Documentation of Contract Award

(for supplies and services from 1,001.00 EUR)

**1. Project Details**

|  |  |
| --- | --- |
| Cost Centre | STB FUNDS Project |
| Description of the supply services | Procurement of Office Equipment |

**2. Estimated contract amount if budget for: \_\_EUR 2,000.00\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. Award procedure**

|  |  |
| --- | --- |
|  | Public Invitation to Tender |
|  | Public Tender subsequent to a public prequalification round |
|  | Restricted Invitation to Tender |
|  | Restricted Tender subsequent to a public prequalification round |
| x | Request for at least three offers for comparison purposes |
|  | Discretionary Award Procedure (only in justified exceptional circumstances) |

Justification for award procedure: According to the documentation of contract awards it fall under the threshold from 1,000.00 to 20,000.00. Therefore, request for at least three offers for comparison.

**4. Information on offers**:

The following firms were requested Offer submitted amount offer

to submit offers in writing yes no

|  |  |  |  |
| --- | --- | --- | --- |
| ROYAAKO ENTERPRISE | x |  | GHC 29,744.00 |
| MULTINEC ENTERPRISE | x |  | GHC 39.057.60 |
| ANDYSARP | x |  | GHC 46,809.60 |

Only the firm stated above was requested to submit a written offer due to justification indicated in 3

5. Decision on contract award:

|  |  |
| --- | --- |
| The Contract was awarded to  ROYAAKO ENTERPRISE | Contract Amount  GHC 29,744.00 |
| Justification: the contract was awarded to ROYAAKO ENTERPRISE because they offered the best price.  The detailed contract award documentation is kept by Logistic´s / and or HoA Filing | |

6. Place/ date Signature Logistics Signature KCCR Mgt.

Kumasi,

23/02/2023