

ACC



UNIVERSITY OF GHANA LOGISTICS DIRECTORATE

MEMO

TO : PRO-VC, ORID
THRU : DIRECTOR, WACCBIP
FROM : DIRECTOR OF LOGISTICS
SUBJECT : PAYMENT OF BILL
DATE : 20TH MAY 2024

UG/G/WACCBIP-ADM/202/2024

Please, find, attached invoice and waybill from CLEMS HIGH BUSINESS SOLUTION LIMITED for the Supply and Installation of Pedagogical Tools (Smart Classrooms) for the Lecture Room Modernization on Korle-Bu Campus at the College of Health Sciences, University of Ghana.

Kindly authorize payment of **Nine Hundred and Ninety-Eight Thousand, Three Hundred and Seventy-one Ghana Cedis and Ninety-Two pesewas only (GH¢ 998,371.92)** in favor of **CLEMS HIGH BUSINESS SOLUTION LIMITED**.

This should be charged to the WACCBIP project account.

Thank you.

Sampson Owusu-Afriyie

Director of Logistics



UNIVERSITY OF GHANA

West African Centre for Cell Biology of Infectious Pathogens

African Centre of Excellence for Higher Education
College of Basic and Applied Sciences



May 27, 2024

Mrs Ekoa Bentil
Team Leader
ACE Impact Project
World Bank
USA

Dear Mrs Bentil,

SELF-CERTIFICATION OF INSTALLED PEDAGOGICAL TOOLS (SMART CLASSROOMS)

I write to confirm that the procurement and installation of the pedagogical tools (smart classrooms) for lecture room modernization by the West African Centre for Cell Biology of Infectious Pathogens (WACCBIP), University of Ghana, which is one of the milestones for Institutional Impact (DLR 7.5), has been completed.

The procurement rules of the University of Ghana were followed in the procurement of the above-mentioned equipment.

Thank you

Yours sincerely,

Prof Gordon A. Awandare
Director
Mobile: +233 (0) 54 371 7697
Email: gawandare@ug.edu.gh

Cc: Dr Sylvia Mkandawire, AAU
Mrs. Adeline Addy, AAU

P. O. Box LG 54, Legon, Accra, Ghana | Tel: +233-303-933223

Emails: Secretariat: waccbipadmin@ug.edu.gh | Centre Leader: waccbipleader@ug.edu.gh

Mission: Improving diagnosis, prevention and treatment of tropical diseases through advanced training and research excellence

PROCUREMENT PLAN FOR ACE II PROJECT [ACE IMPACT]

YEAR – 2022

Institution Name: University of Ghana (UG)

Country: Ghana, Accra

Prepared: 22 – 12 – 2021

Approved by the Bank: 03 – 04 – 2022

By: West African Center for Cell Biology of Infectious Pathogens
(WACCBIP)

Approved by: The World Bank

Updated: 03 – 03 – 2022

Updated approved: 00 – 00 – 2022/The World Bank

1	2		3	4	5	6	7	8	9	10	11	12
Package/ Contract Ref. No.	Activity Description		Estimated Cost (US\$) [Tax Inclu]	Type of Procu remen t	Procu rement Metho ds	Appro val Autho rity	Revie w by Bank (Prior/ Post)	Contract Signing Date (Planned)	Contract Completi on Date (Planned)	Contr act Amou nt (US\$)	Contra ct Signing Date (Actual)	Contra ct Executi on Inform ation
UG/G/ACEII- WACCBIP /301/2022		Q'TY	US\$									
301/2022	Portable Digital meter with multiple probes	1	15,000	G	PQ	HOE	N/A	28/05/22	31/08/22			
301/2022	UV-Visible Spectrophotometer	1	11,000	G	PQ	HOE	N/A	28/05/22	31/08/22			
301/2022	-80 Freezer	1	22,000	G	PQ	HOE	N/A	28/05/22	31/08/22			
301/2022	PCR Workstation	1	2,000	G	PQ	HOE	N/A	28/05/22	31/08/22			
301/2022	Gel Electrophoresis Tank	2	300	G	PQ	HOE	N/A	28/05/22	31/08/22			

301/2022	Sequencer – MinION MK1c	1		G	PQ	HOE	N/A	28/05/22	31/08/22			
301/2022	Digital Microscope – OPTIKA B-90	1	3,000	G	PQ	HOE	N/A	28/05/22	31/08/22			
301/2022	ZOE Fluorescent Cell Imager	1	10,000	G	PQ	HOE	N/A	28/05/22	31/08/22			
301/2022	Biosafety Cabinet Class II B2	1	14,000	G	PQ	HOE	N/A	28/05/22	31/08/22			
301/2022	Solvent Store Room – Container	1	20,000	G	PQ	HOE	N/A	28/05/22	31/08/22			
UG/G/ACEII-WACCBIP 302/2022	LC Mass Spectrophotometer	1	480,000	G	SS	OOP	N/A	30/09/22	30/12/22			
302/2022	GC Mass Spectrophotometer	1	360,000	G	SS	OOP	N/A	30/09/22	30/12/22			
302/2022	Schimidzu Inductively coupled plasma emission spectrophotometer 9800 Series	1	150,000	G	SS	PPA	N/A	30/09/22	30/12/22			
302/2022	Specialized Reagents	Vrs	200,000	G	SS	PPA	N/A	30/09/22	30/12/22			
UG/G/ACEII-WACCBIP /303/2022	Framework Contracting [Single-User-Multi-Supplies]	Vrs	1,300,000	G	SS	PPA	N/A	30/09/22	30/12/22			
UG/G/ACEII-WACCBIP /304/2022	Laboratory Test Instruments [PQ: Procure in batches as when needed]	Vrs	50,000	G	PQ	HOE	N/A	10/05/22	31/08/22			
304/2022	Laboratory Consumables [PQ: Procure in batches as when needed]	Vrs	65,000	G	PQ	HOE	N/A	10/05/22	31/08/22			
304/2022	Laboratory Reagents [PQ: Procure in batches as when needed]	Vrs	80,000	G	PQ	HOE	N/A	10/05/22	31/08/22			

304/2022	Laboratory Chemicals [PQ: Procure in batches as when needed]	Vrs	20,000	G	PQ	HOE	N/A	10/05/22	31/08/22			
UG/G/ACEII- WACCBIP /305/2022	Repairs and Maintenance Services Contract (Including Replacement of Equipment Parts by the Centre when necessary)	Vrs	100,000	SS	SS	PPA	N/A	18/03/22	30/12/22			
/305/2022	Repairs and Maintenance (Building)	Vrs	10,000	G	PQ	HOE	N/A	18/03/22	30/12/22			
/305/2022	Repairs and Maintenance (Office Equipment)	Vrs	5,000	G	PQ	HOE	N/A	18/03/22	30/12/22			
UG/G/ACEII- WACCBIP /306/2022	Office Furniture [PQ: Procure in batches as when needed]	Vrs	6,000	G	PQ	HOE	N/A	10/03/22	30/12/22			
UG/G/ACEII- WACCBIP /307/2022	Office Equipment [PQ: Procure in batches as when needed]	Vrs	10,000	G	PQ	HOE	N/A	10/03/22	30/12/22			
UG/G/ACEII- WACCBIP /308/2022	Office Consumables [Including Contract Printing]	Vrs	40,000	G	PQ	HOE	N/A	10/03/22	30/12/22			
UG/G/ACEII- WACCBIP /309/2022	Supply & Installation of Car Port	Vrs	9,000	G	PQ	HOE	N/A	08/02/22	10/05/22			

UG/SS/ACEII- WACCBIP /310/2022	Provision of an Accounting Software	Vrs	10,000	CS	PQ	HOE	N/A	08/02/22	30/12/22			
UG/SS/ACEII- WACCBIP /311/2022	Procurement Audit	Vrs	15,000	CS	REOI	HOE	N/A	26/04/22	30/08/22			
UG/NCS/ACEII- WACCBIP 312/2022	Health Insurance Services	Vrs	15,000	SEV	PQ	HOE	N/A	08/02/22	30/12/22			

NB:

- G = Goods
- SEV = Services
- CS = Consultancy Services
- NCS = Non-Consultancy Services
- SS = Single Sourcing
- REOI = Request for Expression of Interest
- PQ = Price Quotation
- HOE = Head of Entity
- PPA = Public Procurement Authority
- OOP = Office of the President



UNIVERSITY OF GHANA - LOGISTICS DIRECTORATE

MEMO

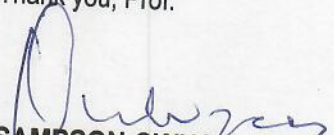
TO : VICE-CHANCELLOR
FROM : DIRECTOR OF LOGISTICS
SUBJECT : AWARD NOTIFICATION & CONTRACT FOR SIGNING
DATE : 21ST NOVEMBER, 2023



Please, find, enclosed the Award Notification and Contract for review and signing for the **Supply and Installation of Pedagogical Tools (Smart Classrooms)** at the School of Medical Sciences, Korle-Bu.

The request came from WACCBIP.

Thank you, Prof.


SAMPSON OWUSU-AFRIYIE
DIRECTOR OF LOGISTICS

NB: PLEASE THIS CONTRACT IS TO BE WITNESSED BY THE REGISTRAR.

pm - waccbip

pl waccbip for
forwarded
24/11/23



**UNIVERSITY
OF GHANA**

**CONTRACT FOR THE SUPPLY AND INSTALLATION OF
PEDAGOGICAL TOOLS (SMART CLASSROOMS)
EQUIPMENT.**

BETWEEN

UNIVERSITY OF GHANA

AND

CLEMS HIGH BUSINESS SOLUTION LIMITED

NOVEMBER 2023

SN-06-23

UNIVERSITY OF GHANA

**CONTRACT FOR THE SUPPLY AND INSTALLATION OF PEDAGOGICAL TOOLS
(SMART CLASSROOMS) EQUIPMENT**

UG/GD/ACEII-WACCBIP/0302/2023

THIS AGREEMENT made on **20th day of November 2023** 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 **CLEMS HIGH BUSINESS SOLUTION LIMITED** with address being **North -Kaneshie second lane point 4, Accra** (hereinafter called "the Supplier") of the other part:

WHEREAS the Purchaser invited quotation for certain,

SUPPLY OF AND INSTALLATION OF PEDAGOGICAL TOOLS.

NO.	ITEM DESCRIPTION	QTY	UNIT PRICE (GHC)	TOTAL (GHC)
1	85-inch Computer panel (i7,16GB RAM minimum) with WiFi and LAN connections	2	99,450.00	198,900.00
2	Customized 65''UHD TV	5	17,500.00	87,500.00
3	Lecture Capture System (Video station &Auto-Training Camera)	2	45,000.00	90,000.00
4	Document Camera	2	6,000.00	12,000.00
5	SDI and HDMI Capture card	4	3,500.00	14,000.00
6	Audio Mixer with USB IN/OUT	2	3,000.00	6,000.00
7	Lapel and handheld Microphone	4	4,000.00	16,000.00
8	JBL Active Speakers	4	9,000.00	36,000.00
9	Desktop Computers	20	16,800.00	336,000.00
10	UPS	2	17,000.00	34,000.00
11	DIGITAL PODIUM	2	15,000.00	30,000.00

12	Networked Media Processor	2	37,000.00	74,000.00
13	SDI Cables (100meters)	3	2,391.00	7,173.00
14	HDMI Cables(10meters)	10	180.00	1,800.00
15	HDMI Cables(5meters)	5	100.00	500.00
	CAT 6 Cables	1	1,600.00	1,600.00
	Converter	3	1,500.00	4,500.00
	INSTALLATION & ACCESSORIES		10,000.00	
	SUBTOTAL:		10,000.00	
	VAT 4%		959,973.00	
	GRAND TOTAL:		38,398.92	
			998,371.92	

The Purchaser has accepted a tender by the Supplier for the supply and installation of pedagogical tools in the sum of **GHC 998,371.92 (Nine Hundred and Ninety-Eight Thousand, Three Hundred and Seventy-One Ghana Cedis and Ninety-Two Pesewas).**

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

OBLIGATIONS OF UNIVERSITY OF GHANA

1. In consideration of the payment to be made by **University of Ghana for the Supply and installation of pedagogical tools** as hereinafter mentioned, **Clems High Business Solution Limited** hereby covenants with **University of Ghana** to Supply and installation of pedagogical tools therein in conformity in all respects with the provisions of the contract.

3. **University of Ghana** hereby covenants to pay **Clems High Business Solution Limited**

4.

5. **within 30 days** after full delivery, submission of invoice, certified by Internal Audit, WACCBIP and Logistics Directorate Staff 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 CLEMS HIGH BUSINESS SOLUTION LIMITED.

1. **Delivery:** The Supply of Equipment should be delivered to the location stated in the document and should be routed through stores with documentation before delivery to the user department.
2. The procurement of the Equipment would be covered with award letter and the Supply of Equipment should be routed through stores for Goods Receipt Advice (GRA) to be written.
3. The Contract will be valid for 180 days commencing from the date of the delivery of the Toners.

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

4. Termination of Contract:

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

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.

1. in the public domain.
2. is required to be disclosed under the operation of law; or

3. is required in response to a lawful order of a court of competent jurisdiction, provided that the requested Party takes reasonable steps to first give the other Party sufficient prior notice to contest such order.

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 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 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

- i. any event which is caused by the negligence or intentional action of a Party or such Party's agents or employees, nor
 - ii. any event which a diligent Party could reasonably have been expected to consider 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: -
 - i. The failure is caused by Force Majeure as defined herein.
 - ii. the Force Majeure is outside the control of the Party failing to perform and is not caused by that Party.
 - iii. the Party failing to perform has taken all proper precautions, due care and reasonable alternative measures with the objective of avoiding the failure and where the event of Force Majeure occurs, has been mitigated or has taken steps to mitigate its effects.

9.4 Measures to be taken.

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

agree as to the future actions to be taken, which may include a termination of the Agreement.

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

CLEMS HIGH BUSINESS SOLUTION LIMITED

Name: PROF NANA ABA APPIAH AMFO

Name: CLEMENT ARYEE

Signature: 

Signature: 

Designation: VICE-CHANCELLOR

Designation: C.F.O

Seal: 

Seal: 

Date: 22-11-2023

Date: 27/11/2023

Witnessed By: MRS. EMELIA AGYEI MENSAH

Witnessed by: Marguen Aidam

Signature: 

Signature: 

Designation: REGISTRAR

Designation: Marketing Executive



**UNIVERSITY OF GHANA
LOGISTICS DIRECTORATE**

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

20TH NOVEMBER 2023

AWARD NOTIFICATION
AWARD No. UG/WKS/ACEII-WACCBIP/0301/2023

**THE MANAGING DIRECTOR
CLEMS HIGH BUSINESS SOLUTION LIMITED
KANSHIE-ACCRA**

Consignee and Notification

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

Dear Sir/Madam

AWARD NOTIFICATION: No. UG/WKS/ACEII-WACCBIP/0301/2023

We are pleased to inform you that the University of Ghana has decided to award your company a contract for the SUPPLY AND INSTALLATION OF IT EQUIPMENT. This award is based on our tender for the SUPPLY AND INSTALLATION OF PEDAGOGICAL TOOLS (SMART CLASSROOMS) AT THE SCHOOL OF MEDICAL SCIENCES-KORLE BU, QTY= VARIOUS and your Response.

The details of the award are as follows:

BENEFICIARY: WACCBIP

NO.	ITEM DESCRIPTION	QTY	UNIT PRICE (GHC)	TOTAL (GHC)
1.	85-inch Computer panel (i7,16GB RAM) With WiFi LAN connections	2	99,450.00	198,900.00

	Customized 65" UHD TV	5	17,500.00	87,500.00
3.	Lecture Capture System (Video Station & Auto-Tracking Camera).	2	45,000.00	90,000
4.	Document Camera	2	6,000.00	12,000.00
5.	SDI and HDMI Capture card	4	3,500.00	14,000.00
6.	Audio mixer with USB in/out	2	3,000.00	6,000.00
7.	Lapel and handheld Microphone	4	4,000.00	16,000.00
8.	JBL Active Speakers	4	9,000.00	36,000.00
9.	Desktop Computers	20	16,800.00	336,000.00
10.	UPS	2	17,000.00	34,000.00
11.	Digital Podium	2	15,000.00	30,000.00
12.	Networked Media Processor	2	37,000.00	74,000.00
13.	SDI Cables (100meters)	3	2,391.00	7,173.00
14.	HDMI Cables (10meters)	10	180.00	1,800.00
15.	HDMI Cables (5meters)	5	100.00	500.00
16.	Cat 6 Cables	1 (box)	1,600.00	1,600.00
17.	Converters	3	1,500.00	4,500.00
18.	Installation and accessories		10,000.00	10,000.00
	SUB TOTAL			959,973.00
	VAT 4%			38,398.92
	GRAND TOTAL			998,371.92

The calculated cost for this award is: **Nine Hundred and Ninety-Eight Thousand Three Hundred and Seventy-One Ghana Cedis Ninety-Two Pesewas. (GHC 998,371.92).**

DELIVERY: The supply and installation of IT equipment shall be made within a period of 8 Weeks from the date of signing the contract., to West Africa Centre for Cell Biology and Infectious Pathogens (WACCBIP), through University of Ghana store at Legon on working day within the hours of 8:30am and 4:00pm. (The award can be revoked should you default in this direction without reservation).

The supply and installation of IT equipment would have to be made to the School of Medical Sciences-Korle Bu, University of Ghana, on a working day within the hours of 8: 30a.m and 4: 00p.m. The University has the right to reject the renovation works if they are not done within the stipulated days and time.

2. **Payment Terms:** Minimum of 30 days after completion of works and the submission of your invoice.

3. The supply and installation of IT equipment when delivered must correspond with the specifications agreed. The University has the right to reject the installation works if it does not correspond with the specification.

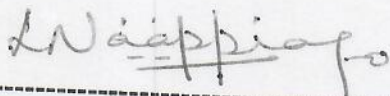
4. An inspection team from the University of Ghana Stores, WACCBIP Officer and Internal Auditors will inspect installation works upon completion and it is upon their acceptance of the equipment that you will be paid the contract sum.

5. In the course of using the equipment, if we identify that the quality of the equipment is not suitable for its intended purpose, you will be called to withdraw the equipment and replace them with good quality ones.

6. The prices agreed shall not be varied to the disadvantage of the University of Ghana.

7. 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.



Professor Nana Aba Appiah Amfo
Vice-Chancellor

Cc: Director of Logistics, UG
Director, WACCBIP
Procurement Manager, WACCBIP
Stores, WACCBIP



ClemstHigh

BUSINESS SOLUTION LIMITED

GENERAL SUPPLY | PRINTING | ADVERTISING | EDUCATIONAL CONSULTANCY | A.V SUPPLY

24/11/2023

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

Dear Sir / Madam,

LETTER OF ACCEPTANCE

We acknowledge the receipt of your letter and accept the award of contract for the Supply And Installation of Pedagogical Tools (Smart classrooms), University of Ghana (IFT NO: **GR/WKS/ACEII-WACCBIP/0301/2023**) in the amount of **Nine Hundred and Ninety-Eight Thousand, Three hundred and Seventy-one Ghana Cedis , Ninety-Two Pesewas Only (GHC 998,371.92).**

Thank you.

Yours faithfully,



Sign: **Clement Aryee**.....
CEO

Office: +233 (0)30 222 6101 Mobile: +233 (0)24 466 0605 +233 (0)57 590 4471 USA: +13368258701
P. O. Box 1891, Kaneshie-Accra E-mail: info@clemshigh.com Website: www@clemshigh.com

*You dream it...
We make it a reality*

CENTRAL TENDER REVIEW
COMMITTEE (CTRC)

MINISTRY
OF
FINANCE

REPUBLIC OF GHANA

P.O.Box MB 40, Ministries, Accra
Digital Address : GA-144-2024

Kindly quote this number and date on all correspondence

My Ref No. CTRC/UG.2/M.45/APP/2023

Your Ref. No. _____

Date. 17th November 2023.

**RE: SUPPLY AND INSTALLATION OF PEDAGOGICAL TOOLS
(SMART CLASSROOMS) FOR THE COLLEGE OF HEALTH SCIENCES**

Please refer to the letter N°. UG/VC/MD/09 and dated 10th November 2023, which was submitted on the above subject.

2. The Committee reviewed the University of Ghana's (UG's) evaluation report at the 33rd Sitting on Thursday, 8th June 2023. Following series of correspondence, the Committee noted that the decision to cancel the tender was unacceptable. UG was subsequently requested to address the outstanding issue conclusively in a revised evaluation report.

3. At the 45th Sitting on Thursday, 16th November 2023, the Committee reviewed UG's response in a revised evaluation report addressing the issues raised. Based on the documentation submitted, the Committee grants concurrent approval to UG to engage the recommended tenderer, Messrs Clems High Business Solution at a negotiated contract price of Nine Hundred and Ninety-Eight Thousand, Three Hundred and Seventy-One Ghana Cedis and Ninety-Two Pesewas (GH¢998,371.92).

4. UG will now proceed with the remaining procurement processes by giving notice of acceptance, signing a contract within the stipulated periods provided for in Section 65 (1) (2) of Act 663 and (Amendment) Act 914, and keeping records for future procurement audit.

5. Kindly note that failure of UG to act in accordance with the above provision shall constitute a breach of the law.

THE VICE CHANCELLOR
UNIVERSITY OF GHANA
ACCRA

DAVID QUIST
SECRETARY

cc: The Hon. Minister, MOF
The Hon. Minister of State, MOF
The Hon. Deputy Ministers, MOF
The Chief Director, MOF
The Chairman, CTRC

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at work use for
use award -

Tel: +233 (0) 302 747 197
Email : info@rofep.gov.gh
Website : www.mcfep.gov.gh

UNIVERSITY OF GHANA



EVALUATION REPORT
And
RECOMMENDATION OF AWARD OF CONTRACT
FOR THE SUPPLY AND INSTALLATION OF PEDAGOGICAL TOOLS.

SEPTEMBER 2023.

NOTE: All firms met the offered specifications as contained in the tender document and have therefore qualified for the next stage of the evaluation process.

2.0 STAGE III – THE FINANCIAL EVALAUTION:

The tenderers who passed the technical evaluation were considered for the financial evaluation as follows.

The Evaluation Panel reviewed the financial proposal of the two tenderer who passed the technical stage and made recommendation as follows:

FINANCIAL EVALUATION AND RECOMMENDATION FOR AWARD OF CONTRACT SUPPLY AND INSTALLATION OF PEDAGOGICAL TOOLS UG/GD/ACEII-WACCBIP/301/2023.

ITEM DESCRIPTION	NAME OF TENDRERER	TENDER PRICE GHC	RECOMMENDED TENDERER	JUSTIFICATION
	OAK-VAN GHANA LTD	1,835,496.00		LOWEST EVALUATED RESPONSIVE TENDERER.
	CLEMS HIGH BUSINESS SOLUTION	998,371.92		
	FAIRGREEN LTD	1,793,996.08		

3.0 RECOMMENDATION OF AWARD CONTRACT

The Evaluation Panel agreed and recommended CLEMS HIGH BUSINESS SOLUTIONS LIMITED as the Lowest Responsive Evaluated tenderer for the award of the contract at a Total sum of GHS 998,371.92.

EVALUATION PANEL MEMBERS.

Richard Otioku-Boadu (chairman),

Emefa Adzadu

Theophilus Dugah

DATE

25/10/23

25/10/23

25/10/2023

SIGNATURE

MINUTES OF TENDER OPENING FOR NATIONAL COMPETITIVE TENDERING FOR THE SUPPLY AND INSTALLATION OF PEDAGOGICAL TOOLS, HELD ON 20TH DECEMBER 2022 AT LOGISTICS DIRECTORATE, CONFERENCE HALL.

PRESENT:

1. Mr. Kwaku Owusu Osei	UGCS	-Chairperson
2. Marian Nanor	WACCBIP	-Member
3. Michael Abogro	WACCBIP	-Member
4. Sarah Ofori Ntim	WACCBIP	-Secretary

1.0 OPENING

The meeting commenced at 12:10pm, the Chairperson welcomed the members and briefed them about the agenda of the meeting, which was, to evaluate the tender documents for the Supply and Installation of Pedagogical Tools which is being procured through National Competitive Tendering (NCT) method funded by WACCBIP for the University.

2.0 ADVERTISEMENT

Following approval by management, an advert was placed in the National Daily Graphic of 12th December 2022, requesting prospective firms to purchase tender documents from the University's Logistics Directorate.

3.0 PURCHASE OF PRICE QUOTATION DOCUMENT

Four (4) firms responded by submitting their quotations as requested. Attached is the list of the interested firms:

1. Clems High Business Solution Limited
2. Fair Green Limited
3. Oak-Van Ghana Limited
4. Kay Tee Limited

4.0 SUBMISSION OF TENDER DOCUMENTS

Three (3) firms out of the four (4) that purchased the tender documents physically submitted their tender documents at the Conference Hall of the Logistics Directorate.

The tenderers who submitted their tender documents were:

1. CLEMS HIGH BUSINESS SOLUTION LIMITED
2. FAIR GREEN LIMITED
3. OAK-VAN GHANA LIMITED

The tenderer who did not submit

1. One (1) (Kay Tee Ltd)

6.0 OPENING OF TENDER DOCUMENTS

The opening was done on Tuesday, 20th December 2022 at 11:20am at the Conference Hall of the Logistics Directorate.

Below were the details:

No. #	NAME OF TENDERERS	BUSINESS REGISTRATION	VALID TAX CLEAR CERT.	SSNIT CLEAR CERT.	PPA REG. CERT.	TENDER SECURITY	TOTAL TENDER PRICE (READ-OUT) GHC
1.	CLEMS HIGH BUSINESS SLOUTION LTD	√	14/12/22	19/01/23	√	√	998,371.92
2.	FAIR GREEN LTD	√	20/01/23	25/12/23	√	√	1,793,996.00
3.	OAK-VAN GHANA LTD	√	04/01/23	16/09/23	√	√	1,835,496.00

Closing: the meeting was adjourned at 1:16pm.

Signature:

Date:

Chairperson, Opening Panel

Signature:

Date:

Secretary, Opening Panel



UNIVERSITY OF GHANA

West African Centre for Cell Biology of Infectious Pathogens

African Centre of Excellence for Higher Education
College of Basic and Applied Sciences



CENTRAL TENDER REVIEW COMMITTEE

MINISTRY OF FINANCE

Ref. No. CTCR/UG.2/M.38/2023

Date: 25/10/2023

RE: SUPPLY AND INSTALLATION OF PEDAGOGICAL TOOLS (SMART CLASSROOMS) FOR THE COLLEGE OF HEALTH SCIENCES.

In response to your letter directing the University to review the tender evaluation report submitted to your outfit, we have accordingly reviewed the report as demanded by the CTCR.

By the revised report CLEMS HIGH BUSINESS SOLUTIONS LIMITED is recommended as the responsive evaluated tenderer, based on the reduced specifications requested by the University Management owing to available budgetary allocation.

All tenderers have accordingly extended their tender validity periods by 180 days.

Attached are the revised evaluation reports and minutes as well as evidence of budgetary availability for the project for your examination.

Counting on your co-operation.

Prof. Nana Aba Appiah Amfo

Vice-Chancellor

P. O. Box LG 54, Legon, Accra, Ghana | Tel: +233-303-933223

Emails: Secretariat: waccbipadmin@ug.edu.gh | Centre Leader: waccbipleader@ug.edu.gh

Mission: Improving diagnosis, prevention and treatment of tropical diseases through advanced training and research excellence

MINUTES OF EVALUATION PANEL MEETING ON NATIONAL COMPETITIVE TENDERING (NCTD) FOR THE SUPPLY AND INSTALLATION OF PEDAGOGICAL TOOLS, HELD ON 5TH JANUARY 2023 AT WACCBIP BOARD ROOM

PRESENT:

- | | | |
|---------------------|------------------------------|---------------|
| 1. Richard Otioku | - Ag. Head, IT Administrator | - Chairperson |
| 2. Marian Nanor | - Accountant | - Member |
| 3. Michael Abogro | - Procurement Manager | - Secretary |
| 4. Eric Aful | - Laboratory Technician | - Member |
| 5. Theophilus Dugah | - ICT Officer | - Member |

1.0 OPENING

The meeting commenced at 12:10pm, the Chairperson welcomed the members and briefed them about the agenda of the meeting, which was, to evaluate the tender documents for the Supply and Installation of Pedagogical Tools which is being procured through National Competitive Tendering (NCT) method funded by WACCBIP for the University.

2.0 ADVERTISEMENT

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Four (4) firms responded by submitting their quotations as requested. Attached is the list of the interested firms:

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4. Kay Tee Limited

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Three (3) firms out of the four (4) that purchased the tender documents physically submitted their tender documents at the Conference Hall of the Logistics Directorate.

The tenderers who submitted their tender documents were:

1. CLEMS HIGH BUSINESS SOLUTION LIMITED
2. FAIR GREEN LIMITED
3. OAK-VAN GHANA LIMITED

The tenderer who did not submit

1. One (1) (Kay Tee Ltd)

5.0 OPENING OF TENDER DOCUMENTS

The opening was done on Tuesday, 20th December 2022 at 11:20 am at the Conference Hall of the Logistics Directorate.

The opening panel members were:

1. Mr. Kwaku Owusu Osei UGCS

-Chairperson

- | | | |
|---------------------|---------|------------|
| 2. Marian Nanor | WACCBIP | -Member |
| 3. Michael Abogro | WACCBIP | -Member |
| 4. Sarah Ofori Ntim | WACCBIP | -Secretary |

6.0 ADJOURNMENT

The chairperson thanked the members for honoring the meeting and adjourned the meeting at 1:16pm

EVALUATION DETAILS
EVALUATION CRITERIA

The Evaluation Panel used the three-stage method of evaluation to evaluate the tenders as indicated in the National Competitive Tender document.

The criteria used for the evaluation is indicated below:

- a) **Stage 1: Preliminary Examination (Mandatory):** the tenderers qualification requirements listed below shall be treated as mandatory requirements to be used as criteria for evaluation of bids in the first stage.
 - 1. Tender Signed
 - 2. Business Registration Certificate
 - 3. Valid Tax Clearance Certificate

4. PPA registration
5. SSNIT clearance certificate

b) **Stage II: Technical Evaluation:** Price Quotations would be evaluated using minimum specification method by comparing the specification given with the ones offered by the tenderers. Tenderers who will comply with the University's specifications indicated in the National Competitive Tender document would pass to the next stage of the evaluation, which is Financial.

c) **Stage III: Financial Evaluation-** Only the tenderers who will pass the first two stages will be considered for the final evaluation. The financial evaluation is to be done by using price comparison.

STAGE I – PRELIMINARY EVALUATION

Below were the details of the Preliminary Evaluation:

#	NAME OF TENDERERS	TENDER SIGNED	TENDER BID SECURITY	BUSINESS REGISTRATION	VALID TAX CLEAR. CERT.	SSNIT CLEAR. CERT.	VAT REG. CERT.	VALID PPA CERT.	PASSED/FAILED
1.	Clemis High Business Solution	✓	✓	✓	✓	✓	✓	✓	Passed
2.	FairGreen Limited	✓	X	✓	✓	✓	✓	✓	Passed
3.	Oak-Van Ghana Limited	✓	✓	✓	✓	✓	✓	✓	Passed

✓: Means tenderer (s) submitted / met the requirement

X: Means tenderer (s) did not submit/meet the requirement

Preliminary Examination (Commercial Responsiveness)

Tenderer	Tender Security/Bond	Validity Period (180 Days)	Payment Method 100% on Delivery	Payment terms (Minimum of 30 days after delivery)	Delivery terms	Delivery Period (30 days after contract signed)	2 years most current Audited Accounts	Commercially Responsive	Acceptance for Detailed Examination
<i>(a)</i>	<i>(b)</i>	<i>(c)</i>	<i>(d)</i>	<i>(e)</i>	<i>(f)</i>	<i>(g)</i>	<i>(h)</i>	<i>(i)</i>	<i>(j)</i>
Clems High Business Solution	Donewell Insurance company Ltd- GHS 19,967.43	120 days	100% Payment after delivery	30 days after signing of the contract	DDP price, UG, Legon, Accra	30 days after signing of the contract	Yes	Yes	Yes
FairGreen Limited	Not Complied	120 days	100% Payment after delivery	30 days after signing of the contract	DDP price, UG, Legon, Accra	30 days after signing of the contract	Yes	No	No
Oak-Van Ghana Limited	Phonix Insurance- GHS 36,800.00	120 days	100% Payment after delivery	30 days after signing of the contract	DDP price, UG, Legon, Accra	30 days after signing of the contract	Yes	Yes	Yes

NB: MESSERS FAIRGREEN LIMITED FAILED THE PRELIMINARY EVALUATION BECAUSE THEY DID NOT SUBMIT A TENDER SECURITY HENCE THEIR INABILITY TO PROCEED TO THE NEXT STAGE OF TECHNICAL EVALUATION.

STAGE II – THE TECHNICAL EVALUATION

Technical Evaluation was done using minimum specification method by comparing specification given with the ones offered by the tenderer.

Details are as follows:

MINIMUM SPECIFICATION	OFFERED								
<p><u>PEDAGOGICAL TOOLS</u></p> <p>Humanoid Tracking PTZ camera (SDI and HMDI output) with remote.</p> <p>HD PTZ camera (SDI and HMDI output) with remote.</p> <p>SDI and HDMI Capture card</p> <p>Audio Mixer with USB in/out</p> <p>Lavelle Microphone</p> <p>JBL Active Speaker (small speakers and evenly distributed in the Hall)</p>	<table border="1"> <tr> <td data-bbox="895 786 1029 943"> <p>Oak-Van Ghana Limited</p> </td> <td data-bbox="895 943 1029 1160"> <p>Clems High Business Solution</p> </td> <td data-bbox="895 1160 1029 1361"></td> <td data-bbox="895 1361 1029 1494"></td> </tr> <tr> <td data-bbox="895 786 1029 943"> <p>COMPLIED</p> </td> <td data-bbox="895 943 1029 1160"> <p>COMPLIED</p> </td> <td data-bbox="895 1160 1029 1361"></td> <td data-bbox="895 1361 1029 1494"></td> </tr> </table>	<p>Oak-Van Ghana Limited</p>	<p>Clems High Business Solution</p>			<p>COMPLIED</p>	<p>COMPLIED</p>		
<p>Oak-Van Ghana Limited</p>	<p>Clems High Business Solution</p>								
<p>COMPLIED</p>	<p>COMPLIED</p>								

<u>DESKTOP COMPUTERS</u>	COMPLIED	NOT COMPLIED		
DESKTOP COMPUTERS (processor: Intel 10th Generation six (6) core i5 4.1 GHz processor) Ruby 10 Speech Explore 8- Handheld Video Magnifier Ruby 7HD				

STAGE III – THE FINANCIAL EVALUATION

The one tenderer who passed the technical evaluation was considered for the financial evaluation as follows.

FINANCIAL EVALUATION AND RECOMMENDATION FOR AWARD OF CONTRACT SUPPLY AND INSTALLATION OF PEDAGOGICAL TOOLS (SMART CLASSROOMS FOR THE COLLEGE OF HEALTH SCIENCES)

(UG/GD/ACEII-WACCBIP/NCT/301/2022)

ITEM DESCRIPTION	NAME OF TENDERER	TENDER PRICE	RECOMMENDED TENDERER	JUSTIFICATION
	OAK-VAN GHANA LIMITED	GHC 1,835,496.00	OAK-VAN GHANA LIMITED	MOST ECONOMICALLY ADVANTAGEOUS TENDERER

7.0 ADJOURNMENT

The chairman thanked the members for honoring the meeting and adjourned the meeting at 1:16pm

Signature.....

Date.....

Chairman, Evaluation Panel

Signature.....

Date.....

Secretary, Evaluation Panel


UNIVERSITY OF GHANA
West African Centre for Cell Biology of Infectious Pathogens
African Centre of Excellence for Higher Education
 College of Basic and Applied Sciences


NATIONAL COMPETITIVE TENDERING FOR THE SUPPLY AND INSTALLATION OF PEDAGOGICAL TOOLS

PACKAGE NUMBER-UG/GD/ACEII-WACCBIP/301/2022.

The WEST AFRICAN CENTRE FOR CELL BIOLOGY OF INFECTIOUS PATHOGENS (WACCBIP) of the UNIVERSITY OF GHANA intends to apply part of its grant to fund eligible payments under the contract for the supply and INSTALLATION OF PEDAGOGICAL TOOLS AND CONVERSION OF LECTURE THEATRES INTO SMART CLASSROOMS. ICT equipment to be supplied and installed as part of the project includes the following:

Description/Specifications	Quantity Required
85-inch Computer panel (i7, 16GB RAM minimum) with WiFi and LAN connections	2
65-inch TV	5
Humanoid Tracking PTZ camera (SDI and HDMI output) with Remote	2
HD PTZ camera (SDI and HDMI output) with Remote	2
SDI and HDMI Capture card	4
Audio Mixer with USB in/out	2
Lavelle Microphone	4
JBL Active Speaker (small speakers and evenly distributed in the hall)	4
DESKTOP COMPUTERS	20
Processor: Intel 10th Generation six (6) Core i5 4.1 GHz processor ONE YEAR WARRANTY.	
Ruby 10 Speech	2
Explore 8- Handheld Video Magnifier	5
Ruby 7 HD	5

FEATURES OF THE ACTIVITY INCLUDE THE INSTALLATION OF EQUIPMENT AND CONVERSION OF LECTURE THEATRES INTO SMART CLASSROOMS AT THE COLLEGE OF HEALTH SCIENCES.

The selected company will be required to install and equip the various lecture theatres with the required equipment to support information technology enabled learning.

WACCBIP of the University of Ghana invites sealed Tenders from eligible service providers for the engagement of a service provider for the installation of equipment and conversion of lecture theatres into smart classrooms as stated above.

Tendering will be conducted through the National Competitive Tendering procedures specified in the Public Procurement Act 2003 (Act 663) as amended with Act 2016 (Act 914) and in the Guidelines of the Public Procurement Authority of the Republic of Ghana.

Interested eligible Tenders may obtain further information from WACCBIP PROCUREMENT UNIT of the University of Ghana from 8 A.M. to 5 P.M.

A complete set of Tender documents in English may be purchased by interested Tenderers on the submission of a written application to the address below and upon payment of a NON-REFUNDABLE FEE OF GHS 500.00.

Tenders must be delivered to the address below on or before Tuesday, 20th December, 2022 at 10 A.M. Tenders shall be valid for a period of 180 days after the deadline of the Tender submission. All Tenders must be accompanied with tender security of not less than two per cent (2%) of the tender price.

Late tenders will not be accepted and will be returned unopened to the Tenderer. Tenders will be opened in the presence of the Tenderer's representative who choose to attend at the address below at 11 A.M. on Tuesday, 20th DECEMBER, 2022. A register of potential Tenderers who have purchased the Tender document may be inspected at the address below;

It is mandatory that Tenderers include in their tender the under-listed STATUTORY REQUIREMENTS:

1. VALID BUSINESS REGISTRATION CERTIFICATE
2. VALID TAX CLEARANCE CERTIFICATE (VALID UP 4TH QUARTER)
3. VALID SSNIT CLEARANCE CERTIFICATE (VALID UP TO 4TH QUARTER)
4. VALID VAT REGISTRATION CERTIFICATE
5. VALID REGISTRATION CERTIFICATE FROM PPA

THE DIRECTOR OF LOGISTICS

UNIVERSITY OF GHANA, LEGON.

Attn: Procurement Manager WACCBIP

College of Basic and Applied Sciences

Department of Biochemistry Molecular & Cell Biology

University of Ghana



Legon, Accra.

0242386942

E-MAIL: waccbipprocurement@ug.edu.gh

UNIVERSITY OF GHANA - LOGISTICS DIRECTORATE
 WEST AFRICAN CENTRE FOR CELL BIOLOGY OF INFECTIOUS PATHOGENS (WACCBIIP)
 OPENING OF TENDERS FOR THE SUPPLY AND INSTALLATION OF PEDAGOGICAL TOOLS

ATTENDANCE SHEET – TENDERERS


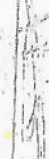


NAME	FIRM	SIGNATURE
MATTHEW AN DUM	CLERMONT BUSINESS SOLU-	
GOSKES ANNAN	TENDERS	
[Name]	[Firm Name]	[Signature]

UNIVERSITY OF GHANA - LOGISTICS DIRECTORATE

WEST AFRICAN CENTRE FOR CELL BIOLOGY OF INFECTIOUS PATHOGENS (WACCBIIP)

OPENING OF TENDERS FOR THE SUPPLY AND INSTALLATION OF PEDAGOGICAL TOOLS

ATTENDANCE SHEET - STAFF

NAME	POSITION	SIGNATURE
Sandra Cepher NANA	Deputy Director, WACCBIIP	
Michael Aboagye	Procurement Manager, WACCBIIP	
Francis Kwame	General Manager, WACCBIIP	
Francis Osei	Procurement Officer, WACCBIIP	



BUSINESS SOLUTION LIMITED

GENERAL SUPPLY | PRINTING | ADVERTISING | EDUCATIONAL CONSULTANCY | A.V SUPPLY

**BILL TO: UNIVERSITY OF GHANA
(CHS)**

Date	Our Order Ref	Sales Rep.	VAT No:
03/04/2024	REF/NO: CBSL/03-0424	MAYQUEEN AIDAM	C0007421273

NO	ITEMS	QUANTITY (PCS)	SERIAL NO	REMARKS
1.	65" 4K Smart UHD Tv	5	N/A	NEW
2.	Lecture Capture System	2	N/A	NEW
3.	Active Speakers	4	N/A	NEW
4.	4-Channel Audio Mixer	2	N/A	NEW
5.	Digital Podium	2	N/A	NEW
6.	85" Interactive Screen	2	N/A	NEW
7.	Document camera	2	N/A	NEW
8.	Lapel and handheld microphone	4	N/A	NEW
9.	Networked Media Processor	2	N/A	NEW
10.	SDI and HDMI Capture card	4	N/A	NEW
11.	UPS	2	N/A	NEW
12.	Desktop Computers	20	N/A	NEW
13.	SDI Cables (100m)	3	N/A	NEW
14.	HDMI Cables (100m)	10	N/A	NEW
15.	HDMI Cables(5m)	5	N/A	NEW
16.	CAT 6 Cables	1	N/A	NEW
17.	Converters	3	N/A	NEW

Goods Received in good order and condition by:

Richard Otreku-Borzu

Date

03 - April - 2024

Signature

[Signature]

Telephone No

0205877777

Dispatched By:

MAYQUEEN AIDAM

Date

03/04/2024

Signature

[Signature]
ClemstHigh
BUSINESS SOLUTION
P. O. Box 1891, Kaneshie-Accra

Telephone No

0547000589





ClemstHigh

BUSINESS SOLUTION LIMITED

GENERAL SUPPLY | PRINTING | ADVERTISING | EDUCATIONAL CONSULTANCY | A.V SUPPLY

**BILL TO: UNIVERSITY OF GHANA
(CHS)**

Date	Our Order Ref	Sales Rep.	VAT No:
03/04/2024	REF/NO: CBSL/03-0424	MAYQUEEN AIDAM	C0007421273

NO	ITEMS	QUANTITY (PCS)	SERIAL NO	REMARKS
1.	65" 4K Smart UHD Tv			
2.	Lecture Capture System	5	N/A	NEW
3.	Active Speakers	2	N/A	NEW
4.	4-Channel Audio Mixer	4	N/A	NEW
5.	Digital Podium	2	N/A	NEW
6.	85" Interactive Screen	2	N/A	NEW
7.	Document camera	2	N/A	NEW
8.	Lapel and handheld microphone	2	N/A	NEW
9.	Networked Media Processor	4	N/A	NEW
10.	SDI and HDMI Capture card	2	N/A	NEW
11.	UPS	4	N/A	NEW
12.	Desktop Computers	2	N/A	NEW
13.	SDI Cables (100m)	20	N/A	NEW
14.	HDMI Cables (100m)	3	N/A	NEW
15.	HDMI Cables(5m)	10	N/A	NEW
16.	CAT 6 Cables	5	N/A	NEW
17.	Converters	1	N/A	NEW
		3	N/A	NEW

Goods Received in good order and condition by:

Richard Oshieku-Boadi

Date 03 - April - 2024

Signature [Signature]

Telephone No 020 5877777

Dispatched By:

MAYQUEEN AIDAM

Date 03/04/2024

Signature [Signature]
ClemstHigh BUSINESS SOLUTION
P.O. Box 1891, Kaneshie-Accra

Telephone No 0547000589

Office: +233 (0)30 222 6101 Mobile: +233 (0)24 466 0605 +233 (0)57 590 4471 USA: +13368258701
P. O. Box 1891, Kaneshie-Accra E-mail: info@clemsthigh.com Website: www.clemsthigh.com

*You dream it...
We make it a reality*

**UNIVERSITY OF GHANA
GOODS RECEIVED NOTE**

ORIGINAL

0007184

NAME OF STORE WACCBIP

WACCBIP
ACCOUNT TO BE CHARGE

	STORE	QNTY	UNIT	ITEM/ GOODS DESCRIPTION	PRICE	VALUE	
	CODE /NO.				PER UNIT	GH¢	GHP
1		Vrs		Pedagogical tools and	959,973	959,973	00
2				Equipment			
3							
4							
5							
6							
7							
8							
9				Total, Tax inclusive		998,371	92

INVOICE NO. 4314207/4314208
 DATE 03/04/2024
 WAYBILL NO. Ref/No. CRSL/03-0424
 DATE 03/04/2024
09/05/2024
 PROCESSING DATE

LPO./ CONTRACT NO.....
 SUPPLIER CLEMS HIGH BUSINESS SOLUTION LIMITED
Sarah Olan
 STORE KEEPER / STORE SUPT. INITIALS

GHANA REVENUE AUTHORITY

ORIGINAL (CUSTOMER)

FRA NO V21/ 4314208



REPUBLIC OF GHANA

VAT FLAT RATE SCHEME INVOICE



From: Supplier's TIN..... **C0007421273**

Address: Date:

To: University of Ghana Customer's TIN:

QTY	DESCRIPTION	UNIT PRICE (excluding VAT & COVID-19 LEVY)	AMOUNT
5Pcs	HDMI Cables (5m)	100.00	500.00
1Box	Cat 6 Cables	1,600.00	1,600.00
3Pcs	Converters	1,500.00	4,500.00
	Installation & Accessories	10,000.00	10,000.00
I SUB-TOTAL			959,973.00
ii COVID-19 Levy (1%)			
iii VAT FLAT RATE (3%)			4% 38,398.92
TOTAL AMOUNT PAYABLE VAT & COVID-19 LEVY (INCLUSIVE)			998,371.92

Terms of Payment..... Full payment
after delivery



Sign:
Supplier's Signature

GHANA REVENUE AUTHORITY

ORIGINAL (CUSTOMER)

FRA NO V21/4314207



REPUBLIC OF GHANA

VAT FLAT RATE SCHEME INVOICE

From: *ClemsHigh* Supplier's TIN: **C0007421273**

Address: Date:

To: *University of Ghana* Customer's TIN:

QTY	DESCRIPTION	UNIT PRICE (excluding VAT & COVID-19 LEVY)	AMOUNT
2Pcs	85" Computer Panel (i7)	99,450.00	198,900.00
5Pcs	65" UHD TV	17,500.00	87,500.00
2Pcs	Lecture Capture system	45,000.00	90,000.00
2Pcs	Document Camera (visualizer)	6,000.00	12,000.00
4Pcs	SDI & HDMI Capture Cards	3,500.00	14,000.00
2Pcs	Audio Mixer & USB in/out	3,000.00	6,000.00
4Pcs	Lapel & handheld Microphone	4,000.00	16,000.00
4Pcs	JBL Active Speakers	9,000.00	36,000.00
20Pcs	Desktop Computers	16,800.00	336,000.00
2Pcs	UPS	17,000.00	34,000.00
2Pcs	Digital Podium	15,000.00	30,000.00
2Pcs	Networked Media Processor	37,000.00	74,000.00
3Pcs	SDI Cables (100m)	2,391.00	7,173.00
10Pcs	HDMI Cables (10m)	180.00	1,800.00

I SUB-TOTAL	
ii COVID-19 Levy (1%)	
iii VAT FLAT RATE (3%)	
TOTAL AMOUNT PAYABLE VAT & COVID-19 LEVY (INCLUSIVE)	

Terms of Payment: *Full payment after delivery.*

ClemsHigh
BUSINESS SOLUTION
P.O. Box 1891, Kaneshie-Accra

Sign: *[Signature]*
Supplier's Signature



GN: 114

7th May, 2024.

The Chief Information Technology Officer,
University of Ghana Computing Systems,
University of Ghana,
Legon.

Dear Sir,

**RE: REPORT ON THE SUPPLY AND INSTALLATION OF PEDAGOGICAL TOOLS
(SMART CLASSROOMS) ON KORLE-BU CAMPUS (CHS)**

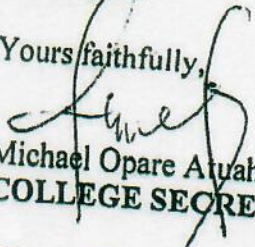
I write to inform you that the College of Health Sciences has received two sets of equipment for the Lecture Room Modernization being deployed in the University.

Attached is a report on the supply and installation of the equipment by Clems High Business Solution Limited which has been successfully completed.

I count on your usual cooperation.

Thank you.

Yours faithfully,


Michael Opare Atuah
COLLEGE SECRETARY

CC: Provost
College Finance Officer, CHS
Dean, UGMS/UGDS/SBAHS
Deputy CITO (Infrastructure) ✓
Head, ICT ✓



COLLEGE OF HEALTH SCIENCES UNIVERSITY OF GHANA *IT UNIT*

2nd May 2024

The Chief Information Technology Officer
University of Ghana Computing Systems
University of Ghana
Legon



Thro:

The College Secretary
College of Health Sciences
University of Ghana
Korle – Bu

Dear Sir,

REPORT ON THE SUPPLY AND INSTALLATION OF PEDAGOGICAL TOOLS (SMART CLASSROOMS) EQUIPMENT ON KORLE – BU CAMPUS (CHS)

The College of Health Sciences have received two sets of equipment for the Lecture room modernisation being deployed through out the University as part of the VC's vision.

I submit to you an attached detailed report on the supply and installation of Pedagogical Tools (Smart Classrooms) on Korle-Bu Campus for College of Health Sciences, by Clems High Business Solution Limited.

I confirm that the project has been successfully completed and submit to you for your perusal.

Thank you.

Yours faithfully,



Richard Otieku-Boadu

Head, IT CHS/UGCS

Networks / Systems Administrator

CC: Provost – CHS

College Finance Officer – CHS

Dean – UGMS

Dean – SBAHS

Dean - UGDS

Deputy CITO Infrastructure

30th April 2024

REPORT ON SUPPLY AND INSTALLATION OF PEDAGOGICAL TOOLS (SMART CLASSROOMS) EQUIPMENT ON KORLE-BU CAMPUS CHS

Preamble:

The VC's vision to modernize lecture rooms within the University started on legon Campus. College of Health Sciences (CHS) Korle-Bu campus was to receive it's share of four (4) lecture rooms.

Report:

The College was notified of an award for the Supply and Installation of Pedagogical Tools (Smart Classroom) Equipment between University of Ghana and Clems High Business Solution Limited (UG/GD/ACEII-WACCBIP/0302/2023).

Clems High Business Solution Ltd. supplied the under listed items for two (2) lecture rooms in the agreement as per the attached Waybill to the CHS/UGCS unit for inspection and certification.

No.	Item	Quantity
1.	65" 4K Smart UHD TV	5
2.	Lecture Capture System	2
3.	Active Speakers	4
4.	4 - Channel Audio Mixer	2
5.	Digital Podium	2
6.	85" Interactive Screen	2
7.	Document Camera	2
8.	Lapel and Handheld Microphones	4
9.	Network Media Processor	2
10.	SDI and HDMI Capture Card	4
11.	UPS 3KVa	2
12.	SDI Cables (100m)	3
13.	HDMI Cables (100m)	10
14.	HDMI Cables (5m)	5
15.	Cat 6e Cable (305m)	1
16.	Converters	3

Installation of the equipment started on 15th April 2024 after a kick-off meeting held between the stakeholders and agreement reached for SBAHS Main Lecture hall and UGMS O&G lecture hall.

Clems High Business Solution Ltd. Completed installations as scheduled and had technical training for some IT support staff that may be handling the equipment. Faculty training is yet to be scheduled by both School Administrators of UGMS and SBAHS and Clems High Business Solution Ltd soon.

I am by the report confirming that all equipment and technical installation is completed as per the contract agreement.

Recommendations:

From the above, it was noted that two (2) out of the four (4) lecture room selected on Korle-Bu campus CHS are yet to be awarded.

Furthermore, UGMS is to complete the renovation works at O&G Lecture Halls to enable handing over and use of the lecture halls ready.

Conclusion:

I confirm that the initial inspection team made up of members from UGCS, College Secretary, SBAHS School Administrator on one side and Clems High Business Solution Ltd, had gone round to ascertain work done.

I confirm that all technical installations are completed and ready for use.

Thank you.



Richard Otleku-Boadu

Head, IT Administrator – CHS/UGCS

UNIVERSITY OF GHANA

FINANCE DIRECTORATE

GOODS / WORKS / SERVICES CERTIFICATION FORM

ITEM NUMBER (IF APPLICABLE):

ITEM DESCRIPTION: Pedagogical Tools

BENEFICIARY UNIT: WACCBIP

NAME OF CONTRACTOR/SUPPLIER: CLEMS HIGH BUSINESS SOLUTION LIMITED

LOCATION/ADDRESS: Kaneshie, Accra

BRIEF DESCRIPTION OF GOODS/WORKS/SERVICES: Tools / Equipment installed at the College of Health Sciences to improve teaching and learning experience.

STATE WHETHER IN YOUR OPINION THE CONTRACT HAS BEEN PERFORMED TO EXPECTATION: Satisfactory

GIVE REASONS:

The equipment were delivered and installed as indicated by the I.T team/UGCS

UNIT HEAD'S SIGNATURE: 

NAME: SARAH OFORI NTIM DATE: 09/05/2024

EXPERT'S REMARKS (IF APPLICABLE):

SIGNATURE:

NAME: DATE:

Name of Officer: SARAH OFORI NTIM

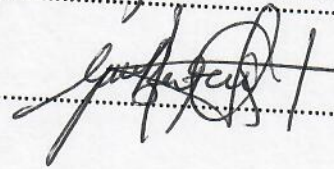
Rank: Assl. Procurement Manager

Department: WACCBIIP

Date: 09 / 05 / 2024

Stamp: 

Witness by internal Audit Staff: NAME: Ofori Beyah Nk

Rank: AA Signature: 

Date: 14/5/2024

Name of Stores Officer:

Rank:

Signature:

Date:



ClemstHigh

BUSINESS SOLUTION LIMITED

GENERAL SUPPLY | PRINTING | ADVERTISING | EDUCATIONAL CONSULTANCY | A.V SUPPLY

29th April, 2023

IFT NO. UG/WKS /ACEII-WACCBIP/0301/2023

**The Director (WACCBIP)
University of Ghana
P.O. Box LG 52
Legon- Accra**

Dear Sir/Madam,

**COMPLITION AND REQUEST OF PAYMENT FOR THE SUPPLY AND INSTALLATION OF
PEDAGOGICAL TOOLS (SMART CLASS ROOMS)**

I write to inform you that the **SUPPLY AND INSTALLATION OF PEDAGOGICAL TOOLS (SMART CLASSROOMS) AT THE SCHOOL OF MEDICAL SCIENCES- KORLE BU, QTY=VARIOUS** with contract number UG/WKS/ACEII-WACCBIP/0301/2023 has been completed and inspected on the 24th day of April 2024.

We therefore request for a full payment on the above.

We would also be grateful if the necessary checks and inspection could be made and therefore wait for the payment of **Nine Hundred and Ninety-Eight Thousand Three Hundred and Seventy-One Ghana Cedis Ninety-Two Pesewas (GHC 998,371.92).**

Please do not hesitate to get back to us for further assignments relating to the above.

Yours Faithful



Sign:

**MAYQUEEN AIDAM
(MANAGING PRINCIPAL)**

Office: +233 (0)30 222 6101 Mobile: +233 (0)24 466 0605 +233 (0)57 590 4471 USA: +13368258701
P. O. Box 1891, Kaneshie-Accra E-mail: info@clemshigh.com Website: www@clemshigh.com

*You dream it...
We make it a reality*