

INVITATION TO TENDER



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

SUPPLY OF COMMUNICATION MATERIALS

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

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 |
|-----|--|--|------------|
| 1 | Polo Shirt - Lacoste | <ul style="list-style-type: none"> Vinyl print 100% cotton material Sizes; <ul style="list-style-type: none"> XXL - 40 XL - 60 L - 70 M - 40 S - 10 | 220 |
| 2 | Round Neck T-Shirt | <ul style="list-style-type: none"> Vinyl print 100% cotton material Sizes; <ul style="list-style-type: none"> XXL -40 XL - 60 L - 70 M - 50 S - 10 | 230 |
| 3 | T-Shirt with African print design | <ul style="list-style-type: none"> Vinyl print 100% cotton material Sizes; <ul style="list-style-type: none"> XXL -5 XL - 15 L - 15 M - 10 S - 5 | 50 |
| 4 | Pull-up banner | <ul style="list-style-type: none"> Standard size Aluminum base stand PVC Material | 10 |
| 5 | Mobile (Foldable) Backdrop & banner | <ul style="list-style-type: none"> Standard size Aluminum back stand Fabric printed banner material with velcro | 1 |
| 6 | Water flask | <ul style="list-style-type: none"> Capacity: 500 mL Material: Stainless Steel Cap Type: Screw Cap Design: Multi coloured Shape: Round Transparent: No | 500 |
| 7 | Factsheets | <ul style="list-style-type: none"> A4 size Art card 275 GSM | 200 |

| | | | |
|----|--------------------|---|------------|
| 8 | Tote bags | <ul style="list-style-type: none"> Standard size, fabric material Blue (250) White (250) | 500 |
| 9 | Cap | <ul style="list-style-type: none"> Embroidery print Blue (250) White (250) | 500 |
| 10 | File folder | <ul style="list-style-type: none"> A4 size with side pocket Art card Matte Laminated finishing | 500 |
| 11 | Mouse Pad | <ul style="list-style-type: none"> Standard size Round | 50 |

C) Bid documents

Tenderers will be required to provide the following:

- Signed letter of bid with
 - priced quotation to the **required specification and conditions including a picture, brand, and the model (where applicable) of equipment.**
 - 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 sealed and marked as;

Tenders Number: 91184541/ 19.4933.8-001.00/Supply of Communication Materials

Tenders should be addressed according to the tender number to:

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

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

Not later than **22nd November 2024.**

"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.