

GHANA FUND

INTERNATIONAL NEGOTIABLE PROCUREMENT TENDER NOTICE

Tender Ref.: **GF/OFFICE/2026/01**

Date: 4th January 2026

01-01-2026

1. Invitation to Tender

Ghana Fund invites **suppliers and manufacturers** to submit bids for the supply of **various office equipment** under an **International Negotiable Procurement (OEM / EPC-Lite with or without Supplier's Credit)** arrangement.

This procurement targets reliable suppliers capable of delivering **high-quality office equipment** to Ghana Fund on an **agreed schedule and terms**.

2. Scope of Supply

The procurement includes, but is not limited to:

- Office furniture (desks, chairs, filing cabinets, conference tables)
- IT equipment (desktop computers, laptops, servers, printers, scanners)
- Telecommunication equipment (VOIP phones, video conferencing kits)
- Office appliances (photocopiers, shredders, projectors, air conditioners)
- Security equipment (CCTV, GSM Breakers, asset trackers, etc.)
- Accessories and consumables (keyboard/mouse, digital storage devices, UPS, cables, stationery)

Quantity: As per Ghana Fund specifications to be provided to shortlisted suppliers.

Delivery: CIF or DDP Ghana

3. Eligibility Criteria

Suppliers must:

1. Be a **manufacturer or distributor** of office equipment.
2. Be able to comply with **negotiable payment or supplier credit terms**.

4. Payment & Credit Terms

- Payment: Negotiable, including possible **suppliers' credit** for qualified suppliers.
- Credit duration: **168 days** from shipment.
- Currency: USD, EUR, or GBP (negotiable).
- LC/SBLC or other secure payment mechanisms acceptable.

5. Tender Submission Fee

- Non-refundable fee: **GH¢30,000** if paying within Ghana;
US\$3,000 or £2,250 or €2,600 if paying from outside Ghana.

- Proof of payment must be attached to the tender submission.
- Payments must be made SWIFT / TT or account-account transfer to the following account:

Bank Name:	Stanbic Bank
Bank Address:	Stanbic Heights, Airport City, Accra, Ghana.
Account Name:	Ghana Fund
Account Number:	9040013097512
SWIFT Code:	SBICGHAC

6. Tender Submission Requirements

Suppliers must submit:

1. Company profile and business registration documents.
2. Technical specifications and compliance certificates where applicable.
3. Proposed **unit price, delivery terms, and payment schedule**.
4. Proposed **credit terms, interest rates, and repayment schedule**.
5. Documentation supporting **ECA credit facilitation**, if applicable.

7. Tender Opening & Evaluation

Tenders will be evaluated based on:

1. Price competitiveness (total landed cost)
2. Credit term flexibility and ECA alignment
3. Compliance with technical and quality standards
4. Delivery reliability

8. Submission Deadline

All tenders must be submitted **no later than 15th January 2026 at 17.00 Hours GMT** via email to procurement@ghana-fund.com or hard copy to:

Procurement Department,
Ghana Fund
BF-400, Emmanuel Okley-Odai Close
C-14, Lashibi
Accra, Ghana

9. Clarifications

Interested suppliers may request clarifications up to **10 days before the submission deadline** via email to procurement@ghana-fund.com. All responses will be shared with all prospective bidders.

10. Right to Accept or Reject

Ghana Fund reserves the right to accept or reject any or all tenders without assigning any reason, in accordance with its procurement policies.

11. Contact Information

For further information, please contact:

Procurement Department

Email: procurement@ghana-fund.com

Tel: +233-26-119 9934, +233-53-756 6311