



**BANK OF GHANA  
NOTICE NO. BG/GOV/SEC/2020/8**

**INVITATION FOR TENDERS  
NATIONAL COMPETITIVE TENDERING (NCT)**

1. **Bank of Ghana** intends to apply part of its budget for 2020 to fund eligible payments under the contract for the supply of **Calendars and Dairies for the year 2021** in the table below:

<b>PACKAGE NUMBER</b>	<b>DESCRIPTION</b>	<b>QUANTITY (UNITS)</b>	<b>DELIVERY PERIOD</b>
<b>(GR/BOG/GD/0080/2020)</b>	<b>Standard Desk Dairy A5</b>	<b>5000 Pcs</b>	<b>Ninety (90) days</b>

2. **Bank of Ghana** therefore invites sealed Tenders through the National Competitive Tender for the supply of the above-mentioned items. Tendering will be conducted through the **National Competitive Tendering Method (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 lot. Tenders not offering all quantities in the lot **shall be declared non-responsive.**
4. Interested eligible suppliers at the address below may obtain a complete set of Tender documents from **Mondays to Fridays** between the hours of **09:00am to 4:00p.m.** The document will be available from **August 11, 2020 to August 27, 2020** 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. 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.
7. Tenders will be opened in the presence of the Tenderers representatives, who choose to attend at the **Bank of Ghana Auditorium, 4<sup>th</sup> Floor** at **10.30am local time on August 27, 2020.** **Late Tenders will be rejected.**



8. Tenderers shall submit their tenders with the following documents:

**Valid Certificate of Incorporation/Registration**  
**Valid Certificate to Commence Business**  
**Valid Tax Clearance Certificate**  
**Valid SSNIT Certificate**  
**Valid VAT Certificate**  
**Valid Public Procurement Authority Certificate**

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

9. Tenders must be delivered to the address below on or before **10.30 am, August 27, 2020.**
10. Tenders shall be valid for a period of **120 days** after deadline for tender submission. **Late submissions shall be rejected:**

**Location for Tender Submission:**

**The Secretary's Department**  
**Bank of Ghana**  
**4<sup>th</sup> Floor**  
**Room No. 422**  
**High Street**  
**Accra**  
**Tel.: 0302- 666902 ext. 4471**

**Address for further information or clarification:**

**The Head**  
**Corporate Management and Services Department**  
**Bank of Ghana**  
**CPC Building**  
**General Services Complex, Spintex Road**  
**Procurement & Transport Office**  
**Tel.: 0302-550500 ext. 7131/7138/7142**

**(SGD.)**  
**ALETHEA GODSON-AMAMOO (MS.)**  
**FOR: THE SECRETARY**

**6<sup>TH</sup> AUGUST 2020**