

## GHANA FUND

# INTERNATIONAL NEGOTIABLE PROCUREMENT TENDER NOTICE

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

Date: 4<sup>th</sup> January 2026

01-01-2026

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### 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:      | <b>Stanbic Bank</b>                                 |
| Bank Address:   | <b>Stanbic Heights, Airport City, Accra, Ghana.</b> |
| Account Name:   | <b>Ghana Fund</b>                                   |
| Account Number: | <b>9040013097512</b>                                |
| SWIFT Code:     | <b>SBICGHAC</b>                                     |

## **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 15<sup>th</sup> January 2026 at 17.00 Hours GMT** via email to [procurement@ghana-fund.com](mailto: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](mailto: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](mailto:procurement@ghana-fund.com)  
Tel: +233-26-119 9934, +233-53-756 6311