



## Specific Procurement Notice Invitation for Bids [IFB] Goods

(One-Envelope Bidding Process)

**IFB Number:** MOF/ERFI/AfDB/GDS/01/2024  
**Project:** Institutional Support Project: Enhancing Regional Financial Integration in West Africa (ISP\_ERFI)  
**Project ID:** PZ1\_K00\_122  
**Purchaser:** The Government of the Republic of Ghana  
**Contract title:** Supply, Delivery and Installation of Office equipment for the RFSC Secretariat  
**Country:** Ghana  
**Grant No.:** 2100155042417  
**Procurement Method:** Open Competitive Bidding, National  
**OCBN/IFB No:** MOF/ERFI/AfDB/GDS/01/2024  
**Issued on:** October 10, 2024

This Invitation for Bids follows the General Procurement Notice (GPN) for this project that appeared in UNDB online AFDB-P842303- 5-Sep-2023 of 5-Sep-2023 on-line and on the African Development Bank Group's Internet Website.

2. The Republic of Ghana has received Financing from the African Development Bank in various currencies towards the cost of Institutional Support Project: Enhancing Regional Financial Integration in West Africa (ISP\_ERFI). It is intended that part of the proceeds of this Grant will be applied to eligible payments under the contract for Supply, Delivery and Installation of Office equipment for the RFSC Secretariat.
3. The RFSC Secretariat acting on behalf of the Ministry of Finance, now invites sealed bids from eligible bidders for the Supply, Delivery and Installation of Office equipment for the RFSC Secretariat.

<u>Items</u>	<u>Item</u>	<u>Quantity</u>	<u>Bid Security</u> GHS	<u>Delivery Period</u>
<b>Lot 1: Computers and Accessories</b>				
1	Laptop computers and accessories	10 pcs	40,000	90 days

2	All-In-One Desktop computers	5 pcs		
3	UPS for desktops	5 pcs		
4	Heavy Duty Photocopier Multifunctional Printer	2 pcs		
5	Comb Binding Machine	1 pc		
6	Wireless Router	5 pcs		
7	Paper shredder	1 pc		
8	Projector	1 pc		
<b>Lot 2: Office Furniture</b>				
1	Work stations (4-in-1)	1 Pc	10,000	90 days
2	Work station Chair	4 Pcs		
3	L-Shape Office Desk	1 Pc		
4	Executive Swivel Chair	7 Pcs		
5	Metal Cabinet	1 Pc		
6	White Board	1 Pc		
7	Extension Board	2 Pcs		
8	Electric Kettle	3 pcs		
9	Microwave	1 Pc		
<b>Lot 3: Office Stationery</b>				
1	A4 Paper	30 Boxes	5,000	90 days
2	A4 Envelope	5 Boxes		
3	Quarto Size Envelope	5 Boxes		
4	A3 Size Envelope	5 Boxes		
5	Official White Envelope	5 Boxes		
6	Stapler	5 Pcs		
7	Staple Pins	5 Packs		
8	Paper Clips (10mm)	5 Packs		
9	Paper Clips (15mm)	5 Packs		
10	Paper Clips(19mm)	5 Packs		
11	Paper Clips (26mm)	5 Packs		
12	Paper Clips (41mm)	5 Packs		
13	Arch Files	5 Boxes		

***Bidders may quote for any or all Lots. Bidders shall quote for all items in each lot. Partial quotations shall be disqualified.***

4. Bidding will be conducted through the Open Competitive Bidding (National), (OCBN) method as specified in the Bank's "Procurement Framework for Borrowers" October 2015 ("Procurement Framework") and is open to all eligible bidders as defined in the Procurement Framework.

5. Interested eligible Bidders may obtain further information from **Address 1** below and inspect the bidding document during office hours **0900 to 1600 hours GMT** on business days at the **Address 1** given below.
6. The bidding document 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 a non-refundable fee of **GHS1,500.00** The method of payment will be cash.

**Address 1**

**The Project Coordinator,  
Institutional Support Project: Enhancing Regional Financial  
Integration in West Africa,  
Ministry of Finance,  
P. O. Box MB40,  
Accra-Ghana**

**ATTN. Procurement Unit  
New Block, Room 112  
Ministry of Finance  
Email Addresses: [Kdarfoor@mofep.gov.gh](mailto:Kdarfoor@mofep.gov.gh)**

7. The document may be collected by hand at the address above for all bidders upon receipt of payment from bidders.
8. The provisions in the Instructions to Bidders and in the General Conditions of Contract are the provisions of the African Development Bank Standard Bidding Document: Procurement of Goods or Procurement of Works.
9. Bids must be delivered to the **Address 1** above on or before **11.00am on Tuesday, November 12<sup>th</sup>, 2024**. Electronic Bidding will not be permitted. Late Bids will be rejected.
10. Bids will be publicly opened in the presence of the Bidders' designated representatives and anyone who chooses to attend at **Address 1** above at **11.15am on Tuesday, November 12<sup>th</sup>, 2024** at the **First Floor, New Block, Room No.112, Financial Service Division (FSD), Ministry of Finance, Accra, Ghana**.
11. All Bids must be accompanied by Bid Security of amount(s) and currency stated in paragraph 2 above.