



UNIVERSITY OF GHANA
PROCUREMENT UNIT

P. O BOX LG 52 LEGON
ACCRA, GHANA

Tel /Fax: [233]302-501380

Email: procurement@ug.edu.gh

1st September, 2017

THE MANAGER
YEPON VENTURES
P.O.BOX 155
DANSOMAN-ACCRA

Dear Sir,

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

This is to notify you that your Tender dated 4th July, 2017 for execution of the contract for the Supply & Installation of Lecture, Conference & Meeting Rooms Furniture (Lot 2) for West Africa Centre for Crop Improvement – **UG/W/ACE-WACCI/NCT/02009/2017** in the amount of **(GHC 27,000.00) Twenty-Seven Thousand Ghana Cedis.**

This Notification of Award will constitute the formation of Contract. However, until and unless you furnish **the Performance Security of GHC 2,700.00** 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 be 'Angela Awere'.

Angela Awere – Kyere (Mrs.)
HEAD

Cc: Director (WACCI)



UNIVERSITY OF GHANA
PROCUREMENT UNIT

M E M O

FROM: HEAD OF PROCUREMENT

TO: DIRECTOR - WACCI

DATE: NOVEMBER 09, 2017

SUBJECT: PAYMENT FOR THE SUPPLY OF OFFICE FURNITURE

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

Messrs Yepon Ventures was awarded a contract to supply Swivel Chairs and Tables at a total contract sum of **GH¢ 27,000.00**

The items were delivered to the Centre.

Could you please authorise the release of the amount of **GH¢ 27,000.00** to **Messrs Yepon Ventures**

Submitted please

Angela Awere-Kyere (Mrs)