

INVITATION TO TENDER



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

SUPPLY OF FURNITURE

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

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 | Metal Patient Chair | 3-seater metal patient waiting chair with black leather upholstery | 1 |
| 2 | Metal Patient Chair | 2-seater metal patient waiting chair with black leather upholstery | 1 |
| 3 | Ergonomic Chair | Black ergonomic chair made of mesh material, featuring an adjustable headrest and armrest, 360-degree rotation, height adjustability | 17 |
| 4 | L-Shaped Desk with Drawer | Modern L-shaped computer desk with three drawers, one door, and MS legs. Made from Al-Noor MDF with 1mm PVC edging | 2 |
| 5 | Wooden Office Desk | Wooden office desk, featuring a keyboard tray, four drawers, one door, and dimensions of 82cm (L) x 52cm (B) x 11cm (H). | 15 |

C) Bid documents

Tenderers will be required to provide the following:

- Signed letter of bid with
 - 1.1. priced quotation to the **required specification and conditions including a picture, brand, and the model (where applicable) of equipment.**
 - 1.2. indication of **delivery period**
- Company profile, max. 5 pages A4
- Commercial qualification**
 - 3.1. Valid Tax Clearance Certificate,
 - 3.2. Business Registration Certificate,
 - 3.3. VAT Registration Certificate,

Valid SSNIT Clearance Certificate PLEASE NOTE:

THE CURRENCY OF YOUR OFFER SHOULD BE IN GHANA CEDIS

Tenders should be sealed and marked as:

Tenders Number: 91183859 / 20.2239.0-001.00 "Supply of Furniture"

Tenders should be addressed according to the tender number.

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 29th October, 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.