



**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



June 18, 2018

The Accountant  
ORID  
University of Ghana  
Legon

Dear Mr. Amofah,

**REQUEST FOR PAYMENT (WACCBIP-WORLD BANK - RE 18)**

Kindly write a cheque of an amount of **Thirty Nine Thousand, Six Hundred Ghana Cedis (GHS 39,600.00)** only to **Kingdom Books & Stationery** as payment for the supply of furniture for the new WACCBIP building.

Please find invoice attached. Kindly charge the requested amount to the **'Provision of new lecture & seminar rooms, conference rooms and offices'** budget line.

Thank you.

Sincerely,

Prof Gordon A. Awandare  
*Director*  
0543717697

Standard Chartered  
Standard Chartered Bank Ghana Limited



UNIVERSITY OF GHANA  
(WEST AFRICAN CENTRE  
FOR CELL BIOLOGY OF  
INFECTIOUS PATHOGENS)

02-01-08  
08

LEGON BRANCH

526761

000508 0100175839100

0100175839100

20 JUN 2018

day / month / year

KINGDOM BOOKS AND STATIONERY LIMITED

Pay or order

Thirty Nine Thousand Six Hundred Ghana Cedis Only

GHC

\*\*\*\*\*39,600.00



Cheque No.

Bank No.

Account No.

Signature

Signature

Please do not write below this line

RE 18 18/6

# Kingdom Books And Stationery Limited

(Stationery & General Goods)

P.O. Box B 187, C2 Tema Ghana. Tel: 0302-764101, 0302 764209, 0302-762-792  
0302-762791 Fax: 0302-762790

Location: Ako-Adjei Junction, Osu, Accra.

Website: www.kingdomgh.com Email: info@kingdomgh.com

## Official Receipt

Nº 0005283

Date 29.06.18

Received From UNIVERSITY OF GHANA (BIOCHEMISTRY)

the sum of THIRTY NINE THOUSAND SIX HUNDRED GHANA CEDIS ONLY

Being PAYMENT FOR FURNITURE BOUGHT

Cash/Cheque No. 000508

Balance

Gh ¢ 39,600:00 p

Signature



UNIVERSITY OF GHANA, LEGON

CONTRACT AGREEMENT


THIS AGREEMENT made the 22<sup>nd</sup> day of **May, 2018** between **UNIVERSITY OF GHANA (WACCBIP)** (hereinafter called "the Purchaser") of the one part and **KINGDOM BOOKS & STATIONERY of ACCRA, GHANA** (hereinafter called "the Supplier") of the other part:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz., [**SUPPLY OF OFFICE FURNITURE– As per attached list**] and has accepted a tender by the Supplier for the supply of those goods and services in the sum of **THIRTY-NINE THOUSAND, SIX HUNDRED GHANA CEDIS [GHC 39,600.00]** (hereinafter called "the Contract Price").

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. Tender Form and the Price Schedule submitted by the Supplier;
  - b. The Schedule of Requirements;
  - c. The Technical Specifications;
  - d. The Conditions of Contract; and
  - e. The Purchaser's Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto 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
Name: <b>Professor Ebenezer Oduro Owusu</b>	Name: <i>Peter Gyateng</i>
Designation: <b>Vice-Chancellor, University of Ghana</b>	Designation: <i>General Manager</i>
Signature: <i>[Signature]</i>	Signature: <i>[Signature]</i>
Seal: <b>VICE-CHANCELLOR UNIVERSITY OF GHANA, LEGON</b>	Seal:  <i>05/06/2018</i>



# Grace - Filled Ventures

P. O. Box LG 294, Legon, Accra  
info@gracefilledventures.com  
+233 (0)265 254 699  
+233 (0)244 136 113

Nº 0000124

## PRO - FORMA INVOICE

Bill To: WACBP

Customer's ID: \_\_\_\_\_ Date: 9/5/2018

QTY	DESCRIPTION	RATE(GH¢)	AMOUNT(GH¢)
1	Exec. Swivel Chair	1,250	1,250

This quotation is valid for 10 days from the date of issue

SUB TOTAL	
VAT/NHIL	
TOTAL AMOUNT	1,250



Office Equipment, Furniture, General Goods

**INVOICE/ PRO-FORMA**

No. 0127

21 Sunday Street, West Legon  
P.O. Box LG 294, Legon, Accra.  
TEL: (GH) (+233) 0244 136113  
TEL: (UK) (+44) 0790489 8869  
EMAIL: bersmah@yahoo.co.uk

To WACCBIP  
Address Accra

Day	Month	Year
9	May	2018

PO No. \_\_\_\_\_

QTY	DESCRIPTION	UNIT PRICE	AMOUNT GH¢	P
Pos 13	Executive Swivel Chair	1,280.00	16,640.00	



MANAGING DIRECTOR

Sub Total	
VAT + NHIL (3%)	
Total Amount	16,640.00

## KINGDOM BOOKS AND STATIONERY

Location: On The Osu-La Road, Opposite Swan Clinic P.O. Box BT 187, C2, Tema.  
Tel: Tel: +233-302-764209 and +233-302-764101 Fax: +233-302-762790  
Email: info@kingdomgh.com Website: www.kingdomgh.com

### PROFORMA INVOICE

TIN Number: C0002718634

OPERATOR: FELICIA1

Teller.No.: 151 SEQ 6

Time: 14:01

Sales Point: **HEAD OFFICE**

Proforma No.: PI090518T151-5

Proforma Date: 09 May 2018

Customer Code:

Proforma To: WACCBIP

CONTACT PERSON:

TEL:

Currency: Ghana Cedis

Description	Qty	UOM	UPrice(EX.VAT)	VAT/UNIT	Unit Price	Total Cost
Swivel Chair Executive Leather (BS 559) TM Black	13	pcs	1,165.05	34.95	1,200.00	15,600.00
<b>Number of Item(s) = 1</b>						
<b>Total</b>						<b>15,600.00</b>

Total (Excl VAT/NHIL):

VAT+NHIL(3%)

Amount Payable:

15,145.63

454.37

**15,600.00**

3% VAT Rate Applied

Please Note: Kingdom Books is **Exempt** from **3% Withholding Tax**

Authorized By: *Felicia*

Thank You For Your Custom  
Number One-Stop-Shop For All Your Office Supplies  
**Ten Days Normal Validity**  
Delivery Period : **Two** Days After Payment