

UNIVERSITY OF PORT HARCOURT

COUNSELLING AND HUMAN DEVELOPMENT CENTRE

OFFICE OF THE VICE CHANCELLOR

Rosmary O. Ekechukwu
 Director, University of Port Harcourt Counselling Centre
 LD (Uniport), M.Ed. B.Ed. NCE (Unijos)
 Phone: +2347038904233, +2348121931147
 Email: rosemary.ekechukwu@uniport.edu.ng
mamatriplets01@yahoo.com



East-West Road, Choba,
 P.M.B. 5323
 Port Harcourt.

Our Ref: _____ Your Ref: _____

Date: 22nd December, 2021

The Vice Chancellor,
 University of Port Harcourt,
 Choba.

Through: Centre Leader,
 Centre for Public Health and Toxicological Research,
 University of Port Harcourt.

Dear Sir,

REQUEST FOR APPROVAL FOR OFFICE FURNITURE AND PARTITIONING OF THE OFFICE SPACE ALLOCATED TO COUNSELLING AND HUMAN DEVELOPMENT CENTRE

May I humbly use this medium, Sir, to request for the approval to purchase office furniture and partition the office space allocated to the Counselling and Human Development Centre (CHDC), University of Port Harcourt.

Other items needed urgently for the smooth take-off and functioning of the Centre include:

S/N	DESCRIPTION OF ITEM	AMOUNT (N)
1.	OFFICE FURNITURE	842,000 922,000.00
2.	DEMARICATION OF OFFICE SPACE	470,200 514,400.00
3.	WINDOW BLINDS	638,600 588,600.00
4.	PRINTER	38,000.00
5.	PROJECTOR	220,000 224,000.00
6.	RECEPTION SEAT	48,000.00
7.	A SET OF UPHOLSTERY	200,000.00
	TOTAL	2,446,800 N2,535,000.00

The total amount for the quotations is two million, five hundred and thirty-five thousand naira (N2,535,000.00) only.

Vice Chancellor Sir, please find attached quotations for the needed items.

Thanks, in anticipation of your usual prompt consideration and approval.

Yours faithfully,

R. Ekechukwu
Dr. Rosemary O. Ekechukwu
 Director

③ P.H.C.

Pls see on CSD

4/1/22

Centre leader

VC Sir

2,630,350.00

only well

4/1/22

DA

4/1/22

4/1/22



MUYIS GLORIOUS ENTERPRISES

RC: PH. -079181

Supplies of Computer Accessories, Photocopying Materials, Stationeries, Binding Machines,
Office Equipments, Home Appliances, Fire Extinguishers, Design, Printing/Publishing and General Merchandise.

Suit 233 Pan African Building No. 3 Azikiwe Road Port Harcourt, Rivers State. Lagos Address: Plot 2, Temitayo Ayodeji Street,
Graceland Estate, Federal Site and Services Scheme, Isheri-Olofin, Lagos State.

Branch: Jesus House Okpro Road, Ozuoba Port Harcourt R/S

TEL: 08037943745, 08037493290

5th January, 2022

The Director,
Couselling and Human Development Centre,
Univeristy of Port Harcourt,
Choba.

Dear Sir

Find Quotation for Items below:

S/N	Description	Amount
1	office furniture	842,000 ✓
2	Demarcation of office space	470,200 ✓
3	window blinds	628,600 ✓
4	HP Destjet2710 printer	38,000 ✓
5	Projector	220,000 ✓
6	Single Reception Seat	48,000 ✓
7	A Set of Sitting Room Upholstery	200,000 ✓
	7.5% Vat	183,510 ✓
	Total	2,630,310

Two million, six hundred and thirty thousand three hundred and ten naira only.

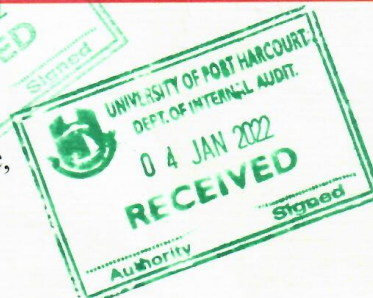
We promise best service delivery.

Yours faithfully,

For: Muyis Glorious Ent.,

Olumuyiwa David

Director



Handwritten signature and date 09/01/22 in red ink.

UCHEGS NIG. ENT.

Manufacturers, Suppliers And General Contractors. # 14 Ogunabali Street,
Off Trans- Amadi Industrial Layout Port Harcourt.

5TH JANUARY, 2022

**THE DIRECTOR,
COUSSELLING AND HUMAN DEVELOPMENT CENTRE,
UNIVERISTY OF PORT HARCOURT,
CHObA.**



DEAR SIR

QUOTATION

S/N	DESCRIPTION	AMOUNT
1	OFFICE FURNITURES	950,000
2	DEMARICATION OF OFFICE SPACE	550,000
3	WINDOW CLOTHING	680,000
4	HP DESTJET2710 PRINTER	50,000
5	PROJECTOR	290,000
6	RECEPTION SEAT	70,000
7	A SET OF UPHOLSTERY	400,000
	7.5% VAT	224,250
	TOTAL	3,214,250

**TWO MILLION, SIX HUNDRED AND THIRTY THOUSAND
THREE HUNDRED AND TEN NAIRA ONLY.**

YOURS FAITHFULLY,

A handwritten signature in black ink, appearing to be 'Meshach Ogbuefi'.

**MESHACH OGBUEFI
MANAGING DIRECTOR**

C.N. BEN BELLA ENTERPRISE (NIG.)

Stationary, Printing and Office Equipment Division
Manufactures & Suppliers of High Quality Executive Upholstery
Chair and General Contractor

OFFICE:
134 Aggrey Road
Port Harcourt.

Our Ref:.....

Your Ref:.....

Date:.....

6th January, 2022.

Dear Sir,



QUOTATION FOR OFFICE FURNITURE'S

Please find the underlisted as requested:

i.	Office Furniture.....	N980,000
ii.	Demarcation of Office Space.....	N590,000
iii.	Window Coverage.....	N680,000
iv.	Hp Laserjet 3010 Printer	N90,000
v.	Rolling Reception Seat.....	N70,000
vi.	A Set of Upholstery	N410,000
vii.	Projector.....	N300,000
	7.5 V.A.T	N234,000

Total

N3,354,000

THREE MILLION, THREE HUNDRED AND FIFTY FOUR THOUSAND NAIRA ONLY.

Yours Faithfully,

A handwritten signature in blue ink, appearing to read 'Kingdom Nworgu'.

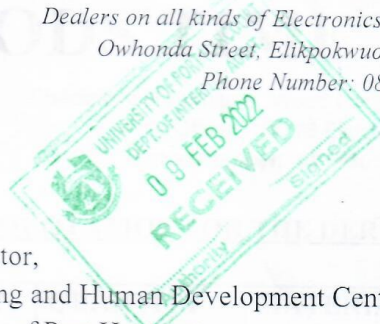
Kingdom Nworgu
Managing Director

OKEYSON ELECTRONICS NIG. LTD

Dealers on all kinds of Electronics and Electronic Accessories

Owhonda Street, Elikpokuwodu, Obio Akpor L.G.A.

Phone Number: 08137590324



21st December, 2021

The Director,
Counselling and Human Development Centre
University of Port Harcourt,
Choba.

QUOTATION FOR PURCHASE OF PROJECTOR AND ACCESSORIES

S/N	DESCRIPTION	QTY	AMOUNT N
1.	OPTOMA 3000 Lumens HDMI Projector	1	175,000.00
2.	96 x 96 Electric/Remote controlled Projector Screen	1	49,000.00 45,000
	TOTAL		N224,000.00

220,000

Yours faithfully,

A handwritten signature in blue ink.

Okechukwu B. Godson

Managing Director

GODS TIME VENTURES

Specialists in Furniture, Wood works and other Building Services

Office: No. 18 Eliozu Pipeline Road

Phone Number: 08148012423/07083309315

QUOTATION FOR THE DERMACATION OF OFFICE

S/N	QUANTITY	MATERIAL DESCRIPTION	UNIT PRICE (N)	TOTAL
1.	21 PCS	HDF Plywood	15,500.00	325,500.00
2.	Quarter Roll	Edge tape	4,500.00	4,500.00
3.	2 packs	2 inches nail	1,800.00	3,600.00
4.	2 packs	1 1/2 screw nail	1,800.00	3,600.00
5.	1	Gallon of Gum	5,200.00	2,000.00
6.	4 pound	3 inches nail	500.00	2,000.00
7.	2 packs	3 inches concrete nail	500.00	1,000.00
8.	38	2by3 packaging case wood	2,500.00	95,000.00
9.	2 pairs	Door Hinges	2,000.00	4,000.00
10	2 pairs	Door keys	5,000.00	10,000.00
11		Transport		10,000.00
12		Workmanship		50,000.00
	Total			N514,400.00

N470,200

Godstime Etim
Godstime Etim
 Director

DOZIEM GLOBAL RESOURCES NIGERIA LIMITED

Dealers in all kinds of Furniture, supplies and General Contractor

Address: Uzodims street,
Rumunduru, Obio Akpor
Local Government Area,
Rivers State

Phone No: +2349073401928



QUOTATION FOR OFFICE FURNITURE

S/N	DESCRIPTION	QTY	AMOUNT N
1.	Executive Table & Chair	1	400,000.00
2.	5ft office table Product code 453795	2	320,000.00 378,000.00
3.	Visitors Chairs	3	144,000.00
	TOTAL		N922,000.00

Chiedoziem Emmanuel
CEO

Handwritten: N842,000

MAHMUNAH SERVICES

Dealers on all Kinds of Window Blinds such as Vertical,
Venetian, Day & Night, Wooden Blinds and general contractor

No. 14 Makele Street,
Apara Link Road, NTA
Port Harcourt, Rivers State
07030207017

Your Ref.....Our Ref.....
Date: 5/12/2024

To

The Director
Counselling and Human Development Centre,
University of Port Harcourt
Choba, Rivers State.

QUOTATION FOR THE INSTALLATION OF WINDOW BLINDS IN COUNSELLING AND HUMAN DEVELOPMENT CENTRE, UNIPOINT

S/N	DESCRIPTION	DIMENSION	QTY	SQM	RATE	AMOUNT
1.	Director's Office (Day and Night Window Blinds)	5.8 x 3.0	1	17.4	8,500	147,900
		2.6 x 2.9	1	7.54		64,090
2.	Secretary and General Offices (Vertical Window Blinds)	5.8 x 3.0	2	34.8	6,500	266,200
		2.6 x 2.9	1	7.54		49,010
		2.6 x 3.0	2	15.6		101,400
	TOTAL		7	82.88sqm		N588,600

Yours faithfully,

Okekeuche Eucheria, Ph.D
Managing Director

Handwritten total: N588,600



PUTOR, UNIPORT

UNIVERSITY OF PORT HARCOURT
WORLD BANK AFRICA CENTRE OF EXCELLENCE
CENTRE FOR TOXICOLOGICAL RESEARCH
(ACE-PUTOR)



East West Road,
P.M. B. 5323
Choba
Port Harcourt, Nigeria

6th January 2022

Ref: ACE/PUTOR/PROC/AWD/GDS/21/09

The M.D.
MUYIS GLORIOUS ENTERPRISES,
Suit 233 Pan African Building,
Port Harcourt, Rivers State

Sir,

**CONTRACT AWARD: PROCURE AND SUPPLY OF OFFICE FUNITURE AND
PARTITIONING OF OFFICE SPACE FOR COUNSELLING AND HUMAN
DEVELOPMENT CENTRE**

Reference to your quotation dated 23rd December 2021 in response to our memo with Ref. ACE/PUTOR/PROC/2021/09 dated 9th December 2021 for PROCURE AND SUPPLY OF OFFICE FUNITURE AND PARTITIONING OF OFFICE SPACE FOR COUNSELLING AND HUMAN DEVELOPMENT CENTRE

, I am writing to inform you that, your organization MUYIS GLORIOUS ENTERPRISES has been awarded the contract.

The ACE-PUTOR received a grant from the World Bank and wants to use part of the grant to support the above project. Your scope of work for the above-mentioned contract is as indicated in the attached table.

It was approved on 4th January 2022 after subjection to both technical and financial evaluations via the University Procurement process and, eventually, recommended for contract award via Request for Quotation Open Bidding (OBC) procurement method.

The contract is expected to be, fully, executed within 30 days from the date of receipt of this contract award letter or first tranche payment. If advance payment is required, you are to provide an original copy of attached Advanced Payment Guarantee (APG) on Form G - 10 from the Headquarters of your corporate banker and with the bank's seal on it.

Your quotation has been approved for an award with the total sum of **Two Million Hundred and Ninety-Four Thousand, Six Hundred and Twenty-Five Naira (NGN ₦2,630,310.00) VAT inclusive only.**

Upon acceptance, via a letter on your official letterhead, of this contract award valued at ₦2,446,800.00 (VAT inclusive: ₦2,630,310.00 contract value without VAT plus (₦183,510.00 VAT), ACE-PUTOR shall:

1. advance MUYIS GLORIOUS ENTERPRISES the first tranche payment of 60% contract value without VAT or ₦ NA (VAT Exclusive) to commence supplies;
2. a second tranche payment of 30% contract value without VAT or ₦ NA (VAT Exclusive) upon successful completion of work;
3. the balance of 9% contract value without VAT or ₦ NA (VAT Exclusive) after testing, inspecting and final acceptance of the 37nos items;
4. the stamp duty of 1% contract value without VAT or ₦ NA (VAT Exclusive) shall be remitted to FIRS by ACE-PUTOR on behalf of MUYIS GLORIOUS ENTERPRISES, and
5. the approved VAT of 7.5% contract value without VAT or ₦ NA shall also be remitted to FIRS by ACE-PUTOR on behalf of MUYIS GLORIOUS ENTERPRISES.
6. However, if you choose or are able to complete the supplies without the need for APG, the entire sum of ₦ NA (VAT inclusive) shall be remitted within 30 days of completing the supplies to give allowance for testing, inspecting and final acceptance of the supplies. In that case, ACE-PUTOR shall remit ₦ NA (VAT and Stamp Duty Exclusive) to MUYIS GLORIOUS ENTERPRISES with the balance of ₦ NA as Stamp Duty and ₦ NA as VAT remitted to FIRS.

Kindly, send us your acceptance letter on your official letterhead paper within seven days of the receipt of this letter, if the above conditions are acceptable to you, and furnish us with your official MUYIS GLORIOUS ENTERPRISES bank details, and a signed letter of bank guarantees for Advance Payment, if required (*sample draft is as attached*).

This Notification of Award shall constitute contract agreement until otherwise a contract agreement is/may be signed between your organisation and the University via the Legal Unit.

Please, accept our regards of the highest esteem.

Yours truly,



ENGR. NICHOLAS ABULE (KSM)

Procurement Officer,

For: ACE-PUTOR, University of Port Harcourt, Nigeria

cc: ACE-PUTOR Centre Leader
ACE-PUTOR Project Accountant



MUYIS GLORIOUS ENTERPRISES

RC: PH. 479181

Supplies of Computer Accessories, Photocopying Materials, Stationeries, Binding Machines,
Office Equipments, Home Appliances, Fire Extinguishers, Design, Printing/Publishing and General Merchandise.

Suit 233 Pan African Building No. 3 Azikiwe Road Port Harcourt, Rivers State. Lagos Address: Plot 2, Temitayo Ayodeji Street,
Graceland Estate, Federal Site and Services Scheme, Isheri-Olofin, Lagos State.

Branch: Jesus House Okpara Road, Ozuoba Port Harcourt R/S

TEL: 08037943745, 08037493290

27th January, 2022.

The Vice Chancellor,

Through:

Center leader,

Centre for Public Health and Toxicological Research

University of Port Harcourt

Choba.

Dear Sir,

REQUEST FOR PAYMENT.

The above named company kindly request the payment of the sum of
**N2,630,310 (Two Million Six Hundred and Thirty Thousand Three
Hundred Naira Only)** for the supply made to the Centre.

Please find the account details below:

• MUYIS GLORIOUS ENTERPRISES

• Account Number. 6000117976

• Heritage Bank Plc.

The receipt is hereby attached.

Thank you.

Yours faithfully,

For: MUYIS GLORIOUS ENT.

OLUMUYIWA DAVID

Director.

...Best in Delivery



MUYIS GLORIOUS ENTERPRISES

Supplies of Computer and Accessories, Photocopier Machine, Stationaries, Kitchen Equipment,
all kinds of office Equipment, Industrial Equipment, Fire Extinguishers,
Generators of all sizes, Building Materials and General Merchandise.

RC-PH-079181

Tel: 08037943745
08037493290

Address: Suit 233, Pan African Bank Building, Azikiwe Road, P/H
Lagos Office: No.32 Alhaji Basiru St., Ojodu Berger, Lagos.

CASH/CREDIT INVOICE

No 0248

L.P.O NO.

Date: 27/01/2022

Name: The Director
Counselling of human Development Centre
Unifort Choba

ITEM	QTY	DESCRIPTION OF GOODS	RATE	AMOUNT	
				N	K
1.		Office furniture	842,000	842,000	
2.		Demarcation of office space	470,200	470,200	
3.		Window Blinds	628,600	628,600	
4.		HP Deskjet 2710 Printer	38,000	38,000	
5.		Projector	220,000	220,000	
6.		Single Reception Seat	48,000	48,000	
7.		A set of sitting Room	200,000	200,000	
8.		Upholstery			
		7.5% Vat			
				183,510	
TOTAL				2,630,310	

Goods in good condition are not returnable,
of money after payment.

in words: Two million, Six hundred
and thirty thousand and ten naira

Sign.

...GLORIOUS GOD

For: Muyis Glorious Enterprises

2,000.00
4,400.00
8,600.00
18,000.00
24,000.00
48,000.00
100,000.00
35,000.00

2,630,310
thousand naira

2630310
27/01/2022



AFRICA CENTRE OF EXCELLENCE
PUBLIC HEALTH AND TOXICOLOGICAL RESEARCH
CHObA, PORT HARCOURT, RIVERS STATE



SECOND AFRICA HIGHER EDUCATION CENTRES OF EXCELLENCE FOR DEVELOPMENT PROJECT

PAYMENT VOUCHER

Payee: MUYIS GLORIOUS ENTERPRISES

Address:

Voucher No.: PV/2022/UNIPT-1/000000054

File No.:

Date: 22/02/2022

Amount: 2,299,992.00

The Sum of: Two Million Two Hundred and Ninety Nine Thousand Nine Hundred and Ninety Two Naira Only.

Transaction Details: OFFICE FURNITURE AND OFFICE SPACE PARTITIONING

Bank A/c: 32203 ACE OPERATIONAL (NAIRA) ACCOUNT

Mandate No.:

Expenditure A/c: 21111-020 OFFICE EQUIPMENT (NEW ACE)

Name	Signature	Date
Prepared by: E. D. Uwak I.	[Signature]	22/02/22
Checked by: K. Agun N.	[Signature]	22/02/22
Approved by: DST. O. S. ASI	[Signature]	22/02/22

Payee Signed: _____ Date: _____

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