

# GHANA FUND

## TENDER INVITATION – OFFICE RENOVATION, ACCRA

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

**Date:** 1 January 2026

\*\*\*\*\*

### 1. Invitation to Tender

Ghana Fund invites **qualified international and local contractors** to submit **negotiable bids** for the **renovation of its offices in Accra**.

This procurement is under an **International Negotiable Procurement framework (OEM / EPC-Lite with Supplier's Credit)**. Suppliers capable of **delivering high-quality renovation works** and offering **credit terms of 168–364 days** are encouraged to apply.

### 2. Scope of Work

The renovation works include, but are not limited to:

1. **Civil Works** – Partitioning, plastering, flooring, painting, ceiling works.
2. **Electrical Works** – Rewiring, lighting installation, backup power integration.
3. **HVAC & Plumbing** – Air conditioning, ventilation, plumbing repairs/upgrades.
4. **Interior Finishes & Furnishing** – Office furniture installation, fittings, decor.
5. **IT & Telecommunication Works** – Structured cabling, network setup, conference rooms.
6. **Safety & Security** – Fire safety installations, access control, CCTV.

**Location:** Ghana Fund Office, Accra, Ghana

**Project Duration:** To be proposed by bidders

### 3. Eligibility Criteria

Suppliers must:

1. Be licensed contractors or authorized renovation service providers.
2. Demonstrate experience in office renovation projects.
3. Provide references for completed projects within the last 5 years.
4. Be able to provide suppliers' credit/payment terms of 168–364 days.
5. Provide valid business registration and relevant professional certifications.

### 4. Payment & Credit Terms

- **Payment:** 168 days from commencement of works or as agreed.
- **Currency:** GHC, USD, or EUR (negotiable).
- **Payment Method:** LC, SBLC, or mutually agreed bank instrument.

### 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, registration, licenses, and tax clearance certificates.
2. Detailed **technical proposal** (methodology, materials, timelines).
3. **Commercial proposal** (itemized pricing per lot, credit terms, proposed schedule).
4. References for previous renovation or office fit-out projects.

## 7. Tender Opening & Evaluation

Tenders will be evaluated based on:

1. Price competitiveness and total project cost.
2. Supplier experience and track record in office renovations.
3. Quality of proposed methodology and materials.
4. Project timeline and delivery capacity.
5. Flexibility of suppliers' credit (168–364 days).

## 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