ ]  
[ ]  
[ ]  
[ ]

Comments if any

3. Have you been advised that you need to carry out free service at 1,000km at any of our branches?

YES [ ] NO [ ]

4. Have you completed and submitted the Change of Ownership or Form C to Toyota Ghana for it to be effected?

YES [ ] NO [ ]

5. Has Toyota Ghana effected the Change of Ownership and given the necessary documents to you?

YES [ ] NO [ ]

6. Kindly tick below which of the documents you were given by Toyota Ghana at the time of delivery of your new vehicle?

- a. Form A
- b. Waybill
- c. Vehicle Registration Certificate (VRC)
- d. Warranty booklet
- e. Form C (Change of Ownership)

[ ]  
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Thank you for your patronage and for helping us to serve you better.

Call TOLL FREE NO. 0800-1000-20 for further enquiries



**UNIVERSITY OF GHANA**  
**LOGISTICS DIRECTORATE**

P. O. BOX LG 25,  
LEGON, ACCRA.  
TEL: 233-302-501380  
Email: doloffice@ug.edu.gh

25<sup>TH</sup> AUGUST, 2020

**AWARD NOTIFICATION**

AWARD No.UG/G/ACE-WAGMC/NCT/0103/2020

**TOYOTA GHANA LIMITED**

P.O.BOX 1644  
ACCRA-GHANA

**Consignee and Notification**

**UNIVERSITY OF GHANA (WAGMC PROJECT)**  
**LEGON**  
**P.O BOX LG 25**  
**LEGON, ACCRA**

Dear Sir/Madam

**AWARD NOTIFICATION: UG/G/ACE-WAGMC/NCT/0103/2020**

Reference is made to your acceptance letter with IFT NO. TGCL/400/TC/2020/60 proposing to deliver **TOYOTA LAND CRUISER 200 VX (HIGH SPEC)** at a discounted price of GH¢ 704,765.00.

We are pleased to inform you that the University of Ghana has accepted your proposal to award your company a contract for the supply of **TOYOTA LAND CRUISER 200 VX (HIGH SPEC)**.

The detail of the award is as follows:

**BENEFICIARY: UNIVERSITY OF GHANA-WAGMC PROJECT**

ITEM	DESCRIPTION OF VEHICLE	QUANTITY	UNIT PRICE	AMOUNT(GHC)
1	<b>TOYOTA LAND CRUISER 200 VX (HIGH SPEC)</b> <b>Principal Features Sought</b> 4 Wheel Drive station wagon Five-door, eight-seat cross country vehicle with separate front seats Left- hand drive, power assisted steering Diesel engine with Output Power of 183kW (SAE) At 3200 rpm Max Torque of 650 Nm @ 2200rpm 4-wheel drive GVW 3350 kg.	1 Unit	735,664.00	735,664.00



<p>FM/AM radio/stereo with DVD player +EMV  Navigation + Bluetooth + USB/iPod port +14  speakers  Passenger headrest entertainment system  Rear sensors    All around view Monitor system (360 Degree View)  Chrome bumper spoiler  Clearance and back soner  Back guide Monitor (Reverse camera)  Front guide monitor    Dual rear seat entertainment with 11.6-inch  monitors  Air conditioner (Auto Independent Control)  Power Lift-Up (Vertical) Only Upper Side Back  Door  D+P Seat ventilation type  Leather Upholstery    Smart Start with smart entry  Driver And Passenger + side + curtain Air bags +  Knee with sensors  Cool box  Side impact beams on all doors  Roof rail  Seating capacity :8 persons  Cruise control  Spare tyre mounted under with Lock</p> <p><b>GENERAL specification</b></p> <p>Overall width: 1980mm  Overall height: 1945mm  Thread Front/Rear: 1680/1675mm  Long Wheelbase: 2850 mm  Thread Front/Rear: 1680/1675mm  Ground clearance:225mm</p>			
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Gross Vehicle Weight:3350kg

Curb weight:2630kg

Turning radius(Body/Tire) m: 6.3/5.9 m

Fuel tank capacity: 93 (Main), 45 (Sub)

Towing capacity with brake (kg): 3500

Towing capacity without brake (kg): 750

Angle of departure (degrees): 24

#### **ENGINE**

Diesel 4 stroke 8-cylinder DOHC V-Line

Engine capacity: 4461 cc

Diesel engine with Output Power of 183 kW (SAE)  
At 3200 rpm

Max Torque of 650 Nm @ 2200rpm

Fuel pump (Common-Rail Type)

Heavy duty dry type air cleaner with replaceable  
element(s) and square precleaner

Positive oil and fuel filtering systems with  
replaceable elements

Dust proof crankcase breather and oil filler cap

Heavy duty, tropicalized engine cooling system  
with direct drive cooling fan

#### **TRANSMISSION, TRANSFER AND DRIVELINE**

Automatic transmission (multi-mode) type ; 6  
speeds forward, 1 reverse all synchromesh and  
floor-mounted shift lever

Full-time 4WD

Rear Differential lock

Active traction control

Multi terrain selector

Automatic free running hubs

Heavy duty full-floating axle

**STEERING SYSTEM**

Left hand side control

Power assisted steering

Electronic Tilt + Telescopic with Memory

Multi-functionary steering wheel

4 spoke Leather wrapped steering

**BRAKE SYSTEM**

Dual circuit hydraulic system with vacuum booster

Front brake : Ventilated disc brakes

Rear brakes : Ventilated disc

Mechanical parking brake

ABS with Brake Assist and Electronic Brake force  
Distribution

Brake assist system

**SUSPENSION**

Front: Heavy duty Double Wishbone  
suspension with coil spring and double acting  
, telescopic shock absorbers

Rear : Heavy duty 4-link Coil Rigid  
suspension with Lateral and double  
acting ,telescopic shock absorbers

**TYRES AND WHEELS**

Radial tyres

Tyre size: 265/60R18 alloy wheels

Full size spare tyre mounted on a suitable carrier  
with security lock

**ELECTRICAL AND ANCILLARIES**

12 volts. All electrical components tropicalized

Heavy duty battery

Heavy duty alternator

Exterior lights and indicators conform with  
Ghanaian regulations

Hazard warning light



Headlamp Aiming (Dynamic AUTO)

Headlamp Cleaner (washer linked)

Rear wiper with washer

Fog lamp

**INSTRUMENT MONITORS AND WARNING DEVICES**

All calibrations on gauges/meters are in metric unites

Speedometer , odometer , tripmeter

Engine coolant temperature gauge and temperature warning light

Engine oil pressure gauge and/or low pressure warning light

Battery charging meter

Fuel level gauge and low fuel warning light

Illuminated entry system (Ignition switch + Room lamp)

Anti-theft immobilizer +alarm

**CAB AND ACCESSORIES**

Leather upholstered seats

Knee panel for Driver + Passenger

Power seat adjustment

Power front seats height adjuster

Separate bucket seats for driver and front passenger.

Head restraints on all seats. Adjustable on front seats.

Driver and passenger sun visor; assist grip for all passengers

3pt ELR Seatbelts on all seats

Side step

Full tropicalised ventilation and air conditioning system

Digital Clock

Window front and rear

Door-mounted rear view mirrors (left & right)

Day/Night E-mark inside rear view mirror

Central lock system

Power window

Parking assist sensors (Clearance and Back Sonar)

Wireless Door Lock + Smart Entry

Power outer mirror with memory

Driver power seats and memory for driver and passenger

### **BODY EXTERIOR**

Laminated windshield and safety glass throughout

Horizontal opening (swing-type) rear doors

Rear step

Fuel tank with security lock

Moon roof

Pintle hook

Roof rail

Rear mounted camera

### **MISCELLANEOUS**

1kg Fire extinguisher

Warning triangle

First aid kit

Heavy duty vehicle jack, wheel spanner and all accessories

Manufacturer standard toolkit

**Protection against corrosion:** Optimum and guaranteed protection

Operating manual in English

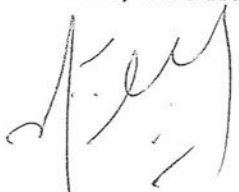
One operators maintenance manual

36-months 100,000-km warranty whichever comes first

After Sales Service Support

	Ex Warehouse Cost		735,664.00
	Discount		51,974.00
	Sub total		683,690.00
	VAT/NHIL		20,511.00
	TOTAL		GH¢ 704,201.00

The calculated cost for this award is: **Delivery DDP: GH¢ 704,201.00 (Seven Hundred and Four Thousand, Two Hundred and One Ghana Cedis Only)**



**Professor Ebenezer Oduro Owusu**  
Vice-Chancellor

**NOTES:**

You are required to deliver the Toyota Land CRUISER 200 VX (High Spec) 2020 model together with all accessories required. The accessories shall be inspected during the delivery of the vehicle.

1. **Award Validity Period:** The award validity period is four (4) weeks from the date of signing the contract.
2. **DELIVERY TERMS:** DDP-UG, ACCRA
3. **PAYMENT TERMS:** 30 days after delivery, inspection and certification
4. **INSPECTION:** Inspection team consisting of representatives of University consisting of WAGMC Team, Stores, Internal Audit and Transport will inspect the land cruiser and it is upon their acceptance that you will be paid
5. **WARRANTY PERIOD:** The warranty period shall be three (3) years or 100,000.00kw whichever comes first. During the period of the warranty, any defect resulting from the manufacturing error or no warning effect will be rectified by your company.
6. **AFFTER SALES SERVICE SUPPORT:** You will facilitate the servicing of the land cruiser during the warranty period.



7. **TRANSFER OF PROPERTY AND RISK:** The property and the risk, associated with the vehicle will be transferred to the University after it has been delivered and the following documents handed over to the University

- a. Invoice
- b. Way bill
- c. Manual of the vehicle
- d. Customs duty documentation
- e. Any other Documents on the vehicle which indicate transfer of ownership to UG

8. You will be expected to provide both technical and the user training for the User of the Vehicle.

9. You are required to acknowledge receipt of the award and indicate your acceptance for the preparation and the signing of the contract. The acceptance letter should be addressed to the Director of Logistics.

10. This notification of award will constitute the formation of Contract. However, until and unless you furnish the Performance Security of **GHC70,420.10 (10 percent of total contract sum)** and send it to us within 14 days of the receipt of this Notification of Award the contract shall not be deemed as active.

#### **Distribution**

Director of Finance  
Director, Internal Audit  
Director of Logistics  
Project Director, WAGMC  
Head of Transport, PDMSD  
Ag. Head of Procurement  
Contract Administrator & Supplier Relations Officer.  
Stores Superintendent, Legon Hospital



**UNIVERSITY  
OF GHANA**

**CONTRACT FOR THE SUPPLY OF 4 X 4 CROSS COUNTRY VEHICLE  
(TOYOTA LANDCRUISER 200VX-HIGH SPE)**

**BETWEEN**

**UNIVERSITY OF GHANA**

**AND**

**TOYOTA GHANA LIMITED**

**25<sup>TH</sup> AUGUST, 2020**

**UG/G/ACE-WAGMC/NCT/0103/2020**

**UNIVERSITY OF GHANA**  
**CONTRACT FOR THE SUPPLY OF 4 X 4 CROSS COUNTRY VEHICLE**  
**(TOYOTA LANDCRUISER 200VX-HIGH SPEC)-UG/G/ACE-WAGMC/NCT/0103/2020**

THIS AGREEMENT made on 25<sup>TH</sup> day of August 2020 between UNIVERSITY OF GHANA Accra, Republic of Ghana (hereinafter called "the Purchaser") of the one part and TOYOTA GHANA LIMITED of, Republic of Ghana (hereinafter called "the Supplier") of the other part: WHEREAS the Purchaser invited quotation for certain Services viz,

**BENEFICIARY: UNIVERSITY OF GHANA-WAGMC PROJECT**

ITEM	DESCRIPTION OF VEHICLE	QUANTITY	UNIT PRICE	AMOUNT (GHC)
1	<p><b>TOYOTA LAND CRUISER 200 VX (HIGH SPEC)</b>  <b>Principal Features Sought</b>            4 Wheel Drive station wagon            Five-door, eight-seat cross country vehicle with separate front seats            Left- hand drive, power assisted steering            Diesel engine with Output Power of 183kW (SAE) At 3200 rpm            Max Torque of 650 Nm @ 2200rpm            4-wheel drive            GVW 3350 kg.            FM/AM radio/stereo with DVD player +EMV            Navigation + Bluetooth + USB/iPod port +14 speakers            Passenger headrest entertainment system            Rear sensors            All around view Monitor system (360 Degree View)            Chrome bumper spoiler            Clearance and back soner            Back guide Monitor (Reverse camera)</p>	1 Unit	735,664.00	735,664.00



Front guide monitor

Dual rear seat entertainment with 11.6-inch monitors

Air conditioner (Auto Independent Control)

Power Lift-Up (Vertical) Only Upper Side Back Door

D+P Seat ventilation type

Leather Upholstery

Smart Start with smart entry

Driver And Passenger + side + curtain Air bags + Knee with sensors

Cool box

Side impact beams on all doors

Roof rail

Seating capacity :8 persons

Cruise control

Spare tyre mounted under with Lock

**GENERAL specification**

Overall width: 1980mm

Overall height: 1945mm

Thread Front/Rear: 1680/1675mm

Long Wheelbase: 2850 mm

Thread Front/Rear: 1680/1675mm

Ground clearance:225mm

Gross Vehicle Weight:3350kg

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Turning radius(Body/Tire) m: 6.3/5.9 m

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Towing capacity with brake (kg): 3500

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Angle of departure (degrees): 24

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Engine capacity: 4461 cc

Diesel engine with Output Power of 183 kW (SAE)  
At 3200 rpm

Max Torque of 650 Nm @ 2200rpm

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Dust proof crankcase breather and oil filler cap

Heavy duty, tropicalized engine cooling system  
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**TRANSMISSION, TRANSFER AND DRIVELINE**

Automatic transmission (multi-mode) type ; 6  
speeds forward, 1 reverse all synchromesh and  
floor-mounted shift lever

Full-time 4WD

Rear Differential lock

Active traction control

Multi terrain selector

Automatic free running hubs

Heavy duty full-floating axle

**STEERING SYSTEM**

Left hand side control

Power assisted steering

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Rear : Heavy duty 4-link Coil Rigid suspension with Lateral and double acting ,telescopic shock absorbers

**TYRES AND WHEELS**

Radial tyres

Tyre size: 265/60R18 alloy wheels

Full size spare tyre mounted on a suitable carrier with security lock

**ELECTRICAL AND ANCILLARIES**

12 volts. All electrical components tropicalized

Heavy duty battery

Heavy duty alternator

Exterior lights and indicators conform with Ghanaian regulations

Hazard warning light

Headlamp Aiming (Dynamic AUTO)

Headlamp Cleaner (washer linked)

Rear wiper with washer

Fog lamp

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Pintle hook

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Rear mounted camera

**MISCELLANEOUS**

1kg Fire extinguisher

Warning triangle

First aid kit

Heavy duty vehicle jack, wheel spanner and all accessories

Manufacturer standard toolkit

**Protection against corrosion:** Optimum and guaranteed protection

Operating manual in English

One operators maintenance manual

36-months 100,000-km warranty whichever comes first

Registration of Vehicle documents

After Sales Service Support

**Ex Warehouse Cost****735,664.00****Discount****51,974.00****Sub total****683,690.00****VAT/NHIL****20,511.00****TOTAL****GH¢ 704,201.00**



The Purchaser has accepted a tender by the Supplier for the supply of those goods and services in the sum of **GH¢ 704,201.00 (Seven Hundred and Four Thousand, Two Hundred and One Ghana Cedis Only)**.

Hereinafter called "the Contract Price"). This is the calculated cost for this award with **Delivery Duty Paid (DDP)** to University of Ghana.

**NOTES:**

1. Contract Validity Period: The contract validity period is four (4) months from the date of signing the contract.
2. PAYMENT TERMS: 30 days after delivery, inspection and certification.
3. INSPECTION: Inspection team consisting of representatives of University WAGMC Project, Stores, Internal Audit and Transport will inspect the vehicle and it is upon their acceptance that you will be paid
4. WARRANTY PERIOD: The warranty period shall 36-months 100,000-km whichever comes first. During the period of the warranty, any defect resulting from the manufacturing error or no warning effect will be rectified by your company.
5. AFFTER SALES SERVICE SUPPORT: You will facilitate the servicing of the vehicle during the warranty period.
6. TRANSFER OF PROPERTY AND RISK: The property and the risk, associated with the vehicle will be transferred to the University after the TOYOTA LAND CRUISER 200 VX (HIGH SPEC) has been delivered and the following documents handed over to the University
  - a. Invoice
  - b. Way bill
  - c. Vehicle Manual
  - d. Customs duty documentation
  - e. Any other Documents on the Vehicle which indicate transfer of ownership to University of Ghana
8. You will be expected to provide both technical and the user training for the User of the Vehicle.

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- (a) The Tender document prepared by University of Ghana
- (b) The proposal submitted by the supplier
- (c) The Schedule of Requirements
- (d) The Technical Specifications
- (e) The Conditions of Contract;
- (f) The Purchaser's Notification of Award
- (g) The Supplier's Letter of Acceptance

#### **OBLIGATIONS OF UNIVERSITY OF GHANA**

1. In consideration of the payment to be made by **University of Ghana for Supply of TOYOTA LAND CRUISER 200 VX (HIGH SPEC)** as hereinafter mentioned, **Toyota Ghana Limited** hereby covenants with **University of Ghana** to supply TOYOTA LAND CRUISER 200 VX (HIGH SPEC) therein in conformity in all respects with the provisions of the contract.

2. **University of Ghana** hereby covenants to pay **Toyota Ghana Limited** within **30 days** after full delivery, training and submission of invoice, certified by the Transport Unit(PDMSD) and University of Ghana WAGMC Project, Internal Audit and Head of Stores, University of Ghana in consideration of the provision of contract and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

#### **OBLIGATIONS OF TOYOTA GHANA LIMITED**

1. **Delivery:** The supply of TOYOTA LAND CRUISER 200 VX (HIGH SPEC) should be delivered at the location stated in the document and should be routed through stores with documentation before delivery to the user department.
2. The procurement of the TOYOTA LAND CRUISER 200 VX (HIGH SPEC) would be covered with award letter and the supply of the vehicle should be routed through stores for Goods Receipt Advice (GRA) to be written.

#### **OTHER TERMS AND CONDITIONS OF THE CONTRACT**

1. **Law Governing Contract and Language:** the contract shall be governed by the laws of Ghana and the Language of the contract shall be English.
2. **Dispute Resolution:** Any dispute arising out of this Contract which cannot be amicably settled between the parties shall be referred to adjudication/arbitration in accordance with laws of Ghana.
3. **Notice:** Any notice or communication required to be given under this agreement shall be in writing and in English and shall be sufficient if delivered in person or sent by registered mail or facsimile, to the address below;

THE DIRECTOR  
LOGISTICS DIRECTORATE  
UNIVERSITY OF GHANA  
P.O.BOX LG 52,  
LEGON, ACCRA  
TEL.: 0302-501830

**3. Termination of Contract:**

- a) Breach of any of the above conditions shall provide a basis for termination of the agreement.
- b) Any of the parties to this agreement may terminate this agreement by giving three (3) months' notice.
- c) Under very special circumstances, termination of the contract may be immediate. Under such circumstances, the two parties shall meet and negotiate on the terms for termination.

**4. Confidentiality**

**4.1 Confidential Information**

Each Party acknowledges that by reason of this Agreement, it shall have access to certain information and materials concerning the other Party's business, affairs, customers and technology, which are confidential and of substantial value to both Parties the value of which would be adversely affected and/or impaired if such information were disclosed to a third party.

Each Party agrees that it shall not, during the tenure of this Agreement and after the termination thereof, use in any way for its own account or the account of any third party, nor disclose to any third party, any such confidential information revealed to it by either Party other than to fulfill its obligations in terms of this Agreement. Each Party shall take every reasonable precaution to protect the confidentiality of such information during and after the time frame of this agreement.

**4.2 Exception**

Each Party's obligation not to disclose the other Party's confidential information shall not apply where such information is;

1. in the public domain;
2. is required to be disclosed under the operation of law; or
3. is required in response to a lawful order of a court of competent jurisdiction, provided that the requested Party takes reasonable steps to first give the other Party sufficient prior notice to contest such order.

**5. Data Protection**

The parties shall be bound by the provisions, duties and obligations under Data Protection Act, 2012 (Act 843) and all the applicable data protection regulations with respect to data of



persons, sensitive information relating to the various parties, intermediary third parties and beneficiaries, that become available and accessible to the parties.

**6. Indemnity**

Each party shall indemnify the other against any and all claims, damages and or expenses arising out of the breach on its part of any of the terms of this Agreement.

**7. Health and Safety**

The Supplier shall be required to:

8.1 Take all reasonable steps and precautions to preserve the health and safety of the Purchaser's employees.

8.2 Take such additional precautions as the Purchaser may reasonably require for health, safety, and environmental protection.

**8. Force Majeure**

8.1 Events of Force Majeure.

For the purpose of this Agreement, "Force Majeure" means;

8.1.1 an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impracticable as reasonably to be considered impossible in the circumstances, and includes, but is not limited to war (whether declared or not and including existing wars);

8.1.2 extensive accident to its works which immobilizes its operations for a reasonable period of time; revolution; invasion; insurrection; riot; civil commotion; mob violence; sabotage; blockade; military or usurped power; lightning; serious damage or destruction by the elements; acts of God; explosion; fire; storm; wind; drought; flood; earthquake; epidemic; lockouts; boycotts; or strikes which adversely affect the operation of either party.

8.2. Events outside Force Majeure

a. Force Majeure shall not include

i. any event which is caused by the negligence or intentional action of a Party or such Party's agents or employees, nor

ii. any event which a diligent Party could reasonably have been expected to take into account at the time of the conclusion of this Agreement and/or avoid or overcome in the carrying out of its obligations herein.

b. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

### 8.3 Effects of Force Majeure

- a. Neither party to this Agreement shall be liable for the consequences of any failure to perform or default in performing its obligations under this Agreement, if that failure is caused by Force Majeure.
- b. Where there has been any such failure to perform, the said failure shall not be considered non-compliance with any term or condition of this Agreement, and all the obligations and terms, which because of such failure could not be fulfilled, shall be deemed to have been suspended while the Force Majeure continues.
- c. A failure to perform shall be regarded as caused by Force Majeure only if the defaulting party proves that: -
  - i. the failure is caused by Force Majeure as defined herein.
  - ii. the Force Majeure is outside the control of the Party failing to perform and is not caused by that Party.
  - iii. the Party failing to perform has taken all proper precautions, due care and reasonable alternative measures with the objective of avoiding the failure and where the event of Force Majeure occurs, has been mitigated or has taken steps to mitigate its effects.

### 8.4 Measures to be taken

- a. In the event of Force Majeure, the Party claiming Force Majeure shall take steps to immediately notify the other Party in writing of the event of Force Majeure.
- b. The contractual obligations as far as affected by such event shall be suspended for as long as the impossibility of performance due to the situation of Force Majeure continues, provided that the other Party is notified within Forty-Eight (48) hours after the occurrence of the Force Majeure.
- c. If the Force Majeure lasts for more than Five (5) days, either Party to the Agreement shall communicate in writing with the other Party within Two (2) days and they shall agree as to the future actions to be taken, which may include a termination of the Agreement

### 9. No Assignment

Neither this Agreement nor any interest, rights or obligations in this Agreement may be assigned by a party without the prior express written approval of the other party.

### 10. Fairness and Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Agreement and to adopt all reasonable measures to ensure the realization of the objectives of this Agreement.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in Accordance with their respective laws the day and year first above written.

On behalf of the Purchaser

(The University of Ghana)

Name: Professor Ebenezer Oduro  
Owusu

Signature:

Designation: Vice-Chancellor  
University of Ghana

Seal:

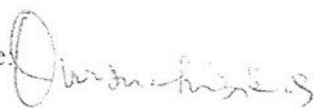
VICE-CHANCELLOR  
UNIVERSITY OF GHANA, LEGON

Date:

Witnessed By:

Name: Mr. Sampson Owusu-  
Afriyie

Signature:



Designation: Director, Logistics

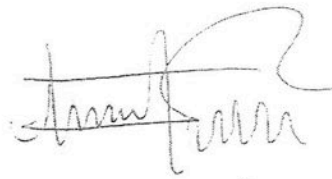
DIRECTOR OF LOGISTICS  
UNIVERSITY OF GHANA  
LEGON - ACCRA

On behalf of the Supplier

TOYOTA GHANA LIMITED

Name: SAMU INDRELOU

Signature:



Designation: M&A, Accra

Seal:

TOYOTA GHANA CO. LTD.  
P. O. BOX 1644  
ACCRA

Date:

Witnessed by:

Name: MIKE OWUSU-HERIYIE

Signature:



Designation: TENDER MANAGER





**UNIVERSITY OF GHANA  
LOGISTICS DIRECTORATE**

MEMO

TO : PRO-VC, ORID

THRU : DIRECTOR OF LOGISTICS

FROM : AG. HEAD OF PROCUREMENT

SUBJECT : PAYMENT OF BILL

DATE : 17<sup>TH</sup> SEPTEMBER 2020

-----  
**FILE NO: UG/G/ACE-WAGMC/NCT/0102/2020**

Please find attached invoice and waybill from Messrs STELIN AUTOMOTIVE & TRADING CO. LTD covering the supply of 30-SEATER TOYOTA COASTER BUS delivered through to WAGMC Project.

Kindly authorize payment of Four Hundred and Ninety- Five Thousand, Six Hundred Ghana Cedis Only (GHC495,600.00) in favor of Messrs STELIN AUTOMOTIVE & TRADING CO. LTD.

This should be charge against the accounts of WAGMC Project

Thank you.

# GHANA REVENUE AUTHORITY

## VAT FLAT RATE SCHEME INVOICE

ORIGINAL (CUSTOMER)

FRA NO V18/4843554



From: Stelin Automotive Supplier's TIN.....

Address: .....

To: ..... Customer's TIN..... Date.....

QTY	DESCRIPTION	UNIT PRICE <small>(excluding VAT &amp; NHIL)</small>	AMOUNT
ONE	TOYOTA COASTER BUS	₹	481,165.00

SUB-TOTAL	₹ 481,165.00
VAT/NHIL FLAT RATE@ 3%	₹ 14,435.00
<b>TOTAL AMOUNT PAYABLE VAT &amp; NHIL (INCLUSIVE)</b>	<b>₹ 495,600.00</b>

Terms of payment: .....

.....  
 Supplier's Signature



# STELIN AUTOMOTIVE & TRADING CO. LTD.

P. O. Box AN 19941, Accra North, Ghana-West Africa • Phone: 233 - 302 - 222375 • Fax: 233 - 302 - 230566

September 4, 2020

The Vice Chancellor  
University of Ghana (WAGMC PROJECT)  
P. O. Box LG 25  
Legon – Accra

**INVOICE: RE: NOTIFICATION OF AWARD FOR THE SUPPLY OF VEHICLE**  
**ONE (1) UNIT TOYOTA COASTER 30 SEATER BUS**  
**TENDER NO.: UG/G/ACE-WAGMC/NCT/0102/2020**

Model	Qty.	Chassis #s:	Reg. #s:	Unit Price GH¢	Total Price GH¢
Toyota Coaster 30 Seater Bus	1	JTGFB718806004492	GN 6071-20	495,600.00	495,600.00
<b>TOTAL</b>	<b>1</b>				<b>GHC 495,600.00</b>

PP **SETH FIATI**  
**MANAGING DIRECTOR**

\* We are exempted from 3% Withholding Tax



# GHANA REVENUE AUTHORITY

Our Ref. No. ....DTRD/WHTE/07/2020

Your Ref. No. ....



# GRA

Tel: 0302957272

Office of the Commissioner  
Domestic Tax Revenue Division  
Head Office, Accra

July 9, 2020

The Managing Director  
Stelin Automotive & Trading Co. Ltd  
Accra

Dear Sir,

**EXEMPTION FROM 3% WITHHOLDING TAX ON THE SUPPLY OF GOODS  
STELIN AUTOMOTIVE & TRADING CO. LTD (TIN: C0003503186)**

We write with reference to your company's letter submitted through the company's registered tax office, **Kaneshie Medium Taxpayers Office of Ghana Revenue Authority**, requesting for exemption from withholding tax as a supplier of goods.

In view of the satisfactory tax record of **Stelin Automotive & Trading Co. Ltd**, the company is hereby granted an exemption from the deduction of 3% **withholding tax** on payments for the **supply or use of goods** in accordance with Section 116(5) (c) of the Income Tax Act 2015 (Act 896).

The exemption runs from **July 9, 2020 to December 31, 2020**.

However, as an additional condition for the renewal of the exemption which is in accordance with Section 116(6) of the Income Tax Act 2015 (Act 896), you are required to submit, at the end of every calendar quarter, a list of particulars of all payments which would have suffered withholding taxes but for the exemption granted.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Edward Gyamrah", with the date "9/7/2020" written below it.

**Edward Gyamrah**  
Head, Domestic Tax Revenue Division  
for: Commissioner-General

Cc: Commissioner-General  
Deputy Commissioner (MTO)  
Assistant Commissioner (Kaneshie MTO)



**Integrity. Fairness. Service.**

[www.gra.gov.gh](http://www.gra.gov.gh)

**Domestic Tax Revenue Division (DTRD)**

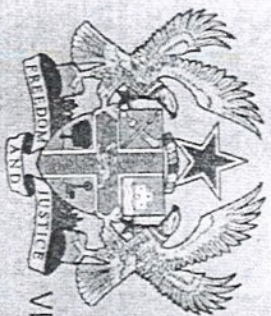
Head Office, Off Starlets '91 Road, Opposite Accra Sports Stadium P.O. Box 2202, Ministries, Accra. Hotline: 0800900102 E: info@gra.gov.gh

VEHICLE EXAMINATION CERTIFICATE VALIDATION

DATE	AMT. PD	RECEIPT NO.	DATE OF INSP.	STICKER NO.	NEXT INSP. DATE	SIGN/STAMP

Form 1

DVLA/DCL/0018



VR18B9/0612954

# DVLA

**DRIVER & VEHICLE LICENSING AUTHORITY**  
(Ministry of Roads & Transport)

**VEHICLE REGISTRATION CERTIFICATE**

## VRC

VEHICLE REGISTRATION NUMBER

GN 7061-20









DRIVER & VEHICLE LICENSING AUTHORITY (DVLA), GHANA

APPLICATION FORM TO REGISTER A MOTOR VEHICLE

FORM A (Duplicate)

FA 13 0814571

REGISTRATION NUMBER

GN 6071-20

THIS FORM MUST BE COMPLETED IN FULL. PRINT IN CAPITAL LETTERS. USE BLUE OR BLACK INK

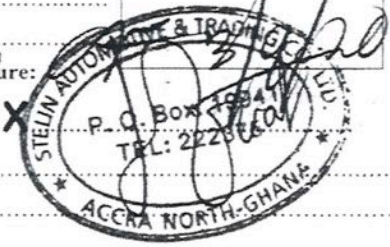
1. **PARTICULARS OF VEHICLE OWNER**  
 FULL NAME OF OWNER(S) **STELIN AUTOMOTIVE & TRAD. CO. LTD.**  
 Place of Work: \_\_\_\_\_  
 Postal Address: **P. O. BOX 19941 ACCRA NORTH**  
 Residential/Location Address: **2ND PALACE LIJNK NORTH IND. AREA**  
 Tel. No(s): **0302 222375** Fax No: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Driver License / Passport No: \_\_\_\_\_

RECENT PASSPORT PICTURE OF VEHICLE OWNER



**PARTICULARS OF AUTHORIZED AGENT**

FULL NAME OF AGENT(S) \_\_\_\_\_  
 Place of Work / Postal Address: \_\_\_\_\_  
 Residential / Location Address: \_\_\_\_\_  
 Tel. No(s) \_\_\_\_\_ / \_\_\_\_\_ Fax No \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_ Signature of Agent X: \_\_\_\_\_



(NOTE: Authority letter or Power of Attorney is required)

3. **PARTICULARS OF VEHICLE** (According to manufacturer's specification)  
 Chassis Number: **JTGFB718806004492** Year of Manufacture: **2015**  
 Vehicle Make or Builder: **TOYOTA** Model Name / No: **COASTER 30m STR.**  
 Body Type (or Style): **BUS** Color(s): **WHITE**  
 Measurements (cm): Length: **699** Width: **203** Height: **260** Country of Importation: **JAPAN**  
 Number of Axles: **2** Number of Tyres(Excl. Spares): **6** Vehicle Use (tick one): PRIVATE  COMMERCIAL

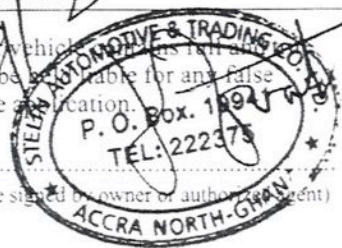
Customs Declaration # or Previous registration number: **1MAH 40820190648/0**

4. **TO BE FILLED BY LICENSING AUTHORITY**  
 Gross Vehicle Weight (kg): **5310** Permissible Axle Load (Kg) Front: **2930** No. of Persons allowed (including driver): **30**  
 Net Vehicle Weight (kg): \_\_\_\_\_ Middle: **3405** No. of Doors: **2**  
 Permissible Loading Capacity (kg): \_\_\_\_\_ Rear: \_\_\_\_\_  
 Engine Make: **TOYOTA** Engine Number: **4200** Horse Power: **129**  
 Number of Cylinders: **6** Cubic Capacity: \_\_\_\_\_ Fuel Type (Tick as appropriate): DIESEL  PETROL  LPG  ELECTRIC

5. VEHICLE CLASSIFICATION CODE: \_\_\_\_\_

DECLARATION: I declare that, this application to register a motor vehicle is in full and correct account of the particulars which the law requires me to give. I shall be held liable for any false representation or concealment of relevant facts made in respect of the application.

Date: **03/09/2020** Sign: \_\_\_\_\_ (To be signed by owner or authorized agent)



No. of Persons allowed (including driver): 30  
No. of Doors: 2  
Full here in the event of a transfer of ownership.  
New owner's name: \_\_\_\_\_ (according to transfer letter)  
Date: \_\_\_\_\_  
Authorizing Signature: \_\_\_\_\_





# GHANA REVENUE AUTHORITY (GRA) CUSTOMS DIVISION

DECLARATION FOR CUSTOMS USE ONLY  
(LOCAL CURRENCY : GHANA CEDI)



2 Exporter & Address PINNACLE AUTOMOTIVE INTERNATIONAL FZC RAS AL KHAIMAH - UAE			No: C0003503186		1 Regime 47	CL Plan EWD	A Office Code: TMA1 Manifest No:	
4 Items 1	5 Total Package 1	6 Reference number 2008282377GCH000148			3 Gross Mass Kg 2,500.0000		BL/AWB: Declaration No: 40820190648 / 00 Date: 28/08/2020	
7 Importer & Address STELIN AUTOMOTIVE AND TRADING COMPANY LIMITED H/NO. B775/18, NORTH INDUSTRIAL AREA, SECOND PALACE, ACCRA			No: C0003503186		8 Consignee / Actual Exporter STELIN AUTOMOTIVE AND TRADING COMPANY LIMITED H/NO. B775/18, NORTH INDUSTRIAL AREA, SECOND PALACE, ACCRA			
9 Declarant/Representative VISION LOGISTICS LIMITED AIRPORT (AVIANCE) OFFICE UNIT 15 ROOM 7, TEMA			No: CH000148		10 Country of Consig/Destinat AE United Arab Emirates		11 Type of Licence	
14 M Trans. Ship/Aircraft ID, Nationality 90			18 Place Ship/Land & Ct Lnd. WWTMA1T252 G		12 Delivery Terms & Place CIF TEMA		13 Total Invoice Fcy 49,797.88 CC USD	
17 Port of Loading/Unloading TMA1 CEPS TEMA			22 Identification Warehouse		15 Total FOB Fcy-Imp/Ncy-Exp 47,200.00		16 Curr Code USD Rate of Xchange 5.6876	
21 Entry/Exit Office TMA1 CEPS TEMA			20 Valuation Method Transaction Value		19 FOB Ncy (Import/Export) 268,454.72		44 CRMS Level Red	
24 Attached Documents IDF, ITC, INV, PDO			23 Financial and banking data Bank Code: Term of Payment: 20201209 Bank name: Branch name:		26 Item No 0001			
25 Marks & Numbers AS ADD 1 UNIT TOYOTA COASTER 30 SEATER BUS CHASSIS JTGF8718806004492 Container Nos / Chassis Nos  Quantity & unit: 1 UN Description of goods 1 UNIT TOYOTA COASTER 30 SEATER BUS CHASSIS JTGF8718806004492 AGE 2018 CC 4200			27 Commodity Code 8702101290		28 Cty Org / Dest AE GEN			
29 Zone GEN			30 CPC 47D01		31 Gross Wt kg 2500			
32 Net Wt kg 2500			33 FOB Fcy 47,200.00		CC USD			
34 FOB Ncy 268,454.72			35 Freight Ncy 12,318.94		36 Insurance Ncy 2,456.76			
37 Other Costs 0.00			38 Supp U1 1.0000		39 Supp U2			
41 Licence No: DV:			42 Customs Value 283,230.42		40 Tax			
Annexed Docs: GSA			43 Previous Declaration: 70620048029 - 0001		B ACCOUNTING DETAILS			
44 Tax			Receipt Number:		Mode of Payment:			
Tax base Amt TBC Rate Amount Exempted/Suspended Amount Payable			Bank Guarantee:		Date:			
01	283,230.42	24	5.00	0.00	Date:			
02	312,261.54	30	12.50	0.00	BC Amount:			
05	283,230.42	24	0.00	0.00	Taxes			
06	283,230.42	24	0.50	0.00	Code Amount Amount Payable			
32	268,454.72	25	0.40	0.00	Exempted/Suspended			
33	1,127.52	33	12.50	0.00	01	0.00	14,161.52	
47	297,391.94	31	2.50	0.00	02	0.00	39,032.69	
48	1,073.82	52	2.50	0.00	05	0.00	0.00	
56	283,230.42	24	0.00	0.00	06	0.00	1,416.15	
78	283,230.42	24	2.00	0.00	32	0.00	1,073.82	
87	283,230.42	24	0.75	0.00	33	0.00	140.94	
88	297,391.94	31	2.50	0.00	47	0.00	7,434.80	
89	1,073.82	52	2.50	0.00	48	0.00	26.85	
98	283,230.42	24	0.20	0.00	56	0.00	0.00	
Total				0.00	79,103.72	78	0.00	5,664.61
						87	0.00	2,124.23
						88	0.00	7,434.80
						89	0.00	26.85
						98	0.00	566.46
						Total	0.00	79,103.72

*Handwritten signature: IN GOTI*

*Handwritten signature: S.K. Ofori*

The information and particulars herein entered electronically are true and correct and have been obtained from the original of the documents required for the purpose of this entry.  
The information and particulars on this document are for use by the Ghana Revenue Authority (GRA) Customs Division only.

Date This: 28th Day of AUGUST, 2020  
Signature: *S.K. Ofori*  
Capacity in which acting: **VISION LOGISTICS LTD**  
Box 87 402 20111 2 Tema

**DIRECTOR**

# STELIN AUTOMOTIVE & TRADING CO. LTD

P.O. BOX AN 19941  
ACCRA - NORTH  
GHANA, WEST AFRICA

Phone: 233-21-222375 / 250566  
Fax: 233-21-230566

## WAY - BILL

TO: (Full Name & Address):

University of Ghana

(WAGMC PROJECT)

P.O. Box LG 25

Legon - Accra

Your Order Ref No.		Mode of Despatch: By Road	
Dated: 16/09/20			
Qty	Description	Remarks	
ONE	TOYOTA COASTER BUS  REGISTRATION NO.: GN 6071-20 CHASSIS NO.: JTGF8718806004492 ENGINE NO.: MILEAGE:  MECHANICAL ELECTRICALS JACK/TOOLS SPARE TYRE KEYS	COLOUR WHITE    OK OK OK OK OK	
*1 <sup>st</sup> Service: 1000km, 2 <sup>nd</sup> Service: 5000km and every 5000km thereafter * Service facility: Stelin Automotive and Brian Toyota Tema or affiliates (Takoradi, Tarkwa & Kumasi)			
Dispatched by: Aamr Frate		Received by: KENNEDY AGIE	
Signature: <i>af</i>		Signature: <i>[Signature]</i>	
Date: 16/09/2020		Date: 16/09/20	
		0244345917	

PHONE #:



# STELIN AUTOMOTIVE & TRADING CO. LTD.

P.O. BOX AN 19941  
ACCRA - NORTH  
GHANA, WEST AFRICA

Phone: 233-21-222375 / 250566  
Fax: 233-21-230566

## WAY - BILL

TO: (Full Name & Address):

UNIVERSITY OF GHANA

WAGMC PROJECT

P.O. BOX LG 25

Legon - Accra

Your Order Ref No.		Mode of Despatch: By Road	
Dated: 16/09/20			
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ONE	TOYOTA COASTER BUS  REGISTRATION NO.: GN 6071-20 CHASSIS NO.: JTGF8718806004492 ENGINE NO.: MILEAGE:  MECHANICAL ELECTRICALS JACK/TOOLS SPARE TYRE KEYS	COLOUR WHITE   OK OK OK OK OK	
*1 <sup>st</sup> Service: 1000km, 2 <sup>nd</sup> Service: 5000km and every 5000km thereafter * Service facility: Stelin Automotive and Brian Toyota Tema or affiliates (Takoradi, Tarkwa & Kumasi)			
Dispatched by: <u>Awon Frath</u>		Received by: <u>Kwabena Agble</u>	
Signature: <u>[Signature]</u>		Signature: <u>[Signature]</u>	
Date: <u>16/09/2020</u>		Date: <u>16/09/20</u>	

PHONE #.



**UNIVERSITY OF GHANA**  
**LOGISTICS DIRECTORATE**

P. O. BOX LG 25,  
LEGON, ACCRA.  
TEL: 233-302-501380  
Email: doloffice@ug.edu.gh

**12<sup>TH</sup> AUGUST 2020**

**AWARD NOTIFICATION**

AWARD No.UG/G/ACE-WAGMC/NCT/0102/2020

**STELIN AUTOMOTIVE & TRADING CO.LTD**

**P.O.BOX AN 19941**

**ACCRA-NORTH**

**Consignee and Notification**

**UNIVERSITY OF GHANA (WAGMC PROJECT)**

**LEGON**

**P.O BOX LG 25**

**LEGON, ACCRA**

Dear Sir/Madam

**AWARD NOTIFICATION: UG/G/ACE-WAGMC/NCT/0102/2020**

We are pleased to inform you that the University of Ghana has decided to award your company a contract for the supply of 30-SEATER Bus. This award is based on our National Competitive Tender for supply of 30-SEATER Bus and your Response.

The detail of the award is as follows:

**BENEFICIARY: UNIVERSITY OF GHANA-WAGMC PROJECT**

ITEM	DESCRIPTION OF VEHICLE	QUANTITY	UNIT PRICE	AMOUNT(GHC)
1	<b>TOYOTA COASTER BUS 30-SEATER-HIGH</b> <b>Model Code: HZB70R-ZGMNS</b>  <b>General Features</b> Air conditioned (multi outlet) Left Hand Drive 30-seater Overall dimensions (LXBXH) mm: 6990 X 2080 X 2635 Interior dimensions (LXBXH) mm: 6195 X 1885 X 1890 Tread (front/ rear)mm: 1690/ 1490 Overhang (front/ rear)mm: 1150/ 1905 Minimum turning radius (tire/ body)m: 7.2/7.9 30 Seater	1 Unit	495,600.00	495,600.00

<p>Seat Cover Material - Fabric  Rear Wiper  Rear Window Wiper  Front Seat Belt  Rear Seat Belt on all seats  Body Rust Protection  AM/FM Radio with CD player, 4 Speakers, USB, AUX (MP3/WMA capable)  Spare Wheel Anti-Theft Lock (with spare tyre)  High Mount Stop Lamp  Diesel Engine 4.2cc  GVW (kg) min: 5670kg  Assist grip (Front-D+P, Rear-behind seats)</p> <p><b>INSTRUMENTS</b>  Speedometer, Odometer, Tachometer etc. on the dashboard  Engine Temperature Gauge  Oil pressure indicator  Battery charging meter</p> <p><b>ENGINE</b>  4 cylinder in-line Diesel Engine  Engine capacity 4164c  Natural aspiration  Maximum Power 96Kw @ 3800 rpm  Maximum torque 285Nm @ 2200 rpm</p> <p><b>Transmission</b>  Five (5) forward gears one (1) reverse gear</p> <p><b>BRAKES</b>  Drum (Front) Power assisted  Drum (Rear)  Mechanical Parking Brake</p> <p><b>ACCESSORIES</b>  Digital Clock  Seat Belt on all seats  Fabric seats</p> <p><b>ELECTRICALS</b>  Heavy-Duty Battery  Heavy-Duty Starter  Heavy-Duty Alternator  Hazard warning lights  Rear Window defogger  Exterior Light Indicator conform with Ghanaian regulations</p> <p><b>STEERING</b>  Power steering</p>			
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**SUSPENSION**

Front: Double wishbone

Rear: Heavy duty rigid leaf spring

**TYRES AND WHEELS**

Tubeless Radial tyres suitable to the full load rating and for/off highway ground conditions

Rim size: 16in

Full size spare tyre mounted on a suitable carrier with security lock

**ELECTRICAL AND ANCILLARIES**

24 volts. All electrical components tropicalised

Heavy duty battery: 64Ah rating

Heavy duty alternator

Hazard warning light

3-speed electric windshield with intermittent feature and electric windshield washer

**INSTRUMENT MONITORS AND WARNING DEVICES**

All calibrations on gauge/meters to be in metric unites

Speedometer, odometer, trip meter

Engine coolant temperature gauge and temperature warning light

Engine oil low pressure warning light

Battery charging indicator

Fuel level gauge and low fuel warning light

Optimum and guaranteed body protection is provided.

Galvanneal anti-corrosion treatment process is provided in respect of body, frame, floor and underbody

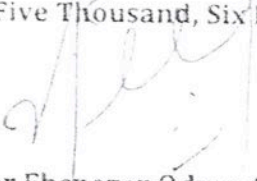
Operating manual in English

36-months 100,000-km warranty whichever comes first

After Sales Service Support

**TOTAL PRICE (IMPORT TAX, ECOWAS AND EXPORT LEVIES & VAT/NHIL INCUSIVE)****Ghc  
495,600.00**

The calculated cost for this award is: Delivery DDP: GHc 495,600.00 (Four Hundred and Ninety- Five Thousand, Six Hundred Ghana Cedis Only)

  
Professor Ebenezer Oduro Owusu  
Vice-Chancellor

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**NOTES:**

You are required to deliver the Toyota Coaster 30-Seater Bus together with all accessories required. The accessories shall be inspected during the delivery of the vehicle.

**1. Award Validity Period:** The award validity period is four (4) weeks from the date of signing the contract.

**2. DELIVERY TERMS:** DDP-UG, ACCRA

**3. PAYMENT TERMS:** 30 days after delivery, inspection and certification

**4. INSPECTION:** Inspection team consisting of representatives of University consisting of WAGMC Team, Stores, Internal Audit and Transport will inspect the Toyota Coaster 30-Seater Bus and it is upon their acceptance that you will be paid.

**5. WARRANTY PERIOD:** The warranty period shall be three (3) years or 100,000.00kw whichever comes first. During the period of the warranty, any defect resulting from the manufacturing error or no warning effect will be rectified by your company.

**6. AFFTER SALES SERVICE SUPPORT:** You will facilitate the servicing of the land cruiser during the warranty period.

**7. TRANSFER OF PROPERTY AND RISK:** The property and the risk, associated with the vehicle will be transferred to the University after it has been delivered and the following documents handed over to the University

- a. Invoice
- b. Waybill
- c. Manual of the vehicle
- d. Customs duty documentation
- e. Any other Documents on the vehicle which indicate transfer of ownership to UG

**8.** You will be expected to provide both technical and the user training for the User of the Vehicle.

9. You are required to acknowledge receipt of the award and indicate your acceptance for the preparation and the signing of the contract. The acceptance letter should be addressed to the Director of Logistics.

10. This notification of award will constitute the formation of Contract. However, until and unless you furnish the Performance Security of GHC49,560.00(10 percent of total contract sum) and send it to us within 14 days of the receipt of this Notification of Award the contract shall not be deemed as active.

**Distribution**

Director of Finance  
Director, Internal Audit  
Director of Logistics  
Director, WAGMC  
Head of Transport, PDMSD  
Ag. Head of Procurement  
Contract Administrator & Supplier Relations Officer.  
Stores Superintendent, Legon Hospital





**UNIVERSITY  
OF GHANA**

**CONTRACT FOR THE SUPPLY OF TOYOTA COASTER BUS 30-SEATER-  
HIGH**

**(Model Code: HZB70R-ZGMNS)**

**BETWEEN**

**UNIVERSITY OF GHANA**

**AND**

**STELIN AUTOMOTIVE & TRADING CO.LTD**

**25<sup>TH</sup> AUGUST, 2020**

**UG/G/ACE-WAGMC/NCT/0102/2020**

**UNIVERSITY OF GHANA**  
**CONTRACT FOR THE SUPPLY OF TOYOTA 30-SEATER BUS-UG/G/ACE-**  
**WAGMC/NCT/0102/2020**

**THIS AGREEMENT** made on 25<sup>TH</sup> day of August 2020 between **UNIVERSITY OF GHANA** Accra, Republic of Ghana (hereinafter called "the Purchaser") of the one part and **STELIN AUTOMOTIVE & TRADING CO.LTD** of, Republic of Ghana (hereinafter called "the Supplier") of the other part: WHEREAS the Purchaser invited quotation for certain Services viz,

**BENEFICIARY: UNIVERSITY OF GHANA-WAGMC PROJECT**

ITEM	DESCRIPTION OF VEHICLE	QUANTITY	UNIT PRICE	AMOUNT(GHC)
1	<p><b>TOYOTA COASTER BUS 30-SEATER-HIGH</b>  <b>Model Code: HZB70R-ZGMNS</b></p> <p><b>General Features</b>            Air conditioned (multi outlet)            Left Hand Drive            30-seater            Overall dimensions (LXBXH) mm: 6990 X 2080 X 2635            Interior dimensions (LXBXH) mm: 6195 X 1885 X 1890            Tread (front/ rear)mm: 1690/ 1490            Overhang (front/ rear)mm: 1150/ 1905            Minimum turning radius (tire/ body)m: 7.2/7.9            30 Seater            Seat Cover Material – Fabric            Rear Wiper            Rear Window Wiper            Front Seat Belt            Rear Seat Belt on all seats            Body Rust Protection            AM/FM Radio with CD player, 4 Speakers, USB, AUX (MP3/WMA capable)            Spare Wheel Anti-Theft Lock (with spare tyre)            High Mount Stop Lamp            Diesel Engine 4.2cc</p>	1 Unit	495,600.00	495,600.00

GVW (kg) min: 5670kg  
Assist grip (Front-D+P, Rear-behind seats)

**INSTRUMENTS**

Speedometer, Odometer, Tachometer etc. on the dashboard

Engine Temperature Gauge

Oil pressure indicator

Battery charging meter

**ENGINE**

4 cylinder in-line Diesel Engine

Engine capacity 4164c

Natural aspiration

Maximum Power 96Kw @ 3800 rpm

Maximum torque 285Nm @ 2200 rpm

**Transmission**

Five (5) forward gears one (1) reverse gear

**BRAKES**

Drum (Front) Power assisted

Drum (Rear)

Mechanical Parking Brake

**ACCESSORIES**

Digital Clock

Seat Belt on all seats

Fabric seats

**ELECTRICALS**

Heavy-Duty Battery

Heavy-Duty Starter

Heavy-Duty Alternator

Hazard warning lights

Rear Window defogger



Exterior Light Indicator conform with Ghanaian regulations

**STEERING**

Power steering

**SUSPENSION**

Front: Double wishbone

Rear: Heavy duty rigid leaf spring

**TYRES AND WHEELS**

Tubeless Radial tyres suitable to the full load rating and for/off highway ground conditions

Rim size: 16in

Full size spare tyre mounted on a suitable carrier with security lock

**ELECTRICAL AND ANCILLARIES**

24 volts. All electrical components tropicalised

Heavy duty battery: 64Ah rating

Heavy duty alternator

Hazard warning light

3-speed electric windshield with intermittent feature and electric windshield washer

**INSTRUMENT MONITORS AND WARNING DEVICES**

All calibrations on gauge/meters to be in metric unites

Speedometer, odometer, trip meter

Engine coolant temperature gauge and temperature warning light

Engine oil low pressure warning light

Battery charging indicator

Fuel level gauge and low fuel warning light

Optimum and guaranteed body protection is provided.			
Galvanneal anti-corrosion treatment process is provided in respect of body, frame, floor and underbody			
Operating manual in English			
36-months 100,000-km warranty whichever comes first			
After Sales Service Support			
Full Registration and Documents			
<b>TOTAL PRICE (IMPORT TAX, ECOWAS AND EXPORT LEVIES &amp; VAT/NHIL INCUSIVE)</b>			<b>GH¢ 495,600.00</b>

The Purchaser has accepted a tender by the Supplier for the supply of those goods and services in the sum of **GH¢ 495,600.00 (Four Hundred and Ninety- Five Thousand, Six Hundred Ghana Cedis Only)**.

Hereinafter called "the Contract Price"). This is the calculated cost for this award with **Delivery Duty Paid (DDP)** to University of Ghana.

**NOTES:**

1. Contract Validity Period: The contract validity period is four (4) months from the date of signing the contract.
2. PAYMENT TERMS: 30 days after delivery, inspection and certification.
3. INSPECTION: Inspection team consisting of representatives of University WAGMC Project, Stores, Internal Audit and Transport will inspect the vehicle and it is upon their acceptance that you will be paid
4. WARRANTY PERIOD: The warranty period shall 36-months 100,000-km whichever comes first. During the period of the warranty, any defect resulting from the manufacturing error or no warning effect will be rectified by your company.

5. AFTER SALES SERVICE SUPPORT: You will facilitate the servicing of the vehicle during the warranty period.

6. TRANSFER OF PROPERTY AND RISK: The property and the risk, associated with the vehicle will be transferred to the University after the 30-Seater Bus has been delivered and the following documents handed over to the University

- a. Invoice
- b. Way bill
- c. Vehicle Manual
- d. Customs duty documentation
- e. Any other Documents on the Vehicle which indicate transfer of ownership to University of Ghana

8. You will be expected to provide both technical and the user training for the User of the Vehicle.

#### **NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) The Tender document prepared by University of Ghana
  - (b) The proposal submitted by the supplier
  - (c) The Schedule of Requirements
  - (d) The Technical Specifications
  - (e) The Conditions of Contract;
  - (f) The Purchaser's Notification of Award
  - (g) The Supplier's Letter of Acceptance

#### **OBLIGATIONS OF UNIVERSITY OF GHANA**

1. In consideration of the payment to be made by **University of Ghana for Supply of Toyota 30 - Seater Bus** as hereinafter mentioned, **STELIN AUTOMOTIVE & TRADING CO.LTD** hereby covenants with **University of Ghana** to supply the Toyota 30- Seater Bus therein in conformity in all respects with the provisions of the contract.
2. **University of Ghana** hereby covenants to pay **Stelin Automotive & Trading Co. Ltd** within **30 days** after full delivery, training and submission of invoice, certified by the Transport Unit(PDMSD) and University of Ghana WAGMC Project, Internal Audit and Head of Stores, University of Ghana in consideration of the provision of contract and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.



## OBLIGATIONS OF STELIN AUTOMOTIVE & TRADING CO.LTD

1. **Delivery:** The supply of Toyota 30-Seater Bus should be delivered at the location stated in the document and should be routed through stores with documentation before delivery to the user department.
2. The procurement of the Toyota Coaster 30-Seater Bus would be covered with award letter and the supply of the vehicle should be routed through stores for Goods Receipt Advice (GRA) to be written.

## OTHER TERMS AND CONDITIONS OF THE CONTRACT

1. **Law Governing Contract and Language:** the contract shall be governed by the laws of Ghana and the Language of the contract shall be English.
2. **Dispute Resolution:** Any dispute arising out of this Contract which cannot be amicably settled between the parties shall be referred to adjudication/arbitration in accordance with laws of Ghana.
3. **Notice:** Any notice or communication required to be given under this agreement shall be in writing and in English and shall be sufficient if delivered in person or sent by registered mail or facsimile, to the address below;

*THE DIRECTOR  
LOGISTICS DIRECTORATE  
UNIVERSITY OF GHANA  
P.O.BOX LG 52,  
LEGON, ACCRA  
TEL.: 0302-501830*

### 3. Termination of Contract:

- a) Breach of any of the above conditions shall provide a basis for termination of the agreement.
- b) Any of the parties to this agreement may terminate this agreement by giving three (3) months' notice.
- c) Under very special circumstances, termination of the contract may be immediate. Under such circumstances, the two parties shall meet and negotiate on the terms for termination.

### 4. Confidentiality

#### 4.1 Confidential Information

Each Party acknowledges that by reason of this Agreement, it shall have access to certain information and materials concerning the other Party's business, affairs, customers and technology, which are confidential and of substantial value to both Parties the value of which would be adversely affected and/or impaired if such information were disclosed to a third party.

Each Party agrees that it shall not, during the tenure of this Agreement and after the termination thereof, use in any way for its own account or the account of any third party, nor disclose to any third party, any such confidential information revealed to it by either Party other than to fulfill its obligations in terms of this Agreement. Each Party shall take every reasonable precaution to protect the confidentiality of such information during and after the time frame of this agreement.

#### 4.2 Exception

Each Party's obligation not to disclose the other Party's confidential information shall not apply where such information is;

1. in the public domain;
2. is required to be disclosed under the operation of law; or
3. is required in response to a lawful order of a court of competent jurisdiction, provided that the requested Party takes reasonable steps to first give the other Party sufficient prior notice to contest such order.

#### 5. **Data Protection**

The parties shall be bound by the provisions, duties and obligations under Data Protection Act, 2012 (Act 843) and all the applicable data protection regulations with respect to data of persons, sensitive information relating to the various parties, intermediary third parties and beneficiaries, that become available and accessible to the parties.

#### 6. **Indemnity**

Each party shall indemnify the other against any and all claims, damages and or expenses arising out of the breach on its part of any of the terms of this Agreement.

#### 7. **Health and Safety**

The Supplier shall be required to:

8.1 Take all reasonable steps and precautions to preserve the health and safety of the Purchaser's employees.

8.2 Take such additional precautions as the Purchaser may reasonably require for health, safety, and environmental protection.

#### 8. **Force Majeure**

8.1 Events of Force Majeure.

For the purpose of this Agreement, "Force Majeure" means;

8.1.1 an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impracticable as reasonably to be considered impossible in the circumstances, and includes, but is not limited to war (whether declared or not and including existing wars);

8.1.2 extensive accident to its works which immobilizes its operations for a reasonable period of time; revolution; invasion; insurrection; riot; civil commotion; mob violence; sabotage; blockade; military or usurped power; lightning; serious damage or destruction by the elements; acts of God; explosion; fire; storm; wind; drought; flood; earthquake; epidemic; lockouts; boycotts; or strikes which adversely affect the operation of either party.

8.2. Events outside Force Majeure

- a. Force Majeure shall not include
  - i. any event which is caused by the negligence or intentional action of a Party or such Party's agents or employees, nor
  - ii. any event which a diligent Party could reasonably have been expected to take into account at the time of the conclusion of this Agreement and/or avoid or overcome in the carrying out of its obligations herein.
- b. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

**8.3 Effects of Force Majeure**

- a. Neither party to this Agreement shall be liable for the consequences of any failure to perform or default in performing its obligations under this Agreement, if that failure is caused by Force Majeure.
- b. Where there has been any such failure to perform, the said failure shall not be considered non-compliance with any term or condition of this Agreement, and all the obligations and terms, which because of such failure could not be fulfilled, shall be deemed to have been suspended while the Force Majeure continues.
- c. A failure to perform shall be regarded as caused by Force Majeure only if the defaulting party proves that: -
  - i. the failure is caused by Force Majeure as defined herein.
  - ii. the Force Majeure is outside the control of the Party failing to perform and is not caused by that Party.
  - iii. the Party failing to perform has taken all proper precautions, due care and reasonable alternative measures with the objective of avoiding the failure and where the event of Force Majeure occurs, has been mitigated or has taken steps to mitigate its effects.

8.4 Measures to be taken

- a. In the event of Force Majeure, the Party claiming Force Majeure shall take steps to immediately notify the other Party in writing of the event of Force Majeure.
- b. The contractual obligations as far as affected by such event shall be suspended for as long as the impossibility of performance due to the situation of Force Majeure continues, provided that the other Party is notified within Forty-Eight (48) hours after the occurrence of the Force Majeure.



- 
- c. If the Force Majeure lasts for more than Five (5) days, either Party to the Agreement shall communicate in writing with the other Party within Two (2) days and they shall agree as to the future actions to be taken, which may include a termination of the Agreement

#### **9. No Assignment**

Neither this Agreement nor any interest, rights or obligations in this Agreement may be assigned by a party without the prior express written approval of the other party.

#### **10. Fairness and Good Faith**

The Parties undertake to act in good faith with respect to each other's rights under this Agreement and to adopt all reasonable measures to ensure the realization of the objectives of this Agreement.

#### **11. Severability**

If any provision of this Agreement shall be held invalid, such invalidity shall not affect other provisions of this Agreement which can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared severable.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in Accordance with their respective laws the day and year first above written.

**On behalf of the Purchaser**

**(The University of Ghana)**

Name: Professor Ebenezer Oduro Owusu

Signature:



Designation: Vice Chancellor, UG

Seal: VICE-CHANCELLOR  
UNIVERSITY OF GHANA, LEGON

Date:

**Witnessed By:**

Name: Sampson Owusu- Afriyie

Signature:



Designation: Director of Logistics

DIRECTOR OF LOGISTICS  
UNIVERSITY OF GHANA  
LEGON - ACCRA

**On behalf of the Supplier**

**(Stelin Automotive & Trading Co.Ltd)**

Name:

SETH FIATI

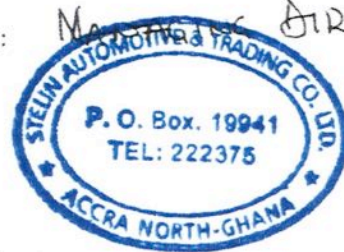
Signature:



Designation:

MANAGING DIRECTOR

Seal:



Date:

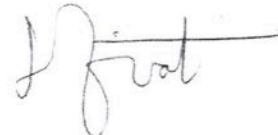
3/9/2020

**Witnessed by:**

Name:

LINDA C. H. FIATI

Signature:



Designation:

DIRECTOR



**UNIVERSITY OF GHANA  
LOGISTICS DIRECTORATE**

MEMO

TO : PRO-VC, RID  
FROM : DIRECTOR OF LOGISTICS *Sampson Owusu-Afriyie*  
SUBJECT : PAYMENT OF BILL  
DATE : 24<sup>th</sup> MARCH 2021

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**FILE NO: UG/WAGMC/GDS/SS/PQ/001/2020**

Please find attached invoice and waybill from ALLIANCE GLOBAL FZ-LLC covering the supply of NEXTSEQ 550 SEQUENCING SYSTEM delivered through the stores to WAGMC Project.

Kindly authorize payment of Three Hundred Thousand US Dollars Only (**USD 300,000.00**) in favor of ALLIANCE GLOBAL FZ-LLC.

Find below accounts details and address:

**Account Name: Alliance Global FZ-LLC**

**Bank: Abu Dhabi Commercial Bank, Dubai, UAE**

**Swift Code: ADCBAEAAXX**

**USD PAYMENT: AE960030011443307920002**

This is to be charged against Accounts of WAGMC Project and make reference to Proforma invoice no.202105700 for ease of processing.

Thank you.

*Sampson Owusu-Afriyie*  
Sampson Owusu- Afriyie  
Director of Logistics



**UNIVERSITY OF GHANA  
GOODS RECEIVED NOTE**

0009782

ORIGINAL

NAME OF STORE STATIONERY

WAGMC  
ACCOUNT TO BE CHARGE

STORE CODE/NO.	QNTY	UNIT	ITEM/ GOODS DESCRIPTION	PRICE	VALUE	
				PER UNIT	GH¢	GHP
1			Next sequencer			
2			(ILLUMINA)	411	300,000	
3						
4						
5						
6						
7						
8						
9			Total	411	300,000	

*Check*  
SECURITY SERVICES UNIT  
UNIVERSITY OF GHANA  
POST OFFICE BOX LG 57  
ACCRA  
28/2/21

INVOICE NO. 202105700  
DATE 2/28/2021  
WAYBILL NO. 03837654  
DATE 28/02/21

LPO./ CONTRACT NO.....

SUPPLIER Alliance Global

23/03/21  
PROCESSING DATE

Genevieve Adjei  
STORE KEEPER / STORE SUPT. INITIALS



UNIVERSITY OF GHANA  
GOODS RECEIVED NOTE

0009782

DUPLICATE

NAME OF STORE..... STATIONERY .....

WAGML  
ACCOUNT TO BE CHARGE

STORE CODE /NO.	QNTY	UNIT	ITEM/ GOODS DESCRIPTION	PRICE	VALUE	
				PER UNIT	GH¢	GHP
1						
2			next sequencer (ILLUMINA)	411	300,000	
3						
4						
5						
6						
7						
8						
9			Total	411	300,000	

Checked  
[Signature]  
UNIVERSITY OF GHANA  
POSTAL BOX 1602  
ACCRA  
23/02/21

INVOICE NO. 202105700

DATE 01/28/2021

WAYBILL NO. 03837654

DATE 28/02/21

23/02/21  
PROCESSING DATE

LPO./ CONTRACT NO.....

SUPPLIER Alliate Global

Genevieve Adjei  
STORE KEEPER / STORE SUPT. INITIALS





UNIVERSITY OF GHANA  
LOGISTICS DIRECTORATE

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

Email: doloffice@ug.edu.gh  
1<sup>ST</sup> DECEMBER, 2020

AWARD NOTIFICATION  
AWARD No.UG/WAGMC/GDS/SS/001/2020

ALLIANCE GLOBAL FZ-LLC  
OFFICE 1610, CONCORD TOWER  
DUBAI-UAE

Consignee and Notification

UNIVERSITY OF GHANA  
WEST AFRICAN GENETIC MEDICINE CENTRE  
LEGON  
P.O BOX LG 25  
LEGON, ACCRA

Dear Sir/Madam

AWARD NOTIFICATION: No. UG/WAGMC/GDS/SS/001/2020

We are pleased to inform you that the University of Ghana has decided to award your company a contract for the supply of **Nextseq 550 Sequencing System**. This award is based on our tender for supply of Nextseq 550 Sequencing System and your Response.

The detail of the award is as follows:

**BENEFICIARY: WEST AFRICAN GENETIC MEDICINE CENTRE(WAGMC)**

Cat#	DESCRIPTION OF EQUIPMENT	QUANTITY	AMOUNT(USD) \$
SY-415-1002	Nextseq 550 Sequencing System Illumina NextSeq 550 Sequencing System includes: Embedded touchscreen monitor and on-instrument computer, NextSeq control software, Installation and Training Main Function: The sequencing system should	1	300,000.00

UM



	have an Automated generation of DNA Clonal clusters by bridge amplification, sequencing, primary analysis and array scanning Twelve (12) months Warranty (Including parts and labor)		
Proforma Invoice no: 13351-GH			
<b>TOTAL CONTRACT SUM(CIP,KOTOKA AIRPORT)</b>			USD\$ 300,000.00

The calculated cost for this award is: **Delivery CIP KOTOKA AIRPORT, ACCRA: USDS 300,000.00 (Three Hundred Thousand US Dollars Only).**

*[Signature]*  
**Professor Ebenezer Oduro Owusu**  
 Vice-Chancellor

**NOTES:**

You are required to deliver the NextSeq 550 Sequencing System with the accessories needed for its full operation. The accessories shall be inspected during the delivery of the Illumina Machine.

1. **Award Validity Period:** The award validity period is Two (2) months from the date of signing the contract.
2. **DELIVERY TERMS:** CIP KOTOKA AIRPORT, ACCRA-GHANA
3. **PAYMENT TERMS:** 45 days after delivery, inspection and certification
4. **INSPECTION:** Inspection team consisting of representatives of University of Ghana WAGMC Project team, Stores and Internal Audit will inspect the Illumina Machine and it is upon their acceptance that you will be paid.
5. **WARRANTY PERIOD:** The warranty period shall be twelve (12), any defect resulting from the manufacturing error or no warning effect will be rectified by your company (Both parts and labor).
6. **AFFTER SALES SERVICE SUPPORT:** You will facilitate the servicing of the NextSeq 550 Sequencing System during the warranty period at no cost.

*W7*

**7. TRANSFER OF PROPERTY AND RISK:** The property and the risk, associated with the NextSeq 550 Sequencing System will be transferred to the University, WAGMC after the NextSeq 550 Sequencing System has been delivered and the following documents handed over to the University

- a. Invoice
  - b. Way bill
  - c. Manual of the NextSeq 550 Sequencing System
  - d. Any other Documents on the NextSeq 550 Sequencing System which indicate transfer of ownership to University of Ghana-WAGMC
8. You will be expected to provide both technical and the user training for the Research staff.
9. You are required to acknowledge receipt of the award and indicate your acceptance for the preparation and the signing of the contract.
10. The acceptance letter should be addressed to the Director of Logistics.

**Distribution**

Director of Finance  
Centre Leader, WAGMC Project  
Director, Internal Audit  
Ag. Head of Procurement  
Contract Administrator & Supplier Relations Officer.  
Stores Superintendent, PDMSD

NM



**UNIVERSITY  
OF GHANA**

CONTRACT FOR THE SUPPLY OF NEXTSEQ 550 SEQUENCING SYSTEM MACHINE

BETWEEN

UNIVERSITY OF GHANA

AND

ALLIANCE GLOBAL FZ-LLC

3<sup>RD</sup> DECEMBER, 2020

UG/G/ACE-WAGMC/SS/001/2020

*1/17*



UNIVERSITY OF GHANA  
CONTRACT FOR THE SUPPLY OF NEXTSEQ 550 SEQUENCING SYSTEM MACHINE -UG/G/ACE-  
WAGMC/SS/001/2020

THIS AGREEMENT made on 3<sup>RD</sup> day of December 2020 between UNIVERSITY OF GHANA Accra, Republic of Ghana (hereinafter called "the Purchaser") of the one part and ALLIANCE GLOBAL FZ-LLC of, Republic of Dubai-UAE (hereinafter called "the Supplier") of the other part: WHEREAS the Purchaser invited quotation for certain Services viz,

**BENEFICIARY: WEST AFRICAN GENETIC MEDICINE CENTRE(WAGMC)**

Cat#	DESCRIPTION OF EQUIPMENT	QUANTITY	AMOUNT(USD) \$
SY-415-1002	<p>Nextseq 550 Sequencing System                      Illumina NextSeq 550 Sequencing System includes:                      Embedded touchscreen monitor and on-instrument computer, NextSeq control software, Installation and Training                      Main Function: The sequencing system should have an Automated generation of DNA Clonal clusters by bridge amplification, sequencing, primary analysis and array scanning                      Twelve (12) months Warranty (Including parts and labor)</p>	1	300,000.00
Proforma Invoice no: 13351-GH			
<b>TOTAL CONTRACT SUM (CIP, KOTOKA AIRPORT)</b>			<b>USDS 300,000.00</b>

The Purchaser has accepted a tender by the Supplier for the supply of those goods and services in the sum of **Delivery CIP KOTOKA AIRPORT: USDS 300,000.00 (Three Hundred Thousand US Dollars Only)**. Hereinafter called "the Contract Price". This is the calculated cost for this award with CIP KOTOKA AIRPORT, ACCRA.

LM

**NOTES:**

1. **Contract Validity Period:** The contract validity period is two (2) months from the date of signing the contract.
2. **PAYMENT TERMS:** 30 days after delivery, inspection and certification.
3. **INSPECTION:** Inspection team consisting of representatives of University WAGMC Project, Stores, Internal Audit and Transport will inspect the NextSeq 550 Sequencing System Illumina Machine and it is upon their acceptance that you will be paid.
4. **WARRANTY PERIOD:** The warranty period shall be 12-months, any defect resulting from the manufacturing error or no warning effect will be rectified by your company.
5. **AFFTER SALES SERVICE SUPPORT:** You will facilitate the servicing of the vehicle during the warranty period.
6. **TRANSFER OF PROPERTY AND RISK:** The property and the risk, associated with the NextSeq 550 Sequencing System Illumina Machine will be transferred to the University after the it has been delivered and the following documents handed over to the University
  - a. Invoice
  - b. Way bill
  - c. NextSeq 550 Sequencing System Illumina Machine Manual
  - d. Customs duty documentation
  - e. Any other Documents on the equipment which indicate transfer of ownership to University of Ghana
8. You will be expected to provide both technical and the user training for the Project Team.

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) The Tender document prepared by University of Ghana
  - (b) The proposal submitted by the supplier
  - (c) The Schedule of Requirements
  - (d) The Technical Specifications
  - (e) The Conditions of Contract;
  - (f) The Purchaser's Notification of Award
  - (g) The Supplier's Letter of Acceptance

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## OBLIGATIONS OF UNIVERSITY OF GHANA

1. In consideration of the payment to be made by **University of Ghana for Supply of NextSeq 550 Sequencing System Illumina Machine** as hereinafter mentioned, **Alliance Global FZ-LLC** hereby covenants with **University of Ghana** to supply NextSeq 550 Sequencing System Illumina Machine therein in conformity in all respects with the provisions of the contract.

2. **University of Ghana** hereby covenants to pay **Alliance Global FZ-LLC** within **30 days** after full delivery, training and submission of invoice, certified by WAGMC Project Team, Internal Audit and Head of Stores of University of Ghana in consideration of the provision of contract and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

## OBLIGATIONS OF ALLIANCE GLOBAL FZ-LLC

1. **Delivery:** The supply of NextSeq 550 Sequencing System Illumina Machine should be delivered at the location stated in the document and should be routed through stores with documentation before delivery to the user department.
2. The procurement of the NextSeq 550 Sequencing System Illumina Machine would be covered with award letter and the supply should be routed through stores for Goods Receipt Advice (GRA) to be written.

## OTHER TERMS AND CONDITIONS OF THE CONTRACT

1. **Law Governing Contract and Language:** the contract shall be governed by the laws of Ghana and the Language of the contract shall be English.
2. **Dispute Resolution:** Any dispute arising out of this Contract which cannot be amicably settled between the parties shall be referred to adjudication/arbitration in accordance with laws of Ghana.
3. **Notice:** Any notice or communication required to be given under this agreement shall be in writing and in English and shall be sufficient if delivered in person or sent by registered mail or facsimile, to the address below;

*THE DIRECTOR  
LOGISTICS DIRECTORATE  
UNIVERSITY OF GHANA  
P.O.BOX LG 52,  
LEGON, ACCRA  
TEL.: 0302-501830*

### 3. Termination of Contract:

- a) Breach of any of the above conditions shall provide a basis for termination of the agreement.
- b) Any of the parties to this agreement may terminate this agreement by giving three (3) months' notice.



c) Under very special circumstances, termination of the contract may be immediate. Under such circumstances, the two parties shall meet and negotiate on the terms for termination.

#### 4. Confidentiality

##### 4.1 Confidential Information

Each Party acknowledges that by reason of this Agreement, it shall have access to certain information and materials concerning the other Party's business, affairs, customers and technology, which are confidential and of substantial value to both Parties the value of which would be adversely affected and/or impaired if such information were disclosed to a third party.

Each Party agrees that it shall not, during the tenure of this Agreement and after the termination thereof, use in any way for its own account or the account of any third party, nor disclose to any third party, any such confidential information revealed to it by either Party other than to fulfill its obligations in terms of this Agreement. Each Party shall take every reasonable precaution to protect the confidentiality of such information during and after the time frame of this agreement.

##### 4.2 Exception

Each Party's obligation not to disclose the other Party's confidential information shall not apply where such information is;

1. in the public domain;
2. is required to be disclosed under the operation of law; or
3. is required in response to a lawful order of a court of competent jurisdiction, provided that the requested Party takes reasonable steps to first give the other Party sufficient prior notice to contest such order.

#### 5. Data Protection

The parties shall be bound by the provisions, duties and obligations under Data Protection Act, 2012 (Act 843) and all the applicable data protection regulations with respect to data of persons, sensitive information relating to the various parties, intermediary third parties and beneficiaries, that become available and accessible to the parties.

#### 6. Indemnity

Each party shall indemnify the other against any and all claims, damages and or expenses arising out of the breach on its part of any of the terms of this Agreement.

#### 7. Health and Safety

The Supplier shall be required to:

- 8.1 Take all reasonable steps and precautions to preserve the health and safety of the Purchaser's employees.

8.2 Take such additional precautions as the Purchaser may reasonably require for health, safety, and environmental protection.

## 8. Force Majeure

8.1 Events of Force Majeure.

For the purpose of this Agreement, "Force Majeure" means;

8.1.1 an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations hereunder impossible or so impracticable as reasonably to be considered impossible in the circumstances, and includes, but is not limited to war (whether declared or not and including existing wars);

8.1.2 extensive accident to its works which immobilizes its operations for a reasonable period of time; revolution; invasion; insurrection; riot; civil commotion; mob violence; sabotage; blockade; military or usurped power; lightning; serious damage or destruction by the elements; acts of God; explosion; fire; storm; wind; drought; flood; earthquake; epidemic; lockouts; boycotts; or strikes which adversely affect the operation of either party.

8.2. Events outside Force Majeure

a. Force Majeure shall not include

i. any event which is caused by the negligence or intentional action of a Party or such Party's agents or employees, nor

ii. any event which a diligent Party could reasonably have been expected to take into account at the time of the conclusion of this Agreement and/or avoid or overcome in the carrying out of its obligations herein.

b. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

## 8.3 Effects of Force Majeure

a. Neither party to this Agreement shall be liable for the consequences of any failure to perform or default in performing its obligations under this Agreement, if that failure is caused by Force Majeure.

b. Where there has been any such failure to perform, the said failure shall not be considered non-compliance with any term or condition of this Agreement, and all the obligations and terms, which because of such failure could not be fulfilled, shall be deemed to have been suspended while the Force Majeure continues.

c. A failure to perform shall be regarded as caused by Force Majeure only if the defaulting party proves that: -

i. the failure is caused by Force Majeure as defined herein.

ii. the Force Majeure is outside the control of the Party failing to perform and is not caused by that Party.



- iii. the Party failing to perform has taken all proper precautions, due care and reasonable alternative measures with the objective of avoiding the failure and where the event of Force Majeure occurs, has been mitigated or has taken steps to mitigate its effects.

#### 8.4 Measures to be taken

- a. In the event of Force Majeure, the Party claiming Force Majeure shall take steps to immediately notify the other Party in writing of the event of Force Majeure.
- b. The contractual obligations as far as affected by such event shall be suspended for as long as the impossibility of performance due to the situation of Force Majeure continues, provided that the other Party is notified within Forty-Eight (48) hours after the occurrence of the Force Majeure.
- c. If the Force Majeure lasts for more than Five (5) days, either Party to the Agreement shall communicate in writing with the other Party within Two (2) days and they shall agree as to the future actions to be taken, which may include a termination of the Agreement

#### 9. No Assignment

Neither this Agreement nor any interest, rights or obligations in this Agreement may be assigned by a party without the prior express written approval of the other party.

#### 10. Fairness and Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Agreement and to adopt all reasonable measures to ensure the realization of the objectives of this Agreement.

#### 11. Severability

If any provision of this Agreement shall be held invalid, such invalidity shall not affect other provisions of this Agreement which can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared severable.

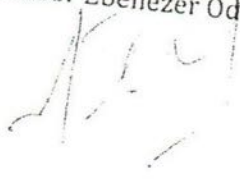
UM



IN WITNESS whereof the parties hereto have caused this Agreement to be executed in Accordance with their respective laws the day and year first above written.

On behalf of the Purchaser  
(The University of Ghana)

Name: Professor Ebenezer Oduro Owusu

Signature: 

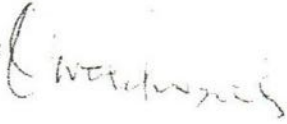
Designation: Vice-Chancellor, UG

Seal:

Date:

Witnessed By:

Name: Sampson Owusu- Afriyie

Signature: 


Designation: Director of Logistics

DIRECTOR OF LOGISTICS  
UNIVERSITY OF GHANA  
LEGON - ACCRA

*21/12/20*

On behalf of the Supplier  
(Alliance Global FZ-LLC)

Name: Wossim-Norie HamSoury

Signature: 

Designation: Group Director, Commercial


Seal:



Date: 13 Dec 20

Witnessed by:

Name: Fady Al Asady

Signature: 

Designation: Sales Manager

*Sales Manager*

# PUBLIC PROCUREMENT AUTHORITY

PRIVATE MAIL BAG 30  
MINISTRIES – ACCRA

In case of reply the  
Number and date of this  
Letter should be quoted.

Our Ref. No. PPA/CEO/06/1247/20

Tel: 0302-738140-6

Toll free: 0800 10070

ADDRESS: GL-126-5328



REPUBLIC OF GHANA

Website: [www.ppaghana.org](http://www.ppaghana.org)  
Email: [info@ppaghana.org](mailto:info@ppaghana.org)

3rd June, 2020

## **RE: APPLICATION TO SOLE SOURCE NEXTSEQ 550 SEQUENCING SYSTEM ILLUMINE MACHINE FOR WEST AFRICAN GENETIC MEDICINE CENTRE (WAGMC) PROJECT**

We refer to your letter No. UG/VC/13/05 dated 12<sup>th</sup> May, 2020 on the subject mentioned above.

At the Board Technical Committee Meeting No.41 (041/2020) held on Friday, 29<sup>th</sup> May 2020, the Board granted approval to **University of Ghana** in accordance with Section 40 (1) (a) of Act 663, as amended, to use the Single Source Procurement Method to engage **Messrs. Alliance Global FZ-LLC** to procure NextSeq 550 Sequencing System Illumina Machine for West African Genetic Medicine Centre (WAGMC) Project at a cost not exceeding **USD300,000.00**.

Please ensure that all documentation regarding this procurement is appropriately kept to facilitate future procurement and tax audits and also you are reminded to post the contract award notice on the Public Procurement Website: [www.ppaghana.org](http://www.ppaghana.org).

We count on your co-operation.

**THE VICE-CHANCELLOR  
UNIVERSITY OF GHANA  
ACCRA**

  
**FRANK MANTE  
AG. CHIEF EXECUTIVE**

**ATTN: PROF. EBENEZER ODURO OWUSU**

Isaiah & AS Head P4

Pl use us for our  
necessary action







# Proforma Invoice

## Alliance Global FZ-LLC

An ISO 9001:2015 Certified Company

Office 1610, Concord Tower  
Dubai Media City  
Dubai - UAE  
Tel #: +9714 375 2744  
TRN #: 100354480400003

Contact: quotes@agbl.net

Bill To
West African Genetic Medicine Centre 1 Ebenezer Laing Road Accra, West African GPS: GA-522-0463 Ghana Attn: Prof. Solomon Ofori-Acquah

Date	Proforma Invoice #	Expires		Terms		
3/27/2020	13351-GH	4/27/2020		Advance payment		
Cat #	Description	Pack Size	Qty	Price	Tax Rate	Total
SY-415-1002	NextSeq 550 Sequencing System Illumina NextSeq 550 Sequencing System is an integrated system for automated generation of DNA clonal clusters by bridge amplification, sequencing, primary analysis, and array scanning. System includes embedded touchscreen monitor and on-instrument computer, NextSeq Control Software, Installation and Training, and 12 months warranty (including parts and labor).	ea	1	300,000.00	OOS	300,000.00

Account Name: Alliance Global FZ-LLC  
 Bank: Abu Dhabi Commercial Bank, Dubai, UAE  
 Swift Code: ADCBAEAAXXX  
 For USD Payments: AE960030011443307920002  
 For EUR Payments: AE690030011443307920003  
 For ALL other currencies Payments: AE260030011443307920001

<b>Sub Total</b>
<b>VAT (0.0%)</b>
<b>Total</b>

Bank: Emirates National Bank of Dubai, Jebel Ali Branch, Dubai, U.A.E.  
 Swift Code: EBILAEAD  
 For USD Payments: AE790260000595308084402  
 For EUR Payments: AE520260000595308084403  
 For GBP Payments: AE250260000595308084404  
 For ALL other currencies Payments: AE090260000595308084401

Bank: First Abu Dhabi Bank, Jebel Ali Branch, Dubai, U.A.E.  
 Swift Code: NBADAEAXXX  
 For USD Payments: AE620354021323044742018  
 For EUR Payments: AE290354021323044742030  
 For ALL other currencies Payments: AE560354021323044742029

We also accept payments via credit cards. Kindly check with our Customer Service Team.

AGBL reserves the right to charge 1% per month for every month of delayed payment or fraction thereof. All costs for legal proceedings of collections incurred by AGBL shall be charged to the defaulting customer.



UNIVERSITY OF GHANA

OFFICE OF RESEARCH, INNOVATION AND DEVELOPMENT (ORID)

GRANT DISBURSEMENT FORM

Please use a separate form for each project. All requests must be typed - handwritten requests may be rejected  
Requests submitted after 4pm will be processed the next business day. Unsigned requests will not be processed

Requests for payments must be accompanied by appropriate supporting documents (invoices, appointment and acceptance letters, invitation letter, etc.) for

Requests for payment of project staff must be accompanied by appointment letter if it is the 1<sup>st</sup> payment

Requests for payments for technical services must be accompanied by a copy of the contract with clear milestones

PART A: TO BE COMPLETED BY PI/PROJECT COORDINATOR

1. Project Details

Name of PI/ Coordinator

Department  School

Telephone  Email Address

Project Title

Project Code

2. Request for Funds

Budget Item	Narration/Purpose	Currency	Unit Cost	Quantity	Total	Approved Budget Line
Vehicles	Process to procure a 30 seater Mini Van and a 4*4 Cross Country Vehicle for the West African Genetic Medicine Centre.					
Genetics Analyser	Process to procure an Advanced Genetics Analyser for the West African Genetic Medicine Centre.					
Total Amount Requested					0.00	

3. Payment Method (Please tick)

Bank Transfer  Cheque

If by bank transfer, provide the following details

Account Number

Account Name

Beneficiary Address

Bank Name & Branch

Bank Address

SWIFT Code/ IBAN

Principal Investigator/Project Coordinator

Prof. Solomon Ofori-Acquah

*Solomon Ofori-Acquah*

Date

14/04/2020



Isaal



# GHANA REVENUE AUTHORITY (GRA) CUSTOMS DIVISION

DECLARATION FOR CUSTOMS USE ONLY

(LOCAL CURRENCY : GHANA CEDI)



2 Exporter & Address ALLIANCE GLOBAL FZ-LLC PO BOX 500392		No :		1 Regime 40	45 CL Plan PMD	A Office Code : KIA1 Manifest No :			
4 Items 4	5 Total Package 3	6 Reference number 2103090338GCH000601		3 Gross Mass Kg 200.0000		BL/AWB : 057-03837654 Declaration No : 40321107716 / 00 Date : 05/03/2021			
7 Importer & Address UNIVERSITY OF GHANA LEGON HILL OFF ACCRA MADINA ROAD GREATER ACCRA Accra Metropolitan				8 Consignee / Actual Exporter UNIVERSITY OF GHANA LEGON HILL OFF ACCRA MADINA ROAD GREATER ACCRA Accra					
9 Declarant/Representative BETHEL LOGISTICS COMPANY LIMITED AGENCY BLK. ROOM NO. 18, AVIANCE CARGO VILLAGE, KIA, ACCRA				10 Country of Consig/Destinat AE United Arab Emirates		11 Type of Licence			
12 Delivery Terms & Place CIF ACCRA				13 Total Invoice Fcy 154,675.44		CC USD			
14 M Trans, Ship/Aircraft ID, Nationality 40				15 Total FOB Fcy-Imp/Ncy-Exp 150,000.00		16 Curr Code USD			
17 Port of Loading/Unloading		18 Place Ship/Land & Ct Lnd. WAKIAISWGL G		19 FOB Ncy(Import/Export) 859,365.00		20 Valuation Method Transaction Value			
21 Entry/Exit Office KIA1 CEPS KIA		22 Identification Warehouse		23 Financial and banking data Bank Code : 090100 Term of Payment : 20210617 Bank name : SOCIETE GENERALE Branch name SOCIETE GENERALE A/C No :					
24 Attached Documents BLA, IDF, ITC, INV, PKL				26 Item No 0001				27 Commodity Code 9027800000	
25 Marks & Numbers -3 PKS LABORATORY INSTRUMENT AND REAGENTS				28 Cty.Org/Dest AE		29 Zone GEN			
Container Nos / Chassis Nos LOOSE				30 CPC 40F54		Concess			
Quantity & unit : 3 PK Description of goods NEXTSEQ 550 SEQUENCING SYSTEM (THE NEXTSEQ 500 SYSTEM WHOLE-GENOME SEQUENCING (WGS) SOLUTION ENABLES RESEARCHERS AND CLINICIANS TO EXPLORE THE ENTIRE GENOME OF ANY SPECIES COST-EFFECTIVELY FOR A DEEPER UNDERSTANDING OF BIOLOGY.) CERTIFICATES HAS BEEN ATTACHED FOR PERUSAL				31 Gross Wt kg 200		32 Net Wt kg 200			
				33 FOB Fcy 150,000.00		CC USD			
				34 FOB Ncy 859,365.00		35 Freight Ncy 18,012.29			
				36 Insurance Ncy 8,773.77					
				37 Other Costs 0.00		38 Supp U1			
				39 Supp U2					
				41 Licence No :		42 Customs Value 886,151.06			
				DV :		DQty : 1.0000			
				Annexed Docs : EAA, GSA					
40 Tax				43 Previous Declaration : -					
Tax base Amt TBC Rate Amount Exempted/Suspended Amount Payable				B ACCOUNTING DETAILS					
01	886,151.06	24	0.00	0.00	0.00	Mode of Payment : Bank			
02	886,151.06	30	0.00	110,768.88	0.00	Receipt Number : 2103107794			
05	886,151.06	24	1.00	0.00	8,861.51	Date : 10/03/2021			
06	886,151.06	24	0.50	0.00	4,430.76	Bank Guarantee :			
32	859,365.00	25	0.40	0.00	3,437.46	Date :			
33	3,609.34	33	12.50	0.00	451.17	BG Amount :			
47	886,151.06	31	0.00	22,153.78	0.00	Taxes			
48	3,437.46	52	2.50	0.00	85.94	Code Amount Amount Payable			
56	886,151.06	24	0.00	8,861.51	0.00	Exempted/Suspended			
78	886,151.06	24	0.00	17,723.02	0.00	01 0.00 0.00			
87	886,151.06	24	0.00	6,646.13	0.00	02 110,768.88 0.00			
88	886,151.06	31	0.00	22,153.78	0.00	05 0.00 8,861.51			
89	3,437.46	52	2.50	0.00	85.94	06 0.00 4,430.76			
93	886,151.06	24	1.00	0.00	8,861.51	32 0.00 3,437.46			
98	886,151.06	24	0.20	0.00	1,772.30	33 0.00 451.17			
Total				188,307.10	27,986.59	45 0.00 9.00			
				47 22,153.78 0.00					
				48 0.00 85.94					
				56 8,861.51 0.00					
				72 0.00 5.00					
				78 17,723.02 0.00					
				87 6,646.13 0.00					
				88 22,153.78 0.00					
				89 0.00 85.94					
				93 0.00 8,861.51					
				98 0.00 1,772.30					
				Total 188,307.10 28,000.59					
I, <u>KOF ANNOE-ADU</u> do hereby declare that :-				49 Tax Code 90,91,92 payable by Agent					
The information and particulars herein entered electronically are true and correct and have been obtained from the original of the documents required for the purpose of this entry.									
The information and particulars on this document are for use by the Ghana Revenue Authority (GRA) Customs Division only.									
Date This <u>10/03/2021</u> Day of <u>LOU</u>									
Signature <u>[Signature]</u>									
Capacity in which acting <u>[Signature]</u>									



AFT  
J57 ORD 03837654



057-03837654

Shipper's Name and Address ALLIANCE GLOBAL FZ-LLC POBOX 500392 OFFICE 1610, CONCORD TOWER DUBAI MEDIA CITY DU AE TE +97143622957 JANNETH NATIVIDAD	Shipper's Account Number	Not Negotiable <b>Air Waybill</b> Issued by AIR FRANCE 45 RUE DE PARIS F 95747, ROISSY CDG CEDEX, FRANCE
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Consignee's Name and Address UNIV. OF GHANA-WAGMC POBOX LG 25  LEGON AA GH TE +233272369030 PR. SOLOMON OFORI-ACQUAH	Consignee's Account Number	Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity. It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER, AND SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPROPRIATE. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying a supplemental charge if required.
---	----------------------------	--

Issuing Carrier's Agent Name and City WORLDWIDE EXPRESS INC -T: 440-826-4211 CLEVELAND	Accounting Information GL9312004 KNOWN PHARMA +2+8
Shipper's IATA Code 01-1 9471/0016	Account No.

Airport of Departure (Addr. of First Carrier) and Requested Routing O'HARE APT/CHICAGO	Reference Number C00004888	Optional Shipping Information S-5668
To CDG	By First Carrier AF	Routing and Destination ACC AF
Airport of Destination ACCRA	Requested Flight/Date AF6741/28 AF0584/02	Amount of insurance XXX
Currency USD	CHGS PP	WT/VAL PPD COLL
Declared Value for Carriage NVD	Declared Value for Customs NCV	Other PPD COLL

Handling Information \*PLEASE STORE @-2-8°C DURING TRANSIT\*24HR T:+14409159534, +233272369030  
MUST FLY AS BOOKED-HANDLE WITH CARE-MUST FLY AS BOOKED

ITN: X20210226367549, ITN: X20210226367550

SCI

No. Of Pieces RCP	Gross Weight	kg	Rate Class	Commodity Item No.	Chargeable Weight	Rate	Charge	Total	Nature and Quantity of Goods (incl. Dimensions or Volume)
3	200.0	K	Q	GCR	200.0	14.77		2954.00	LABORATORY INSTRUMENT AND REAGENTS - AS PER ATTACHED UN1845 CARBON DIOXIDE, SOLID CLASS 9, 1x30KG
3	200.0							2954.00	SHPR REF: 14526GH-2 1@17x17x17 IN (KEEP COLD) 1@21x21x21 IN (KEEP FROZEN) 1@38x36x38 IN (KEEP AMBIENT)

Prepaid 2954.00	Weight Charge	Collect	Other Charges MSC MISCELLANEOUS - DUE ISSUING CARRIER 190.00
Valuation Charge			
Tax			
Total Other Charges Due Agent			
Total Other Charges Due Carrier 190.00			
Total Prepaid 3144.00	Total Collect		Signature of Shipper or his Agent

Currency Conversion Rates	CC. Charges in Dest. Currency	25-Feb-21	CLEVELAND	MURAD DEMIRJIAN
Charges at Destination		Executed on (date)	at (place)	Signature of Issuing Carrier or its Agent
For Carrier's use only at Destination		Total Collect Charges		057-03837654

*Check Certificate of Security*  
UNIVERSITY OF GHANA  
BY OFFICE BOX LG 25  
ACCRA

Email Copy

VERIFIED BY  
UNIVERSITY OF GHANA  
INTERNAL AUDIT DIRECTORATE  
23/03/2021

# Tax Invoice

ALLIANCE

## Alliance Global FZ-LLC

Office 1610, Concord Tower  
Dubai Media City  
Dubai - UAE  
Tel: +971-4-375-2744  
TRN # 100354480400003

Invoice #	
202105700	
Date of Issuance	Tax Invoice Ref
2/28/2021	14526GH-2

<b>Bill To</b>
West African Genetic Medicine Centre 1 Ebenezer Laing Road Accra, West African GPS: GA-522-0463 Ghana Attn: Prof. Solomon Ofori-Acquah

<b>Ship To</b>
University of Ghana West African Genetic Medicine Centre(WAGMC P.O. Box LG 25 Legon, Accra Professor Solomon Ofori-Acquah Tel.+233272369030/sofori-acquah@ug.edu.g

P.O. Number	Date of Supply	Via	Terms				Due Date
email dtd 13-Dec-20201	2/28/2021	WWExp	Advance payment				2/28/2021
Cat #	Description	Pack Size	Qty	Price Ea	Tax Rate	Amount	
11298922	GA#-PW1 Fin Reag H.S.Code: 38220000 Country of Origin: USA	ea	1	32.32	OOS	32.32	
Discount-Illumina Seque...	100% Discount for Cat#20024908 (NextSeq 500/550 High Output Kit v2.5 (300 Cycles), Cat#15036044 (HiSeq® Install Accessories Box Illumina Use Only) and Cat#11298922 (GA#-PW1 Fin Reag)			-12,021.55	OOS	-12,021.55	

Account Name: Alliance Global FZ-LLC  
Bank: Abu Dhabi Commercial Bank, Dubai, UAE  
Swift Code: ADCBAEAXXX  
For USD Payments: AE960030011443307920002  
For EUR Payments: AE690030011443307920003  
For ALL other currencies Payments: AE260030011443307920001

Bank: First Abu Dhabi Bank, Jebel Ali Branch, Dubai, U.A.E.  
Swift Code: NBADAEAXXX  
For USD Payments: AE620354021323044742018  
For EUR Payments: AE290354021323044742030  
For ALL other currencies Payments:  
AE560354021323044742029

Bank: Emirates NBD, Jebel Ali Branch, Dubai, U.A.E.  
Swift Code: EBILAEAD  
For USD Payments: AE790260000595308084402  
For EUR Payments: AE520260000595308084403  
For GBP Payments: AE250260000595308084404  
For ALL other currencies Payments: AE090260000595308084401

<b>Sub Total</b>	USD 300000.00
<b>VAT (0.0%)</b>	USD 0.00
<b>Total</b>	USD 300000.00

We also accept payments via credit cards. Kindly check with our Customer Service Team.

AGBL reserves the right to charge 1% per month for every month of delayed payment or fraction thereof. All costs for legal proceedings of collections incurred by AGBL shall be charged to the defaulting customer.



DRAFT

057ORD03837654

057-03837654



Shipper's Name and Address ALLIANCE GLOBAL FZ-LLC POBOX 500392 OFFICE 1610, CONCORD TOWER DUBAI MEDIA CITY DU AE TE +97143622957 JANNETH NATIVIDAD	Shipper's Account Number	Not Negotiable <b>Air Waybill</b> Issued by AIR FRANCE 45 RUE DE PARIS F 95747, ROISSY CDG CEDEX, FRANCE
---	--------------------------	--

Consignee's Name and Address UNIV. OF GHANA-WAGMC POBOX LG 25  LEGON AA GH TE +233272369030 PR. SOLOMON OFORI-ACQUAH	Consignee's Account Number	It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER, AND SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPROPRIATE. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying a supplemental charge if required.
---	----------------------------	---

Issuing Carrier's Agent Name and City WORLDWIDE EXPRESS INC -T: 440-826-4211 CLEVELAND	Accounting Information GL9312004 KNOWN PHARMA +2+8
--	--

Agent's IATA Code 01-1 9471/0016	Account No.
-------------------------------------	-------------

Airport of Departure (Addr. of First Carrier) and Requested Routing O'HARE APT/CHICAGO	Reference Number C00004888	Optional Shipping Information S-5668
---	-------------------------------	---

To	By First Carrier	Routing and Destination	to	by	to	by	Currency	CHGS	WT/VOL	Other	Declared Value for Carriage	Declared Value for Customs
CDG	AF	ACC AF					USD	PP	X	X	NVD	NCV

Airport of Destination ACCRA	Requested Flight/Date AF6741/28 AF0584/02	Amount of Insurance XXX	INSURANCE - If Carrier offers Insurance, and such Insurance is requested in accordance with the conditions thereof, indicate amount to be insured in figures in box marked "amount of insurance".
---------------------------------	--	----------------------------	---

Handling Information *PLEASE STORE @2-8°C DURING TRANSIT*24HR T: +14409159534, +233272369030 MUST FLY AS BOOKED-HANDLE WITH CARE-MUST FLY AS BOOKED	ITN: X20210226367549, ITN: X20210226367550
--	--

No. Of Pieces RCP	Gross Weight	kg	Rate Class	Chargeable Weight	Rate	Charge	Total	Nature and Quantity of Goods (incl. Dimensions or Volume)
3	200.0	K	Q GCR	200.0	14.77		2954.00	LABORATORY INSTRUMENT AND REAGENTS - AS PER ATTACHED UN1845 CARBON DIOXIDE, SOLID CLASS 9, 1x30KG
3	200.0						2954.00	

Prepaid	Weight Charge	Collect	Other Charges
	2954.00		MSC MISCELLANEOUS - DUE ISSUING CARRIER 190.00
	Valuation Charge		
	Tax		

Total Other Charges Due Agent	Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.
Total Other Charges Due Carrier	
190.00	
	WORLDWIDE EXPRESS T: 440-826-4211
	Signature of Shipper or his Agent

Total Prepaid	Total Collect	Signature of Issuing Carrier or its Agent
3144.00		MURAD DEMIRJIAN
Currency Conversion Rates	CC. Charges in Dest. Currency	

For Carrier's use only at Destination	Charges at Destination	057-03837654
---------------------------------------	------------------------	--------------

*Check Services Unit*  
UNIVERSITY OF GHANA  
SECURITY SERVICES UNIT  
PO BOX LG 25  
LEGON AA GH  
TE +233272369030

VERIFIED BY  
UNIVERSITY OF GHANA  
INTERNAL AUDIT DIRECTORATE  
SIGN. ... 23/03/2021

Email Copy



RAFT

057|ORD|03837654

057-03837654



Shipper's Name and Address ALLIANCE GLOBAL FZ-LLC POBOX 500392 OFFICE 1610, CONCORD TOWER DUBAI MEDIA CITY DU AE TE +97143622957 JANNETH NATIVIDAD		Shipper's Account Number		Not Negotiable <b>Air Waybill</b> Issued by AIR FRANCE 45 RUE DE PARIS F 95747, ROISSY CDG CEDEX, FRANCE								
Consignee's Name and Address UNIV. OF GHANA-WAGMC POBOX LG 25 LEGON AA GH TE +233272369030 PR. SOLOMON OFORI-ACQUAH		Consignee's Account Number		Copies 1, 2 and 3 of this Air Waybill are originals and have the same validity. It is agreed that the goods described herein are accepted in apparent good order and condition (except as noted) for carriage SUBJECT TO THE CONDITIONS OF CONTRACT ON THE REVERSE HEREOF. ALL GOODS MAY BE CARRIED BY ANY OTHER MEANS INCLUDING ROAD OR ANY OTHER CARRIER UNLESS SPECIFIC CONTRARY INSTRUCTIONS ARE GIVEN HEREON BY THE SHIPPER, AND SHIPPER AGREES THAT THE SHIPMENT MAY BE CARRIED VIA INTERMEDIATE STOPPING PLACES WHICH THE CARRIER DEEMS APPROPRIATE. THE SHIPPER'S ATTENTION IS DRAWN TO THE NOTICE CONCERNING CARRIER'S LIMITATION OF LIABILITY. Shipper may increase such limitation of liability by declaring a higher value for carriage and paying a supplemental charge if required.								
Issuing Carrier's Agent Name and City WORLDWIDE EXPRESS INC -T: 440-826-4211 CLEVELAND		Accounting Information GL9312004 KNOWN PHARMA +2+8		Agent's IATA Code 01-1 9471/0016								
Airport of Departure (Addr. of First Carrier) and Requested Routing O'HARE APT/CHICAGO		Reference Number C00004888		Optional Shipping Information S-5668								
To	By First Carrier	Routing and Destination	to	by	to	by	Currency	CHGS Code	W/T/W/L	Other	Declared Value for Carriage	Declared Value for Customs
CDG		AF	ACC	AF			USD	PP	X	X	NVD	NCV
Airport of Destination ACCRA		Requested Flight/Date AF6741/28 AF0584/02		Amount of insurance XXX		INSURANCE - If Carrier offers insurance, and such insurance is requested in accordance with the conditions thereof, indicate amount to be insured in figures in box marked "amount of insurance".						
Handling Information *PLEASE STORE @-2-8°C DURING TRANSIT*24HR T: +14409159534, +233272369030 MUST FLY AS BOOKED-HANDLE WITH CARE-MUST FLY AS BOOKED										ITN: X20210226367549, ITN: X20210226367550		
SCI												
No. Of Pieces RCP	Gross Weight	kg lb	Rate Class	Commodity Item No.	Chargeable Weight	Rate	Charge	Total	Nature and Quantity of Goods (incl. Dimensions or Volume)			
3	200.0	K	Q	GCR	200.0	14.77		2954.00	LABORATORY INSTRUMENT AND REAGENTS - AS PER ATTACHED UN1845 CARBON DIOXIDE,SOLID CLASS 9, 1x30KG			
3	200.0							2954.00	SHPR REF: 14526GH-2 1@17x17x17 IN (KEEP COLD) 1@21x21x21 IN (KEEP FROZEN) 1@38x36x38 IN (KEEP AMBIENT)			
Prepaid		Weight Charge		Collect		Other Charges						
2954.00						MSC MISCELLANEOUS - DUE ISSUING CARRIER 190.00						
Valuation Charge		Tax		Total Other Charges Due Agent		Shipper certifies that the particulars on the face hereof are correct and that insofar as any part of the consignment contains dangerous goods, such part is properly described by name and is in proper condition for carriage by air according to the applicable Dangerous Goods Regulations.						
				190.00		WORLDWIDE EXPRESS T: 440-826-4211						
Total Prepaid		Total Collect		Signature of Shipper or his Agent								
3144.00												
Currency Conversion Rates		CC. Charges in Dest. Currency		25-Feb-21		CLEVELAND		MURAD DEMIRJIAN				
				Executed on (date)		at (place)		Signature of Issuing Carrier or its Agent				
For Carrier's use only at Destination		Charges at Destination		Total Collect Charges		057-03837654						

Email Copy

Laser Airwaybill

**CUSTOMER SERVICES UNIT**  
UNIVERSITY OF GHANA  
POST OFFICE BOX LG 50  
LEGON ACCRA

**Fwd: Ghana Shipments 03/01/21 Tracking**

Ofori-Acquah, Solomon Fiifi <SFO2@pitt.edu>

Wed 3/3/2021 5:28 PM

To: William Kudzi <wkudzi@gmail.com>; Isaiah Agbovie Buertey <isabuertey@ug.edu.gh>; Melissa Nuno <mnuno@wagmc.org>; Jane Hutchison <jhutchison@wagmc.org>

Folks seen below. Isaiah and William, over to you.

Sent from my iPhone

Begin forwarded message:

**From:** "Lenhart, Diane M" <dlenhart@pitt.edu>  
**Date:** 3 March 2021 at 4:08:33 PM GMT  
**To:** "Ofori-Acquah, Solomon Fiifi" <SFO2@pitt.edu>  
**Subject:** Ghana Shipments 03/01/21 Tracking

Hello Solomon,

The Ghana shipments went out Monday via FEDEX. I am sending you the tracking numbers. The last box has cold packs as it contains reagents for washing the HO-1 ELISAs. The reagents should be OK at room temperature for a little while. All are in Tennessee, as of this morning. The stated delivery date is March 9.

Diane

Box	Tracking#
1	784225477367
2	784234126237
3	784235196847
4	784236601593
5	784218273787
6	784216362713
7	784237380846
8	784224770342
9	784238276159
10	784239048642
11	784240029607

Diane Lenhart  
Lab Manager for Dr. Solomon Ofori-Acquah  
E1200-10A BSTWR  
200 Lothrop St.  
Pittsburgh, PA 15261



ALLIANCE

# Tax Invoice

## Alliance Global FZ-LLC

Office 1610, Concord Tower  
Dubai Media City  
Dubai - UAE  
Tel: +971-4-375-2744  
TRN # 100354480400003

Invoice #	
202105700	
Date of Issuance	Tax Invoice Ref
2/28/2021	14526GH-2

<b>Bill To</b>
West African Genetic Medicine Centre 1 Ebenezer Laing Road Accra, West African GPS: GA-522-0463 Ghana Attn: Prof. Solomon Ofori-Acquah

<b>Ship To</b>
University of Ghana West African Genetic Medicine Centre(WAGMC P.O. Box LG 25 Legon, Accra Professor Solomon Ofori-Acquah Tel.+233272369030/sofori-acquah@ug.edu.g

P.O. Number	Date of Supply	Via	Terms	Due Date		
email dtd 13-Dec-20201	2/28/2021	WWExp	Advance payment	2/28/2021		
Cat #	Description	Pack Size	Qty	Price Ea	Tax Rate	Amount
SY-415-1002	NextSeq 550 Sequencing System Illumina NextSeq 550 Sequencing System is an integrated system for automated generation of DNA clonal clusters by bridge amplification, sequencing, primary analysis, and array scanning. System includes embedded touchscreen monitor and on-instrument computer, NextSeq Control Software, installation and training, and 12 months warranty (including parts and labor). SERIAL#NB552537 CONSIST OF: 1 x 15067451 - Assy, NextSeq 550 Sequencing System 1 x 20000200 - PUB,GUIDE,COMPLIANCE,RFID READER 1 x 20000084 - PUB,GUIDE,SAFETY COMPLIANCE,NEXTSEQ 1 x 20006831 - PUB,GUIDE,SYSTEM,NEXTSEQ 550 1 x 20039128 - Air filter Maintenance NextSeq	ea	1	300,000.00	OOS	300,000.00

Account Name: Alliance Global FZ-LLC  
Bank: Abu Dhabi Commercial Bank, Dubai, UAE  
Swift Code: ADCBAEAAXXX  
For USD Payments: AE960030011443307920002  
For EUR Payments: AE690030011443307920003  
For ALL other currencies Payments: AE260030011443307920001

Bank: First Abu Dhabi Bank, Jebel Ali Branch, Dubai, U.A.E.  
Swift Code: NBADAEAAXXX  
For USD Payments: AE620354021323044742018  
For EUR Payments: AE290354021323044742030  
For ALL other currencies Payments:  
AE560354021323044742029

Bank: Emirates NBD, Jebel Ali Branch, Dubai, U.A.E.  
Swift Code: EBILAEAD  
For USD Payments: AE790260000595308084402  
For EUR Payments: AE520260000595308084403  
For GBP Payments: AE250260000595308084404  
For ALL other currencies Payments: AE090260000595308084401

<b>Sub Total</b>
<b>VAT (0.0%)</b>
<b>Total</b>

We also accept payments via credit cards. Kindly check with our Customer Service Team.

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# Tax Invoice

## Alliance Global FZ-LLC

Office 1610, Concord Tower

Dubai Media City

Dubai - UAE

Tel: +971-4-375-2744

TRN # 100354480400003

Invoice #	
202105700	
Date of Issuance	Tax Invoice Ref
2/28/2021	14526GH-2

<b>Bill To</b>
West African Genetic Medicine Centre 1 Ebenezer Laing Road Accra, West African GPS: GA-522-0463 Ghana Attn: Prof. Solomon Ofori-Acquah

<b>Ship To</b>
University of Ghana West African Genetic Medicine Centre(WAGMC P.O. Box LG 25 Legon, Accra Professor Solomon Ofori-Acquah Tel.+233272369030/sofori-acquah@ug.edu.g

P.O. Number	Date of Supply	Via	Terms	Due Date		
email dtd 13-Dec-20201	2/28/2021	WWExp	Advance payment	2/28/2021		
Cat #	Description	Pack Size	Qty	Price Ea	Tax Rate	Amount
20024908	1 x 0419-0024 - POWER CORD,UK,2.5M H.S. Code: 90275000 Country of Origin: SINGAPORE NextSeq 500/550 High Output Kit v2.5 (300 Cycles) CONSIST OF: 2 x 15057929 - NSQ™ 500 hi- Output RGT CART v2(300 CYS), Lot#20496236 & Exp:25-NOV-2021 2 x 20022408 - NextSeq™ High Output Flow Cell v2.5, Lot#20493263 & Exp:25-NOV-2022 2 x 15057941 - NextSeq™ 500/550 Buffer Cartridge v2, Lot#20494252 & Exp:21-NOV-2021 2 x 15058251 - NextSeq® Accessory Box v2, Lot#20496694 & Exp:30-OCT-2021 H.S.Code: 38220000 Country of Origin: Singapore	kit	2	5,958.00	OOS	11,916.00
15036044	HiSeq® Install Accessories Box Illumina Use Only H.S.Code: 38220000 Country of Origin: USA	ea	1	73.23	OOS	73.23

**Sub Total**

**VAT (0.0%)**

**Total**

Account Name: Alliance Global FZ-LLC

Bank: Abu Dhabi Commercial Bank, Dubai, UAE

Swift Code: ADCBAEAXXX

For USD Payments: AE960030011443307920002

For EUR Payments: AE690030011443307920003

For ALL other currencies Payments: AE260030011443307920001

Bank: First Abu Dhabi Bank, Jebel Ali Branch, Dubai, U.A.E.

Swift Code: NBADAEAXXX

For USD Payments: AE620354021323044742018

For EUR Payments: AE290354021323044742030

For ALL other currencies Payments:

AE560354021323044742029

Bank: Emirates NBD, Jebel Ali Branch, Dubai, U.A.E.

Swift Code: EBILAEAD

For USD Payments: AE790260000595308084402

For EUR Payments: AE520260000595308084403

For GBP Payments: AE250260000595308084404

For ALL other currencies Payments: AE090260000595308084401

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# Tax Invoice

## Alliance Global FZ-LLC

Office 1610, Concord Tower  
Dubai Media City  
Dubai - UAE  
Tel: +971-4-375-2744  
TRN # 100354480400003

Invoice #	
202105700	
Date of Issuance	Tax Invoice Ref
2/28/2021	14526GH-2

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<b>Ship To</b>
University of Ghana West African Genetic Medicine Centre(WAGMC P.O. Box LG 25 Legon, Accra Professor Solomon Ofori-Acquah Tel.+233272369030/sofori-acquah@ug.edu.g

P.O. Number	Date of Supply	Via	Terms	Due Date		
email dtd 13-Dec-20201	2/28/2021	WWExp	Advance payment	2/28/2021		
Cat #	Description	Pack Size	Qty	Price Ea	Tax Rate	Amount
11298922	GA#-PW1 Fin Reag H.S.Code: 38220000 Country of Origin: USA 100% Discount for Cat#20024908 (NextSeq 500/550 High Output Kit v2.5 (300 Cycles), Cat#15036044 (HiSeq® Install Accessories Box Illumina Use Only) and Cat#11298922 (GA#-PW1 Fin Reag)	ea	1	32.32	OOS	32.32
Discount-Illumina Seque...				-12,021.55	OOS	-12,021.55

Account Name: Alliance Global FZ-LLC  
Bank: Abu Dhabi Commercial Bank, Dubai, UAE  
Swift Code: ADCBAEAAXXX  
For USD Payments: AE960030011443307920002  
For EUR Payments: AE690030011443307920003  
For ALL other currencies Payments: AE260030011443307920001

<b>Sub Total</b>	USD 300000.00
<b>VAT (0.0%)</b>	USD 0.00
<b>Total</b>	USD 300000.00

Bank: First Abu Dhabi Bank, Jebel Ali Branch, Dubai, U.A.E.  
Swift Code: NBADAEAXXX  
For USD Payments: AE620354021323044742018  
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AE560354021323044742029

Bank: Emirates NBD, Jebel Ali Branch, Dubai, U.A.E.  
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Name of Officer:

DR WILLIAM KUDZI

Rank:

SNR RESEARCH OFFICER FELLOW

Dept/Direct./Unit:

WARMC, LECOM

Date:

22/03/2021

Stamp:

Handa (0246703400)

Witness by Internal Audit Staff: NAME: Mrs. Edna Addae

Rank: S.1-1 Signature:

Date: 23/3/21

Name of Stores Officer: Samuel Faye Ameh

Rank: Ag. Head of stores

Signature: [Signature]

Date: 23/3/21



UNIVERSITY OF GHANA

FINANCE DIRECTORATE

GOODS / WORKS / SERVICES CERTIFICATION FORM

ITEM NUMBER (IF APPLICABLE): .....

ITEM DESCRIPTION: NEXTSEQ (ILLUMINA) SEQUENCER

BENEFICIARY UNIT: WAGMC, LEGON, UNI. OF GHANA

NAME OF CONTRACTOR/SUPPLIER: ALLIANCE GLOBAL FZ-LLC

LOCATION/ADDRESS: OFFICE 1610, CONCORD TOWER, DUBAI, UAE

BRIEF DESCRIPTION OF GOODS/WORKS/SERVICES: .....

Nextseq 550 DNA Sequencer for sequencing of DNA.

STATE WHETHER IN YOUR OPINION THE CONTRACT HAS BEEN PERFORMED TO

EXPECTATION: GOOD Condition

GIVE REASONS: Box containing the DNA sequencer was intact not damaged.

UNIT HEAD'S SIGNATURE: [Signature]

NAME: DR WILLIAM KUDZI DATE: 22/03/2021

EXPERT'S REMARKS (IF APPLICABLE): .....

SIGNATURE: .....

NAME: ..... DATE: .....