

SUPPLY OF BRANDED T-SHIRTS AND SNACKS

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) intends to tender for the Supply of Branded T-Shirts and Snacks.

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.

B) Specifications

| No. | Item | Specifications | Qty | |
|--------------|--|--|---|------|
| LOT 1 | | | | |
| 1 | Branded T-Shirt for (VSLAs and CADC) | Material | 100% Cotton, 280gsm | 2000 |
| | | Type | Round Neck | |
| | | Color | 50% Green, 50% Blue | |
| | | Sizes | Small 5%, Medium 15%, Large 40%, Extra Large 40% | |
| | | Printing | Heat Press/Transfer logos/writing(s) | |
| | | Logos/ names heat pressed on T-Shirt: | Right Chest (EU Logo), Left Chest (German Cooperation Logo), Right Arm (MoFA Logo) Left Arm (GIZ Logo), Back – (EUGAP Logo with 'Farmer Field Day' written below it | |
| LOT 2 | | | | |
| 2 | Drink | <ul style="list-style-type: none"> Type: Soft/Nonalcoholic drink Quantity: 330 ml Product Validity: Not less done 6months from the time of delivery | 10200 | |
| | Biscuit | <ul style="list-style-type: none"> Size: Small pack Weight: 45g-50g Product Validity: Not less done 6 months from the time of delivery | 10200 | |

*T-Shirt logos to be provided after award of contract'

C) Bid documents

Tenderers will be required to provide the following:

- Signed letter of bid with
 - priced quotation to the **required specification and conditions**
 - priced quotation of transportation loading and offloading to all 14 districts as listed.
 - indication of **delivery period**
- Company profile, max. 5 pages A4
- Commercial qualification**
 - Valid Tax Clearance Certificate,
 - Business Registration Certificate,
 - VAT Registration Certificate,
 - Valid SSNIT Clearance Certificate
 - Declaration of Business Ownership by General Manager (Inclusion of Form A for Sole Proprietorship or Form 3 for Limited Liability)

PLEASE NOTE: THE CURRENCY OF YOUR OFFER SHOULD BE IN GHANA CEDIS

Tenders should be submitted in LOTS

Tenders should be sealed and marked as:

LOT 1: 91186200 / 21.2199.4-400.00 "Supply of Branded T-Shirts"

LOT 2: 91186201 / 21.2199.4-400.00 "Supply of Snacks"

Tenders should be sent to the following address:

The Procurement Unit
GIZ Ghana
No. 7 Volta Street, Airport Residential Area, Accra
P.O. Box KA 9698,
Accra

To All Bidders:

- Bids must be submitted at the **GIZ Ghana Country Office Reception**.
- The deadline for submission is **25.02.2025 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.

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.