

# UNIVERSITY OF PORT HARCOURT

## COUNSELLING AND HUMAN DEVELOPMENT CENTRE

### OFFICE OF THE VICE CHANCELLOR

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



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

Our Ref: \_\_\_\_\_ Your Ref: \_\_\_\_\_

Date: 22<sup>nd</sup> 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.	DEMARCATON 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
	<b>TOTAL</b>	<b>2,446,800 N2,535,000.00</b>

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,

**Dr. Rosemary O. Ekechukwu**  
 Director

③ P.H.C.

PLS call on 450.  
 4/11/2022

Centre Leader  
 #2,630,350

only well  
 4/11/22

VC, Sir

#2,630,310.00

only well

4/11/22





# 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
	<b>Total</b>	<b>2,630,310</b>

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

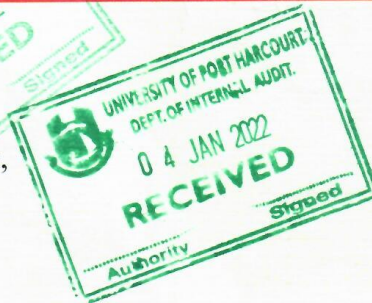
We promise best service delivery.

Yours faithfully,

For: Muyis Glorious Ent.,

Olumuyiwa David

Director



09/01/22

# 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
	<b>TOTAL</b>	<b>3,214,250</b>

**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:.....

6<sup>th</sup> 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'.

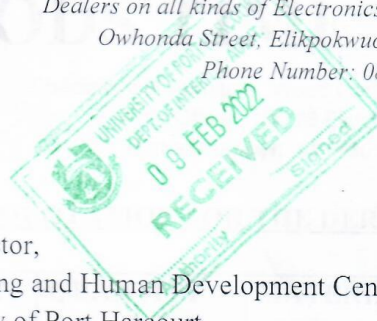
Kingdom Nworgu  
**Managing Director**

## OKEYSON ELECTRONICS NIG. LTD

Dealers on all kinds of Electronics and Electronic Accessories

Owhonda Street, Elikpokuwuodu, Obio Akpor I, G

Phone Number: 08037590324



21<sup>st</sup> 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
	<b>TOTAL</b>		<b>N224,000.00</b>

N220,000

Yours faithfully,

**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

  
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	<del>320,000</del> 378,000.00
3.	Visitors Chairs	3	144,000.00
	<b>TOTAL</b>		<b>N922,000.00</b> <b>N842,000</b>

Chiedoziem Emmanuel  
CEO

# 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: 5/12/2021

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, UNIPORT

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

Yours faithfully,

Okekeuche Eucheria, Ph.D  
Managing Director

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

6<sup>th</sup> 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 23<sup>rd</sup> December 2021 in response to our memo with Ref. ACE/PUTOR/PROC/2021/09 dated 9<sup>th</sup> 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 4<sup>th</sup> 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 37 nos 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-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

27<sup>th</sup> 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



VC Sir  
Recommended for  
your kind action  
03-12-2022

Centre leader  
PUSOR  
#2,630,310  
21/01/2022

Accountant, Amara  
Please pay  
DIA 22-1-22  
Kenny cent  
01-02-2022

Recommended for  
payment  
Please verify  
compliance  
02-02-2022

VC Sir  
Pls Joint bank  
account and  
certified for payment  
#2,630,310  
01/02/2022

DIA  
Pls arrange  
verification  
with  
01/02/2022





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.

Address: Suit 233, Pan African Bank Building,  
Lagos Office: N. 10, Lagos Island.

RC:PH-07918

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: 27/01/22

[illegible]

id in good condition are not returnable.  
of money after payment.

in words: Two million, Six hundred  
and thirty thousand  
three hundred and ten marks only

Sign. \_\_\_\_\_

**TOTAL**

2	6	3	0	3	1	0
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Sign.

...GLORIOUS GOD

For: Muyis Glorious Enterprises

2,000.00  
4,400.00  
8,600.00  
8,000.00  
4,000.00  
2,000.00  
0,000.00  
0,000.00

2,630,311  
usand naira

Centre -  
#263050  
W284W  
#11/30/01





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. Uwak I.	[Signature]	22/02/22
Checked by: K. Agun N.	[Signature]	22/02/22
Approved by: J. S. O. O. S. I.	[Signature]	22/02/22

Payee Signed: \_\_\_\_\_ Date: \_\_\_\_\_

0.88

**CENTRE FOR PUBLIC HEALTH AND TOXICOLOGICAL RESEARCH**

**Post Office:** P. O. Box 358, Uniport Post Office, Choba Park, Port Harcourt, Rivers State.

**Tel: +234(0)8173396277, +234(0)8068891060,**

<http://www.aceputoruniport.edu.ng>, <http://www.aceputoruniport.org>,

**E-mail:** [aceputoruniport.edu.ng](mailto:aceputoruniport.edu.ng), [financeaceputor@uniport.edu.ng](mailto:financeaceputor@uniport.edu.ng)

**STORES RECEIPT VOUCHER**      NO      0007

LOCATION OF STORE:\_\_\_\_\_SRV NO.:\_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ DATE: \_\_\_\_\_ 20\_\_\_\_

This is to certify that the following items supplied on: \_\_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_\_

bought by: ACE - Puror, Import

have been delivered and that the items were in good condition when they were received.

TOTAL VALUE OF ITEMS RECEIVED

Name and Address of Supplier: Myyo Glorious Enterprises

Supplier's Invoice No. &amp; Date: \_\_\_\_\_

Supplier's Delivery Note: No. & Date: \_\_\_\_\_

Signed: \_\_\_\_\_

**DISTRIBUTION:** Original: to Accounts  
Duplicate: to Originating Officer who raised the order  
Triplicate: Book Copy

Name: \_\_\_\_\_  
Store Keeper





**UNIVERSITY OF PORT HARCOURT  
COUNSELLING AND HUMAN DEVELOPMENT CENTRE  
OFFICE OF THE VICE CHANCELLOR**

**MEMORANDUM**

<b>FROM:</b> The Director	<b>TO:</b> The Centre Leader, Centre for Public Health and Toxicological Research
<b>REF:</b> UPH/CHDC/013/1	
<b>DATE:</b> 4 <sup>th</sup> March, 2022	

**APPRECIATION**

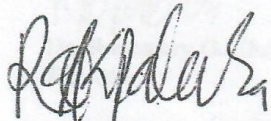
We hereby wish to express our profound gratitude for your intervention to give the centre a boost being established and having no conducive environment to work. The funds you magnanimously made available helped us achieve the following for the centre:

1. Partitioning of the office space allocated into three offices.
2. Office furniture – Executive Tables and chairs, reception seat, set of upholstery
3. Window Blinds for the offices
4. Projector & Screen for Lectures
5. 3-in-1 Printer

The Counseling and Human Development Centre(CHDC), University of Port Harcourt under the Vice Chancellor's Office established in accordance with the National Universities Commission (NUC) guidelines to provide services to Staff and Students in its major areas of functioning - Preventive/Proactive, Rehabilitative and Growth & Development functions.

This it accomplishes by providing a wide range of counseling and psychological services to help students cope with problems that interfere with their education and running academic programmes for proper equipping and development of counselors to enable them handle the increasing incidences of maladjustments in the school environment and society at large.

Thank you for being a part of our success story, looking forward to more partnership with you.



**Dr. Rosemary O. Ekechukwu**



**UNIVERSITY OF PORT HARCOURT  
COUNSELLING AND HUMAN DEVELOPMENT CENTRE  
OFFICE OF THE VICE CHANCELLOR**

**Dr. Rosmary O. Ekechukwu**

Director, University of Port Harcourt Counselling Centre

Ph.D (Uniport), M.Ed. B.Ed. NCE (Unijos)

Phone: +2347038904233, +2348121931147

Email: [rosemary.ekechukwu@uniport.edu.ng](mailto:rosemary.ekechukwu@uniport.edu.ng)

[mamatriplets01@yahoo.com](mailto:mamatriplets01@yahoo.com)



East-West Road, Choba,

P.M.B. 5323

Port Harcourt.

Our Ref: \_\_\_\_\_ Your Ref: \_\_\_\_\_

Date: 22<sup>nd</sup> 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	922,000.00
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5.	PROJECTOR	224,000.00
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7.	A SET OF UPHOLSTERY	200,000.00
	<b>TOTAL</b>	<b>N2,535,000.00</b>

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,

**Dr. Rosemary O. Ekechukwu**

*Director*

