**Ecobank Ghana Ltd. Reference: EGH/ BNK/ RFQ/JAN/2020/ 0024**

**Name of Supplier: SMART OFFICE LIMITED**

**Date**: Friday 10th Jan, 2020

# REQUEST FOR QUOTATION (RFQ)

# REQUIRED BY Friday 17th Jan, 2020 AT 4:00PM

Ecobank Ghana Ltd, request you to submit a quotation for the Goods specified in the attached Appendix A.

The goods are for the use of **Ecobank Ghana Ltd**. Any Contract placed as a result of this quotation will be subject to the Conditions of Contract for the Purchase of Goods (2016) (“the Contract Conditions”), a copy of which is enclosed at Appendix C in addition to any special conditions specified herein.

**Appendix A:** Please complete Appendix A in full. Show your most competitive prices and discounts. Prices should be inclusive of all duties and taxes. Show any non-compliance with the required specification on a separate sheet. Time of delivery is of the essence and will be a key factor in evaluating your quotation. It is vital therefore that you provide your best and most accurate delivery time.

**Terms of Payment:** Terms of payment shall be on the expiry of **30 (Thirty) days** from completion of your obligations under the resulting Contract. Payment will be made into your Ecobank Bank Account ONLY. Your quotation must be valid for acceptance for a period of **15 days** from the “Required By” date shown above.

Please return completed Appendices A with supporting literature to reach Ecobank Ghana Ltd, at the address above by the “Required By” date. If you are unable to quote, please advise us in writing as soon as possible.

Yours faithfully,

Sandra Obeng or Genevieve Amissah

Procurement Department Procurement Department

Direct line : +233 (0) 0307056002 Direct line : +233 (0) 0307056002

Email: [sasante-boateng@ecobank.com](mailto:sasante-boateng@ecobank.com) Email: gamissah@ecobank.com

**APPENDIX A**

**To:** Ecobank Ghana Ltd  **Reference No.: EGH/ BNK/ RFQ/JAN/2020/0024**

**Date:** Friday 10th Jan, 2020 **Supplier Name:** SMART OFFICE LIMITED

We offer to supply on the terms of the Request for Quotation under the above reference dated Friday 10th Jan, 2020("the RFQ") the Goods detailed below.

Any resultant Contract will be subject to the Contract Conditions referred to in the RFQ and such other conditions specified therein.

Delivery of the Goods shall take place within the period stated below from the date of receipt of an award of Contract.

| **Item**  **No.** | **Description of Items** | **Quantity** | **Currency GHS** | |
| --- | --- | --- | --- | --- |
| **Unit Price (VAT & NHIL inclusive)** | **Total Price** |
| **1.** | **A3 BROWN ENVELOPES** | **30000 PCS** | 0.50 | 15,000.00 |

|  |  |
| --- | --- |
| **Total Price Primary Trade Packed** | 14,550.00 |
| Less EGH Bank’s Discount (*\_\_\_\_%*) |  |
| Total VAT & NHIL (3%) | 450.00 |
| **TOTAL PRICE DELIVERED** | 15,000.00 |

The Delivery period to Ecobank Ghana Ltd from receipt of an award of Contract would be by **4 working Days** from receipt of an award of Contract to the Named Destination(s). Delivered to **Ecobank Head Office branch, 2 morocco Lane, off independence Avenue**

This quotation is valid for acceptance for **15 days** from 17TH Jan 2020

Warranty Period: Six Months

|  |  |  |
| --- | --- | --- |
| A.F  .......................................................  **Authorised Signature** | FELIX AMOAH  .......................................................  **Name in Capitals** | Finance & Admin Officer  ...........................................  **Position** |

**Company Name and Address: Smart Office Limited, 1st Jomo Street, La**

**Company Registration Number: CS264772018**

**Company VAT Number: C0004231473**

**Telephone Number: 0243824622**

**Facsimile Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail address:** [**info@sofficegh.com**](mailto:info@sofficegh.com)**, felix@sofficegh.com**

**Web-Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPENDIX B**

**SPECIAL CONDITIONS**

**Ecobank Ghana Ltd’s Reference: EGH/ BNK/ RFQ/JAN/2020/ 0024**

*Please observe the following points in preparing your quotation:*

**Pricing:** Offers are sought on a competitive basis and all prices offered will be subject to detailed scrutiny and, possibly, negotiation, to ensure value for money is obtained.

**Competition:** If adequate competition is not achieved in the bidding *process Ecobank* may, at their discretion, conduct a price verification exercise. In such an eventuality the bidder will be required to provide details of any costings used or undertaken in preparing the bid.

Information provided in these circumstances will remain confidential to Ecobank Ghana Ltd.

**Inspection:** The **Procurement Department** of Ecobank Ghana Ltd will conduct inspection on the items delivered to confirm conformity to specifications requested before Goods can be accepted.

**Currency:** Prices should be quoted in **GHS (Ghana Cedis)**.

**Delivery:** The delivery period you offer must be realistic and accurate since any subsequent Contract will be subject to the liquidated damages provisions in the Condition of Contract.

**After Sales Support:** indicate any after sales support that your company offer including; servicing, repair or supply of spare parts (if applicable).

**Acceptance:** Ecobank Ghana Ltd reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.