

UNIVERSITY OF CAPE COAST
CAPE COAST, GHANA

OFFICE OF THE VICE-CHANCELLOR

Telephone: 233-3321-32378 03021-32050
Telex: 2552, UCC, GH.
Fax: 233-3321-32485
E-mail: vc@ucc.edu.gh



Telegrams & Cables:
UNIVERSITY, CAPE COAST

29th April, 2020

Our Ref: UCC/USAID/FUR/PQ/01/2020

Your Ref:

CONTRACT FOR THE SUPPLY OF FURNITURE FOR UCC-USAID FISHERIES AND COASTAL MANAGEMENT CAPACITY BUILDING SUPPORT PROJECT

THIS AGREEMENT made the 28th day of April, 2020 between University of Cape Coast of Ghana (hereinafter called "the Purchaser") of the one part and Messrs All-Lit Solutions of Accra, Ghana (hereinafter called "the Supplier") of the other part:

WHEREAS the Purchaser invited Quotations for certain goods and ancillary services viz, Supply of Furniture (UCC/USAID/PQ/01/2020) and has accepted a quotation by the Supplier for the supply of those goods and services, that is

Description of goods

6 No. Metal Cabinets	6,200.00
2 No. Office Desks	2,600.00
5 No. Wooden Cabinet	9,250.00
7 No. Manager swivel Chair	12,600.00
3% VAT	919.50
Total	<u>31,569.50</u>

Contract Sum

The Contract sum is **Thirty One Thousand, Five Hundred and Sixty Nine Ghana Cedis, Fifty Pesewas (GH¢31,569.50)**, VAT inclusive hereinafter called "the Contract Price". The contract price is fixed. The University shall not entertain Contract Price variation.

Delivery Period

The items shall be delivered to the University of Central Stores not later than 30th April, 2020.

Payment

Payment for the Contract Price for the goods shall be made to the Supplier within 30 days after receipt of the goods. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services 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

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 Quotation Submitted by the Tenderer;
 - (b) The Schedule of Requirements;


[Handwritten signature]

(c) The Technical Specifications;

IN WITNESS whereof the parties here to 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

Name: Prof Joseph Gharkey Ampiah

Signature: 

Designation: Vice-Chancellor

Seal: VICE-CHANCELLOR

UNIVERSITY OF CAPE COAST
Date: 29th April, 2020

Witnessed by:

Name: Dr. Noble Asare

Signature: 

Designation: SI (HOD)

Date: 29th April, 2020

HEAD
DEPT. OF FISHERIES & AQUATIC SCIENCES
UNIVERSITY OF CAPE COAST

On behalf of the Supplier

Name: CYNTHIA SAMPSON

Signature: 


Designation: SALES EXECUTIVE

Seal:

Date: 29th April, 2020

Witnessed by:

Name: RANDOLPH OSEI

Signature: 

Designation: SALES OFFICER

Date: 29th April, 2020

UNIVERSITY OF CAPE COAST

CAPE COAST, GHANA

OFFICE OF THE VICE-CHANCELLOR

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Telegrams & Cables:
UNIVERSITY, CAPE COAST

13th November, 2019

Our Ref: UCC/ACECOR/AC/PQ/01/2019

Your Ref:

CONTRACT FOR THE SUPPLY AND INSTALLATION OF AIR CONDITIONERS FOR AFRICA CENTRE OF EXCELLENCE IN COASTAL RESILLIENCE- DEPARTMENT OF FISHERIES

THIS AGREEMENT made the 13th day of November, 2019 between University of Cape Coast of Ghana (hereinafter called "the Purchaser") of the one part and Messrs Cytrust Engineering Services of Cape Coast, Ghana (hereinafter called "the Supplier") of the other part:

WHEREAS the Purchaser invited Quotations for certain goods and ancillary services, viz, Supply of AC (UCC/ACECOR/AC/PQ/01/2019) and has accepted a Quotation by the Supplier for the supply of those goods, that is

Description of goods

➤ 8 No. 2.5 Split Unit Air Conditioner (Wellington High)	37,080.00
➤ 2 No. 1.5 Split Unit Air Conditioner (Wellington High)	5,613.50
➤ 4 Coils. 1/2" Copper Tubing	1,442.00
➤ 4 Coils. 1/4" Copper Tubing	988.80
➤ 15 Pieces. 1/2" PVC Pipe	309.00
➤ 25 Pieces. 1/2" PVC Elbow	128.75
➤ 10 Pieces. 1/2" PVC Tee	51.5
➤ 75 Pieces. 1/2" Amerflex	695.25
➤ 5 Pieces. Amerflex Tape	257.50
➤ 10 Pieces. AC Bracket Stand	1,030.00
➤ 3 Coils. 3×2.5mm ² Cable	1,792.20
➤ Chiseling and Resurfacing for Installation of Copper Pipes	2,575.00
➤ 10 No. Installation Charges	3,090.00

Contract Sum

The Contract sum is Fifty-Five Thousand and Fifty-Three Ghana Cedis, Fifty Pesewas (GH¢55,053.50) including VAT hereinafter called "the Contract Price". The contract price is fixed. The University shall not entertain Contract Price variation due to the effect of any notice of exchange rate variation of any convertible currency.

Delivery Period

The items shall be delivered to the University of Cape Coast; Central Stores, not later than,

2 Weeks from 13th November, 2019.

Delayed Delivery

Liquidated Damages shall be applicable at the rate of 0.5% per week if the supplier fails to deliver on time up to a maximum of 10%. The University of Cape Coast reserves the right to terminate

the contract in the event of your company's failure to deliver within the stipulated time and seek legal remedies.

Warranty

The warranty period shall be **12 months** from the date of delivery and acceptance. The Supplier shall in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:

a. make such changes, modification, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the contract at its own cost and expense and to carry out further performance tests in accordance with SCC 4.1 or

b. Pay liquidated damages to the Purchaser with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be 0.5% per week up to a maximum of 10%.

Payment

Hundred percent (100%) of the Contract Price for Services delivered shall be made to the Supplier within thirty (30) days after the date of receipt of claim letter supported by Store Receipt Vouchers and an acceptance certificate issued by the Purchaser. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services 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

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 Quotation Submitted by the Tenderer;
 - (b) The Schedule of Requirements;
 - (c) The Technical Specifications;
-

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

Name: PROF. DORA F. EDU-BUATIDOH

Signature: 

Designation: PRO VICE - CHANCELLOR

Seal: UNIVERSITY OF CAPE COAST
CAPE COAST

Date: 13th November, 2019

Witnessed by:

Name: Prof. Dennis Aheto

Signature: 

Designation: Director, ACC/CO/ULL

Date: 13th November, 2019

On behalf of the Supplier

Name: Aaron Amos Asannah

Signature: 

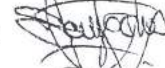
Designation: CEO

Seal: CYTRUST ENG. SERVICES
P. O. BOX 40 385
CAPE COAST

Date: 13th November, 2019

Witnessed by:

Name: Mensah Sarpong Robert

Signature: 

Designation: Technical Manager

Date: 13th November, 2019

UNIVERSITY OF CAPE COAST
CAPE COAST, GHANA

OFFICE OF THE VICE-CHANCELLOR

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Telegrams & Cables:
UNIVERSITY, CAPE COAST

Our Ref: UCC/ACE/01/2020

18th June, 2020

Your Ref:

**CONTRACT FOR THE SUPPLY AND INSTALLATION OF AIR CONDITIONERS
FOR AFRICA CENTRE OF EXCELLENCE IN COASTAL RESILIENCE-ACECOR**

THIS AGREEMENT made the 18th day of June, 2020 between University of Cape Coast of Ghana (hereinafter called "the Purchaser") of the one part and Messrs Cytrust Engineering Services of Cape Coast, Ghana (hereinafter called "the Supplier") of the other part:

WHEREAS the Purchaser invited Quotations for certain goods and ancillary services, viz, Supply and Installation of Air Conditioners (UCC/ACE/01/2020) and has accepted a Quotation by the Supplier for the supply of those goods, that is

Description of goods

- 2 No. 5.0HP Anglo Floor Standing Air Conditioner with copper condenser

Contract Sum

The Contract sum is **Twenty Two Thousand, Nine Hundred and Fifteen Ghana Cedis, Forty Four Pesewas (GH¢22,915.44)** including VAT hereinafter called "the Contract Price". The contract price is fixed. The University shall not entertain Contract Price variation.

Delivery Period

The items shall be delivered to the University of Cape Coast, Central Stores, not later than

4 Weeks from 22nd June, 2020.

Delayed Delivery

Liquidated Damages shall be applicable at the rate of **0.5% per week** if the supplier fails to deliver on time up to a maximum of 10%. The University of Cape Coast reserves the right to terminate the contract in the event of your company's failure to deliver within the stipulated time and seek legal remedies.

Warranty

The warranty period shall be **12 months** from the date of delivery and acceptance. The Supplier shall in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:

- make such changes, modification, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the contract at its own cost and expense and to carry out further performance tests in accordance with SCC 4.1 or
- Pay liquidated damages to the Purchaser with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be 0.5% per week up to a maximum of 10%.

5/2020

Payment

Hundred percent (100%) of the Contract Price for Services delivered shall be made to the Supplier within thirty (30) days after the date of receipt of claim letter supported by Store Receipt Vouchers and an acceptance certificate issued by the Purchaser. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services 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.

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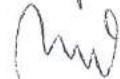
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- (a) The Quotation Submitted by the Tenderer;
- (b) The Schedule of Requirements;
- (c) The Technical Specifications;

IN WITNESS whereof the parties here to 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

Name: Prof. Joseph Ghartey Anprah

Signature: 

Designation: Vice-Chancellor

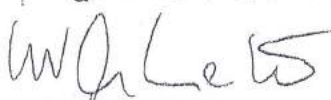
UNIVERSITY OF CAPE COAST

Seal:

Date: 18th June, 2020

Witnessed by:

Name: Prof. Dennis W. Ahetu

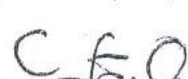
Signature: 

Designation: Project Manager

Date: 18th June, 2020

On behalf of the Supplier

Name: Arm Amos Asamoah

Signature: 

Designation: CEO


Seal: CYTRUST ENG. SERVICE:

P. O. BOX AD 366
CAPE COAST

Date: 18th June, 2020

Witnessed by:

Name: Mensah Sarpong Robert

Signature: 

Designation: Technical Manager

Date: 18th June, 2020

To be attached to Suppliers' Invoice

LOCAL PURCHASE ORDER

No 15896

UNIVERSITY OF CAPE COAST
CAPE COAST

To DRONEHUBS GHANA LIMITED
ACCRA

Quantity	Unit	ARTICLES	UNIT PRICE	Amount
6	pcs	Phantom 4 Pro Intelligent Flight Battery (High Capacity)	1,512.00	9,072.00
			3% VAT	272.16
		FOR: CENTRE FOR COASTAL MANAGEMENT		
			GTT	<u>9,344.16</u>

* Delivery: Not later than 2 weeks

* Cost in words

Pesewas

Cedis

Signed [Signature]
Finance Officer
Date 26/03/20

I certify that the above-mentioned stores
have been received and taken on charge.

Storekeeper
Date

- The University does not accept liability for any order signed by an unauthorised person. Suppliers are therefore advised to satisfy themselves that this order has been signed by a proper person.
- A genuine order should always be presented in Original and Duplicate. Suppliers are required to return the Original copy with a price invoice together with the materials supplied.

*To be filled in after stores have been received.

To be attached to Suppliers' Invoice

ORIGINAL

LOCAL PURCHASE ORDER

No 45408

UNIVERSITY OF CAPE COAST
CAPE COAST

To DRONETHUB GHANA LIMITED
ACCRA

Quantity	Unit	ARTICLES	UNIT PRICE	TOTAL AMT
6	PCS	DJI PHANTOM 4 PRO FLIGHT INTELLIGENT BATTERY	1,557.36	9,344.16
		FOR: CENTER FOR COASTAL MANAGEMENT		
		3% VAT INCLUSIVE		
		DELIVERY: Not later than 2 weeks		9,344.16

*Cost in words..... Cedis

Pesewas.....

Signed [Signature]
Purchase Officer

Date 09/12/2020

I certify that the above-mentioned stores
have been received and taken on charge.

Storekeeper _____

Date _____

- The University does not accept liability for any order signed by an unauthorised person. Suppliers are therefore advised to satisfy themselves that this order has been signed by a proper person.
- A genuine order should always be presented in Original and Duplicate. Suppliers are required to return the Original copy with a price invoice together with the materials supplied.

UNIVERSITY OF CAPE COAST

CAPE COAST, GHANA

OFFICE OF THE VICE-CHANCELLOR

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Fax: 233-3321-32485
E-mail: vc@ucc.edu.gh



Telegrams & Cables:
UNIVERSITY, CAPE COAST

Our Ref: **UCC/ACR/04/2020**

18th June, 2020

Your Ref:

CONTRACT FOR THE SUPPLY OF OFFICE FURNITURE FOR AFRICA CENTRE OF EXCELLENCE IN COASTAL RESILIENCE-ACECOR

THIS AGREEMENT made the 18th day of June, 2020 between University of Cape Coast of Ghana (hereinafter called "the Purchaser") of the one part and Messrs ED-Best Works and Trading Enterprise of Cape Coast, Ghana (hereinafter called "the Supplier") of the other part:

WHEREAS the Purchaser invited Quotations for certain goods and ancillary services, viz, Supply Office Furniture (**UCC/ACR/04/2020**) and has accepted a Quotation by the Supplier for the supply of those goods, that is

Description of goods

➤ 4 No. 4-in-1 Waiting Chairs	7,200.00
➤ 2 No. Executive L-Shaped Desk(1.4m)	4,600.00
➤ 2 No. Executive Swivel Chair(Bx-12)	3,700.00
➤ 4 No. Standard Office Desk	6,800.00
➤ 4 No. Swivel Chair(FR-20)	5,800.00
➤ 1 No. 6-Seater Conference Table	4,280.00
➤ 6 No. Conference Chairs	5,700.00
➤ 3% VAT	1,142.40

Contract Sum

The Contract sum is **Thirty Nine Thousand, Two Hundred and Twenty Two Ghana Cedis, Forty Pesewas (GH¢39,222.40)** including VAT hereinafter called "the Contract Price". The contract price is fixed. The University shall not entertain Contract Price variation.

Delivery Period

The items shall be delivered to the University of Cape Coast, Central Stores, not later than

4 Weeks from 22nd June, 2020.

Delayed Delivery

Liquidated Damages shall be applicable at the rate of **0.5% per week** if the supplier fails to deliver on time up to a maximum of 10%. The University of Cape Coast reserves the right to terminate the contract in the event of your company's failure to deliver within the stipulated time and seek legal remedies.

[Handwritten signature]
2020

Warranty

The warranty period shall be **12 months** from the date of delivery and acceptance. The Supplier shall in addition, comply with the performance and/or consumption guarantees specified under the Contract. If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:

- a. make such changes, modification, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the contract at its own cost and expense and to carry out further performance tests in accordance with SCC 4.1 or
- b. Pay liquidated damages to the Purchaser with respect to the failure to meet the contractual guarantees. The rate of these liquidated damages shall be 0.5% per week up to a maximum of 10%.

Payment

Hundred percent (100%) of the Contract Price for Services delivered shall be made to the Supplier within thirty (30) days after the date of receipt of claim letter supported by Store Receipt Vouchers and an acceptance certificate issued by the Purchaser. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services 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.

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.
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 - (b) The Schedule of Requirements;
 - (c) The Technical Specifications;

IN WITNESS whereof the parties here to 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

Name: Prof Joseph Ghartey Ampiah

Signature: *[Handwritten Signature]*

Designation: Vice-Chancellor

VICE - CHANCELLOR

Seal:

UNIVERSITY OF CAPE COAST

Date: 18th June, 2020

Witnessed by:

Name: Prof. Dennis W. Aheto

Signature: *[Handwritten Signature]*

Designation: Director

Date: 18th June, 2020

On behalf of the Supplier

Name: BENJAMIN ESSEL

Signature: *[Handwritten Signature]*

Designation: MANAGER

ED-BEST WORKS & TRADING ENT

Seal:

MANAGING DIRECTOR

Date: 18th June, 2020

Witnessed by:

Name: John Manse

Signature: *[Handwritten Signature]*

Designation: Senr. Technician

Date: 18th June, 2020

LOCAL PURCHASE ORDER

№ 13936

UNIVERSITY OF CAPE COAST
CAPE COAST

To F. J. ... Billings

Quantity	Unit	ARTICLES				
2	nos	1kg full up ... (1500000)				
		for Africa Centre of Iron Works in Coastal ... (Africa ...)				
		Deliver: 1st before 11 am this week				
		<table border="0"> <tr> <td>MR. ...</td> <td>300.50</td> </tr> <tr> <td>Cost</td> <td>1,700.50</td> </tr> </table>	MR. ...	300.50	Cost	1,700.50
MR. ...	300.50					
Cost	1,700.50					

*Cost in words Cedis

Pesewas

Signed [Signature]
 Finance Officer
 Date 06/10/2020

I certify that the above-mentioned stores
 have been received and taken on charge.

Storekeeper
 Date

- The University does not accept liability for any order signed by an unauthorised person. Suppliers are therefore advised to satisfy themselves that this order has been signed by a proper person.
- A genuine order should always be presented in Original and Duplicate. Suppliers are required to return the Original copy with a price invoice together with the materials supplied.

*To be filled in after stores have been received.

LOCAL PURCHASE ORDER

No 33743

UNIVERSITY OF CAPE COAST
CAPE COAST

To ELECTRONICS GHANA LIMITED
ACCRA

Quantity	Unit	ARTICLES	Unit Price	Total Amount
1	Pc	Samsung Galaxy A71	2,499.00	2,499.00
		for Africa Centre of Excellence in Coastal Residence (ACCOR)		
			GHD	2,499.00

Delivery: not later than 2 weeks.

*Cost in words.....Cedis

Pesewas.....

Signed [Signature]
Procurement Finance Officer
Date 04/06/2020

I certify that the above-mentioned stores
have been received and taken on charge.

Storekeeper
Date.....

1. The University does not accept liability for any order signed by an unauthorised person. Suppliers are therefore advised to satisfy themselves that this order has been signed by a proper person.
2. A genuine order should always be presented in Original and Duplicate. Suppliers are required to return the Original copy with a price invoice together with the materials supplied.

*To be filled in after stores have been received.

LOCAL PURCHASE ORDER

No 33743

UNIVERSITY OF CAPE COAST
CAPE COAST

To ELECTROLAND GHANA LIMITED
ACCRA

Quantity	Unit	ARTICLES	Unit Price	Total Amount
1	Pc.	Samsung Galaxy A71	2,499.00	2,499.00
		for Africa Centre of Excellence in Coastal Residence (ACECOR)		
			GHS	2,499.00

Delivery not later than 2 weeks.

*Cost in words..... Cedis

Pesewas.....

Signed [Signature]
Finance Officer
Date 14/06/2020

I certify that the above-mentioned stores have been received and taken on charge.

Storekeeper
Date.....

1. The University does not accept liability for any order signed by an unauthorised person. Suppliers are therefore advised to satisfy themselves that this order has been signed by a proper person.
2. A genuine order should always be presented in Original and Duplicate. Suppliers are required to return the Original copy with a price invoice together with the materials supplied.

*To be filled in after stores have been received.

UNIVERSITY OF CAPE COAST
CAPE COAST, GHANA

OFFICE OF THE VICE-CHANCELLOR

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Telegrams & Cables:
UNIVERSITY, CAPE COAST

Our Ref: **UCC/ACE/03/2020**

Your Ref:

22nd July, 2020

THE MANAGING DIRECTOR
FAIRGREEN LIMITED
P. O. BOX GP 579
ACCRA

Dear Sir,

NOTIFICATION OF AWARD OF CONTRACT FOR THE SUPPLY AND INSTALLATION OF SMART CLASSROOM EQUIPMENT FOR ACECoR

We write to notify you that your tender for the **Supply and Installation of Smart Classroom Equipment** in the amount of **Ninety-Seven Thousand and Seventy-Three Ghana Cedi, Forty Pesewas (GH¢97,073.40)**, is hereby accepted as follows:

➤ **1 Set Smart Classroom Equipment**

This Notification of Award may constitute the formation of Contract. You are therefore required to furnish us with a Performance Security of **10% of your Tender Price from a reputable bank** in the format attached and sign a contract accordingly within fourteen (14) days of the receipt of this Notification of Award.

Failure to comply with the fulfilment of Performance Security and Signing of Contract within the stipulated time may constitute a failure of formation of contract.

We would like to hear from you as soon as possible. Accept our congratulations.

Yours faithfully,

Prof. Joseph Ghartey Ampiah
Vice-Chancellor

Cc Pro Vice-Chancellor
Registrar
Project Director, ACECoR
Director of Finance
Director of Internal Audit
Director, DICT Services
Procurement Officer

To be attached to Suppliers' Invoice

ORIGINAL

LOCAL PURCHASE ORDER

No 12155

UNIVERSITY OF CAPE COAST
CAPE COAST

To FAIRGREEN LIMITED
ACCRA

Quantity	Unit	ARTICLES	Unit Price	TOTAL AMOUNT
3	Pce	fabrication of Metal Projector Cage and Installation	356.50	1,069.50
2	Pce	3X3 Patrex Back Box	4.60	9.20
1	Pc	13amp Socket	23.00	23.00
30	Yrds	2mm x 3 Flexible Power Extension wire	7.02	210.60
1	Pc	Power Switch with Light	16.10	16.10
9	Pce	Marshall Mini trunk - 3m	43.70	393.30
3	Pce	Universal Projector Ceiling Mounting	339.25	1,017.75
1		Projector Installation Cost	1,105.00	1,105.00
	REF	L.P.O # 12156		

*Cost in words.....Cedis

Pesewas.....

Signed [Signature]
Finance Officer

Date 10/07/2020

I certify that the above-mentioned stores have been received and taken on charge.

Storekeeper

Date _____

- The University does not accept liability for any order signed by an unauthorised person. Suppliers are therefore advised to satisfy themselves that this order has been signed by a proper person.
- A genuine order should always be presented in Original and Duplicate. Suppliers are required to return the Original copy with a price invoice together with the materials supplied.

*To be filled in after stores have been received.

Attached to Suppliers' Invoice

ORIGINAL

LOCAL PURCHASE ORDER

UNIVERSITY OF CAPE COAST
CAPE COAST

No 12156

To FAIR GREEN LIMITED
ACCRA

Quantity	Unit	ARTICLES	Unit Price	Total Amt
		REF: L.P.O #12155		
		Sub-total		3,244.45
		Vat 3%		115.23
		FOR African Centre of Excellence FOR Coastal Resilience (ACECOR)		
		DELIVERY: Not later than 2 weeks		
				3,959.78

*Cost in words.....Cedis S

Pesewas.....

Signed [Signature]
Finance Officer

Date 10/07/2020

I certify that the above-mentioned stores have been received and taken on charge.

Storekeeper _____

Date _____

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To be attached to Suppliers' Invoice

ORIGINAL

LOCAL PURCHASE ORDER

No 12158

UNIVERSITY OF CAPE COAST
CAPE COAST

To FAIR GREEN LIMITED
ACCRA

Quantity	Unit	ARTICLES	UNIT PRICE	TOTAL AMT
3	Pcs	Electronic Projector Screen (300x300 CM)	1,667.50	5,002.50
1		Total Installation Charge	410.00	410.00
				5412.50
		Vat 3%		162.38
		For: African Centre of Excellence For Coastal Resilience (ACECOR)		
		DELIVERY: Not later than two(2) weeks		5,574.88

*Cost in words.....Cedis

Pesewas.....

Signed [Signature]
Finance Officer
Date 10/07/2010

I certify that the above-mentioned stores have been received and taken on charge.

Storekeeper _____

Date _____

1. The University does not accept liability for any order signed by an unauthorised person. Suppliers are therefore advised to satisfy themselves that this order has been signed by a proper person.
2. A genuine order should always be presented in Original and Duplicate. Suppliers are required to return the Original copy with a price invoice together with the materials supplied.

*To be filled in after stores have been received.

LOCAL PURCHASE ORDER

No 45276

UNIVERSITY OF CAPE COAST
CAPE COAST

To KINGDOM BOOK AND STATIONERY LIMITED
CAPE COAST

Quantity	Unit	ARTICLES	Unit Price	Quantity
60	Pcs	File Envelope Deli 2508	5.00	300.00
15	Pcs	File Binder Organizer Bag	27.00	405.00
70	Pcs	Note Pad 2 line Notes	6.00	420.00
10	Pcs	Highlighter Low Saver	10.00	100.00
120	Pcs	Penal Deli HB Neon (purple)	0.30	36.00
100	Pcs	Eraser Nylon	0.60	60.00
100	Pcs	Pen Mexflex-Mentor Awarded	1.20	120.00
100	Pcs	Sticky Notes Deli Awarded	15.00	1500.00
2	Pcs	Masking Tape Products Kbs	16.00	32.00
10	Pcs	Map Chart Pad 40 sheets	40.00	400.00
100		ACCOR		
L.P.O # 45204				

*Cost in words.....Cedis

Pesewas.....

Signed [Signature]
Finance Officer
Date 11/11/2020

I certify that the above-mentioned stores have been received and taken on charge.

Storekeeper
Date.....

- The University does not accept liability for any order signed by an unauthorised person. Suppliers are therefore advised to satisfy themselves that this order has been signed by a proper person.
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*To be filled in after stores have been received.

LOCAL PURCHASE ORDER

No 23337

UNIVERSITY OF CAPE COAST
CAPE COAST

To KOFI ESSUMAN ENTERPRISE
CAPE COAST

Quantity	Unit	ARTICLES	Unit Price	Total Amount
16	Pcs	Gas Regulator	33.99	543.84
16	RS	Clips (2 Pairs)	2.48	39.68
8	NB	Westpool Double Door Fridge (For Africa Centre of Excellence in Coastal Resilience)	1,314.28	10,514.24
Delivery: Not later than 1 week			GH	11,097.76

*Cost in words.....Cedis

Pesewas.....

Signed.....

Date 25/11/2019

I certify that the above-mentioned stores
have been received and taken on charge.

Storekeeper

Date

1. The University does not accept liability for any order signed by an unauthorised person. Suppliers are therefore advised to satisfy themselves that this order has been signed by a proper person.
2. A genuine order should always be presented in Original and Duplicate. Suppliers are required to return the Original copy with a price invoice together with the materials supplied.

*To be filled in after stores have been received.

TRIPPLICATE

LOCAL PURCHASE ORDER

No 45403

UNIVERSITY OF CAPE COAST
CAPE COAST

To SAMRUS GEOSPATIAL LIMITED
ACCRA

Quantity	Unit	ARTICLES	UNIT PRICE	TOTAL AMT
1	Pc	ARCGIS Educational Academic Departmental Package (medium)	3,540.00	3,540.00
		3% VAT	-	106.20
FOR: AFRICA CENTRE OF EXCELLENCE IN COASTAL RESILIENCE				
DELIVERY: Not later than 2 weeks				3,646.20

*Cost in words _____ Cedis

Pesewas _____

Signed [Signature]
Finance Officer
Date 04/12/2020

I certify that the above-mentioned stores have been received and taken on charge.

Storekeeper

Date

- The University does not accept liability for any order signed by an unauthorised person. Suppliers are therefore advised to satisfy themselves that this order has been signed by a proper person.
- A genuine order should always be presented in Original and Duplicate.

LOCAL PURCHASE ORDER

No 45203

UNIVERSITY OF CAPE COAST
CAPE COASTTo SAMUEL AHI BARTOOR LINDINI
CAPE COAST

Quantity	Unit	ARTICLES	Unit Price	Total
32	No	1" Galv Square Pipe	28.00	896.00
122	No	3/4 Galv Square Pipe	20.00	2,440.00
120	No	1/2 Galv Flat Bar	15.00	1,800.00
3	No	Galv Pipe	20.00	60.00
1	No	Lockwise	200.00	200.00
8	No	Hinge	20.00	160.00
1	No	5" Mangle	60.00	60.00
7	No	Paint	12.00	84.00
7	No	Hinges	50.00	350.00
		FOR (LIME FOR CONCRETE MIX) (ALL OK)		6,110.00
		Amount Not Taken From Bank		201.30
				Total 6,912.00

*Cost in words.....Cedis

Pesewas.....

Signed [Signature]

Finance Officer

Date 7/11/2010I certify that the above-mentioned stores
have been received and taken on charge.

Storekeeper

Date.....

- The University does not accept liability for any order signed by an unauthorised person. Suppliers are therefore advised to satisfy themselves that this order has been signed by a proper person.
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*To be filled in after stores have been received.

LOCAL PURCHASE ORDER

No 12134

UNIVERSITY OF CAPE COAST
CAPE COAST

To Ultimate Suppliers Limited
Accra

Quantity	Unit	ARTICLES	Unit Price	Total Amount
3	NO	RICOH PJ WX5461 PROJECTOR Warranty: 12 months for Africa Centre of Excellence in Coastal Residence (ACECOR)	4,522.00	13,566.00
		Not later than One week	GHD	3,566.00

*Cost in words.....Cedis

Pesewas.....

Signed [Signature]

Finance Officer

Date 15/10/2019

I certify that the above-mentioned stores
have been received and taken on charge.

Storekeeper

Date.....

1. The University does not accept liability for any order signed by an unauthorised person. Suppliers are therefore advised to satisfy themselves that this order has been signed by a proper person.
2. A genuine order should always be presented in Original and Duplicate. Suppliers are required to return the Original copy with a price invoice together with the materials supplied.

*To be filled in after stores have been received.

To be attached to Suppliers' Invoice

ORIGINAL

LOCAL PURCHASE ORDER

No 15900

UNIVERSITY OF CAPE COAST
CAPE COAST

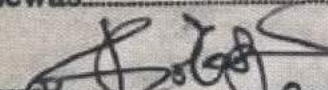
To ULTIMATE SUPPLIES LIMITED
ACCRA

Quantity	Unit	ARTICLES	UNIT PRICE	TOTAL AMT
2	Pcs	RIECHO TONER MP 2501	237.00	474.00
FOR: CENTRE FOR COASTAL MANAGEMENT				
				474.00

DELIVERY: Not later than 2 weeks

*Cost in words Cedis

Pesewas

Signature: 
 Date: 01/12/2020
 Finance Officer

I certify that the above-mentioned stores have been received and taken on charge.

Storekeeper _____
 Date _____

- The University does not accept liability for any order signed by an unauthorised person. Suppliers are therefore advised to satisfy themselves that this order has been signed by a proper person.
- A genuine order should always be presented in Original and Duplicate. Suppliers are required to return the Original copy with a price invoice together with the materials supplied.

UNIVERSITY OF CAPE COAST
CAPE COAST, GHANA

OFFICE OF THE VICE-CHANCELLOR

Telephone: 233-3321-32478 Direct: 03321-32080
Telex: 2582 UCC GH
Fax: 233-3321-32485
E-mail: vco@ucc.edu.gh



Telegram & Cable:
UNIVERSITY CAPE COAST

13th November, 2020

Our Ref: **CR/UCC/CS/0003/2020(UCC/ACE/08/2020)**

Your Ref:

**CONTRACT FOR CONSULTANCY ASSIGNMENT FOR FACILITATION OF
SHORT COURSES FOR AFRICAN CENTER OF EXCELLENCE IN COASTAL
RESILIENCE (ACECoR)**

THIS CONTRACT ("Contract") is entered into this 13th day of November 2020, BETWEEN University of Cape Coast ("the Client") having its principal place of business at Cape Coast, OF THE ONE PART and Green Waterhut ("the Consultant") having its principal office located at Sunyani OF THE OTHER PART.

WHEREAS, the Client wishes to have the Consultant perform the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES HEREIN HEREBY agree as follows:

1. **Services**
 - (i) The Consultant shall perform the services specified in Annex A, "Terms of Reference including Scope of Services," which is made an integral part of this Contract ("the Services").
 - (ii) The Consultant shall provide the reports listed in Annex B, "Consultant's Reporting Obligations," within the time periods listed in such Annex, and the personnel listed in Annex C, "Cost Estimate of Services, List of Personnel and Schedule of Rates" to perform the Services.
2. **Term** The Consultant shall perform the Services from the period commencing 16th November, 2020 and ending through 15th December, 2020 or any other period as may be subsequently agreed by the parties in writing.
3. **Payment**
 - A. Ceiling

For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not exceeding a (ceiling) **GH¢145,250.00, with taxes of GH¢10,893.75**. This amount has been established based on the understanding

111

that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant. The payments made under The Contract consist of the Consultant's remuneration as defined in sub-paragraph B below and of the reimbursable expenditures as defined in sub-paragraph C below.

B. Remuneration

The Client shall pay the Consultant for Services rendered at the rate(s) per man-month spent¹ (or per day spent or per hour spent, subject to a maximum of eight hours per day) in accordance with the rates agreed and specified in Annex C, "Cost Estimate of Services, List of Personnel and Schedule of Rates."

C. Reimbursable inclusive

The Client shall pay the Consultant for reimbursable expenses, which shall consist of and be limited to:

- (i) normal and customary expenditures for official travel, accommodation, printing, and telephone charges; official travel will be reimbursed at the cost of less than first class travel and will need to be authorized by the Client's Coordinator;
- (ii) such other expenses as approved in advance by the Client's coordinator.²

D. Payment Conditions

Payment shall be made in **Cedis** not later than 30 days following submission of invoices in duplicate to the Coordinator designated in paragraph 4.

4. Project
Administration

A. Coordinator

The Client designates the Director of ACECoR as Client's Coordinator; the Coordinator shall be responsible for the coordination of activities under the Contract, for receiving

¹ Select the applicable rate and delete the others.

² Specific expenses can be added as an item (iii) in paragraph 3.C.

and approving invoices for payment, and for acceptance of the deliverables by the Client.

B. Timesheets

During the course of their work under this Contract, the Consultant's employees providing services under this Contract may be required to complete timesheets or any other document used to identify time spent, as well as expenses incurred, as instructed by the Project Coordinator.

C. Records and Accounts

The Consultant shall keep accurate and systematic records and accounts in respect of the Services, which will clearly identify all charges and expenses. The Client reserves the right to audit, or to nominate a reputable accounting firm to audit, the Consultant's records relating to amounts claimed under this Contract during its term and any extension, and for a period of three months thereafter.

5. **Performance Standard** The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.
6. **Confidentiality** The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.
7. **Ownership of Material** Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.³
8. **Consultant Not to be** The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with

³ Restrictions about the future use of these documents and software, if any, shall be specified at the end of Article 7.

**Engaged in
Certain
Activities**

the Consultant, shall be disqualified from providing goods, works or services (other than the Services or any continuation thereof) for any project resulting from or closely related to the Services.

9. Insurance

The Consultant will be responsible for taking out any appropriate insurance coverage.

10. Assignment

The Consultant shall not assign this Contract or Subcontract any portion or portions of the Contract without the Client's prior written consent.

**11. Law
Governing
Contract and
Language**

The Contract shall be governed by the laws of Ghana, and the language of the Contract shall be English.

**12. 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 the laws of Ghana.

FOR THE CLIENT

Signed by: Prof. Johnson Nyarko Beampeng

Title: Vice-Chancellor

Date: 13th November, 2020
VICE-CHANCELLOR

UNIVERSITY OF CAPE COAST

FOR THE CONSULTANT

Signed by: Dr. Amos Kabu-bah
Title: Deputy Director

Date: 13th November, 2020

WITNESS

Signed by: Prof. Denis W. Ahetu

Title: Director

Date: 13th November, 2020

WITNESS

Signed by: Harriet Acquaye
Title:

Date: 13th November, 2020

**DIRECTOR
ACECOR PROJECT
UNIVERSITY OF CAPE COAST**

14/11/20

UNIVERSITY OF CAPE COAST
CAPE COAST, GHANA

OFFICE OF THE VICE-CHANCELLOR

Telephone: 233-3321-32378 Direct: 03021-32080
Telex: 2852 UCC GH
Fax: 233-3321-32485
E-mail: vca@ucc.edu.gh



Telegams & Cables
UNIVERSITY, CAPE COAST

Our Ref: **CR/UCC/GD/0003/2020(UCC/ACE/08/2020)**

Your Ref:

12th November, 2020

THE MANAGING DIRECTOR
GREEN WATERHUT
P. O. BOX SY1775
SUNYANI

Dear Sir,

NOTIFICATION OF AWARD OF CONTRACT FOR CONSULTANCY ASSIGNMENT FOR FACILITATION OF SHORT COURSES FOR AFRICAN CENTER OF EXCELLENCE IN COASTAL RESILIENCE

We write to notify you that your Proposal for facilitation of ACECoR Short Courses in the amount of **One Hundred and Forty-Five Thousand, Two Hundred and Fifty Ghana Cedis (GH¢145,250.00)** and Taxes of **GH¢10,893.75** is hereby accepted as follows:

➤ **Consultancy Assignment for Facilitation of ACECoR Short courses**

This Notification of Award may constitute the formation of Contract. You are therefore required to sign a contract accordingly immediately after receipt of this Notification of Award.

Failure to comply with the fulfilment of Signing of Contract within the stipulated time may constitute a failure of formation of contract.

We would like to hear from you as soon as possible. Accept our congratulations.

Yours faithfully,

Prof. Johnson Nyarko Boampong
Vice-Chancellor

Cc Pro Vice-Chancellor
Registrar
Director of Finance
Director of Internal Audit
Director, ACECoR
Procurement Officer