

# BANK OF GHANA

## UPDATE AND REGISTRATION OF OLD AND NEW SUPPLIERS, CONTRACTORS, CONSULTANTS AND OTHER SERVICE PROVIDERS

The **Bank of Ghana** in pursuance of the provision of the Public Procurement Act, 2003 (Act 663) and Public Procurement (Amendment) Act, 2016 (Act 914) intends to update its suppliers register for Contractors, Consultants, and service providers for Goods, Services and Works.

The supplier registration and updating exercise is open to companies, firms, enterprises and ventures registered with the Registrar General's Department of Ghana including those who currently supply Goods, Works and Services to Bank of Ghana and will want to continue.

Registration covers the following categories of suppliers and services providers:

CATEGORY /DESCRIPTION		CLASSIFICATION
<b>CATEGORY CODE A : WORKS AND SERVICES</b>		
<b>A1</b>	<b>Building Consultancy Services</b>	Architectural, Quantity Surveying and Cost Engineering, Mechanical and Electromechanical, Electrical ETC
<b>A2</b>	<b>Technical Consultancy Services</b>	Electronic Security Systems, ICT Systems, Land Surveying, Valuation & Real Estate, Landscaping & Horticultural Services ETC
<b>A3</b>	<b>Construction</b>	Building/Civil, Electrical, Mechanical & Electromechanical Works, Security Installation Systems, Landscaping and Horticultural Works ETC
<b>A4</b>	<b>Other Services including Maintenance and Repairs</b>	Janitorial, Waste Management, Fumigation, Security Locks, Roller Shutters, Glazing, Interior Decoration ETC
<b>CATEGORY CODE B: GOODS</b>		
<b>B1</b>	<b>Medical Consumables</b>	Galenicals, Surgicals, Lab Reagents, Dressings, Orals, External and Injectables, Medical Accessories, Pharmaceuticals, Etc.
<b>B2</b>	<b>Medical Equipment</b>	Overbed Table, Heavy Duty Elbow Crutch, Under Arm Crutch, Wheel Chair, Manual Bed, Drip Stand, Stethoscope, Examination Couch, Bedside Locker, Ward Screen, Plastic Trolley, Sphygmoma Etc.

<b>B3</b>	<b>Publication and Printing</b>	Letter Heads, Identity Cards, Gift Bags, Publication and Gazettes, Printing Materials, Calendars, Diaries, Christmas Cards, Printing of Annual Reports and other Emergencies, Etc.
<b>B4</b>	<b>Stationary Items</b>	Photocopier Papers, Pens, Pencils, Files, Toners, Staple Machines, Staple Pins, Miscellaneous Stationery Items Etc.
<b>B5</b>	<b>Sanitary Items</b>	Cleaning Materials, Toilet Rolls, Liquid Sanitizers, Liquid Soaps, Liquid disinfectants, Izal, Bleach, Hand Paper Towel, Toilet Sanitizer, Hand Wash Soap, Air Freshener, Insecticide spray, Dish Washing Soap, etc),
<b>B6</b>	<b>Protective Clothing</b>	Boots, Gloves, Nose Mask, Protective Uniforms, Ear Mufflers, Etc.
<b>B7</b>	<b>Motor Vehicles</b>	Trucks, Armoured Bullion Vehicles, Escort Vehicles, Cross Country Vehicles, Water Tankers, Forklifts, Motor Bikes, Pick-up and Saloons Etc.
<b>B8</b>	<b>Motor Vehicle Accessories</b>	Batteries, Tyres, Spare Parts, Etc.
<b>B9</b>	<b>Furniture and Equipment</b>	Furniture and Fittings (Residential), Furniture and Fittings (Office), Waste Bins, Refrigerators, Household Equipment, Etc.
<b>B10</b>	<b>Building Supplies (Hardware/Equipment)</b>	Plumbing items, Electrical fittings & Fixtures, Generator Sets, Air-conditioning Units, accessories & spare parts, Lift accessories & spare parts, Paints, Doors & Cabinet Locks, Hinges, PVC Pipes ETC
<b>B11</b>	<b>IT Equipment and Accessories</b>	Desk-top Computers, Laptop Computers, Tablets, Printers, Scanners, Photocopiers, Toners, Cartridges, Servers, UPS,
<b>B12</b>	<b>Workshop Equipment</b>	Tyre Balancing Machine, Tyre Replacement Machine, Battery Charger, Basic Mechanical Tools, Tyre Pressure Gauge, Air Compressor, Heavy Jack, Light Duty Jack, Axle Stand, Battery Jumper, Oil Pump, Grinding Machine, Tools Trolley, Monkey Jack Etc.
<b>B13</b>	<b>Security and Fire Safety Equipment</b>	Fire Safety Equipment, Torch lights and Lamps, Dry Cell Batteries Etc.
<b>B14</b>	<b>Canteen Supplies</b>	Cafeteria Equipment, Canteen Drinkables, Canteen Edibles, Canteen Non Edibles.
<b>B15</b>	<b>Clearing and Freight Forwarding Services</b>	All Clearing and Freight Forwarding Services at Tema Port, Takoradi Port and Kotoka International Airport.

Interested and eligible firms seeking pre-qualification may obtain registration forms from:

The Head  
Corporate Management and Services Department  
Bank of Ghana  
General Services Complex  
Spintex Road - Accra.

Tel: Nos. 0302 – 550494/5;

Or print copies of registration forms from the website of the Bank of Ghana.

The completed registration forms must include the under listed mandatory documents:

- a. Valid Business Registration Certificate with TIN (Certificate of incorporation and certificate to commence business, business registration form A).
- b. Valid VAT Clearance Certificate or if exempt, evidence of exemption.
- c. Valid Tax Clearance Certificate
- d. Valid SSNIT Certificate (where applicable)
- e. Company Profile (Business location, Business Address, Ghana Post GPS Address, and major product/business line)
- f. Valid Manufacturers Authorization where applicable.
- g. Companies that deal in disinfestation must be certified by Environmental Protection Agency (EPA)

Firms in construction works must be classified by the Ministry of Water Resources, Works and Housing in (D1, K1 – D4, K4) whereas Electrical Contractors must be classified in (E1, E2, E3) and must also provide a certified certificate from the Electricity Company of Ghana. Additionally, Consultants must be certified by their respective Professional Bodies.

Firms engaged in Construction works which seek to participate in this exercise as well as Consultants who wish to do same must in addition to providing the above listed mandatory documents, provide the following:

- a. Evidence of previous works executed within the last five (5) years with their contract sum in Ghana Cedis. (Include Names and Addresses of clients or employers).
- b. Evidence of Equipment Holdings relative to the category of work in which pre-qualification is sought.
- c. Curriculum Vitae (CV) of the firms' key Technical and Senior staff.
- d. Audited and Published Accounts for the following years – (2014, 2015 and 2016).

A sealed envelope containing pre-qualification documents with cover letter marked: **BOG PRE-QUALIFICATION 2018 quoting specific category code** and addressed

to **The Head, Corporate Management and Services Department, Bank of Ghana** should be deposited in the Tender Box at the **Procurement and Transport Office, 1<sup>st</sup> Floor, General Services Complex, Bank of Ghana, Spintex Road, Accra** on or before **10: 00 am, April 13, 2018**.

**NB.**

- The Bank would conduct site visitations to all responsive companies to verify address and business location provided.
- Any indication of more than one company offering the same product line with the same directors but registered in different names will have all the companies automatically disqualified.

(Sgd.)

**CAROLINE OTOO (MRS.)  
THE SECRETARY**

**Date: 21<sup>st</sup> March, 2018**