



Our Ref. No: VC/SS/GAP/07/2021

Your Ref. No.

Friday, July 16, 2021

**To: PROFESSOR SAMUEL P. OWUSU-OFORI
THE CONSULTANT
2294 ROTHWOOD ACRES ROAD
GREENSBORO, NC 27406-8565, USA.**

**Subject: NOTIFICATION OF AWARD OF CONTRACT FOR THE GAP ASSESSMENT
OF POSTGRADUATE PROGRAMMES AT THE REGIONAL TRANSPORT
RESEARCH AND EDUCATION CENTRE KUMASI (TRECK), KNUST – IFT
NO. AS/KNUST/CSERV/0001/2021.**

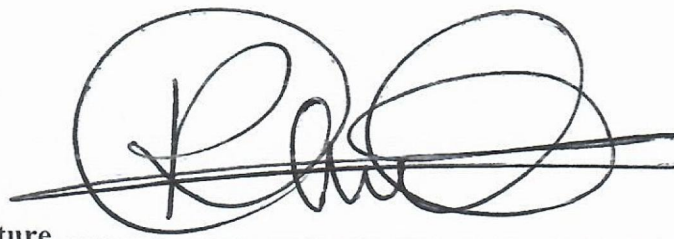
THIS is to notify you that you have been awarded a contract for the **GAP Assessment of Postgraduate Programmes at the Regional Transport Research and Education Centre Kumasi (TRECK), KNUST** at the cost of **GH¢133,380.00 (One Hundred and Thirty-Three Thousand, Three Hundred and Eighty Ghana Cedis)** equivalent of **USDS\$23,400.00** as per your quotation attached.

THIS NOTIFICATION of Award, submission of Performance Security and Letter of Acceptance shall constitute formation of a contract between your Company and the University as follows:

- 1. You are requested to submit your Letter of Acceptance to the Procurement Office, KNUST within fourteen (14) days** after the notification of contract award.
- 2. You are also hereby instructed to proceed with the signing of Contract at the Procurement Office, KNUST within fourteen (14) days** after the Submission of the **Letter of Acceptance and the Performance Security.**

Failure to comply with the fulfillment of Signing of Contract within the time frame will constitute the failure of formation of the contract.

You are, therefore, requested to promptly comply with the above-stated conditions precedent for the prompt execution of the contract.



19/07/2021

Authorised Signature.....

Name and Title of Signatory: Prof. (Mrs.) Rita Akosua Dickson, the Vice-Chancellor

cc: Deputy Registrar, Legal and Welfare
Provost, College of Engineering
Director of Procurement
Director, TRECK
Head, University Stores

CO8GREENSBORO, NC 27406-8565, USA, represented by its true and lawful attorney, PROF. S. P. OWUSU-OFORI of the other part.

WHEREAS the Client invited proposals for certain Consultancy Services, viz, for the **GAP Assessment of Postgraduate Programmes at the Regional Transport Research and Education Centre Kumasi (TRECK), KNUST. AND WHEREAS** the Client has accepted the proposal by the Consultant for the provision of Consultancy Services at a negotiated sum of **GH¢133,380.00 (One Hundred and Thirty-Three Thousand, Three Hundred and Eighty Ghana Cedis)** equivalent of **USDS23,400.00** (hereinafter called the “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 Request for Proposals (RFPs).
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a. The Request for Proposals (RFPs);
 - b. The Technical and Financial Proposals Submitted by the Consultant;
 - c. The Terms of Reference;
 - d. The Information to Consultants;
 - e. The Form of Contract;
 - f. The Financial breakdowns, per deliverables.

3. THE CONSULTANT’S COVENANTS

In consideration of the contract, the Consultant is to provide the following services;

- Examine the quality and relevance of the postgraduate programmes at TRECK;
- Assess the accessibility of postgraduate education at TRECK;
- Examine the availability of funding for postgraduate education and research;
- Make recommendation for closing the gaps identified;
- The consultant will act as a facilitator to engage a wide range of stakeholders to carry out the assessment.

The Consultant Shall also:

- Review the curriculum and the various modes of delivery in line with global best practice.
- Assess the suitability of the programmes to meet the needs of the industry – including desirable employable skills in transportation and logistics development in Ghana and the sub-region.
- Engage with the relevant stakeholders to assess the programmes delivered in line with global best practices.
- Interact with key stakeholders such as the Ghana Institution of Engineers, Ghana Highway Authority, Department of Feeder Roads, Department of Urban Roads, Ministry of Transport and Private Consulting firms in Transportation and Logistics etc including recent graduates to:
 - assess the suitability of the programmes at the TRECK
 - determine possible gaps in the programmes with respect to the needs of industry including demonstration of employable skills in transportation development in Ghana and the sub-region.
- Assess the existing and possible sources of financing, the magnitude of financing for postgraduate programmes in TRECK to make the programme attractive to attract brilliant students and faculty.
- Assess the capacity of prospective students to satisfy the financial requirements for graduate education in transportation.
- Consultant shall present the GAP assessment to key stakeholders in a workshop setting for validation and feedback

4. THE CLIENT'S COVENANTS

The client hereby covenants to;

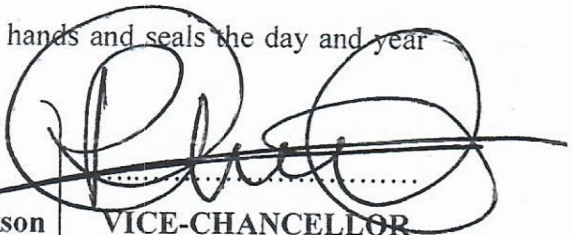
1. Make available, a Coordinator to liaise with the Consultant and assist in the provision of relevant documentation for the project; and
2. Payments from Client to the Consultant hereinafter stated in the Section V; Terms of reference as follows;
 - ✓ a) 20% on signing the contract subject to the provision of Advance Payment Security covering the 20% value from a reputable Bank or Insurance Firm;
 - b) 40% upon completion of the draft GAP Assessment Report for discussion; and

- c) The Final payment of 40% of the contract sum upon submission of the final GAP Assessment Report to TRECK.

IN WITNESS WHERE OF, the Parties have hereunto set their hands and seals the day and year first above written.

SIGNED/SEALED AND DELIVERED by

the Purchaser represented by Professor (Mrs.) Rita Akosua Dickson
in the presence of:


VICE-CHANCELLOR
VICE CHANCELLOR
KNUST - KUMASI
SEAL

WITNESS

Name: Edward Nketia-Asante

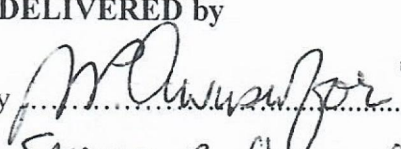
Position: Director of Procurement

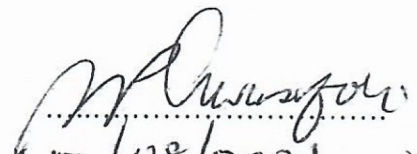
Address: Procurement Office
University Post Office
PMB, Kumasi-Ghana

Signature: 

SIGNED/SEALED AND DELIVERED by

the Supplier represented by
in the presence of:


SAMUEL P. OWUSU-OFORI


17/08/2021
PROF. SAMUEL P. OWUSU-OFORI
2294 ROTHWOOD ACRES ROAD
GREENBORO, NORTH
CAROLINA 27406
SEAL

WITNESS

Name: MERCY AMANKWAH

Business and Postal Addresses: D.S 2391 -
DANSOMAN

Position: SECRETARY

Signature: 