UNIVERSITY OF CAPE COAST

CAPE COAST, GHANA

OFFICE OF THE VICE-CHANCELLOR

 Telephone:
 233-3
 32378
 D
 03=1-32050

 Telex:
 2552, UCC, GH.

 Fax:
 233-3321-32485

 E-mail:
 vc@ucc.edu.gh



Telegrams & Cables: UNIVERSITY, CAPE COAST

29th April, 2020

UCC/USAID/FUR/PQ/01/2020

Your Ref:

Our Ref:

V

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;

Daut

(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 Gharley Ampirch Signature: Mul

VICE - CHANCELLOR

Designation: Vice-chancella

Seal:

UNIVERSITY OF CAPE COAST Date: 29th April, 2020

Witnessed by:

Name: Dr. Noble Asare Signature;

Designation: \$1 Hoj

Date: 29th April, 2020 <u>HEAD</u> DEPT OF FISHERIES & AQUATIC SCIENCES UNIVERSITY OF CAPE COAST

On behalf of the Supplier

Name: CYHITHA SAMPSON Signature: CSSCO Designation: SALES EXECUTIVE

Seal:

Date: 29th April, 2020

Witnessed by:

Name: RANDOLPH OSEI

Signature: R.O .

Designation: SALES OFFICER

Date: 29th April, 2020



UNIVERSITY OF CAPE COAST CAPE COAST, GHANA

OF THE VICE-CHANCELLOR OFFICE

Direct: 05321-32050 Telephone: 233-3321-32378 2552 UCC GH Telex 133-3321-32485 Fax: E-mail: voluce.edu.gh



Telegrams & Cables: UNIVERSITY, CAPE COAST

7

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

| A | 8 No. 2.5 Split Unit Air Conditioner (Wellington High) | 37,080.00 |
|--------------|--|-----------|
| \searrow | 2 No. 1.5 Split Unit Air Conditioner (Wellington High) | 5,613.50 |
| A | 4 Coils. 1\2" Copper Tubing | 1,442.00 |
| × | 4 Coils. 1/4" Copper Tubing | 988.80 |
| Þ | 15 Pieces. 1/2" PVC Pipe | 309.00 |
| A | 25 Pieces. 1/2" PVC Elbow | 128.75 |
| Þ | 10 Pieces. ¹ / ₂ " PVC Tee | 51.5 |
| \geq | 75 Pieces. 1/2" Amerflex | 695.25 |
| × | 5 Pieces. Amerflex Tape | 257.50 |
| Þ | 10 Pieces. AC Bracket Stand | 1,030.00 |
| A | 3 Coils. 3×2.5mm ² Cable | 1,792.20 |
| P | Chiseling and Resurfacing for Installation of Copper Pipes | 2,575.00 |
| \checkmark | 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-BUAHDOH PBrand Signature: Designation: 3700 VICE - CHARCELLOC UNIVERSITY OF CAPE COAST Seal:

CAFE COAST Date: 13th November, 2019

Witnessed by:

Dem 5 Abeto Name: Mensah - Savpor Signature: Julicon Nech, HCECor UC Designation: Technical Name: Signature: Designation:

Date: 13th November, 2019

On behalf of the Supplier Name: Aaron Amos Asom Signature: Designation: CYTRUST ENG. SERVICES Seal: 1 - P. D. BOX AD 166 CAPE COAST Date: 13th November, 2019

7

Witnessed by: Name: Mensah - Saupong Robert. Manager.

Date: 13th November, 2019

UNIVERSITY OF CAPE COAST CAPE COAST, GHANA

OFFICE OF THE VICE-CHANCELLOR

 Telephone:
 233-3321-32378
 Direct. 03321-32050

 Telex:
 2552, UCC, GH.

 Fax:
 233-3321-32485

 E-mail:
 vc@ucc.edu.gh



Telegrams & Cables: UNIVERSITY, CAPE COAST

18th June, 2020

Our Ref:

UCC/ACE/01/2020

Your Ref:

<u>CONTRACT FOR THE SUPPLY AND INSTALLATION OF AIR CONDITIONERS</u> 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:

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.

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(a) The Quotation Submitted by the Tenderer;

Name: Port Joseph Gharty Ampiah

(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

Signature: (M)

Designation: MUE-SAGEWORTHERE

UNIVERSITY OF CAPE COAST

Seal:

Date: 18th June, 2020

Witnessed by:

Name: Prof. Demis W. Aheto Signature: While to Designation: Project Manager Date: 18th June, 2020

On behalf of the Supplier Name: Ann Hmos Signature: Designation: F SERVICE: Seal: O. BOX AD BEE PE COAST Date: 18th June, 2020

Witnessed by:

Name: Mensah Darpong Signature: S Designation: Date: 18th June, 2020

| To be | attache | d to Suppliers' Invoice | | ORIGINAL |
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| | | Battery (High Capacity) | | |
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| Date 2 | Blu | 2020 | Storekeep | |
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| | | *To be filled in after stores have been received. | | |

| To be a | ttached | to Suppliers' Invoice | | ORIGINAL |
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| Pesewas Signed Date 1. The Ur are the 2. A genu | Period Ballo niversity refore ad | Lance Officer base does not accept liability for any order signed vised to satisfy themselves that this order h r should always be presented in Original and riginal copy with a price invoice together with | tify that the above-m been received and ta Store Date by an unauthorised p as been signed by a p | entioned stores iken on charge. ekeeper erson. Suppliers toper person. |



UNIVERSITY OF CAPE COAST CAPE COAST, GHANA

OFFICE OF THE VICE-CHANCELLOR

 Telephone:
 233-3321-...78
 Direct-0.321-32050

 Telex:
 2552, UCC, GH.

 Fax:
 233-3321-32485

 E-mail:
 vc@ucc.edu.gh



Telegrams & Cables: UNIVERSITY, CAPE COAST

18th June, 2020

Our Ref:

UCC/ACR/04/2020

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

| JUSCI | iption of goods | |
|---------|-------------------------------------|----------|
| × | 4 No. 4-in-1 Waiting Chairs | 7,200.00 |
| A | 2 No. Executive L-Shaped Desk(1.4m) | 4,600.00 |
| A | 2 No. Executive Swivel Chair(Bx-12) | 3,700.00 |
| A | 4 No. Standard Office Desk | 6,800.00 |
| Þ | 4 No. Swivel Chair(FR-20) | 5,800.00 |
| \succ | 1 No. 6-Seater Conference Table | 4,280.00 |
| A | 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.

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:

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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 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 Amprah Signature: $(\mathcal{M}_{\mathcal{M}})$ Designation: Via-Chancellov VICE - CHANCELLOR Seal: UNIVERSITY OF CAPE COAST

Director

Date: 18th June, 2020

Witnessed by: Wheels

Name: Signature:

e

Designation:

Date: 18th June, 2020

On behalf of the Supplier

ESSE Name: BENTAMIN Signature Designation: MA144 ED-BEST WORKS Seal: Date: 18th June,

| Witnessed by: | 90.0 |
|------------------|--------------|
| Name: John | Marser |
| Signature: | T_{α} |
| Designation: Sew | rechicrov |

Date: 18th June, 2020

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| ate | 06/1 | 00000 | 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.

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.

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LOCAL PURCHASE ORDER

Nº 33743

UNIVERSITY OF CAPE COAST CAPE COAST

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*To be filled in after stores have been received.

UNIVERSITY OF CAPE COAST

CAPE COAST, GHANA

OFFICE OF THE VICE-CHANCELLOR

 Telephone:
 233-3321-32378
 Direct:
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 E-mail:
 vc@ucc.edu.gh



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

INITED TREEN AIR То RA

| Quantity | Unit | | UNIT PRICE | TOTAL A MOUNT |
|----------|------|---------------------------------------|------------|---------------|
| 2 | Pcs | Fabrication of Metal Projector | 356.50 | 1,069.50 |
| | | Carle and Installation | | |
| 2 | Pus. | 3×3 Patrex Back Box | 4.60 | 9-20 |
| 1 | Pc | 13 gmp Socket | 23.00 | 23.00 |
| 30 | Yide | 2mm x 3 Flexible Power | 子.02 | 210.60 |
| | | Extension Wire | | |
| 1 | Pc | Rower Switch with Light | | 16.10 |
| 9 | Pus | Marchall Mini truck - 3m | 43.70 | 393.30 |
| 3 | Pas | Mnivers of Projector Leiling Nounting | 339.25 | 1,017.75 |
| 1 | | Projector Installation Cast | 1,105.00 | 1,105.00 |
| | REF | L.P.0 #12156 | | |
| | | | | |

*Cost in words......Cedis

Pesewas. Signed ente Date

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. 1.
- 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. 2.

*To be filled in after stores have been received.

Mfantsiman Press Ltd, Cape Coast 116/76

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OCAL PURCHASE ORDER

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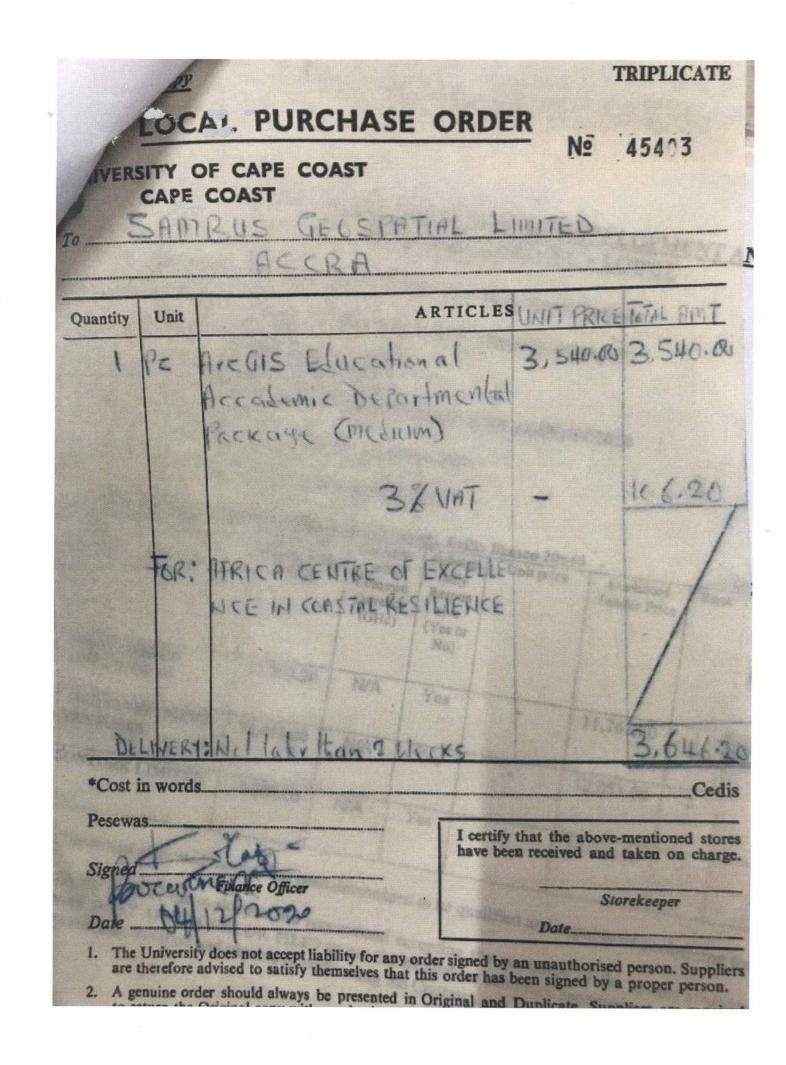
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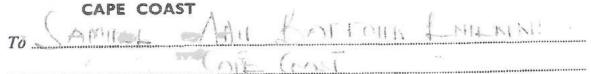


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LOCAL PURCHASE ORDER

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- 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.
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UNIVERSITY OF CAPE COAST

CAPE COAST, GHANA

OFFICE OF THE VICE-CHANCELLOR

 Eclephone
 233-3221-32378
 Direct/03321-32050

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 2582, UCC/GH

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 233-3321-32488

 Format
 year ucc.edu.gh



Telegrans & Cable UNIVERSITY CAPI COAST

13th November, 2020

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

Your Ref:

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<u>CONTRACT FOR CONSULTANCY ASSIGNMENT FOR FACILITATION OF</u> <u>SHORT COURSES FOR AFRICAN CENTER OF EXCELLENCE IN COASTAL</u> <u>RESILIENCE (ACECoR)</u>

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.

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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:

- 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 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 subparagraph B below and of the reimbursable expenditures as defined in sub-paragraph C below.

B. <u>Remuneration</u>

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:

- 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 A. <u>Coordinator</u> Administratio

n

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

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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. <u>Timesheets</u>

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 The Consultant agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with

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

Engaged inthe Consultant, shall be disqualified from providing goods, worksCertainor services (other than the Services or any continuation thereof)Activitiesfor 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 The Contract shall be governed by the laws of Ghana, and the **Governing** language of the Contract shall be English.

Governing Contract and Language

12. Dispute Any dispute arising out of this Contract, which cannot be amicably Resolution settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of Ghana.

FOR THE CLIENT FOR THE CONSULTANT FOR THE CONSULTANT FOR THE CONSULTANT FOR THE CONSULTANT Annos Kabo-bah Signed by: Prof. Johnson Nyarko BeampenesSigned by: Dr. Annos Kabo-bah Title: Vice - Chancellor Date: 13th November, 2020 MCE - CHANCELLOR Date: 13th November, 2020 Date: 13th November, 2020

UNIVERSITY OF CAPE COAST

WITNESS

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Signed by

Title: Divector

Date: 13th November, 2020

WILLES WITNESS Denis W Athero^{Signed by} requerye Title: Date: 13th November, 2020

DIRECTOR ACECOR PROJECT UNIVERSITY OF CAPE COAST

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UNIVERSITY OF CAPE COAST

CAPE COAST, GHANA

OFFICE OF THE VICE-CHANCELLOR

refermence 233-3321-32378 Direct 03321-32080 2552. UCC. OH 1:1:5 233.3321-32485 Fas ve afuec edu gh E-mail



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

Your Ref.

12th November, 2020

Laboration & Califert

UNIVERSITY, CAPI-COAST

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