

KWAME NKRUMAH UNIVERSITY OF SCIENCE
AND
TECHNOLOGY, KUMASI, GHANA



TENDER DOCUMENTS - PRICE QUOTATION

SUPPLY AND INSTALLATION OF SOLAR PV
SYSTEMS WITH BATTERIES AT THE
McCARTHY HILL CENTRE, INSTITUTE OF
DISTANCE LEARNING, KNUST.

IFT NO: AS/KNUST/GD/0055C/2026

JULY, 2026

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Introduction and Instructions

This Tender Document, Procurement of Goods – Price Quotation, has been prepared by the Public Procurement Board for use by Procurement Entities in accordance with the Public Procurement Act, 2003 (Act 663) of the Republic of Ghana.

This Standard Form has been developed based on relevant experience in this field.

Section I. Invitation for Sealed Quotation

Name of Procurement Entity: KWAME NKRUMAH UNIVERSITY OF SCIENCE & TECHNOLOGY, KUMASI

Address of Procurement Entity: **Procurement Office, KNUST- Kumasi**

Telephone or telex: **032-2060437**

Email Address: **procurement@knust.edu.gh**

Sealed Quotation No: PQ/07/2026

Date of Invitation: **29th July, 2026**

1. Kwame Nkrumah University of Science and Technology, Kumasi intends to apply part of its Budgetary Allocation to fund eligible payments for this Tender.
2. Kwame Nkrumah University of Science and Technology invites sealed quotations from eligible registered suppliers for the Supply and Installation of Solar PV Systems with Batteries at the McCarthy Hill Centre, Institute of Distance Learning, KNUST.
3. Quotations must be submitted electronically through the Ghana Electronic Procurement System (GHANEPS) **on or before 11:00 a.m. on Thursday, 6th August, 2026**. Submissions received after the deadline will not be accepted by the system.
4. Quotations will be opened electronically through the Ghana Electronic Procurement System (GHANEPS) at **11:00 a.m. on Thursday, 6th August, 2026** in accordance with the system's electronic tender opening procedures.
5. Tenderers shall complete and upload the Tender Form, Price Schedule, Tender Securing Declaration, and Technical Specifications Table through the Ghana Electronic Procurement System (GHANEPS) as part of their electronic submission.
6. To be eligible to participate in this tender, tenderers must be registered and active on the Ghana Electronic Procurement System (GHANEPS).
7. Tender Validity is **60 days**.
8. The quotations must be signed by the Tenderer. No alternative quotations would be accepted.
9. Notice of Acceptance of Tender shall be sent to you at any time prior to expiration of Tender Validity.
10. Tenderer shall deliver a Performance Security of 10% (**with at least One (1) year validity**) of the Contract sum and in the form of Bank Guarantee or Performance Bond of 30% within 14 days of the receipt of Notice of Acceptance of Tender.

DUKE AGYEMAN FREDUA
(DIRECTOR OF PROCUREMENT)

Section II. Conditions of Contract

- | | |
|-----------------------------------|--|
| 1. Definitions | <p>1.1 In this contract, the following terms shall be interpreted as indicated:</p> <ul style="list-style-type: none"> a. "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form Signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein; b. "The Contract Price" means the price payable to the Supplier under the contract for the full and proper performance of its contractual obligation; c. "The Goods" means Equipment and related Accessories and spare-parts which the Supplier is required to supply to the Purchaser under the contract; d. "Services" means services ancillary to the supply of the goods such as transportation and insurance including the installation, commissioning and the operational and maintenance training of the supplied equipment. e. "The Purchaser" means the organization purchasing the goods; f. "The Supplier" means the organization supplying the goods and services under this contract. |
| 2. Technical Specification | <p>2.1 The goods supplied under this contract shall conform to the standards mentioned in the Technical Specification.</p> |
| 3. Patent Right | <p>3.1 The Supplier shall indemnify the Purchaser against all third party claims of infringement of patent, trademark or industrial design rights arising from use of goods or any part thereof in the Purchaser's country.</p> |
| 4. Inspection and Tests | <p>4.1 The Purchaser or its Representative shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specification and the quality of performance after the supply and delivery of good to Purchaser's premises.</p> |

- 5. Packing**
- 5.1 The Supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the contract.
- 5.2 The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage.
- 5.3 Packing case, size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 5.4 The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided in accordance with international standard and practice.
- 6. Delivery of Goods**
- 6.1 Delivery of the goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in its schedule of requirements.
- 6.2 For purposes of the contract "FOB", "C&F", "CIF", "CIP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of the International Rules for the Interpretation of the Trade Terms (INCOTERMS) published by the International Chamber of Commerce (ICC), Paris.
- 7. Insurance**
- 7.1 The goods supplied under the contract shall be fully insured in the currency of the bid price against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.
- 7.2 Where delivery of the goods is required by the Purchaser on a CIF or CIP basis to a specified destination, the Supplier shall arrange and pay for insurance, naming the Purchaser as the Beneficiary and the Supplier shall be required to meet all transport and storage expenses until delivery.
- 8. Warranty**
- 8.1 The Supplier warrants that all the goods supplied under the contract shall fully comply with the specification laid down in the contract.

8.2 The warranty shall remain valid for one year after the goods have been delivered to the final destination indicated in the contract, and accepted by the Purchaser after installation and commissioning of equipment by the Supplier.

8.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.

8.4 Upon receipt of such notice, the Supplier shall, within 30 days replace the defective goods without cost to the Purchaser. The Supplier will be required to remove, at its own risk and cost, the defective goods.

9. Payment

9.1 Payment shall be made in the currency in which the contract price has been stated in the Supplier's tender.

9.2 Payment of the goods supplied from within Ghana shall be made in Ghanaian Cedis after the delivery and installation and commissioning of goods to the satisfaction of the Purchaser.

9.3 Payment of the goods supplied shall be made in the following manner:

On acceptance: Hundred (100) percent of the contract price of goods received shall be paid within thirty (30) days of receipt of the goods upon submission of claim supported by the acceptance certificate issued by the Purchaser.

10. Prices

10.1 Prices charged by the Supplier for goods delivered under the contract shall not vary from the prices quoted by the Supplier in its sealed quotation.

11. Liquidated Damages

11.1 If the Supplier fails to deliver any or all of the goods within the time period specified in the contract, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 1.0 percent of the contract price of delayed goods for each week of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods' contract price. Once the maximum is reached, the Purchaser may consider termination of the contract.

12. Resolution of Disputes

12.1 The Purchaser and Supplier shall make every effort to resolve amicably by direct informal negotiation any

disagreement or dispute arising between them under or in connection with the contract.

- 12.2 If, after thirty (30) days from the commencement of such informal negotiation, the Purchaser and Supplier have been unable to resolve amicably a contract dispute, it shall be referred by either party to an adjudicator agreed by the parties. In the event of disagreement, the adjudicator shall be appointed in accordance with the Laws and Rules of Ghana.

13. Governing Language

- 13.1 The Governing Language shall be English

14. Applicable Law

- 14.1 The applicable law shall be the Laws of Ghana.

15. Notices

- 15.1 Purchaser's Address for Notice Purposes:
KNUST PROCUREMENT OFFICE, KUMASI

- 15.2 Supplier's address for notice purposes:

16. Taxes and Duties

- 16.1 The Supplier shall be entirely responsible for all taxes, duties, licence fees and other such levies imposed by the Government of Ghana.

17. Operation, Maintenance and Spare-parts Manuals

- 17.1 The successful Supplier shall supply 2 copies of manufacturer's operation, maintenance and spare-part manuals of the goods (Equipment).

Section III. Form of Contract

THIS AGREEMENT made the _____ day of _____ 20____ between _____ (hereinafter called “the Purchaser”) of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz.,

[brief description of goods and services]

and has accepted a tender by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (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.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a. Tender Form and the Price Schedule submitted by the Supplier;
 - b. The Schedule of Requirements;
 - c. The Technical Specifications;
 - d. The Conditions of Contract; and
 - e. The Purchaser’s Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

On behalf of the Purchaser

On behalf of the Supplier

Name:

Name:

Designation:

Designation:

Sign:

Sign:

Seal:

Seal:

Section IV. Sample Forms

1. Tender and Price Schedules

Gentlemen and/or Ladies:

Having examined the tender documents, we the undersigned, offer to supply and deliver

[description of goods and services]

in conformity with the said tender documents for the sum of _____ *[total tender amount figures]*. _____

[total tender amount in words] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

We undertake, if our Tender is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Tender is accepted, we will obtain the guarantee of a bank in a sum equivalent to **10%** of the Contract Price for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this Tender for a Period of **60 days** from the date fixed for Tender opening. It shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ 20____.

[name and signature of officer]

[in the capacity of]

Duly authorized to sign Tender for and on behalf of _____

[name of Company]

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

1. We understand that, according to your conditions, tender must be supported by a Tender Securing Declaration.
2. We accept that we will automatically be suspended from being eligible for Tendering in any contract with the Purchaser for the period of **6 Months** starting on the date of notification of award of contract, if we are in breach of our obligation(s) under the bid conditions, because we:
 - have withdrawn our Tender during the period of tender validity specified by us in the Tendering Data Sheet; or
 - having been notified of the acceptance of our Tender by the Purchaser during the period of tender validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the ITB.
3. We understand this Tender Securing Declaration shall expire if we are not the successful Tenderer, upon the earlier of (i) our receipt of a copy of your notification of the name of the successful Tenderer; or (ii) twenty-eight days after the expiration of our Tender.
4. We understand that if we are a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the Tender. If the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

[signature]

[in the capacity of]

Duly authorized to sign the bid for and on behalf of: _____
[Insert complete name of Tenderer]

Price Schedule

Name of Supplier: _____

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price EXW per item	Cost of Labour / Installation Where applicable	Sub-Total price per item (col. 4 x 5)	VAT+OTHER LEVIES	Total price per item (col.7+8)
Total								

Total Price to final destination(in words)

Please provide the following contact details;

Postal Address:

House/ Plot No. of Company's:

City/ Town:

Phone No.:.....

.....
Signature and Stamp of Tenderer

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

Section V. Schedule of Delivery

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery (i) at EXW premises, or (ii) to the carrier at the port of shipment or port of destination when the contract is placed on CIF or FOB terms, or (iii) to the first carrier when the contract is placed on CIP or FCA terms. In order to determine the correct date of delivery hereafter specified, the Purchaser has taken into account the additional time that will be needed for international or national transit to the Project Site or to another common place.¹

<u>Description</u>	<u>Quantity</u>	<u>Delivery Schedule (shipment)</u>
Supply and Installation of Solar PV Systems with Batteries at the McCarthy Hill Centre, Institute of Distance Learning, KNUST.	Various	8 Weeks after award of Contract

¹

The delivery may be specified for a single shipment, or for several partial shipments, for a specific date, or range of acceptable delivery periods.

TECHNICAL SPECIFICATIONS

SUPPLY AND INSTALLATION OF SOLAR PV SYSTEMS WITH BATTERIES AT THE McCARTHY HILL CENTRE, INSTITUTE OF DISTANCE LEARNING, KNUST.

Tenderers must indicate either **COMPLY** or **NOT COMPLY** in the Offered column for each feature sought. The items to be offered should be based on the manufacturer's current standard models, which conform, as near as possible, to the specifications specified below:

Quantity Required	Minimum Specifications Required	Offered Specification
	Solar PV Systems with Batteries	
1 No.	50.0 kW Solar PV Array and Rooftop mounting accessories	
	Please indicate the brand of the product you intend to supply	
1 No.	50.0 kW Hybrid Inverter and accessories	
	Please indicate the brand of the product you intend to supply	
1 No.	50.0 kWh Lithium-ion batteries and accessories	
	Please indicate the brand of the product you intend to supply	
1 No.	1.5 HP air-conditioner to condition the inverter and battery room	
	Please indicate the brand of the product you intend to supply	
1 No.	Assorted electrical cables and accessories (Surge Arrestor, Breakers, etc)	
1 No.	Monitoring, control and data management system	
	Based on system design and manufacturer's recommendations	
	Proposed system setup:	
	Setup 1: 20 kWp PV + 20 kW inverter + 20 kWh BESS for all lighting systems, internet switches and socket loads.	
	Setup 2: 30 kWp PV + 30 kW inverter + 30 kWh BESS for ceiling fans & office air-conditioners (4-5 pieces max).	
	Potential suppliers should undertake site visit and ascertain the job details as a requirement before submitting a quotation.	
Delivery Period: 8 Weeks after award of contract		
Warranty: 2 Years after the date of delivery		

