

# PC-ORIGIN

Dealers In: Computer & Accessories, Air Condition & General Merchant

Mob. 0244 887701

Tel: 03220 23162

Loc: Aseda House, Adum

Email: pcorigin@yahoo.com

## OFFICIAL RECEIPT

1257

Date: 26/07/23

Received From: THE REGIONAL TRANSPORT RESERVE CENTRE - KUMASI

The Sum of Thirty three thousand, three hundred and thirty Ghana Cedis

Being: Payment made for 3 pcs of HP laserjet printer MFP M283FDW.

Cash/ Cheque No: 001198 Balance  $\phi$ : \_\_\_\_\_

Gh $\phi$ : 33,330

Thank You



[Signature]  
Signature



**KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY**

Regional Transport Research and Education Center, Kumasi (TRECK)

Tel: Email: Address:

**PAYMENT VOUCHER**

ID.: 463336 SN.: TRECK-1535

Chq No.: 001198 Chq Date: 24/7/23

Payee: PC-ORIGIN ENTERPRISE

A/C Code: 6130041 SUNDRY CREDITORS: GHS34,320.00 [TRECK]

Date	PARTICULARS	Amount
21-Jul-2023	PAYMENT TO PC-ORIGIN ENTERPRISE FOR THE SUPPLY OF 3 NO. MFP M283 FDW HP LASERJET COLOURED PRINTERS TO THE CENTRE	GHS33,330.00
Voucher Prepared by	ACCRUAL CODE: 5000009 EQUIPMENT - @ COST (TRECK)	
	<b>Amount-in-words:</b> Thirty-Three Thousand Three Hundred and Thirty Ghana Cedis	GHS33,330.00

I CERTIFY that the above amount(s) is/are correct

21-07-2023

ACCOUNTANT

		CODES	DR	CR
Passed for Payment	GHS34,320.00		GHS34,320.00	
Less Deduction	GHS990.00			GHS990.00
Net Amount Payable	GHS33,330.00			GHS33,330.00
PROVOST/HOD/FINANCE OFFICER				

Received this 26th day of July 2023 in payment of the above amount the sum of thirty-three thousand, three hundred & thirty Ghana Cedis Pesewas.

WITNESS:

Name: Signature: Department:

RECIPIENT:

Name: Eric K. Nkrumah Signature:

SENIOR ASSISTANT INTERNAL AUDITOR DEPARTMENT 24/7/23

**KWAME NKRUMAH UNIVERSITY OF SCIENCE & TECHNOLOGY, KUMASI  
PROCUREMENT OFFICE**

Tel: 233-03220-60437  
E-mail: procurement@knust.edu.gh

Our Ref. No. PO/10/33/Vol. 7

*Your Ref. No.*

THE PROVOST  
COLLEGE OF ENGINEERING  
KNUST



University Post Office  
Kumasi

Ghana - West Africa

3<sup>rd</sup> July, 2023



**REQUEST FOR PAYMENT OF GH¢34,320.00 TO PC-ORIGIN ENTERPRISE FOR THE SUPPLY OF 3 NO. MFP M283 FDW HP LASERJET COLOURED PRINTERS TO THE REGIONAL TRANSPORT RESEARCH AND EDUCATION CENTRE - KUMASI (TRECK), KNUST- LOT 1 – IFT NO. AS/KNUST/GD/0036/2023.**


We write to request for payment in the sum of GH¢34,320.00 (Thirty-Four Thousand, Three Hundred and Twenty Ghana Cedis) to PC-Origin Enterprise for the Supply of 3 No. MFP M283 FDW HP LaserJet Coloured Printers to the Regional Transport Research and Education Centre - Kumasi (TRECK), KNUST- Lot 1 – IFT No. AS/KNUST/GD/0036/2023.

Find attached the relevant documents in respect of the order as detailed below:

- (1) VAT & NHIL Invoice No. 6982156 dated 14<sup>th</sup> June, 2023 for GH¢34,320.00;
- (2) Goods Receipt Voucher (GRV) No. 0000020 dated 27<sup>th</sup> June, 2023 for GH¢34,320.00;
- (3) Contract Award Letter Reference No. VC/PQ/244/06/2023/01 dated Monday, June 12, 2023 and duly signed; and
- (4) An Inspection and Certification of Goods delivered, certified and duly signed by the Director of the University Information Technology Services for acceptance, dated 15<sup>th</sup> June, 2023.

Kindly forward a copy of the **Payment Voucher** to Procurement Office after payment to facilitate future procurement audit.

Thank you.

  
KWAME ADU-GYAMFI  
AG, DIRECTOR OF PROCUREMENT  
cc: Finance Officer  
Internal Auditor  
Director, TRECK  
Head, Contract Management Section  
Manager, PC Origin Enterprise



*CFO*  
*Approved*  
*KMN*  
*18/7/2023*

*Certified*  
*LD*  
*3/7/23*

*AKO*  
*19-07-23*

# GHANA REVENUE AUTHORITY

ORIGINAL (CUSTOMER)

FRA NO V21/ 6982156



## VAT FLAT RATE SCHEME INVOICE

From: PC-ORIGIN ..... Supplier's TIN: P0002206722 .....

Address: Adum-Kumasi ..... Date: 14/08/2023 .....

To: KNUST - The Regional Transport Research & Edu. Centre ..... Customer's TIN: .....

QTY	DESCRIPTION	UNIT PRICE <small>(excluding VAT &amp; COVID-19 LEVY)</small>	AMOUNT
03 pcs	Hp Laserjet Color Printer MFP M283FDW	11,000	33,000
<div style="border: 1px solid black; border-radius: 50%; padding: 10px; display: inline-block;">                     GHG 34,320.00                 </div>			
I SUB-TOTAL			33,000
ii COVID-19 Levy (1%)			330
iii VAT FLAT RATE (3%)			990
<b>TOTAL AMOUNT PAYABLE VAT &amp; COVID-19 LEVY (INCLUSIVE)</b>			<b>34,320</b>

Terms of Payment: Cheque .....

.....  
GRA FORM C (VAT REGULATION 21(1)(2))

.....  
 Supplier's Signature

KWAME NKURUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY, KUMASI

**UNIVERSITY STORES**  
GOODS RECEIPT VOUCHER

No. **N9. 000020**

GENERAL STORE 'A'  
TRACK - KNOST

27-06-2025

Accounts Copy

Indent or L.P.O. No.	Class and Item	Qty	Unit Qty	Description	Ledger Folio	Unit Cost	Cost Value		Remarks
							GH¢	GP	
		3		HP LASERJET COLOR PRINTER MFD M2835FW VAT @ 19%		11,000	55,000	00	
							1,320	00	
							54,320	00	

VC/RQ/244/06/2023/01  
12-06-2023

30/06/2023

ISSUED BY: ISAAC DATE: 14-06-2023

POSTED

DESPATCHED BY: ISAAC

RECEIVED BY: ISAAC MENSAH

Ledger Keeper

REFERENCE: PC ORIGIN ENTERPRISE

CHECKED: Walter 29/06/2023

VAT No. 6482156 of 14-06-2023

Asst. Stores Supt-Accounts



**Kwame Nkrumah  
University of Science  
and Technology, Kumasi**

OFFICE OF THE VICE-CHANCELLOR

**Our Ref. No: VC/PQ/244/06/2023/01**

Your Ref. No.

Monday, June 12, 2023

**To: PC ORIGIN ENTERPRISE  
ASEDA HOUSE  
ADUM – KUMASI**

**Subject: NOTIFICATION OF AWARD OF CONTRACT FOR THE PROCUREMENT OF 3 NO. MFP M283 FDW HP LASERJET COLOURED PRINTERS FOR THE REGIONAL TRANSPORT RESEARCH AND EDUCATION CENTRE – KUMASI (TRECK), KNUST – LOT 1 – IFT NO. AS/KNUST/GD/0036/2023.**

THIS is to notify you that your Company has been awarded a contract for the Procurement of 3 No. MFP M283 FDW HP LaserJet Coloured Printers for the Regional Transport Research and Education Centre – Kumasi (TRECK), KNUST at the cost of GH¢34,320.00 (Thirty-Four Thousand, Three Hundred and Twenty Ghana Cedis) as per your quotation attached.

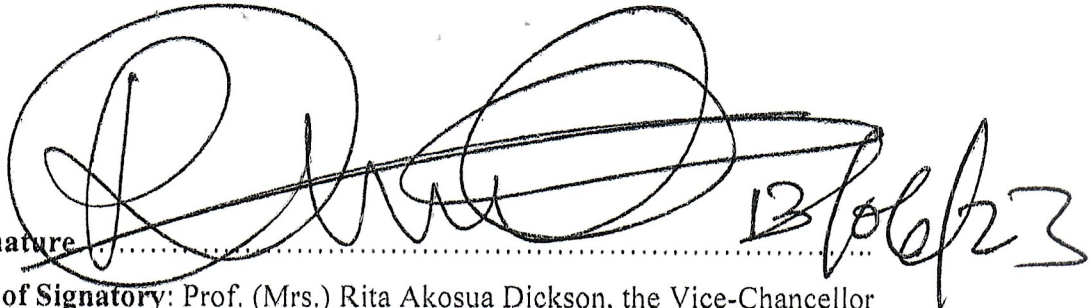
**THIS NOTIFICATION** of Award, submission of a Performance Security, and Letter of Acceptance shall constitute formation of a contract between your Company and the University as follows:

1. You are requested to submit your **Letter of Acceptance and the Performance Security** of 10% of the Contract Sum to the **Procurement Office, KNUST** within fourteen (14) days after the notification of contract award; and
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.

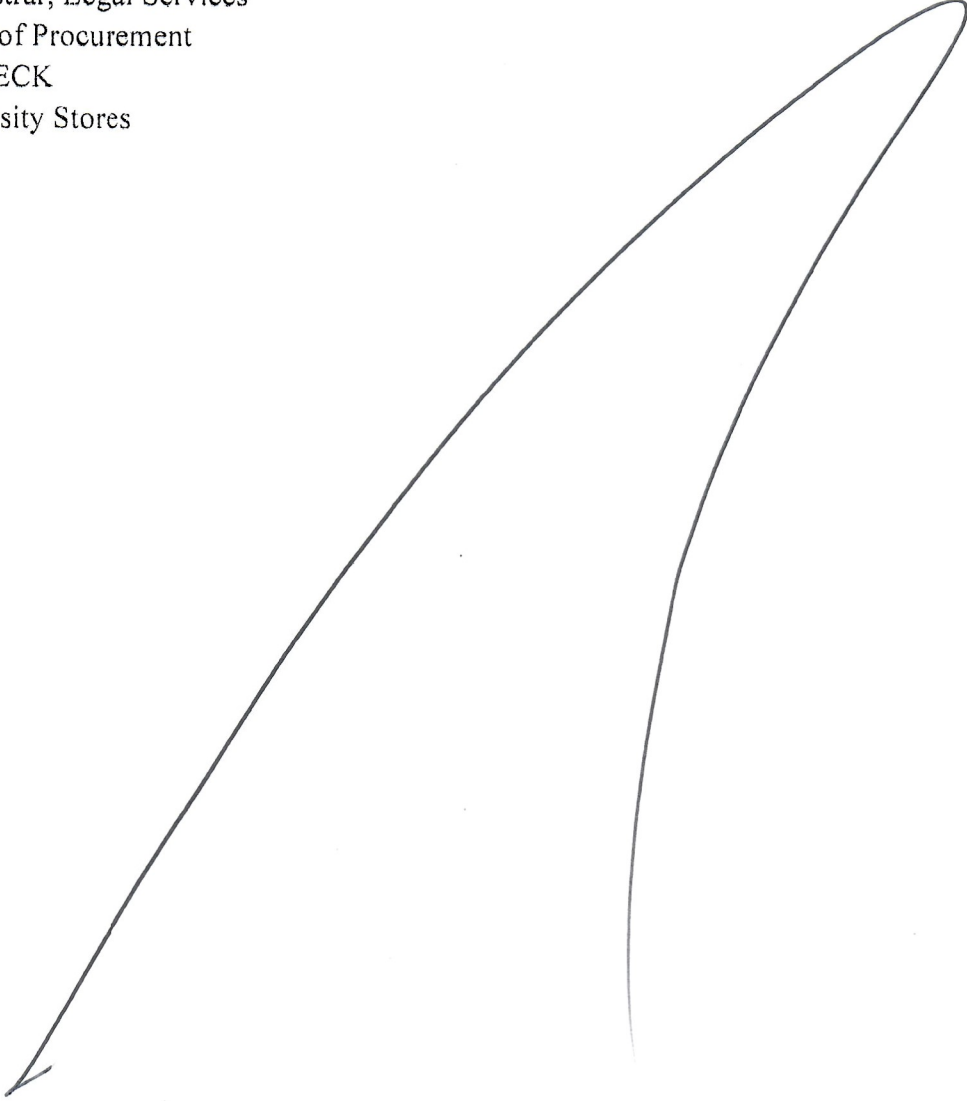
**OFFICE OF THE HEAD  
UNIVERSITY STORES  
KNUST - KUMASI**

A large, stylized handwritten signature in black ink is written over a dotted line. To the right of the signature, the date "13/06/23" is written in a similar cursive style.

Authorised Signature .....

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

- cc: Provost, College of Engineering
- Deputy Registrar, Legal Services
- Ag. Director of Procurement
- Director, TRECK
- Head, University Stores



## **CONTRACT FORM**

**THIS AGREEMENT** is made the 12<sup>th</sup> day of June, 2023 *between* **KWAME NKRUMAH UNIVERSITY OF SCIENCE AND TECHNOLOGY, UNIVERSITY MAIN CAMPUS, KUMASI, UNIVERSITY POST OFFICE, PRIVATE MAIL BAG, KUMASI-GHANA**, an educational institution established by Act 80 of 1961 to provide tertiary education (hereinafter called “the Purchaser” which expression shall whenever the context so admits or requires include its successors or assigns) represented by its true and lawful attorney, **PROFESSOR (MRS.) RITA AKOSUA DICKSON (Vice-Chancellor)** of the one part and **PC ORIGIN ENTERPRISE**, a company registered under the laws of Ghana with its Head Office Near **ASEDA HOUSE, ADUM – KUMASI** and of **P. O. BOX 5442, ADUM - KUMASI, GHANA**, represented by its true and lawful attorney, **MR. KWADWO AMANKWAH (General Manager)** of the other part.

**WHEREAS** the Purchaser invited Tenders for certain goods and ancillary services, viz, **Procurement of 3 No. MFP M283 FDW HP LaserJet Coloured Printers for the Regional Transport Research and Education Centre – Kumasi (TRECK), KNUST. AND WHEREAS** the Purchaser has accepted a tender by the Supplier for the supply of those goods and services in the sum of **GH¢34,320.00 (Thirty-Four Thousand, Three Hundred and Twenty Ghana Cedis)** (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 in the Letter of Invitation.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - a. The Letter of Invitation;
  - b. The Price Schedule submitted by the Tenderer;
  - c. The Schedule of Requirement;
  - d. The Technical Specifications; and
  - e. The Purchaser’s Notification of Award.



**3. THE SUPPLIER'S COVENANTS**

In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter stated, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy any defects therein in conformity, in all respects, with the terms and conditions of the Contract.

**4. THE PURCHASER'S COVENANTS**

The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the prompt remedying of any defects at the times and in the manner prescribed in the Contract.

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

VICE-CHANCELLOR

in the presence of:

VICE CHANCELLOR  
SEAL  
KNUST - KUMASI

Date: .....

13/06/23

WITNESS

Name: Kwame Adu-Gyamfi

Position: Ag. Director of Procurement

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

Signature: .....

SIGNED/SEALED AND DELIVERED by

the Supplier represented by Kwabena Amankwah

in the presence of:

Managing Director

WITNESS

Name: .....

Osei Abbey

Business and Postal Addresses: .....

Box 5442

Position: .....

Secretary

Signature: .....

SEAL

PC - ORIGIN ENT.  
P. O. BOX 5442  
ADUM - KSI.

Date: .....

14/06/23

**Price Schedule**

Name of Supplier: PC-ORIGIN EMT.

1 Item	2 Description	3 Country of origin	4 Quantity	5 Unit price EXW per item	6 Cost of Labour / Installation Where applicable	7 Sub-Total price per item (col. 4 x 5)	8 VAT	9 Total price per item (col. 7+8)
1	HP Color Laserjet Printer		3	11,000		33,000	1,320	34,320 - 00
	MFP M1783							
	FDW							
							<b>Total</b>	<b>34,320 - 00</b>

*Handwritten signature and date: 28/5/23*

Total Price to final destination ..... *Twenty-four thousand, three hundred and twenty Ghana Cedis Only* ..... (in words)

Please provide the following contact details;

Postal Address: P.O. BOX 5442

House/ Plot No. of Company's: .....

City/Town: Adum - Kumasi

Phone No.: 0244 - 887701

*PC - ORIGIN EMT.  
P.O. BOX 5442  
ADUM - KSI.*

Signature and Stamp of Tenderer

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

KWAME NKRUMAH UNIVERSITY OF SCIENCE & TECHNOLOGY, KUMASI.  
**UNIVERSITY STORES**

Tel: 233-0322-60437  
E-mail: stores@knust.edu.gh  
Our Ref. No. SD/



University Post Office  
Kumasi  
Ghana - West Africa.

Your Ref. No.-----

Date: 15-06-2023

**INSPECTION AND CERTIFICATION OF GOODS DELIVERED**

Your request(s) for the procurement of 3 NO MFP  
M283 F/W HP Laserjet coloured  
printers for the Regional Transport  
Research and Education Center Kumasi  
(TRECK) - KNUST

has/have been delivered to the University Stores (General Store "A"/"B") by Messrs--

PC - ORIGIN ENTERPRISE

Contract No./L.P.O. No. PVC/PQ/244/06/2023/01 dated 12/06/2023 as per

and has/have been duly inspected and certified that the goods are/are not in good condition physically/technically and duly satisfy/ not satisfy the departmental requirements.

**REASON(S) FOR REJECTION:**

CERTIFIED BY: Prof/Dr./ Mr/Mrs/Ms Emmanuel Nii Okoiedza Afu!

Position: Director, UITS Signature: [Signature]

Date: 16th June 2023

College/Faculty/School/ Office/Department of: UITS

Storekeeper (Central Stores "A"/"B"):

Signature: [Signature] **STORE A UNIVERSITY STORES KNUST - KUMASI**

Date: 15-06-2023

Head of Stores **OFFICE OF THE HEAD UNIVERSITY STORES KNUST - KUMASI**

Signature: [Signature]

Date: 30/06/2023