



**KWAME NKUMAH UNIVERSITY OF SCIENCE AND  
TECHNOLOGY  
(KNUST)**

**NATIONAL COMPETITIVE TENDERING**

**IFT NO.: AS/KNUST/GD/0008/2021**

***TENDER EVALUATION REPORT AND  
RECOMMENDATIONS FOR AWARD OF CONTRACT FOR  
PROCUREMENT OF 1 NO. 30 SEATER BUS FOR THE  
REGIONAL TRANSPORT RESEARCH AND  
EDUCATION CENTRE, (TRECK), KNUST***

**S/NO. 1A**

**APRIL, 2021**

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## 1.0 INTRODUCTION

1.1 The Kwame Nkrumah University of Science and Technology (KNUST) intends to apply part of its budgetary allocations to fund payments under the contract for the Procurement of 1 No. 30 Seater Bus for the Regional Transport Research and Education Centre, (TRECK), KNUST for which an invitation for tender was issued on 17<sup>th</sup> February, 2021 in the Daily Graphic (copy attached).

1.2 The Kwame Nkrumah University of Science and Technology (KNUST) issued the tender document through National Competitive Tendering under the guidelines of the Public Procurement Act, 2003 (Act 663) as amended for Supply of the underlisted item:

No.	Description	Quantity
1.	30 Seater Bus	1 No.

1.3 The submission and closing of tenders was at 10:00am GMT on 12<sup>th</sup> March, 2021.

1.4 Tenders were opened at 10:00am on Friday, 12<sup>th</sup> March, 2021 at the Great Hall Conference Room, KNUST in the presence of tenderer's representatives who chose to attend.

1.5 At the tender opening, total tender prices, availability of Tender Securities and other information on eligibility were announced as shown in the attachments.

1.6 The list of tenders received is shown in **Table 1- Record of Tender Prices at Opening** for items being evaluated.

## 2.0 STANDARD EVALUATION FORMS

An Evaluation Panel was set up to evaluate and make recommendations for the award of contract. The Panel used the following **Standard Evaluation Forms**, as issued in the Public Procurement Act, 2003 (Act 663).

- a) **Table 1-** Record of Tender Prices at Opening
- b) **Table 2-** Preliminary Examination of Tenders
  - Table 2a-** Commercial Responsiveness
  - Table 2b-** Technical Responsiveness
- c) **Table 3-** Substantially Non-responsive Tenders-
- d) **Table 4-** Correction, Conversion and Adjustment of Tender Prices
- e) **Table 5-** Exchange Rate (**Not applicable**)
- f) **Table 6A-** Currency Conversion (Multiple Currencies) (**Not Applicable**)
- g) **Table 6B-** Currency Conversion (Single Currency) (**Not Applicable**)
- h) **Table 7-** Additions, Unconditional Discounts
- i) **Table 8A-** Domestic Preference for Goods (**Not Applicable**)
- j) **Table 8B-** Domestic Preference for Works (**Not Applicable**)
- k) **Table 9-** Postqualification
- h) **Table 10-** Proposed Contract Award

### 3.0 METHOD OF EVALUATION

The Evaluation Panel adopted a two-stage evaluation method in identifying the lowest evaluated responsive tenderer. These were Preliminary Examination under **Table 2** and Detailed Price Examination under **Tables 4 & 7**.

#### 3.1 **Preliminary Examination**

3.1.1 The following details were verified to ascertain their correctness.

- i. Signed Tender Form
- ii. Delivery Period
- iii. Cost, Insurance, Paid (CIP) KNUST, Kumasi.
- iv. Responsiveness to the Technical Specifications
- v. Other conditions indicated in the Invitation to Tenders

3.1.2 The information available in each tender was verified to identify and eliminate those which were found to be incomplete, invalid or substantially non-responsive to the terms and conditions in the tender document.

3.1.3 The findings were summarised on **Table 2**. A "**Yes**" stands for tenders which have met the terms and conditions requested for in the tender document, while a "**No**" stands for non compliance.

3.1.4 Tenders with deviations from the minimum conditions were declared non responsive (**Refer to Tables 2a and 2b**). Those tenders declared responsive in **Table 2** were passed on to **Tables 2a and 2b**, and then to **Tables 4 and 7** for Detailed Examination.

### **3.2 Detailed Examination**

3.2.1 Under detailed examination price verification was carried out to identify discrepancies between unit and total prices. Corrections were made accordingly on Table 4. Where additions are detected in the tenders, Table 7- Additions, Unconditional Discounts is applied.

### **4.0 RECOMMENDATION FOR AWARD OF CONTRACT**

On the basis of the evaluation (outlined in this Report), which was carried out in accordance with the Tender Document, we recommend accepting the tender for the lowest evaluated responsive tenderer and which has been determined as qualified and capable of performing the Contract below.

**Standard Tender Evaluation Forms**

**For**

**PROCUREMENT OF 1 NO. 30 SEATER BUS FOR THE REGIONAL TRANSPORT  
RESEARCH AND EDUCATION CENTRE, (TRECK), KNUST**

**S/NO. 1A**

## Summary Evaluation Data & Award Recommendations

1. Project Name: S/No. 1A: Procurement of 1 No. 30 Seater Bus for the Regional Transport Research and Education Centre, (TRECK), KNUST.
2. Contract Name: S/No. 1A: Procurement of 1 No. 30 Seater Bus for the Regional Transport Research and Education Centre, (TRECK), KNUST.
3. Contract Number: IFT NO.: AS/KNUST/GD/0008/2021
4. Tender Opening Date: 12<sup>th</sup> March, 2021 at 10:00 Hours GMT

### 5. TENDER EVALUATION SUMMARY

No.	Tenderer	Read Out Tender Price	Converted To Common Currency	Substantially Responsive (Yes or No)	Evaluated Tender Price	Rank	Remarks
1.	Vesterline Company Limited	GH¢528,124.26	GH¢	YES	GH¢528,124.26	1 <sup>ST</sup>	
2.	Klataa Engineering Solutions Limited	GH¢504,777.14	GH¢	NO	N/A	N/A	Not Commercially Responsive
3.	Japan Motors & Trading Company Limited	GH¢483,951.00	GH¢	NO	N/A	N/A	Not Commercially Responsive



4. The lowest evaluated tenderer has been determined to be qualified and capable of performing the contract.
5. On the basis of the evaluation (outlined in the attached Report), which was carried out in accordance with the Tender Documents, we recommend accepting the tender of the lowest evaluated tenderer, **Vesterline Company Limited, Accra**, which has been determined as qualified and capable of performing the Contract for the Procurement of 1 No. 30 Seater Bus for the Regional Transport Research and Education Centre, (**TRECK**), **KNUST** at a contract price of **GH¢528,124.26** to be delivered within 12 weeks after signing of contract.

EVALUATION PANEL

Name	Designation	Signature	Date
Dr. Francis A. ...	Chairman		31/03/2021
Edward Nketia-Aremte	Director, Procurement		31/03/2021
Prof. Rev. Charles Adams	Centre Director (TREC)		31/03/2021
Quinsu Acheampong	DFO - CoE		31/03/2021
Isaac Bekka	Dir (LEGAL)		31/03/21
Daniel Ampong	Dean - SMD		31/03/21
Anthony Ayer-Agyemang	Transport Engineer		31/03/2021

FORM 1

**Project: S/No. 1A: Procurement of 1 No. 30 Seater Bus for the Regional Transport Research and Education Centre, (TRECK), KNUST.**

**Contract: S/No. 1A: Procurement of 1 No. 30 Seater Bus for the Regional Transport Research and Education Centre, (TRECK), KNUST.**

The following tenders were received by the tender closing deadline fixed at 10:00 Hours GMT on 12<sup>th</sup> March, 2021 and were immediately opened thereafter.

**Table 1. Record of Tender Prices (as read out) at Opening**

No	Tenderer Identification			Read-Out Tender Prices		Modifications or Comments or Discounts
	Name	Address	Nationality	Currency	Amounts	
(a)	(b)	(c)	(d)	(e)	(f)	(g)
1.	Vesterline Company Limited	P. O. Box DS 1211, Accra	Ghanaian	GH¢	528,124.26	Nil
2.	Klataa Engineering Solutions Limited	P. O. Box CT 9144, Accra	Ghanaian	GH¢	504,777.14	Nil
3.	Japan Motors & Trading Company Limited	P. O. Box AN 5216, Kumasi	Ghanaian	GH¢	483,951.00	Nil

Table 2. Preliminary Examination

No.	Tenderer	Verification*	Eligibility**	Tender Security*** GH¢10,000.00/ TSD	Completeness of Tender****	Substantial***** Responsiveness	Acceptance for Detailed Examination
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
1.	Vesterline Company Limited	YES	YES	YES	YES	YES	YES
2.	Klataa Engineering Solutions Limited	NO	YES	YES	YES	NO	NO
3.	Japan Motors & Trading Company Limited	NO	YES	YES	YES	NO	NO

\* Signed Tender Form & Price Schedule; Power of Attorney; and Manufacturer's Authorisation

\*\* Valid Business Registration Certificate; VAT Registration Certificate; Valid SSNIT Clearance Certificate; Valid Tax Clearance Certificate; and Public Procurement Authority's Suppliers Registration Receipt/Certificate

\*\*\*Tender Security of GH¢10,000.00/Tender Securing Declaration (TSD); from a recognized Bank or Insurance Company; valid 28 days beyond tender validity date.

\*\*\*\* No partial tenders; No Erasures, additions or other changes not initialed; No missing pages in the original tender; Qualification Information provided

\*\*\*\*\*No price variation from original; No different specifications from original; No phasing of contract.

**FORM (2a)**

**Table 2 (a). Preliminary Examination (Commercial Responsiveness)**

No.	Tenderer	Delivery Period (12 Weeks after contract signing)	Payment Terms (Payment after delivery)	Tender Validity Period (150 Days)	Audited Accounts (2019)	List of at least 3 users who have purchased similar items in the last 2 years	Aftersales Service Facility for Initial 2 Years of Operation	INCOTERMS [Delivery to Site -CIP]	Commercially Responsive (YES/NO)	Acceptance for Detailed Examination
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(i)	(j)	(k)
1.	Vesterline Company Limited	YES	YES	YES	YES	YES	YES	YES	YES	YES

**FORM (2b)**

**Table 2 (b). Preliminary Examination (Technical Responsiveness)**

S/No. 1A: Procurement of 1 No. 30 Seater Bus for the Regional Transport Research and Education Centre, (TRECK), KNUST.

Quantity Required	Minimum Specifications Required	Offered Specification
	<b>PRINCIPAL FEATURES SOUGHT:</b>	Vesterline Company Limited
<b>1 No.</b>	<b>30-Seater Bus</b>	Comply
	<b>General Features</b>	
	Air conditioner with adjustable cabin roof vents for air flow regulation	Comply
	Left Hand Drive	Comply
	Overall dimensions (LXBXH) mm: 6990 X 2080 X 2635	Comply
	30-Seater	Comply
	Seat Cover Material – Fabric	Comply
	Floor covered with vinyl material with grain	Comply
	2 Tone body colour	Comply
	Comfort, Spacious, Ample Leg Room	Comply
	Back Luggage compartment with lock	Comply
	Assist grip on driver door and on seat backs	Comply
	Ash tray on seat backs	Comply
	Baggage Rack	Comply
	Rear Wiper	Comply
	Rear Window Wiper	Comply
	Auto Folding Center Door	Comply
	Sliding windows with curtains	Comply
	Rear Window Defogger	Comply
	Tinted glass windows	Comply
	Drivers Reclining Front Seat	Comply
	Front Seat Belt	Comply
	Rear Seat Belt on all seats	Comply
	Folding middle seats	Comply
	Dual Airbags	Comply
	Body Rust Protection	Comply
	Luggage carrier with ladder	Comply
	AM/FM Radio with CD player, 4 Speakers, USB, AUX (MP3/WMA capable)	Comply
	Spare Wheel Anti-Theft Lock (with spare tyre)	Comply
	High Mount Stop Lamp	Comply
	Diesel Engine 4164cc	Comply
	GVW (kg) min: 5670 kg	Comply
	Assist grip (Front-D+P, Rear-behind seats)	Comply
	Cabin Lights	Comply
	Sun visor	Comply

	<b>PRINCIPAL FEATURES SOUGHT:</b>	Vesterline Company Limited
	<b>INSTRUMENTS:</b>	
	Speedometer, Odometer, Tachometer etc. on the dashboard	Comply
	Engine Temperature Gauge	Comply
	Oil pressure indicator	Comply
	Battery changing meter	Comply
	<b>ENGINE:</b>	
	6 cylinder in-line Diesel Engine	Comply
	Engine capacity 4164cc	Comply
	Natural aspiration	Comply
	Maximum Power 96KW @ 3800 rpm	Comply
	Maximum torque 285Nm @ 2200 rpm	Comply
	<b>TRANSMISSION:</b>	
	Five (5) forward gears one (1) reverse gear	Comply
	<b>BRAKES:</b>	
	Disc (Front) Power assisted	Comply
	Disc/Drum (Rear)	Comply
	ABS (Anti-lock Brake System)	Comply
	Mechanical Parking Brake	Comply
	<b>ACCESSORIES:</b>	
	Digital Clock	Comply
	Seat Belt on all seats	Comply
	Fabric seats	Comply
	Mike and Amplifier	Comply
	<b>ELECTRICALS:</b>	
	Heavy-Duty Battery	Comply
	Heavy-Duty Starter	Comply
	Heavy-Duty Alternator	Comply
	LED Headlamp	Comply
	Hazard warning lights	Comply
	Rear Window defogger	Comply
	Rear Under Mirror	Comply
	Mud Guards Front & Rear	Comply
	Exterior Light Indicator conform with Ghanaian regulations	Comply
	<b>STEERING:</b>	
	Power steering	Comply
	<b>SUSPENSION:</b>	
	Front: Double wishbone	Comply
	Rear: Heavy duty rigid leaf spring	Comply
	<b>TYRES AND WHEELS:</b>	
	Tubeless Radial tyres suitable to the full load rating and for/off highway ground conditions	Comply
	Rim size: 16in/ 17.5in	Comply
	Tyre size: 7.00R16 or 215/70R 17.5-Y (Y) 6.00 STEEL	Comply
	Full size spare tyre mounted on a suitable carrier with security lock	Comply

	<b>PRINCIPAL FEATURES SOUGHT:</b>	Vesterline Company Limited
	<b>ELECTRICAL AND ANCILLARIES:</b>	
	24 volts. All electrical components tropicalized	Comply
	Heavy duty battery: 64Ah rating	Comply
	Heavy duty alternator	Comply
	Hazard warning light	Comply
	3-speed electric windshield with intermittent feature and electric windshield washer	Comply
	<b>INSTRUMENT MONITORS AND WARNING DEVICES:</b>	
	All calibrations on gauge/meters to be in metric units	Comply
	Speedometer, odometer, trip meter	Comply
	Engine coolant temperature gauge and temperature warning light	Comply
	Engine oil low pressure warning light	Comply
	Battery charging indicator	Comply
	Fuel level gauge and low fuel warning light	Comply
	Optimum and guaranteed body protection is provided. Galvan Neal anti-corrosion treatment process is provided in respect of body, frame, floor and underbody	Comply
	<b>MISCELLANEOUS:</b>	
	Rechargeable fire extinguisher	Comply
	Warning triangle	Comply
	First Aid Kit	Comply
	Heavy duty vehicle jack, wheel spanner and all accessories	Comply
	Maker's standard toolkit	Comply
	Protection against corrosion: Optimum and guaranteed protection is required	Comply
	Operating manual in English	Comply
	Additional Features: Bidder is invited to list features offered which are additional to those specified above.	Comply
	<b>Vehicle Warranty: 3 Years from date of delivery or 100,000km whichever comes first.</b>	Comply
	<b>Please indicate the Brand and Model Number</b>	<b>Toyota Coaster</b>
	<b>Country of Origin (specify)</b>	<b>UAE</b>
	<b>Delivery Period: 12 Weeks after award of contract</b>	<b>Comply</b>
	<b>Year of Manufacture: 2019/2020</b>	<b>2021</b>
	<b>NB: Tenderer should have more than 3 branches across Ghana with well-equipped Service Centres</b>	<b>Comply</b>
	<b>Deviations From Minimum Technical Specifications</b>	<b>Nil</b>
	<b>Acceptance For Detailed Examination</b>	<b>Yes</b>



**Table 3. Substantially Non-responsive Tenders**

<b>No</b>	<b>Tender</b>	<b>Reasons for Rejection</b>
1.	Klataa Engineering Solutions Company Limited	Klataa Engineering Solutions Company Limited was disqualified during the Preliminary Examinations because the Firm provided only Distributor's Authorisation instead of Manufacturer's Authorisation or Distributor's Certificate plus a copy of Manufacturer's Authorization obtained by the Distributor contrary to the requirement as specified in the Tender Documents. The Firm is also not financially sound per its 2019 Audited Financial Report.
2.	Japan Motors & Trading Company Limited	Japan Motors & Trading Company Limited was disqualified during the Preliminary Examinations because the Firm provided a Tax Clearance Certificate that was issued to enable them clear goods at the Port.

**FORM 4**

**Table 4 Corrections and Unconditional Discounts**

No.	Tenderer	Read-out Tender Price(s)		Corrections			Corrected Tender Price(s)	Unconditional Discounts <sup>2</sup>		Corrected/ Discounted Tender Price
		Currency	Amount	Computational Errors	Provisional Sums	%		Amount		
	(a)	(b)	(c)	(d)	(e)	(f) = (c) + (d) - (e)	(g)	(h)	(i) = (f) - (h)	
1.	Vesterline Company Limited	GH¢	528,124.26	NIL	NIL	GH¢528,124.26	NIL	NIL	GH¢528,124.26	

***N/A FOR THIS TENDER***

**Table 5. Exchange Rates**

Currency Used for Tender Evaluation:

Effective Date of Exchange Rate:

Authority or Publication Specified for Exchange Rate:

**Note:** Attach copy of exchange rates provided by specified authority or publication.

**Table 6A. Currency Conversion (Multiple Currencies)**

Specify Evaluation Currency: \_\_\_\_\_

**N/A FOR THIS TENDER**

Tenderer <i>(a)</i>	Currency(ies) of Tender <i>(b)</i>	Corrected/Discounted Tender Price(s) <i>(c)</i>	Applicable Exchange Rate(s) <sup>1</sup> <i>(d)</i>	Evaluation Currency	
				Tender Price(s) $e = e \times (d)$	Total Tender Price <sup>2</sup> <i>(f)</i>

Note: Columns *a*, *b* and *c* are from Table 4, columns *a*, *b* and *i*.

**f** Column *d* is from Table 5.

**1** Column *f* is the sum of Tender prices in column *e* for each Tenderer.

**Table 6B. Currency Conversion (Single Currency)**

Specify Evaluation Currency: \_\_\_\_\_

**N/A FOR THIS TENDER**

Tenderer	Corrected/Discounted Tender Price (in specified currency) <i>(b)</i>	Payment Composition <sup>1</sup>		Exchange Rate Used by Tenderer <sup>1</sup> <i>(f)</i>	Amounts in Currency of Payment $(g) = \text{€} \times (f)$	Exchange Rate for Evaluation <sup>2</sup> <i>(h)</i>	Evaluation Currency		
		Currency of Payment €	Percent of Total Tender <i>(d)</i>				Amount in Evaluation Currency $\text{€} = (b) \times (d)$	Tender Prices $(i) = (g) \times (h)$	Total <sup>3</sup> <i>(j)</i>
<i>(a)</i>									

Note: Columns *a* and *b* are from Table 4, columns *a* and *i*.

<sup>1</sup> Columns *c*, *d*, and *f* are provided in the STDLW Appendix to Tender and in the (Form of) Contractor's Tender in the STDSW.  
<sup>2</sup> Column *h* is from Table 5.

<sup>3</sup> Column *j* is the sum of Tender prices in column *€* for each Tenderer.

**Table 7. Additions, Adjustments, and Priced Deviations**

No.	Tenderer	Corrected/Discounted Tender Price <sup>1</sup>	Additions <sup>2</sup>	Adjustments <sup>2</sup>	Priced Deviations <sup>2</sup>	Total Price
	(a)	(b)	(c)	(d)	(e)	(f) = (b) + (c) + (d) + (e)
1.	Vesterline Company Limited	GH¢528,124.26	NIL	NIL	NIL	GH¢528,124.26

Column *b* is from either Table 8, column *f* or Table 9, column *j*.

Each insertion in columns *c*, *d*, or *e* should be footnoted and explained in adequate detail, accompanied by calculations. Refer to paras. 6(e), 6(f), and 6(g) respectively of the Guidance Notes on Opening & Evaluation of Tenders

**Table 8A. Domestic Preference for Goods**

Specify Evaluation Currency: \_\_\_\_\_

***N/A FOR THIS TENDER***

Tenderer (a)	Domestic Preference Group <sup>1</sup> (b)	Total Price <sup>2</sup> (c)	Exclusions for Preference <sup>3</sup> (d)	Revised Total (e) = (c) - (d)	Prevailing Tariff (%) <sup>4</sup> (f)	Domestic Preference (%) <sup>5</sup> (g)	Preference Price <sup>6</sup> (h)	Total Comparison Price (i) = (c) + (h)

<sup>1</sup> Column *b* refers to Groups A, B, or C, as indicated by Tenderer, subject to verification by the Evaluation Panel.

<sup>2</sup> Column *c* is from Table 7, column *f*. If the lowest total price is from a Group A or Group B Tenderer, it is the lowest evaluated Tenderer, and the remainder of the table need not be filled out. Columns *d* through *h* need to be filled out only for Group C Tenderers.

<sup>3</sup> Column *d* is the sum of costs in columns *d* and *e* from Table 7 plus other costs incurred within Ghana. Footnotes should be provided to explain the significant components of column *d*.

<sup>4</sup> Column *f* is the sum of duties and import taxes on the particular items or group of similar items as a percent of the CIF or CIP price. Refer to para. 7(a) of the Guidance Notes on Opening & Evaluation of Tenders.

<sup>5</sup> Column *g* will be the smaller of 20 percent or the prevailing tariff in column *f*.

<sup>6</sup> Column *h* for Group A Tenderers is zero. Group B Tenderers at this stage should no longer be compared. For Group C Tenderers, column *h* is the product of columns *e* and *g*.

**Table 8B. Domestic Preference for Works**  
Specify Evaluation Currency: \_\_\_\_\_

*N/A FOR THIS TENDER*

Tenderer	Domestic Preference Group <sup>1</sup> (b)	Total Price <sup>2</sup> (c)	Exclusions for Preference <sup>3</sup> (d)	Revised Total (e) = (c) - (d)	Preference 4 F	Total Comparison Price (g) = (c) + (f)
(a)						

<sup>1</sup> Column b refers to Group A (eligible domestic Tenderers) or Group B (others) as indicated by Tenderer, subject to verification the Evaluation Panel.

<sup>2</sup> Column c is from Table 7, column f. If the lowest priced Tender is from a Group A Tenderer, it is the lowest evaluated Tenderer, and the remainder of the table need not be filled out.

<sup>3</sup> Column d is the sum of costs in columns d and e from Table 7. An attachment should be provided to explain the significant components of column d. Columns d and e may be left blank for Group A Tenderers.

<sup>4</sup> Column f for Group A Tenderers is zero. For Group B Tenderers, column f is 10 percent of column e.



**Table 9. Postqualification**

Tenderer	Constitution or legal status of Tenderer	Total annual volume of supplies made in the last two years in GH¢:	Supplies performed as prime Supplier on works of similar nature and volume over the last two years.	Financial reports for the last one year	Names, addresses and telephone, telex, facsimile numbers and email addresses of banks that may provide references if contacted by the Purchaser.	Aftersales Service Support in line with ITT 15.3(b) of the tender document.	Information on current litigation in which the Tenderer is involved	Substantially Responsive/ Non-Responsive <sup>12</sup> to Postqualification Criteria	Remarks
<b>VESTERLINE COMPANY LIMITED</b>	(a) 1. Place of registration: <i>Accra</i> 2. Date of registration: <b>27/08/18</b> Principal place of business: <i>Accra</i> 4. Power of attorney of signatory of Tenderer: <i>Provided</i>	(b) YES Provided	(c) YES Provided	(d) YES Provided	(e) N/A	(f) YES Provided	(g) NO Not involved in any litigation since the company was established	(h) Substantially Responsive to Postqualification Criteria	(i) (i)

<sup>1</sup> List here all the Qualifying Criteria for Postqualification provided in the Tender Documents, which Tenderers must comply with them to be considered for Contract Award. For each criteria, indicate "yes" for satisfactory and "no" for unsatisfactory

<sup>2</sup> Give reason(s) for substantial responsiveness as footnote(s)

**Table 10: Proposed Contract Award**

1. Lowest evaluated responsive Tenderer (proposed for contract award). (a) name (b) address	VESTERLINE COMPANY LIMITED P. O. BOX DS 1211 ACCRA	
2. If Tender submitted by agent, list actual supplier. (a) name (b) address	Not Applicable	
3. If Tender from joint venture, list all partners, nationalities, and estimated shares of contract.	Not Applicable	
4. Principal country of origin of goods/materials.	<b>United Arab Emirates</b>	
5. Estimated date (month, year) of contract signing.	<b>April, 2021</b>	
6. Estimated delivery to project site/completion period.	<b>12 Weeks after Award of Contract</b>	
	<b>Currency</b>	<b>Amount</b>
7. Tender Price(s) (Read-out)	<b>GH¢</b>	<b>528,124.26</b>
8. Corrections	<b>Nil</b>	<b>Nil</b>
9. Discounts	<b>Nil</b>	<b>Nil</b>
10. Other Adjustments	<b>Nil</b>	<b>Nil</b>
11. <b>Proposed Award for the Supply of 1 No. 30 Seater Bus.</b>	<b>GH¢</b>	<b>528,124.26</b>

# ANNEXES

- A. TENDER OPENING RECORD FORM
- B. TENDER OPENING MINUTES
- C. ATTENDANCE REGISTER—TENDERERS' REPRESENTATIVES
- D. ATTENDANCE REGISTER—PURCHASER'S REPRESENTATIVES
- E. REGISTER OF PURCHASE OF TENDER DOCUMENTS
- F. COPY OF ADVERT
- G. ADDENDUM
- H. OTHERS

**KWAME NKUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY, KUMASI**  
**TENDER OPENING CHECKLIST**

DATE: 12<sup>TH</sup> MARCH, 2021

TIME: 10:00 AM

PROCUREMENT METHOD:- NATIONAL COMPETITIVE TENDERING METHOD

CONTRACT NAME: S/NO. 1A: PROCUREMENT OF 1 NO. 30 SEATER BUS FOR THE REGIONAL TRANSPORT RESEARCH AND EDUCATION CENTRE, KUMASI (TRECK), KNUST.

IFT NO.: AS/KNUST/GD/6008/2021

NO.	TENDERER'S NAME	CERTIFICATES					TENDER SECURITY	TENDER SECURITY VALUE: GH¢10,000.00	TENDER PRICE GH¢	REMARKS
		DS	VAT	RG	PPA	SSNIT				
1	VESTERLINE COMPANY LIMITED, P. O. BOX DS 1211, ACCRA	✓	✓	✓	✓	✓	✓	528,124.20	Ston	
2	KLATAA ENGINEERING SOLUTIONS LIMITED, P. O. BOX CT 9144, ACCRA	✓	✓	✓	✓	✓	✓	504,777.14	Ston	
3	JAPAN MOTORS & TRADING COMPANY LIMITED, P. O. BOX AN 5216, ACCRA	✓	✓	✓	✓	✓	✓	483,951.00	Vomgund	
4										

KEY	
DS	Document Signed
PPA	Public Procurement Authority
VAT	Value Added Tax
RG	Registrar General
SSNIT	Social Security & National Insurance Trust

*[Signature]*  
 12-03-2021

SECRETARY

*[Signature]*  
 CHAIRMAN 12.03.2021

Disclaimer

The University accepts and recognises the Tender Opening Checklist recorded by the Director of Procurement or his representative and duly signed by the Chairman and the Secretary. In an event of any discrepancies between the Tender Opening Checklist recorded by the Director of Procurement or his representative and Checklist recorded by an End User, the Checklist recorded by Director of Procurement or his representative shall reign supreme.



KWAME NKURUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY, KUMASI

MINUTES OF TENDER OPENING - NCT HELD ON FRIDAY 12<sup>TH</sup> MARCH, 2021 AT 10:00 AM AT THE GREAT HALL CONFERENCE ROOM, KNUST

**PRESENT**

- |  |   |                  |
|--|---|------------------|
| 1. Prof. K.O. Boateng, Director, IDL             | - | Chairman         |
| 2. Mr. Daniel Kumi-Djan, Deputy Registrar (Gen.) | - | Member           |
| 3. Mr. Kwame Adu-Gyamfi, Procurement Officer     | - | Member/Secretary |

**IN ATTENDANCE**

- |   |   |                    |
|---|---|--------------------|
| 1. Prof. Sampson Antwi                            | - | KNUST SMD          |
| 2. Mr. Amos Ato Eghan                             | - | TRECK              |
| 3. Ms. Bernice Barfi Adomako, Procurement Officer | - | Procurement Office |
| 4. Mr. Daniel Boakye-Yiadom, Procurement Officer  | - | Procurement Office |
| 5. Mr. Augustine Aning-Kyeremeh, Recorder         | - | Procurement Office |
| 6. Ms. Lily Ogyiri, Senior Auditing Assistant     | - | Internal Audit     |

**PARTICIPATING TENDERERS**

- Vesterline Company Limited, P O Box DS 1211, Accra;
- Klataa Engineering Solutions Limited, P O Box CT 9144;
- Japan Motors & Trading Company Limited, P O Box AN 5216, Accra;
- Dental Resources, P O Box CT 9679, Accra;
- Contra-Focus Company Limited, P O Box 20051, Accra;
- Iberica De Mantenimiento Ghana Limited, Westlands-Accra;
- Universal Hospitals Group, P O Box AN 5598, Accra;
- Beautiful Creations Company Limited, P O Box GP 2821, Accra;

**1.0 OPENING**

Professor K. O. Boateng, the Chairman, called the meeting to order at 10:03 AM. Mr. Aning-Kyeremeh Augustine said the opening prayer and the Chairman welcomed the Committee Members, User Units Reps, and Tenderers present.

Quoting from Section 56 of the Public Procurement Act, 2003 (Act 663) as amended, the Chairman said the rationale for the meeting was to ensure adherence to the tenets of the Act with respect to tender opening, to forestall transparency, fairness, and integrity of the process. He said the exercise was not intended to award contracts, but only intended to serve as a data collection, to pave way for formal evaluation later.

## 2.0 MAIN BUSINESS

The Chair asked the Representative of Director of Procurement to lead the Tender Opening, in the spirit of fairness, transparency and in compliance with all the tenets of the law.

The packages opened were National Competitive Tender (NCT), as advertised in the Daily Graphic of Wednesday, 17<sup>th</sup> February, 2021, and at the time and date stated in the Tender Documents.

### 2.1 *S/NO 1A: Procurement of 1 No. 30-Seater Bus for the Regional Transport Research and Education Centre, Kumasi (TRECK), KNUST - AS/KNUST/GD/0008/2021*

The under-listed three (3) companies submitted tenders:

Tenderer's Name	Tender Price GH¢
1. Vesterline Company Limited, P O Box DS 1211, Accra	528,124.26
2. Klataa Engineering Solutions Limited, P O Box CT 9144	504,777.14
3. Japan Motors & Trading Company Limited, P O Box AN 5216, Accra	483,951.00

### 2.2 *S/NO 1B: Procurement of 1 No. Low Level Shuttle Bus for the School of Medicine and Dentistry, KNUST - AS/KNUST/GD/0008/2021*

The under-listed two (2) companies submitted tenders:

Tenderer's Name	Tender Price GH¢
1. Vesterline Company Limited, P O Box DS 1211, Accra	1,671,175.00
2. Klataa Engineering Solutions Limited, P O Box CT 9144	1,454,449.17

### 2.3 *S/NO 2A: Procurement of Various Manikins for the School of Medicine and Dentistry, KNUST AS/KNUST/GD/0036/2021*

The under-listed five (5) companies Submitted tenders:

Tenderer's Name	Tender Price GH¢
1. Dental Resources, P O Box CT 9679, Accra	2,586,610.68
2. Contra-Focus Company Limited, P O Box 20051, Accra	2,834,178.15
3. Iberica De Mantenimiento Ghana Limited, Westlands-Accra	3,088,814.98
4. Universal Hospitals Group, P O Box AN 5598, Accra	821,077.11
5. Beautiful Creations Company Limited, P O Box GP 2821, Accra	3,160,900.00

- a. Iberica De Mantenimiento Ghana Limited did not submit Tender Security; rather the firm submitted a 'Tender Securing Declaration'.
- b. Universal Hospitals Group submitted a photocopy of the Tender Security from Republic Bank, and promised to submit the original at a later date.




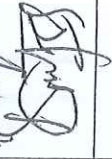






2.4 *S/NO 2B: Procurement of Various Models for the Ear, Nose, and Throat Unit at the School of Medicine and Dentistry, KNUST - AS/KNUST/GD/0036/2021*

The under-listed three (3) companies submitted tenders:

Tenderer's Name	Tender Price GH¢
1. Dental Resources, P O Box CT 9679, Accra	461,753.77
2. Contra-Focus Company Limited, P O Box 20051, Accra	730,516.20
3. Beautiful Creations Company Limited, P O Box GP 2821, Accra	334,000.00

- a. There was some discrepancy between the amount quoted in words and the figures of Contra-Focus Company Limited on the Tender Form. While the amount in words was Seven Hundred and Thirty Thousand, Five Hundred and Sixteen Ghana Cedis, Twenty Pesewas (GHS730,516.20), that of the figures was rather Seven Hundred and Thirty Thousand, Five Hundred and Sixty-One Ghana Cedis, Twenty Pesewas (GHS730,561.20). It was agreed by the Panel to record the amount in words, Seven Hundred and Thirty Thousand, Five Hundred and Sixteen Ghana Cedis, Twenty Pesewas (GHS730,516.20).
- b. Psycheck Company Limited entered the meeting room to make his submission for this tender at 10:32 AM. The package was not accepted based on the fact that it was submitted late, after the deadline of the tender submission, that is, 10:00 AM.

**KWAME NKUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY  
REGISTER FOR THE PURCHASE OF TENDER DOCUMENT**

DATE	NAME OF COMPANY	NAME OF COMPANY'S REP.	SERIAL NO.	TELEPHONE NO.	SIGN
22/02/21	Fairgreen Limited	Kwabere Kusi Owusu	3	0244376052	
22/02/21	Sertkust Co. Kibinbul	SORTRE - Vietnam (TRAB)	4	0553588520	
23/02/21	Reychem Co. Ltd	fruch i Mensah	2A/2B	0243403107	
23/02/21	KLOBA ENVS. SOLU COMPANY LTD.	S-E Akpan	1/1B	0245238089	
23/02/21	LABETEM LTD	Seteh Bochie Richard	2A/2B	0244222761	
23/02/21	Ibenca de Mantenimento Ghana Ltd	Jeffrey Adavi	2A	6552558385	
24/02/21	Solutions Technologies Ltd	Collins Opoku Afiei	3	0240719335	
24/02/21	Aceta Digital Images	Azonko Ikwuata	4	0244898729	
25/2/21	Japan Mats. J.L. G. W.	M. M. Oprey	1A	0242504290	
26/2/21	Dune Line Koncept	Harriet Senoum	4	0542997594	



**KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
**REGISTER FOR THE PURCHASE OF TENDER DOCUMENT**

DATE	NAME OF COMPANY	NAME OF COMPANY'S REP.	SERIAL NO.	TELEPHONE NO.	SIGN
26/02/21	Paul Quansah	Addeen Munnubin	4	024 6313131	AMK
03/03/21	Universal Company Group	Michael Seye-Mkandah	2A	0559981739	MIA
05/03/21	Elektron Pack Ltd.	Paul Yumbo	3	0246 863221	<del>Paul Yumbo</del>
05/03/21	YENNA INVESTMENTS LTD	Anthony Oansa	4	0244 272385	<del>Anthony Oansa</del>
09/03/21	Beautiful creations.co.gh	Fosu Jonas	2A, 2B	0554780730	Good
11/03/21	ABE ventures LTD	Edmond Nyampong	4	0248728879	<del>Edmond Nyampong</del>



Kwame Nkrumah University of Science and Technology, Kumasi

## PROCUREMENT NOTICE

# NATIONAL COMPETITIVE TENDERING (NCT)



1. The Kwame Nkrumah University of Science & Technology intends to apply part of its Budgetary Allocation to fund eligible payments under the contract for the supply of the under listed items:

S/NO.	CONTRACT PACKAGE NAME AND NUMBER	QUANTITY	TENDER SECURITY	DATE AND TIME OF SUBMISSION
1A	AS/KNUST/GD/0008/2021 Procurement of 1 No. 30 Seater Buses for the Regional Transport Research and Education Centre, Kumasi (TREC), KNUST	1 No.	GHC10,000.00	Friday, 12 <sup>th</sup> March, 2021 10:00 a.m.
1B	AS/KNUST/GD/0008/2021 Procurement of 1 No. Low Level Shuttle Bus for the School of Medicine and Dentistry, KNUST	1 No.	GHC20,000.00	
2A	AS/KNUST/GD/0036/2021 Procurement of Various Manikins for the School of Medicine and Dentistry, KNUST	Various	GHC7,000.00	
2B	AS/KNUST/GD/0036/2021 Procurement of Various Models for the Ear, Nose and Throat Unit at the School of Medicine and Dentistry, KNUST	Various	GHC5,000.00	Friday, 19 <sup>th</sup> March, 2021 10:00 a.m.
3	AS/KNUST/GD/0049/2021 Procurement of Various Network Switches for the University Information Technology Services, KNUST	Various	GHC8,000.00	
4	AS/KNUST/GD/0010/2021 Procurement of 50,000 No. of Certificate Holders for the University, KNUST	50,000 No.	GHC10,000.00	

2. The Kwame Nkrumah University of Science & Technology invites sealed tenders from eligible Tenderers for the procurement of the above items.

An eligible Tenderer in the Public Procurement shall possess the following documents:

- Certificate of Incorporation (Renewal Mandate required);
- Certificate to Commence Business;
- Valid Tax Clearance Certificate;
- VAT Registration Certificate;
- Valid SSNIT Clearance Certificate; and
- Valid Public Procurement Authority's Suppliers Registration Certificate.

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

3. Interested eligible Tenderers may obtain further information from the Procurement Office, KNUST, Kumasi and inspect the Tender Documents at the same Office from 8:00am to 4:00pm each day, starting from Monday, 15<sup>th</sup> February, 2021.

4. A copy of the complete set of tender documents could be purchased at a non-refundable fee of GH¢200.00 each. The payment of the fees shall be made in the name of the tenderer to the following bank account:

Name of Bank: GCB Bank (KNUST Branch)

Account Name: KNUST Production Unit

Account Number: 6031130000971

5. Complete sets of Tender Documents in English may be purchased by interested Tenderers on the submission of a written application and the original copy of the Bank's Receipt to the Director of Procurement, Procurement Office, KNUST, Kumasi.

6. The Completed Sealed Tenders shall be delivered to the tender box at the address below on or before the time and date specified in the above table. All Tenders shall be valid for a period of 150 days after the deadline of tender submission.

7. Pre-Tendering Conference Meeting shall come off on Friday, 5<sup>th</sup> March, 2021 at 10:00am prompt, at the Procurement Office Conference Room, KNUST. All prospective Tenderers are encouraged to participate to enhance their responsiveness and competitiveness.

8. Late tenders shall be rejected. Tenders will be opened in the presence of the Tenderers' representatives, who choose to attend the meeting at the address below on the date and time in the above table. All tenders shall be accompanied by appropriate Tender Security indicated in the above table.

Great Hall Conference Room

Kwame Nkrumah University of Science & Technology (KNUST),  
Kumasi, Ghana.

Telephone: +233-(0)32-2060437

REGISTRAR