**Ecobank Ghana Ltd. Reference: EGH/ BNK/ RFQ/JAN/2020/ 0009**

**Name of Supplier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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/2020/0009**

**Date:** Friday 10th Jan, 2020 **Supplier Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.** | **PAPER CLIPS** | **1000 PCS** | 2.06 | 2,060.00 |

|  |  |
| --- | --- |
| **Total Price Primary Trade Packed** | 2,000.00 |
| Less EGH Bank’s Discount (*\_\_\_\_%*) |  |
| Total VAT & NHIL (3%) | 60.00 |
| **TOTAL PRICE DELIVERED** | 2,060.00 |

The Delivery period to Ecobank Ghana Ltd from receipt of an award of Contract would be by 3 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 Monday, January 13, 2020

Warranty Period: 2 YEARS

|  |  |  |
| --- | --- | --- |
| **Authorised Signature** | AARON ODURO  ....................................................  **Name in Capitals** | DIRECTOR  ...........................................  **Position** |

**Company Name and Address: A COMP SERVICES LIMITED**

**73 QUARMINE ROAD KORLE-GONNO**

**P. O. BOX GP17526 ACCRA, GHANA**

**Company Registration Number: CS200232017**

**Company VAT Number: C0008939829**

**Telephone Number: 233 (0) 24 437 0397**

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

**E-mail address: acompsgh@yahoo.com**

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

**APPENDIX B**