

INVITATION TO TENDER



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

SUPPLY OF EQUIPMENT

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

The GIZ Office Accra now 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. 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 to indicate their interest to participate in the tender not later than **10th December 2024**

Item	Description	Qty
Laptop – high quality	<ul style="list-style-type: none"> • Display: 13.0" - 14.0" FHD display (1920 x 1080), anti-glare and dirt-repellent, extremely low power consumption, • Dimensions (W x D x H): 28,8,1 x 20,8 x 0,84 cm • Processor: Intel(R) Core (TM) i7-1165G7 the 11th generation (4 cores, 8 MB cache, 1.8 GHz to 4.2 GHz, vPro capable) • Hard Drive: M.2 512GB PCIe NVMe Class 35 • Memory (RAM): 1x 16 GB LPDDR4X SDRAM • Keyboard: US-Layout • 1x HD camera • 12-36 month warranty • License: Windows 11 Pro • Laptop backpack • TPM 2.0 • 1gbps inbuilt ethernet port or External adapter 	2
Docking Station – high quality	<ul style="list-style-type: none"> • deal for all-day use, conference calls and multimedia content • Noise cancelling microphone • Connection options for smartphone or tablet via 3, 5 mm jack plug or Bluetooth. • Call acceptance/termination, volume control and mute button • Broadband audio • MS Teams support • 2.4GHz USB Nano Receiver • Headset type- Wireless 	1
Web Camera – high quality	<ul style="list-style-type: none"> • Max Resolution: 1080p/30fps • Focus type: fixed focus • Built-in mic: Mono • Mic range: Up to 3 ft (1 m) • Connector: Plug and Play USB-A 	11

Mobile phone	<ul style="list-style-type: none"> • Memory <ul style="list-style-type: none"> ○ RAM 8GB ○ ROM Size (GB) 128 • Network/Bearer <ul style="list-style-type: none"> ○ SIM: Dual-SIM, Nano-SIM (4FF) ○ SIM Slot Type SIM 1 + SIM 2 + MicroSD • Connectivity <ul style="list-style-type: none"> ○ Wi-Fi 802.11 b/g/n 2.4GHz • OS <ul style="list-style-type: none"> ○ Android 13 or the latest OS • Phone Case • Glass Screen protector • Complete mobile phone charger • Clearly state the phone brand and model number • 1-year warranty 	9
Headset	<ul style="list-style-type: none"> • ideal for all-day use, conference calls and multimedia content • Noise cancelling microphone • Connection options for smartphone or tablet via 3, 5 mm jack plug or Bluetooth. • Call acceptance/termination, volume control and mute button • Broadband audio • MS Teams support • 2.4GHz USB Nano Receiver • Headset type- Wireless 	1

Tenderers will be required to provide the following:

- **Signed Letter of Bid and Company Profile**
- **Priced Quotation (to the Required Specification)**
- **Tax Clearance Certificate**
- **Business Registration Certificate**
- **Declaration of Business Ownership by General Manager (3) (Inclusion of Form A for Sole Proprietorship or Form 3 for Limited Liability)**
- **VAT Registration Certificate**
- **SSNIT Clearance Certificate**
- **Data Sheet of equipment**
- **12 Months Warranty on items**

Delivery period must be indicated

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

Two copies of Tender documents must be submitted.

Tenders should be sealed and marked as.

Tenders Number:

91184924 / 19.0210.5-031.01 / Supply of IT Equipment

The Procurement Unit
GIZ Office
Tender No.
P.O. Box KA 9698
Accra

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

Deadline for Submission is **10th December 2024.**