



# INVITATION TO TENDER



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

## SUPPLY OF IT EQUIPMENT AND STATIONERY

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

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
<b>LOT 1 IT EQUIPMENT</b>			
1	Laptop with Microsoft Office Suite	<b>a. Laptop</b> <ul style="list-style-type: none"> <li>Maximum Display Size: 14"</li> <li>Processor: 13th Gen Intel(R) Core (TM) i5 or higher</li> <li>Storage: 256GB SSD</li> <li>Memory (RAM): 1x 16 GB LPDDR4X SDRAM</li> <li>Keyboard: English UK/US-Layout</li> <li>1x HD camera</li> <li>12-month warranty</li> <li>Operating System: Windows 11 with genuine license</li> </ul> <b>b. Microsoft Office</b> <ul style="list-style-type: none"> <li>Microsoft Office Professional Plus Standalone License</li> </ul>	7 Pcs
2a	Multimedia Conference Room Facility	<b>a. Video Conferencing device with expansion microphones</b> <ul style="list-style-type: none"> <li><b>i. Camera</b> <ul style="list-style-type: none"> <li>Smooth motorized pan, tilt and zoom controlled from remote or console</li> <li>Pan +/- 90°</li> <li>Tilt +35° / -45°</li> <li>10x lossless HD zoom</li> <li>Full HD 1080p 30fps</li> <li>H.264 UVC 1.5 with Scalable Video Coding (SVC)</li> <li>Autofocus</li> <li>5 camera presets</li> <li>Far-end control (PTZ) of Conference Cam product (with supported services)</li> <li>Kensington security slot</li> <li>Video mute/unmute LED indicator</li> <li>Standard tripod thread</li> </ul> </li> <li><b>ii. Remote Control</b> <ul style="list-style-type: none"> <li>Camera, speakerphone, and call control</li> <li>5 camera presets</li> <li>Docks on speakerphone</li> <li>IR 28 foot (8.5 m) range</li> <li>CR2032 battery (included)</li> </ul> </li> <li><b>iii. Speakerphone</b> <ul style="list-style-type: none"> <li>Full-duplex performance</li> <li>Acoustic echo cancellation</li> <li>Noise reduction technology</li> <li>Ultra-wideband audio</li> <li>Pairs with mobile devices via Bluetooth and NFC</li> <li>LCD for caller ID, call duration and other functional response</li> <li>LEDs for speakerphone streaming, mute, hold, and Bluetooth</li> <li>Tactile buttons for call answer/end, volume and mute, Bluetooth, and camera controls</li> <li>5 camera presets for pan, tilt, and zoom settings</li> <li>Kensington security slot</li> </ul> </li> </ul>	1 Pc

	<b>i. Microphones</b> <ul style="list-style-type: none"> <li>Pickup Range: 19.69 ft (6 m)</li> <li>Pickup range with expansion mics: 27.89 ft (8.5 m)</li> <li>Four omnidirectional, beamforming microphones</li> <li>Frequency response: 100Hz – 11KHz</li> <li>Sensitivity: -28 dB +/-3dB</li> <li>Distortion: &lt;5% from 200Hz</li> </ul> <b>ii. Hubs/Cables/Power/Other Accessories</b> <ul style="list-style-type: none"> <li>Central Hub connects and powers all components</li> <li>Under-table mounting adhesive included</li> <li>One cable to camera: 5 m (16.4 ft)</li> <li>One cable to speakerphone: 5 m (16.4 ft)</li> <li>Extended cables available: 32.81 and 49.22ft (10and 15 m)</li> <li>One USB cable for connection to PC/Mac: 7 ft (2 m)</li> <li>AC Power adapter with regional plugs</li> <li>Power cable: 9.84 ft (3 m)</li> <li>Dual-purpose bracket works for both wall mounting and tabletop elevation</li> </ul> <b>iii. Expansion Microphones</b> <ul style="list-style-type: none"> <li>Connection Type: Plug-and-play</li> <li>Indicator Lights (LED): LED to confirm video streaming, microphone mute, on-hold, and Bluetooth pairing.</li> <li>Microphone Type: Mono, wideband, noise canceling</li> <li>Buttons / Switch: Microphone mute</li> </ul> <b>a. TV Screen</b> <ul style="list-style-type: none"> <li><b>Screen Size:</b> 65-inch LED Panels</li> <li><b>TV type:</b> Smart TV</li> <li>Built-in WiFi and Bluetooth</li> <li><b>Connectivity:</b> USB 2.0, HDMI, AV Video in/out, COAX, Ethernet</li> <li>Power Consumption: 110 – 240 V, 65 W</li> <li><b>Additional features:</b> Screen Mirroring</li> </ul> <b>b. TV Stand</b> <ul style="list-style-type: none"> <li>TV Stand with rolling cart/wheel for 65in TV</li> </ul> <b>c. HDMI Cable</b> <ul style="list-style-type: none"> <li><b>20-meter HDMI Cable</b></li> </ul>	1 Pc
2b	<b>Heavy Duty Multi-purpose Printer</b> <ul style="list-style-type: none"> <li><b>Functionality:</b> Print, Copy, Scan, (Optional Fax)</li> <li><b>Output Speed:</b> 25 ppm (Black &amp; White &amp; Color)</li> <li><b>Resolution:</b> 600 dpi (print/copy), 1200 x 1200 dpi (print)</li> <li><b>Warm-Up Time:</b> 26 seconds</li> <li><b>Memory:</b> 4GB RAM, 320GB HDD</li> </ul> <b>Paper Handling</b> <ul style="list-style-type: none"> <li><b>Capacity:</b> <ul style="list-style-type: none"> <li>Standard: 1,200 sheets</li> <li>Maximum: 2,300 sheets</li> </ul> </li> <li><b>Supported Sizes:</b> <ul style="list-style-type: none"> <li>Trays: A6 to A3 (5.5" x 8.5" to 12" x 18")</li> <li>Bypass: Up to 12.6" x 18", custom sizes supported</li> </ul> </li> <li><b>Media Types:</b> Plain, recycled, envelopes, coated, high-gloss, labels</li> </ul> <b>Printing</b> <ul style="list-style-type: none"> <li><b>Processor:</b> Intel Atom 1.33 GHz</li> <li><b>Languages:</b> PCL5c, PCL6, PostScript®3™, PDF Direct Print</li> <li><b>Connectivity:</b> Ethernet, USB 2.0, optional Wi-Fi</li> <li><b>Operating Systems:</b> Windows Server 2016/2019, Windows 10/11</li> </ul>	1 Pc

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		<p><b>Scanning</b></p> <ul style="list-style-type: none"> <li>• <b>Speed:</b> Up to 80 images per minute</li> <li>• <b>Resolution:</b> Up to 1200 dpi (TWAIN)</li> <li>• <b>Scan-To Options:</b> Email, Folder, URL, USB/SD Card</li> </ul> <p><b>Security</b></p> <ul style="list-style-type: none"> <li>• Data encryption, locked print, user authentication, HDD encryption, and quota management, TLS 1.3 support</li> </ul> <p><b>Additional Features</b></p> <ul style="list-style-type: none"> <li>• 10.1" Smart Operation Panel</li> <li>• Automatic Duplexing</li> </ul>	<b>1 Pc</b>
2c	<b>3 in 1 Multifunction Printer</b>	<p><b>Features</b></p> <ul style="list-style-type: none"> <li>• Functionality: Print, copy, scan, fax</li> <li>• Print Technology: Laser</li> <li>• Print Speed: Up to 28 pages per minute (ppm) in both color and black &amp; white</li> <li>• Print Resolution: Up to 600 x 600 dpi</li> <li>• Monthly Duty Cycle: Up to 30,000 pages</li> <li>• Recommended Monthly Page Volume: 1,500 to 4,500 pages</li> <li>• Paper Capacity: <ul style="list-style-type: none"> <li>○ Input Tray: 250-sheet input tray, 100-sheet output bin</li> <li>○ Additional Trays: Optional 550-sheet input tray (for a total of up to 800 sheets)</li> </ul> </li> <li>• Paper Sizes Supported: A4, A5, B5, Letter, Legal, etc.</li> <li>• Scan Resolution: Up to 1200 x 1200 dpi</li> <li>• Copy Resolution: Up to 600 x 600 dpi</li> <li>• Fax Modem Speed: 33.6 kbps</li> <li>• Connectivity: <ul style="list-style-type: none"> <li>○ Wired: USB 2.0, Ethernet</li> <li>○ Wireless: Wi-Fi 802.11b/g/n</li> <li>○ Mobile Printing: Apple AirPrint, Google Cloud Print, HP Smart App</li> </ul> </li> <li>• Display: 4.3-inch color touchscreen</li> </ul>	<b>2 Pcs</b>
2d	<b>Digital Camera and Accessories</b>	<p><b>Camera Body</b></p> <ul style="list-style-type: none"> <li>• High image quality with 32.5 Megapixel CMOS (APS-C) sensor</li> <li>• High-speed continuous shooting of up to 10 fps with no time Lag during off shooting</li> <li>• 4K UHD 30P/ Full HD 120P video</li> <li>• 45-Point All Cross-type AF System supports up to 27 points with an F/8 metering</li> </ul> <p><b>Accessories</b></p> <ul style="list-style-type: none"> <li>• 18-55mm f/4-5.6 IS STM Lens</li> <li>• 128GB Camera SD Card</li> <li>• Camera Bag</li> </ul>	<b>1 Pc</b>
<b>LOT 2 STATIONERY</b>			
6	<b>Paper Glue</b>	• Boxes of liquid paper glue	<b>5</b>
7	<b>Stapler</b>	• Stapler medium size	<b>8</b>
8	<b>Staple pin remover</b>	• (3in a box) Staple pin remover	<b>6</b>
9	<b>Arch files</b>	• Arch files (See picture in the link below)	<b>18</b>
10	<b>Extension Board</b>	• Extension boards – each with 6 outlets (3 meters long)	<b>11</b>

11	<b>A4 Envelopes</b>	• Packs of A4 Envelopes - brown	<b>12</b>
12	<b>Toners</b>	• HP 415A Toners (10 black, 8 yellow, 8 cyan, 8 magenta)	<b>34</b>
13	<b>Pens</b>	• Boxes of Black and blue pens	<b>4</b>
14	<b>Erasers</b>	• Boxes of Erasers	<b>2</b>
15	<b>Sharpener</b>	• Boxes of Sharpeners	<b>2</b>
16	<b>Ruler</b>	• Packs of Ruler (30cm long)	<b>6</b>
17	<b>Metal mesh trays</b>	• Metal mesh desk trays	<b>6</b>
18	<b>Art cards</b>	• Art cards	<b>2</b>

**C) Bid documents**

Tenders will be required to provide the following:

- Signed letter of bid with
  - 1.1. priced quotation to the **required specification and conditions**
  - 1.2. **pictures** of all items offered
  - 1.3. 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,
  - 3.4. Valid SSNIT Clearance Certificate
  - 3.5. 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: 91186474 / 23.2260.0-001.00 "Supply of IT Equipment"**

**LOT 2: 91186475 / 23.2260.0-001.00 "Supply of Stationery"**

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 **13.03.2025 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.**