



BANK OF GHANA

NOTICE NO. BG/GOV/SEC/2023/05

INVITATION FOR PRE-QUALIFICATION

DESIGN, FIT-OUT AND OPERATION OF BANK OF GHANA BUSINESS HOSPITALITY CENTER – CENTRE OF EXCELLENCE, TAKORADI

PROJECT NUMBER: GR/BOG/WK/0029/2023

1. The Bank of Ghana (hereinafter referred to as the “Bank”) desires to engage a firm for the design, fit-out and operation of a 4-star (min.) 55-bedroom business hospitality facility at Butumagyabu in Takoradi.
2. The facility is intended to provide out-of-station accommodation, training, conferencing, and recreational amenities for the Bank as well as other corporate businesses and organizations.
3. The Bank intends for the facility to be a wholly owned subsidiary of the Bank with key money contribution from the successful firm.
4. The services include, among others:
 - Design and fit out of interior architecture of the facility;
 - Operation of the business hospitality facility to conform to industry standards;
 - Balance business activity with deluxe accommodation and recreational amenities.
5. Interested firms must provide information indicating that they are qualified to perform the services (Profiles, description of similar assignments, availability of appropriate skills among staff, etc.).
6. The Bank will issue Tender Documents to those Pre-Qualified tenderers that demonstrate sufficient capacity to implement the Services. It is expected that Invitations for Tenders for the **DESIGN, FIT-OUT AND OPERATION OF THE BANK OF GHANA BUSINESS HOSPITALITY CENTER - TAKORADI** will be issued to the pre-qualified firms to submit quotations.
7. Interested Applicants must submit their Proposals in Sealed Envelopes (**one (1) original and four (4) copies**), clearly marked:



**“DESIGN, FIT-OUT AND OPERATION OF THE BANK OF GHANA
BUSINESS HOSPITALITY CENTER – TAKORADI”**

to the address below on or before **Monday, 19th June, 2023 at
10:00 a.m:**

**The Secretary’s Department,
Bank of Ghana, Head Office
P. O. Box GP 2674,
4th Floor, Room No. 422, Accra
Tel: 0302-666902 ext. 4471**

8. Applications received after the time and date stated above **shall not be considered and shall not be accepted.**

9. A firm will be selected in accordance with the procedures set out in the Public Procurement Act, 2003 (Act 663), as amended, of the Republic of Ghana and shall meet the following criteria:
 - i. Legal status of the firm, Consortia must provide evidence of:
 - The agreement
 - Power of Attorney of the leading firm

 - OR**

 - Certificate of registration of firm (include list of Directors). Firm shall be a legally established or Joint Venture (JV).

 - ii. Evidence of previous works of a similar nature executed within the past five (5) years and their contract sums in Ghana Cedis. Attach copies of:
 - Award letters
 - Client References

 - iii. Certified Audited Accounts for two (2) years from 2020 showing the company’s ability to undertake the project.

 - iv. Curriculum Vitae (CV) of:
 - Managerial Staff
 - Technical Staff

 - v. Valid Business Registration Certificates with TIN (Certificate of Incorporation, Certificate to Commence Business and Business Registration Form 3)



- vi. Joint Venture Declaration (specific to JVs)
- vii. Valid SSNIT Clearance Certificate
- viii. Valid GRA Tax Clearance Certificate
- ix. Valid GRA VAT Registration Certificate
- x. Valid Labour Certificate
- xi. Evidence of valid registration with the Public Procurement Authority
- xii. Registration with the Ministry of Tourism, Arts and Culture (MoTAC)
- xiii. Registration with the Ghana Tourism Authority
- xiv. Interested firms shall provide evidence of Line of Credit from a reputable local Bank in the sum of **GHS10 million**.

Bidders that are not registered with the MoTAC in Ghana, shall be required to obtain permission to conduct hospitality operation activities in Ghana if awarded the contract.

Applicants must note that the Bank of Ghana subscribes to the Anti-Money Laundering Act, 2014 (Act 874) as amended.

10. **The Applicant is expected to furnish all information or documentation required by this Pre-Qualification Document. Failure to provide all the information or documentation as requested may lead to the rejection of the Application at the discretion of the Bank.**

LOCATION FOR ALL ENQUIRIES:

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

Tel: 0302-550494/5

**(SGD.)
SANDRA THOMPSON (MS.)
THE SECRETARY**

18TH MAY 2023