

# SPECIFIC PROCUREMENT NOTICE

## Request for Bids

(Single Stage - One Envelope)

**Name of Purchaser :** Ministry of Finance  
**Name of Project :** Ghana Development Finance Project  
**Contract Title :** Acquisition of Computers and Office Equipment  
**Name of Country :** Republic of Ghana  
**Project ID Number :** P169742  
**IFB Number :** GH-GDFP-194709-GO-RFB  
**Issuing date of the IFB:** September 19, 2022

1. The Government of Ghana has received Credit from the International Development Association toward the cost of the Development Finance Project and it intends to apply part of the proceeds toward payments under the contract for “**Acquisition of Computers and Office Equipment**”.
2. The Ministry of Finance, through the Project Secretariat, now invites sealed bids from eligible and qualified Bidders for the Procurement of the under listed requirements;

Lot No.	Description	Quantity	Bid Security (GHC)	Delivery Period after Award of Contract
1	Microsoft SQL Server License 2019	1	42,000.00	45 Days
	Microsoft Visual Studio 2022	1		
	Crystal Reports 2020	1		
	Adobe Acrobat Pro DC	3		
	Crystal Reports for Visual Studio 2022	1		
	Laptop Computers	19		
	Laptop Computers	3		
	Notebook	4		
	Notebook	2		
	Tablets	29		
	Firewall	1		
	Switch (24 port)	1		
	Switch (8 port)	1		
	75inch wide Screens for Projection	4		
	Rally Bar	2		
	UPS for Servers	1		
	Windows Server 2022 Standard License	5		
	Rack Servers	2		
	VMware vSphere Standard License	3		
	Ultra Wide Monitors(stock Surveillance	10		
2	IP PABX System	1	8,000.00	45 Days
	IP Phones	100		

3. Bidders can quote for any or all Lots. Bids will be evaluated and contract awarded on lot basis. Partial quotations shall be rejected.
4. Bidding will be conducted through National Competitive Procurement using a Request for Bids (RFB) as specified in the World Bank's "Procurement Regulations for IPF Borrowers" ("Procurement Regulations"), July 2016, revised November 2017, August 2018 and November 2020 and is open to all eligible Bidders as defined in the Procurement Regulations.
5. Interested eligible Bidders may obtain further information from the Ministry of Finance, Project Secretariat, Financial Service Division (FSD) First Floor, New Block Room 112 and inspect the Bidding Documents at the address (1) given below from **Monday, September 19, 2022** from **9:00am to 4:30pm** on working days.
6. The bidding documents in English **may be purchased by** interested eligible Bidders upon the submission of a written application to the address (1) below and upon payment of non-refundable fee of **Five Hundred Ghana (GHC500.00)**. The Method of payment will be by cash payable at the Ministry of Finance, New Block, Project Account Office, 1<sup>st</sup> Floor, Room 117).
7. All Bids must be accompanied by a **Bid Security**. The amount of Bid Security required is **Lot 1 – GHC42,000.00** and **Lot 2 – GHC8,000.00**
8. Bids must be delivered in person by the bidders or representative to the address (2) below at or before 11:00 GMT on **Wednesday, October 19, 2022**. Bidders or their representative shall sign the bid submission form provided at the venue for bid submission. Electronic Bidding will not be permitted. Late bids will be rejected.
9. Bids shall be publicly opened in the presence of the Bidders' designated representatives who choose to attend at the address (2) below at 11:00GMT on **Wednesday, October 19, 2022**.

The addresses referred to above are:

**Address (1) For purchase and clarification:**

The Procurement Specialist,  
Project Secretariat,  
Room No.112, First (1st Floor),  
Ministry of Finance (New Block, Head Office),  
Email: [dfp@mofep.gov.gh](mailto:dfp@mofep.gov.gh)  
Telephone number: +233 (0) 202099012:

**Ghana Post Digital Address:** GA-144-2024

**Address (2) For Bid Submission and bid opening:**

Ministry of Finance,  
Ghana Development Finance Project, Project Secretariat,  
(i) Room No.112, First (1st Floor), (**For Bid Submission**)  
(ii) Conference Room, New Block, 1<sup>st</sup> Floor, Room 132  
(**For Bid Opening**) Ministry of Finance, Accra,  
Ghana

Location: Finance Drive, Ministries-Accra **Ghana Post Digital Address:** GA-144-2024