



# Invitation for Tenders

## BANK OF GHANA

### NOTICE NO. BG/GOV/SEC/2019/10

- 1 **Bank of Ghana** intends to apply part of its budget for 2019 to fund eligible payments under the contract for the **procurement of stationery items**.

<b>Package number</b>	<b>DESCRIPTION</b>	<b>QTY (UNIT)</b>	<b>Amount(GH)</b>	<b>DELIVERY PERIOD</b>
GR/BOG/GD/0058/2019	Procurement of stationery items	Various	200	60 days

**Tenderers may quote for one item or more items.**

2. **Bank of Ghana** invites sealed Tenders from suppliers for the supply of the above-mentioned stationery items. Tendering will be conducted through the **National Competitive Tendering (NCT)** procedures specified in the Public Procurement Act 2003, (ACT 663) as Amended and the Guidelines of the Public Procurement Authority of the Republic of Ghana.
3. Tenderers shall quote for all quantities in the package. Tenders not offering all quantities in the package **shall be declared non-responsive**.
4. Interested eligible suppliers at the address below may obtain a complete set of Tender documents from **Monday to Friday** between the hours of **09:00am to 4:00p.m.** The document will be available from **JULY 31, 2019 to AUGUST 16, 2019** for inspection and purchase.
5. The document shall be purchased in person on submission of a written application letter to the address below and upon payment of a non-refundable fee of **Two Hundred Ghana Cedis (GH¢200.00)** to Account Name and Number: **Miscellaneous Income; PL 52078** at the Banking Hall, Bank of Ghana or at any of its branches in the country and submit the pay-in-slip to the Procurement and Transport Office, CPC Building, Complex, 1st Floor, Bank of Ghana, Spintex, Accra.
6. Tenderers may obtain further information from the **Bank of Ghana, 1<sup>st</sup> Floor ,CPC Block, General Services Complex, Spintex Road, Flower Pot Roundabout** from **9.30am to 4.30pm** local time from **July 31, 2019 onwards** till the close of tender.

7. All Tenders must be accompanied by a **Tender Security** of not less than **Two percent (2%)** of the **Total Tender Price** from a **Reputable Bank or Insurance company**. Tender security shall be in the currency of the tender.
8. Tenders will be opened in the presence of the Tenderers and/or their representatives who choose to attend at the **Bank of Ghana, 4th Floor, No.1 Thorpe Road. P. O. Box 2674 Accra.**
9. Tenderers shall submit their tenders with the following documents:

**Valid Certificate of Incorporation/Registration**  
**Valid Certificate to Commence Business for limited liability companies**  
**Valid Tax Clearance Certificate**  
**Valid SSNIT Certificate**  
**Valid VAT Certificate**  
**Valid PPA Registration Certificate**

Please note that all documents shall be valid at the time of tender closure.

10. Tenders must be delivered to the address below on or before **10.30 am, August 16, 2019**
11. Tenders shall be valid for a period of **120 days** after deadline for tender submission.  
**Late submissions shall be rejected:**

**Location for Tender Submission:**

**Bank of Ghana**  
**Secretary's Department**  
**4<sup>th</sup> Floor**  
**High Street, No. 1 Thorpe Road**  
**P.O Box 2674**  
**Accra**

**Address for further information or clarification:**

**Bank of Ghana**  
**Procurement and Transport Department,**  
**1<sup>st</sup> Floor CPC Block**  
**P.O Box 2674**  
**Accra**

**Telephone Nos. : 233-0302-550500**

**Ext: 7130/7137/7145**

**E-mail: [ayitey.quaye@bog.gov.gh](mailto:ayitey.quaye@bog.gov.gh)**  
**[frank.mensah@bog.gov.gh](mailto:frank.mensah@bog.gov.gh)**  
**[hamza.sawyer@bog.gov.gh](mailto:hamza.sawyer@bog.gov.gh)**  
**[Isaac.narh@bog.gov.gh](mailto:Isaac.narh@bog.gov.gh)**

(Sgd.)  
**FRANCES VAN-HEIN SACKY (MRS)**  
**THE SECRETARY**

**24TH JULY, 2019**