

# INVITATION TO TENDER



Implemented by:  
**giz** Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

## SUPPLY OF IT AND STUDIO EQUIPMENT

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) intends to tender for the Supply of General Equipment.

The GIZ Office Accra invites tenderers to submit, free of charge and without obligation on the part of GIZ, a tender based on the following terms and conditions. Non-conformity with all conditions mentioned could lead to the exclusion of the bid.

### A) Conditions of the bid

- Tenders should be valid for a period of **three (3) months** after the deadline of Tender submission.
- Prices shall be fixed prices. Prices shall be free of VAT and other public charges. Prices shall be quoted in Ghana Cedis.**

All interested suppliers are required to submit **a letter, a company profile and their quotes** according to the specifications below, to the GIZ Office Accra

No	ITEM DESCRIPTION	QTY
<b>LoT 1 AUDIO VISUAL INSTALLATION MULTI PURPOSE TRAINING ROOM</b>		
1	Digital Podium with electric display flip system, Goose Neck Mic <ul style="list-style-type: none"> <li>Height Adjustable: Allowing users to customize the height to their preference, ensuring comfort and accessibility for all users, including users with disabilities.</li> <li>Integrated PC with Advanced Features: Equipped with a Minimum 21.5" touch display, min. 4th Gen Intel Minimum Core i5 processor or comparable AMD, DDR4 RAM, min. 8GB storage, and min. 256GB SSD</li> <li>Convenient Storage and Accessories: Hidden cup holder and cell phone holder, providing users with a convenient place to store their personal items, and a removable laptop computer tray for easy access to their devices.</li> </ul>	1
2	Conference Room Ceiling Speakerphone with Hub <ul style="list-style-type: none"> <li>Full duplex acoustic system for optimal meeting experience</li> <li>One cable daisy chain up to 4 speakerphones for flexible installation</li> <li>Versatile connectivity for video conferencing integration</li> <li>Advanced acoustic features optimized for ceiling installation, uncompromised audio quality across daisy-chain setup</li> <li>Acoustic echo cancellation (AEC)</li> <li>Advanced noise reduction (NR)</li> <li>Automatic gain control (AGC)</li> <li>Double-talk detection</li> <li>De-reverberation</li> <li>AI noise suppression</li> <li>Voice fencing</li> </ul>	1
3	Video conferencing camera 4K Dual Lens PTZ Camera (Front Cam) <ul style="list-style-type: none"> <li>At least 4K 30 fps PTZ lens, FHD 60 fps, 85° viewing angle (diagonal), 12x optical zoom</li> <li>Second lens with fixed optics, 95° viewing angle (diagonal)</li> <li>SmartFrame intelligent framing technology</li> <li>Gesture control</li> <li>True WDR wide dynamic range</li> <li>PiP function in HDMI mode</li> <li>ZOOM certified and compatible with Teams, Google Meet and Skype</li> <li>Connectors: HDMI 1.3 up to (1080p/60fps), RJ45 (streaming, PoE+ 802.3at), USB 3.0 Type B, RS232 In/Out</li> <li>Ethernet port: IP video streaming (H.264, H.265, RTSP, RTMP), remote access</li> </ul>	1
4	All- In-One Desktop 19" Display, Intel Dual-Core <b>i5</b> or comparable AMD minimum 2.9GHz up to 3.6GHz, Minimum 16G RAM, <b>256G</b> SSD minimum, WiFi 5, Bluetooth, RGB <b>Keyboard &amp; Mouse &amp; Mouse</b> Pad, Webcam, W11 Enterprise.	1
5	USB over Ethernet Cable Extender - 480Mbps	2
6	USB Cable A to B with 480 Mbps Transfer Speed for Printer or External Hard Drive, 10 Foot	4

7	Conference room Ceiling Expansion Speakerphone	3
8	Dual Channel Wireless Mic Kit <b>RECEIVER</b> <ul style="list-style-type: none"> <li>Frequency Band UHF: 823-832 MHz or 512 - 562 Mhz</li> <li>RF Sensibility -105 dBm</li> <li>Power Supply 5 V DC 500 mA</li> </ul> <b>HANDHELD TRANSMITTER</b> <ul style="list-style-type: none"> <li>RF Frequency Band UHF: 823-832 MHz or 512 - 562 Mhz</li> <li>Power Supply 2x1.5V AA alkaline bat</li> </ul>	1
9	Conference room speakerphone Ceiling Suspension Kit	4
10	Installation Accessories - Trunking, Cables, Connectors	1
11	Video conferencing camera, 36X total zoom PTZ camera	1
12	Three Input Stereo Mixer with DSP	1
13	21.5" QLED Drawing Tablet Full-Laminated Screen	1
14	Wi-Fi 6 Indoor AP w External Antenna Connectors	7
16	<b>WIFI Outdoor AP</b> <ul style="list-style-type: none"> <li>Minimum 2.4 GHz 802.11b/g/n/ax client access radio</li> <li>Up to 5 GHz 802.11a/n/ac/ax client access radio</li> <li>Up to 2.4 GHz Bluetooth Low Energy (BLE) radio with Beacon and BLE scanning support</li> </ul> <b>802.11ax, 802.11ac Wave 2 and 802.11n Capabilities</b> <b>Power over Ethernet: 42.5 - 57 V (802.3at compatible)</b> <b>Interfaces : 1x 100/1000/2.5G BASE-T Ethernet (RJ45)</b>	2
17	Dual-band Omni Antennas <ul style="list-style-type: none"> <li>Antenna type: omni-directional</li> <li>Frequency range (2 &amp; 5 GHz)</li> <li>Gain (2 GHz): 4 dBi</li> <li>Gain (5 GHz): 7 dBi</li> <li>Polarization: vertical (linear)</li> <li>Half power beamwidth / horizontal: 360°</li> <li>Half power beamwidth / vertical: 45°</li> </ul>	4
<b>LoT 2 RECORDING STUDIO</b>		
19	Media Station <ul style="list-style-type: none"> <li>All-in-One Device to Offer up to 3 Full HD Video Sources Capturing, Mixing, Switching,</li> <li>Recording and Live Streaming</li> <li>Supports Automated and Scheduled Recording/Streaming</li> <li>Fully Integrated with Video Management Systems</li> </ul>	1
20	Desktop Mini Business PC, minimum 13th Gen Intel Core i5 or comparable AMD, 16-32GB RAM, min. 1TB SSD, Intel UHD Graphics 770 or comparable AMD/Nvidia Graphics, Original Built in WiFi 6E, Bluetooth, Windows 11 Pro	1
21	AI Tracking Camera, 20x optical zoom PTZ tracking camera	1
22	22 Plus Graphics Tablet for Annotations - maximum 21.5" Touch Screen	1
23	HDMI to USB Bridge	1
24	6 Pack Self-Adhesive Acoustic Panels,	2
25	Wireless Microphone System	1
26	43" LED SMART TV Screen for Preview / Remote View <ul style="list-style-type: none"> <li>Connectivity: HDMI/USB/AV/WIFI /Bluetooth</li> <li>Screen Type: LED</li> <li>Full HD</li> <li>Smart TV</li> <li>Android 12.0</li> <li>Miracast</li> <li>Energy Saving</li> </ul>	1
27	Tripod Stand <ul style="list-style-type: none"> <li>Maximum height: 183cm</li> </ul>	1
28	Installation Accessories - HDMI cables, Surge Protection Extensions	1
29	Studio LED Lights Kit Includes Wall Mounts	1

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## SUPPLY OF IT AND STUDIO EQUIPMENT

**NB: Kindly include pictures of all items to be offered**

Tenderers will be required to provide the following:

- Signed Letter of Bid and Company Profile
- Priced Quotation (to the Required Specification **including pictures**)
- Valid Tax Clearance Certificate
- Business Registration Certificate
- VAT Registration Certificate
- Valid SSNIT Clearance Certificate
- Declaration of Business Ownership by General Manager (3) or (Inclusion of Form A for Sole Proprietorship or Form 3 for Limited Liability)
- **Bidders must submit two (2) copies of the tender documents**

Delivery period must be indicated.

PLEASE NOTE:

THE CURRENCY OF YOUR OFFER SHOULD BE IN GHANA CEDIS

**Tenders should be sealed and marked**

**Tender Number: 91184960/ 20.2242.4-001.00 "Supply of IT Equipment"**

Tenders should be addressed according to the tender number.

The Procurement Unit  
GIZ Office  
Tender No. **91184960/ 20.2242.4-001.00**  
P.O. Box KA 9698

Accra Office Location: No.7 Volta Street, Airport Residential Area, Accra

- Bids must be submitted at the **GIZ Ghana Country Office Reception**.
- The deadline for submission is **11.02.2025 until 11:59 PM**.
- Documents should be submitted as early as possible before the deadline.
- Should the reception be closed, documents might exceptionally be dropped off at the guard's booth.
- The guards need to be told by the person submitting the documents that they are submitting tender documents.
- Always send a receipt with your documents stating the number of the tender.

This receipt will be signed by the receptionist or a guard (in case of exceptional drop off at the guard's booth) to provide the bidder with a proof of delivery / submission.

*"Please note that participating in a tendering process of GIZ is free of charge for bidders.*

*At no phase of the process is the bidder required to make any payment to GIZ or to one of its employees.*

*Should a bidder receive such a request, the bidder should report this incident to the GIZ management **giz-ghana@giz.de***

*Should a bidder receive such a request and make any payment, the bidder will be excluded from future business with GIZ."*

**Caution: "Bidders who offer any type of payments to GIZ employees will be excluded from future business with GIZ."**

**Kindly Note by sending in your offer, you are agreeing to the GIZ General Terms and giving us the consent to process your company data.**