



**UNIVERSITY OF GHANA LOGISTICS DIRECTORATE**

**MEMO**

TO : PRO VC, ORID  
THRU : DIRECTOR OF LOGISTICS *D. Osei*  
FROM : AG. HEAD OF PROCUREMENT  
SUBJECT : PAYMENT OF BILL  
DATE : 8<sup>th</sup> FEBRUARY 2021

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***UG/GD/ACEII-WACCBIP/NCT/0107/2020***

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Please find attached invoices and waybills from Messrs TOYOTA GHANA COMPANY LIMITED. covering the supply of a 4 x 4 Double Cabin Pick-Up supplied to WACCBIP at the University of Ghana.

Kindly authorize payment of **Two Hundred and Fifty-six Thousand Six Hundred and Seventy-Six Ghana Cedis and Seventy pesewas only (GH¢ 256,676.70)** as payment in favor of **Messrs TOYOTA GHANA COMPANY LIMITED.**

This should be charged to the WACCBIP project account.

Thank you.



# 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/0323/2020 Your Ref:

Date: 30<sup>TH</sup> SEPTEMBER 2020

UNIVERSITY OF GHANA  
 P. O. BOX LG 25  
 ACCRA

## INVOICE

VAT NO. 714V000014

REF: UG/GD/ACEII-WACCBIP/NCT/0107/2020

Description	GH ¢
<b>TOYOTA HILUX 4WD DC GD AT</b>	
<b>Ex-Warehouse</b>	<b>249,200.68</b>
<b>VAT/ NHIL</b>	<b>7,476.02</b>
<b>Total Unit Cost</b>	<b>256,676.70</b>
<b>ENGINE/CHASSIS</b>	
<b>1GD-0818176/AHTHA3CD903436508</b>	
<b>Quantity</b>	<b>1</b>
<b>Total Cost in Ghana Cedis</b>	<b>256,676.70</b>

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 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



**UNIVERSITY  
OF GHANA**

**CONTRACT FOR THE SUPPLY OF 4 X 4 DOUBLE  
CABIN PICK-UP**

**BETWEEN**

**UNIVERSITY OF GHANA**

**AND**

**TOYOTA GHANA COMPANY LIMITED**

**AUGUST, 2020**

SN-003-20



**UNIVERSITY OF GHANA**

**CONTRACT FOR THE SUPPLY OF 4 X 4 DOUBLE CABIN PICK-UP**

**UG/GD/ACEII-WACCBIP/NCT/0107/2020**

THIS AGREEMENT made on 6<sup>th</sup> day of August 2020 between **UNIVERSITY OF GHANA** with address being P.O. Box 25, Legon in the Greater Accra Region of the Republic of Ghana (hereinafter called "the Purchaser") of the one part and **TOYOTA GHANA COMPANY LIMITED** with address being P.O. Box 1644, Accra , (hereinafter called "the Supplier") of the other part:

WHEREAS the Purchaser invited quotation for certain,

**SUPPLY OF 4 X 4 DOUBLE CABIN PICK-UP**

LOT NO.	DESCRIPTION OF ITEM	QTY	UNIT PRICE	TOTAL AMOUNT GHC
1	<b>4 X 4 DOUBLE CABIN PICK-UP</b>	1	256,676.70	256,676.70
	<b>Principal Features</b> Left Hand Steering Control Four wheel drive Automatic Disconnecting Differential (ADD) Central lock Keyless with alarm Anti-Lock Braking System (ABS) Load Sensing Pressure Valve (Load Balancing) Fog light			
	<b>Engine</b> Engine Capacity 2755cm3 Diesel 4 stroke 4 cylinder inline Turbo engine Power output 50-70 kW (SAE) net at rated engine Torque 450 Nm @ rated engine Bore & Stroke (mm): 99.5 x 96.0 Compression Ratio: 22.2:1 Natural Aspiration Fuel tank 60-90 litres minimum capacity with strainer and sediment drain Fuel pump type – Electronically Controlled			
	<b>Exterior</b> Double Cabin Over fender Real Step bumper Side step High Stop Lamp On Bucket Colour to be selected by bidder			

<p><b>Transmission</b> Automatic transmission (MULTI-MODE) ; 6 speeds with sequential shift. Mechanical floor mounted shift gear Minimum 5 speed forward and 1 reverse “High” and “Low” transfer box Heavy duty single dry plate, Diaphragm - clutch type</p>			
<p><b>Suspension</b> Double wishbone with stabilizer bar - front suspension Leaf Spring - rear suspension</p>			
<p><b>Dimensions and Weights</b> Overall Size Length x Width x Height (mm) min. – 5330 x 1855 x 1815 Wheelbase (min): 3085 mm BUCKET SIZE: Length x Width x Height (mm) min. - 1515 x 1510 x 400 Volume – 1.0m<sup>3</sup> GVW: min 2910 kg (Bucket should be Hipped Covered and also Lining in the bucket) GVW: min 2790 kg Ground clearance: 310mm and above</p>			
<p><b>Steering, Tyres and Wheels</b> Left hand side control    Power assisted Steering Gear type – Rack and Pinion Tyre size: 265/65R/17C    112S Tyre size: RIM 17            Rim type – Styled Steel/Alloy</p>			
<p><b>Brakes and Safety</b> Hydraulically Power assisted Ventilated Disk type – front    Drums type - rear Mechanical parking brake    Seatbelts for seats Airbag (Driver and Passenger)</p>			
<p><b>Electricals</b> 12 Volts            Heavy duty battery (64AH rating) Heavy duty starter and alternator    Hazard warning lights Exterior lights and indicators to conform with Ghanaian regulations All electrical components fully tropicalized</p>			



<p><b>Miscellaneous</b>  Front towing hooks  LED headlight with auto on/off  Climate control air conditioning  LED daytime running Reverse camera  Spare Tire- Ground Tire  Maker's standard toolkit together with suitable hydraulic jack (or heavy-duty equivalent). Wheel spanners  Fuel tank security lock  A suitable fire extinguisher to be installed in the vehicle</p>			
<p><b>Protection against corrosion</b>  Optimum and guaranteed protection is required.  Operating manual in English  Free training for Drivers and Technicians  2 DVLA warning Triangles</p>			
<p><b>Legal Requirement</b>  Vehicles must comply with the construction, user and traffic regulations in Ghana</p>			
<p><b>Warranty</b>  Specify warranty period offered  36-months/3 years or 100,000 kilometers Whichever comes first</p>			
<p><b>After Sales Service</b>  The tenderers must have effective after sales service Centre, located at least in Accra.  More than 3 branches across Ghana with well-equipped Service Centres  Attach proof of all technical information provided above  Tenderers must have a well - stocked serviced parts</p>			
<b>SUB TOTAL</b>			<b>256,676.70</b>
<b>VAT (3%) INCLUSIVE</b>			<b>0.00</b>
<b>TOTAL CONTRACT AMOUNT</b>			<b>GHC 256,676.70</b>

The Purchaser has accepted a tender by the Supplier for the supply of those goods and services in the sum of **Two Hundred and Fifty-Six Thousand Six Hundred and Seventy-Six Ghana Cedis Seventy Pesewas Only (GHC 256,676.70)**.

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



NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

5. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
6. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (o) The Tender document prepared by University of Ghana
  - (p) The proposal submitted by the supplier
  - (q) The Schedule of Requirements
  - (r) The Technical Specifications
  - (s) The Conditions of Contract;
  - (t) The Purchaser's Notification of Award
  - (u) 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 the Supply of 4 X 4 Double Cabin Pick-Up** as hereinafter mentioned, **TOYOTA GHANA COMPANY LIMITED** hereby covenants with **University of Ghana** to Supply of 4 X 4 Double Cabin Pick-Up therein in conformity in all respects with the provisions of the contract.
2. **University of Ghana** hereby covenants to pay **TOYOTA GHANA COMPANY LIMITED** within 60 days after full delivery, training and submission of invoice, certified by the Head, Procurement Unit, Deputy Director of 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 COMPANY LIMITED**

9. **Delivery:** The Supply of 4 X 4 Double Cabin Pick-Up should be delivered at the location stated in the document and should be routed through stores with documentation before delivery to the user department.
10. The procurement of the 4 X 4 Double Cabin Pick-Up would be covered with award letter and the Supply of 4 X 4 Double Cabin Pick-Up should be routed through stores for Goods Receipt Advice (GRA) to be written.
11. The Contract will be valid for 180 days commencing from the date of the delivery of the reagents and consumables.



## 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*

### 12. Termination of Contract:

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

### 5. Confidentiality

#### 5.1 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.

5.2 **Exception**

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

7. in the public domain;
8. is required to be disclosed under the operation of law; or
9. 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.

6. **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.

7. **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.

8. **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.

9. **Force Majeure**

9.1 Events of Force Majeure.

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

9.1.1 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);

9.1.2 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.

## 9.2. Events outside Force Majeure

- a. Force Majeure shall not include
  - v. any event which is caused by the negligence or intentional action of a Party or such Party's agents or employees, nor
  - vi. 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.

## 9.3 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: -
  - vii. the failure is caused by Force Majeure as defined herein.
  - viii. the Force Majeure is outside the control of the Party failing to perform and is not caused by that Party.
  - ix. 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.



#### 9.4 Measures to be taken

- g. 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.
- h. 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.
- i. 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

#### 10. 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.

#### 11. 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.

#### 12. 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**

**On behalf of the Supplier**

**(The University of Ghana)**

**TOYOTA GHANA COMPANY LIMITED**

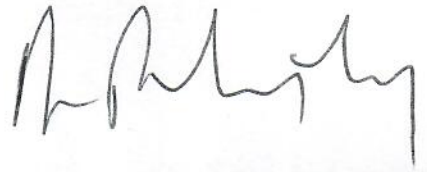
Name: **Professor Ebenezer Oduro Owusu**

Name: **ANDREW B. LAMPTEY**

Signature:



Signature:



Designation: **Vice-Chancellor**

Designation: **HEAD, SALES OPERATION**

Seal:

**VICE-CHANCELLOR  
UNIVERSITY OF GHANA, LEGON**

Seal:

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

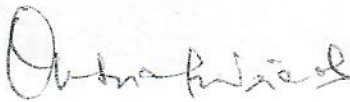
Date:

Date:

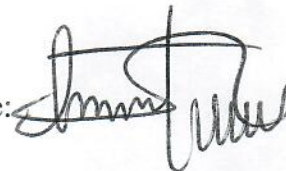
Witnessed By: **Mr. Sampson Owusu- Afriyie**

Witnessed by: **IDRISU SEIDU**

Signature:



Signature:



Designation: **Director of Logistics**

Designation: **ACCRA BRANCH MANAGER**

**DIRECTOR OF LOGISTICS  
UNIVERSITY OF GHANA  
LEGON - ACCRA**

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





# 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  
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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](http://www.toyotaghana.com)

Our Ref:

Your Ref:

Date:

TGCL/400/TC/2020/6

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

THE VICE CHANCELLOR  
UNIVERSITY OF GHANA  
P.O. BOX LG 25  
LEGON - ACCRA

Dear Sir,

**RE: AWARD NOTIFICATION: UG/G/ACEII – WACCBIP/NCT/0107/2020**

We write to accept your award letter with the above reference no. dated 3<sup>rd</sup> August, 2020.

We wish to inform you that we are currently working on necessary internal processes to secure your vehicle for delivery prior to the signing of the contract.

Meanwhile, our Sales Executive (**VICTOR AMACHI - SARPONG – 024-4997332**) or Head of Tender Sales (**MICHAEL OWUSU-AFRIYIE – 024-9832250**) can be reached for further clarification.

Thank you for your interest in **TOYOTA**.

Thank you.

Yours faithfully,

IDDRISU SEIDU  
ACCRA BRANCH MANAGER

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  
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Tarkwa Branch: (233-3123) 22390, 0544 100 230 Fax: 03123-22391  
Takoradi Liaison Office: (233-312) 024 978



Date 17/09/2020 Type of Tender  ICB  NCB Reason of Application  New  Revised

**Customer Details**

Customer / Company\* UNIVERSITY OF GHANA - ACEII - WACCBIIP  
 Customer Category GOVERNMENT AGENCY  
 Contact Person\* MR. RAZAK MOHAMMED  
 Telephone 0246152258  
 Company Address\* P.O.BOX LG 25, LEGON-ACCRA

**Models**

Model*	Qty*	Unit Price*	Contract Amount*	Target Delivery Month	Remarks
1 HILUX 4X4 DC GD AT	1	GHC 256,676.70	GHC 256,676.70	SEPTEMBER	
Total			256,677		

**Terms of Contract**

Total awarded contract amount in Words\* Two Hundred and Fifty Six Thousand, Six Hundred and Seventy Six Ghana Cedis and Seventy Pasaewas only  
 Payment Terms\* FULL PAYMENT WITHIN 30 DAY AFTER DELIVERY  
 Sales Terms\*  On road  Ex-warehouse  CIF Tema  Other (Specify)  
 Tax Exemption\*  100% Tax  VAT Only  Nil  
 Source of Funding\*  Internally Generated Funds  Donor Funds  Other (Specify)  
 Delivery Mode\*  Partially  Non partially (This delivery is the whole contract sum)  
 If Partially,  
 Total contract awarded (units) 4  
 How many units were previously delivered? (units) 3  
 \*  Full Payment: Payment After completion of total contract units (if yes, kindly attach supporting documents)  
 Partial delivery: Payment as and when each partial delivery is made(if yes, kindly attach supporting documents)

**Credit Limit Checks**

a. Outstanding Balance\* 759,744.19  
 b. Overdue Balance\* 759,744.19  
 c. Months of Overdue\* 1

**Check points before applying**

1. Contract amount for this application is over USD 1mil (or GHC equivalent to USD 1mil.)?  Yes  No  
If Yes, Approval from Head/Dept is necessary before applying  
 2. Do we have receivables to the customer?  Yes  No  
Incl. any remarkable receivables for Spare Parts / Service / B&P  
 \* THE OUTSTANDING DEBT IS FOR UNIVERSITY OF GHANA-WAGMC PROJECT  
 3. Do we have receivables to any organizations / associations / branches related to the customer?  Yes  No  
 4. Do the contents of the application comply with the extended credit policy?  Yes  No  Not Extended Credit  
 5. Reason for applying\*  Yes  No  
You can also attach it as attachment, if the space is not enough

Checklist





**UNIVERSITY OF GHANA  
LOGISTICS DIRECTORATE**

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

**3<sup>RD</sup> AUGUST, 2020**

**AWARD NOTIFICATION**

AWARD No.UG/GD/ACEII-WACCBIP/NCT/0107/2020

**TOYOTA GHANA COMPANY LIMITED  
P.O. BOX 1644  
ACCRA**

**Consignee and Notification**

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

Dear Sir/Madam

**AWARD NOTIFICATION: No. UG/GD/ACEII-WACCBIP/NCT/0107/2020**

We are pleased to inform you that the University of Ghana has decided to award your company a contract for the 4 x 4 Double Cabin Pick-up Vehicle for use at WACCBIP. This award is based on our tender for **4 X 4 DOUBLE CABIN PICK-UP, QTY= 1 UNIT** and your Response.

**BENEFICIARY: WACCBIP**

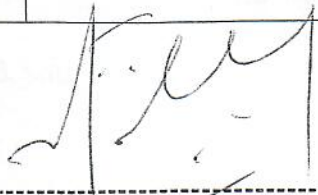
NO.	ITEM DESCRIPTION	QTY	UNIT PRICE (GHC)	TOTAL (GHC)
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<p>Load Sensing Pressure Valve (Load Balancing) Fog light</p>			
<p><b>Engine</b> Engine Capacity 2755cm<sup>3</sup> Diesel 4 stroke 4 cylinder inline Turbo engine Power output 50-70 kW (SAE) net at rated engine Torque 450 Nm @ rated engine Bore &amp; Stroke (mm): 99.5 x 96.0 Compression Ratio: 22.2:1 Natural Aspiration Fuel tank 60-90 litres minimum capacity with strainer and sediment drain Fuel pump type – Electronically Controlled</p>			
<p><b>Exterior</b> Double Cabin Over fender Real Step bumper Side step High Stop Lamp On Bucket Colour to be selected by bidder</p>			
<p><b>Transmission</b> Automatic transmission (MULTI-MODE) ; 6 speeds with sequential shift. Mechanical floor mounted shift gear Minimum 5 speed forward and 1 reverse “High” and “Low” transfer box Heavy duty single dry plate, Diaphragm - clutch type</p>			
<p><b>Suspension</b> Double wishbone with stabilizer bar - front suspension Leaf Spring - rear suspension</p>			
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<p><b>After Sales Service</b>  The tenderers must have effective after sales service Centre, located at least in Accra.</p>			

	Tenderers must have a well - stocked serviced parts		
		<b>SUB - TOTAL</b>	<b>256,676.70</b>
		<b>VAT/NHIL (3%)</b>	<b>0.00</b>
		<b>TOTAL VAT INCLUSIVE</b>	<b>GHC 256,676.70</b>



-----  
**Professor Ebenezer Oduro Owusu**  
**Vice-Chancellor**

The calculated cost for this award is: **Delivery DDP: GH¢ 256,676.70 (Two Hundred and Fifty-Six Thousand Six Hundred and Seventy-Six Ghana Cedis Seventy Pesewas Only).**

**1. Delivery:** The delivery period shall be made within eight (8) weeks from the date of signing the contract. (The award can be revoked should you default in this direction without reservation).

The goods would have to be delivered to the University Of Ghana Main Store, on a working day within the hours of 8: 30a.m and 4: 00p.m. The University has the right to reject the Pick-up if the goods are not delivered within the stipulated days and time.

**2. Payment Terms:** Minimum of **90 days** after full delivery and the submission of your invoice.

**3.** You will be expected to pre-finance the contract.

**4.** The 4 X 4 DOUBLE CABIN PICK-UP when delivered must correspond with the specification agreed. The University has the right to reject the Pick-up if it does not correspond with the specification.

**5.** An inspection team from the University of Ghana Stores, Transport Section and Auditors will inspect the Pick-up when delivered and it is upon their acceptance of the Pick-up that you will be paid.



6. In the course of using the 4 X 4 DOUBLE CABIN PICK-UP, if we identify some faults resulting from manufacturing defects, you will be called to come and replace it.
7. The prices agreed shall not be varied to the disadvantage of the University of Ghana.
8. You are to acknowledge your acceptance or otherwise of the terms and conditions of the award latest within five days after receipt of the award letter for the signing of the contract.

Thank you.

MEMO

DIRECTOR, WACCDF

DIRECTOR, LOGISTICS

cc: Ag. Director of Finance  
Director, Internal Audit  
Director of Logistics  
Ag. Head, Stores  
Contract Administrator & Supplier Relations Officer  
Chief Procurement Assistant  
Fleet Manager

CHIEF, PROCUREMENT  
SUPPLIER RELATIONS



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

**MEMO**

TO : DIRECTOR, WACCBIP

FROM : DIRECTOR OF LOGISTICS *Owens*

SUBJECT : **DELIVERY OF TOYOTA HILUX PICK-UP**

DATE : 13<sup>TH</sup> OCTOBER, 2020

CC : AG. HEAD - PROCUREMENT UNIT, FLEET MANAGER, CHIEF PROCUREMENT ASSISTANT, CONTRACT ADMINISTRATOR & SUPPLIER RELATIONS OFFICER ✓

This comes to inform you that the Toyota Hilux Pick-up we ordered for your project has been delivered and being kept at PDMSD Yard.

The vehicle registration number is GN 6988-20.

Kindly inspect and send us your comments.

Attached are photocopies of the car documents for your perusal.

Thank you.



# Toyota Ghana Company Limited

P. O. BOX 1644, ACCRA

TEL: 223122 / 221316

N<sup>o</sup> 0067834

## WAY - BILL

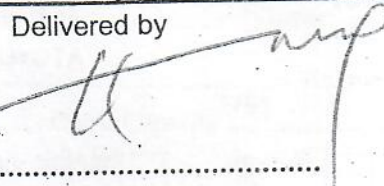
Date 30/9/20

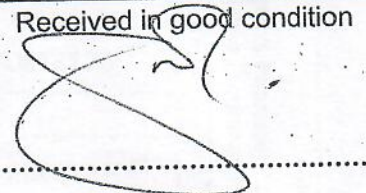
Delivered to M: UNIVERSITY OF GHANA

Lorry No: GN 6988-30 Driver's Name: Samuel Acquah

Order No: 0244277316 Order Date: .....

QUANTITY	DESCRIPTION	REMARKS
1	HILUX GD AT	
1	MTA 90 3436508	
1	TEC-0818176	
1	SET OF KEYS	
1	TOOL	
1	ACCESSORIES	
1	MATERIAL	
1	SPARE TYRE	
1	TIRE	
1	W.R.C	
1	IN-BOOKLET	

Delivered by 

Received in good condition 



GN 6988-20



FA  
13

001852231



# DRIVER & VEHICLE LICENSING AUTHORITY (DVLA), GHANA

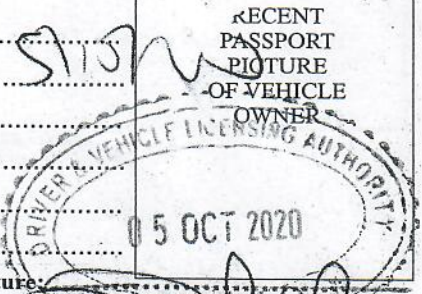
## APPLICATION FORM TO REGISTER A MOTOR VEHICLE FORM A (Duplicate)

REGISTRATION NUMBER

6988-2

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

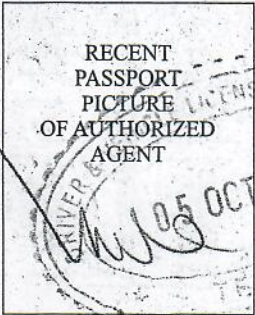
1. **PARTICULARS OF VEHICLE OWNER** TOYOTA GHANA COMPANY LTD  
 FULL NAME OF OWNER(S) .....  
 Place of Work: ..... P.O. BOX 1644, ACCRA  
 Postal Address: ..... RING ROAD WEST INDUSTRIAL AREA  
 Residential/Location Address: ..... 030221316  
 Tel. No(s): ..... Fax No .....  
 E-mail Address: ..... Driver License / Passport No. ....



Owner Signature: [Signature]

X HEAD OF REGISTRATION  
TOYOTA GHANA CO.

2. **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: [Signature]



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

3. **PARTICULARS OF VEHICLE** (According to manufacturer's specification)  
 Chassis Number: ..... Year of Manufacture: 2020  
 Vehicle Make or Builder: TOYOTA Model Name / No.: HILUX 4WD DC GD  
 Body Type (or Style): PICK UP Color(s): 218/BLACK  
 Measurements (cm): Length: 533 Width: 185 Height: 181 Country of Importation: SOUTH AFRI  
 Number of Axles: ..... Number of Tyres (Excl. Spares): ..... Vehicle Use (tick one): PRIVATE  COMMERCIAL

4. **TO BE FILLED BY LICENSING AUTHORITY:**  
 Gross Vehicle Weight (kg) 4300  
 Net Vehicle Weight (kg) 2800  
 Permissible Loading Capacity (kg) .....  
 B. ENGINE Make: TOYOTA Engine Number: 1GD-0818176  
 Number of Cylinders: 4 Cubic Capacity: 2755 Horse Power: .....  
 Fuel Type (Tick as appropriate): DIESEL  PETROL  LPG  ELECTRIC



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

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 and that I shall be held liable for any false representation or concealment of relevant facts made in respect of the application.  
 Date: 5/10/22  
 Signature: [Signature] (To be signed by owner or authorized agent)  
 X HEAD OF REGISTRATION  
 TOYOTA GHANA CO.



# GHANA REVENUE AUTHORITY (GRA) CUSTOMS DIVISION

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

Reference No: 2009170552GSD000055  
Office Code: TMA1  
Declaration No: 40920233546 Date: 23/09/2020

Manifest No.: BL/AWB No: N/A

5 Marks & Numbers  
13 UNITS NEW TOYOTA VEHICLES

Container Nos  
null

Quantity & unit : 1 NE

Description of goods

TOYOTA HILUX IMV 4WD DC P/UP CH#: AHTHA3CD903436508 ENG: 1GD-0818176 AGE:  
2020 FUEL: DIESEL CC: 2755  
Make : TOYOTA  
Chassis No. : AHTHA3CD903436508  
Year : 2020  
Cubic Capacity : 2,755

26 Item No 0007		27 Commodity Code 8704211990		DGD Ref. No.	
28 Cty.Org/Dest ZA		29 Zone AFR		30 CPC 47D01	
31 Gross Wt kg 1954		32 Net Wt kg 1954		33 FOB Fcy 27,906.00	
34 FOB Ncy 159,145.13		35 Freight Ncy 4,936.60		36 Insurance Ncy 1,435.71	
37 Other Costs 0.00		38 Supp U1 1.0000		39 Supp U2	
41 Licence No:				42 Customs Value 165,517.43	
DV:				DQty: 1.0000	
Annexed Docs :					

40 Tax	Tax base Amt	TBC	Rate	Amount	Amount Payable
				Exempted/Suspended	
01	165,517.43	24	5.00	0.00	8,275.87
02	182,482.96	30	12.50	0.00	22,810.37
05	165,517.43	24	0.00	0.00	0.00
06	165,517.43	24	0.50	0.00	827.59
32	159,145.13	25	0.40	0.00	636.58
33	668.40	33	12.50	0.00	83.55
47	173,793.30	31	2.50	0.00	4,344.83
48	636.58	52	2.50	0.00	15.91
56	165,517.43	24	0.00	0.00	0.00
78	165,517.43	24	2.00	0.00	3,310.35
87	165,517.43	24	0.75	0.00	1,241.38
88	173,793.30	31	2.50	0.00	4,344.83
89	636.58	52	2.50	0.00	15.91
98	165,517.43	24	0.00	0.00	0.00
			Total	0.00	45,907.17

43 Previous Declaration : 70820181188 - 0074

GM



20

# TOYOTA GHANA COMPANY LTD.

## FIRST SERVICE APPOINTMENT CARD

Customer Name: UNIVERSITY OF GHANA  
Registration Number: AK 6988-20 Model Name: HILUX GD 1.5  
Delivery Date: 13/12/20 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





# 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)

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

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

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



# 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: MCUX 90 AT REG NO: GM 6988-70  
 CHASSIS NO: ATTHA30903P36508

## CONFIRMATION OF VEHICLE DELIVERY INSPECTION CHECKLIST

Tick if appropriate

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Exterior vehicle spotless                                     | <input checked="" type="checkbox"/> Interior vehicle spotless and clean              |
| <input checked="" type="checkbox"/> Floor mats, reflector triangle and fire extinguisher provided | <input checked="" type="checkbox"/> Windows clean & streak free                      |
| <input checked="" type="checkbox"/> Fuel level checked <u>FULL TANK</u>                           | <input checked="" type="checkbox"/> Engine bay clean                                 |
| <input checked="" type="checkbox"/> Odometer reading (indicate): <u>93</u> Km.                    | <input checked="" type="checkbox"/> Oil, water & coolant level checked               |
| <input checked="" type="checkbox"/> Windshield & window glass condition (no cracks)               | <input checked="" type="checkbox"/> Lubricants filler covers (fuel, water, oil etc.) |

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

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

### Servicing & Warranty

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

### Documents/Materials given to Customer

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

### Customer Acknowledgement

.....  
 Customer Signature Date 13-10-2020 Sales Manager [Signature] Date 13/10/20



# 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, 20000km...)
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



DRIVER AND VEHICLE LICENSING AUTHORITY

GN 6988-20

Exp: 2021-10-06  
Use: PRIVATE  
Col: BLACK  
Mke: TOYOTA  
Mod: HILUX  
TMA1602005456



PLEASE REMOVE THIS AREA

PLEASE REMOVE THIS AREA

A80992868

