



UNIVERSITY OF GHANA  
PROCUREMENT UNIT

P. O BOX LG 52 LEGON  
ACCRA, GHANA

Tel /Fax: [233]302-501380

Email: [procurement@ug.edu.gh](mailto:procurement@ug.edu.gh)

1<sup>st</sup> September, 2017

THE MANAGER  
ALBAN LOGISTICS  
P.O.BOX AN 15084  
ACCRA

Dear Sir,

**AWARD NOTIFICATION: IFT NO. UG/W/ACE-WACCI/NCT/02009/2017**

This is to notify you that your Tender dated 4<sup>th</sup> July, 2017 for execution of the contract for the Supply & Installation of Lecture, Conference & Meeting Rooms Furniture (Lot 5) for West Africa Centre for Crop Improvement – **UG/W/ACE-WACCI/NCT/02009/2017** in the amount of **(GHC 14,433.36) Fourteen Thousand, Four Hundred and Thirty-Three Ghana Cedis, Thirty-Six Pesewas.**

This Notification of Award will constitute the formation of Contract. However, until and unless you furnish **the Performance Security of GHC 1,443.34** and send it to us within 14 days of the receipt of this Notification of Award the contract shall not be deemed as active.

You are hereby instructed to proceed with the fulfillment of Performance Security and Signing of contract within fourteen (14) days of receipt of this letter. Failure to comply with the fulfillment of Performance Security and Signing of Contract within the time will constitute the failure of formation of contract and forfeiture of Tender Security.

You are hereby instructed to proceed with the necessary action for the execution of the said Procurement (assignment) **in accordance with the Contract document.**

With kind regards

Yours faithfully,

Angela Awere – Kyere (Mrs.)  
HEAD

Cc: Director (WACCI)



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Dear Sir,

**AWARD NOTIFICATION: IFT NO. UG/W/ACE-WACCI/NCT/02009/2017**

This is to notify you that your Tender dated 4<sup>th</sup> July, 2017 for execution of the contract for the Supply & Installation of Lecture, Conference & Meeting Rooms Furniture (Lot 3) for West Africa Centre for Crop Improvement – **UG/W/ACE-WACCI/NCT/02009/2017** in the amount of **(GHC 32,809.36) Thirty-Two Thousand, Eight Hundred and Nine Ghana Cedis, Seventy-Six Pesewas.**

This Notification of Award will constitute the formation of Contract. However, until and unless you furnish **the Performance Security of GHC 3,280.93** and send it to us within 14 days of the receipt of this Notification of Award the contract shall not be deemed as active.

You are hereby instructed to proceed with the fulfillment of Performance Security and Signing of contract within fourteen (14) days of receipt of this letter. Failure to comply with the fulfillment of Performance Security and Signing of Contract within the time will constitute the failure of formation of contract and forfeiture of Tender Security.

You are hereby instructed to proceed with the necessary action for the execution of the said Procurement (assignment) **in accordance with the Contract document.**

With kind regards

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Angela Awere'.

Angela Awere – Kyere (Mrs.)  
HEAD

Cc: Director (WACCI)



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1<sup>st</sup> September, 2017

THE MANAGER  
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P.O.BOX AN 15084  
ACCRA

Dear Sir,

**AWARD NOTIFICATION: IFT NO. UG/W/ACE-WACCI/NCT/02009/2017**

This is to notify you that your Tender dated 4<sup>th</sup> July, 2017 for execution of the contract for the Supply & Installation of Lecture, Conference & Meeting Rooms Furniture (Lot 4) for West Africa Centre for Crop Improvement – **UG/W/ACE-WACCI/NCT/02009/2017** in the amount of **(GHC 13,000.76) Thirteen Thousand, Seventy-Six Pesewas.**

This Notification of Award will constitute the formation of Contract. However, until and unless you furnish **the Performance Security of GHC 1,300.08** and send it to us within 14 days of the receipt of this Notification of Award the contract shall not be deemed as active.

You are hereby instructed to proceed with the fulfillment of Performance Security and Signing of contract within fourteen (14) days of receipt of this letter. Failure to comply with the fulfillment of Performance Security and Signing of Contract within the time will constitute the failure of formation of contract and forfeiture of Tender Security.

You are hereby instructed to proceed with the necessary action for the execution of the said Procurement (assignment) **in accordance with the Contract document.**

With kind regards

Yours faithfully,

Angela Awere – Kyere (Mrs.)  
HEAD

Cc: Director (WACCI)



**UNIVERSITY OF GHANA**  
**PROCUREMENT UNIT**

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**M E M O**

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**FROM: HEAD OF PROCUREMENT**

**TO: DIRECTOR - WACCI**

**DATE: DECEMBER 12, 2017**

**SUBJECT: PAYMENT FOR THE SUPPLY OF OFFICE FURNITURE**

Please find attached official documents covering the supply and installation of various Furniture for West Africa Centre for Crop Improvement (WACCI).

**Messrs ALBAN LOGISTICS** was awarded Three different lots of contracts to supply various Office Furniture at a total contract sum of **GH¢ 60,243.48**

The items were delivered to the Centre.

Could you please authorise the release of the amount of **GH¢ 60,243.48** to **Messrs ALBAN LOGISTICS**

Submitted please

Angela Awere-Kyere (Mrs)