

# BANK OF GHANA



**PRE-QUALIFICATION OF VENDORS**

**FOR**

**SUPPLY AND INSTALLATION OF FURNITURE AND  
FURNISHING IN NEW CORPORATE HEADQUARTERS, ACCRA**

**(GR/BOG/GD/O73/2023)**

The Head  
Corporate Management and Services Department  
Bank of Ghana  
Accra

July 2023

Issued by

**The Head  
Corporate Management and Services Department  
Bank of Ghana  
Accra**

**July, 2023**

The information provided by the Tenderers in response to this Pre-Qualification Document will become the property of the Bank and will not be returned.

The Bank reserves the right to amend, rescind or reissue this Pre-Qualification Document and all amendments will be advised to the tenderers and such amendments will be binding on them.

The Bank also reserves its right to accept or reject any or all the responses to this Pre-Qualification Document without assigning any reason whatsoever.

This document is prepared by Bank of Ghana for its Project, it should not be reused or copied or used either partially or fully in any form.

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## Invitation for Pre-Qualification

### SUPPLY AND INSTALLATION OF FURNITURE AND FURNISHINGS IN NEW CORPORATE HEADQUARTERS, ACCRA

1. The Bank of Ghana desires to provide furniture and furnishing for its New Corporate Headquarters in Accra.
2. The Bank now invites Applications for Pre-qualification for the **SUPPLY AND INSTALLATION OF FURNITURE AND FURNISHING IN NEW CORPORATE HEADQUARTERS, ACCRA**
3. A complete set of the pre-qualification document may be downloaded from the Bank of Ghana website [www.bog.gov.gh](http://www.bog.gov.gh) or a copy collected from the Corporate Management and Services Department at Spintex Road during the working hours of 9:00am to 4:00pm.
4. The Bank will issue Tender Documents to those Pre-Qualified tenderers that demonstrate sufficient capacity to for the task. It is expected that Invitations for Tenders for the **Supply and Installation of Furniture and Furnishing in New Corporate Headquarters, Accra** will be issued to the pre-qualified firms to submit tenders.
5. Applications for Pre-Qualification must be submitted in sealed envelopes, delivered at Room No. 422, 4<sup>th</sup> Floor, Secretary's Department, Head Office, Bank of Ghana, Accra **on or before 11. 00a.m** to the address below on **28<sup>th</sup> July 2023**.

**THE SECRETARY,  
BANK OF GHANA,  
P. O. BOX GP 2674,  
ACCRA**

Applications received after this time and date **shall not be considered and shall not be accepted.**

6. Each Application must be clearly marked **“Supply and Installation of Furniture and Furnishing in New Corporate Headquarters, Accra.”**
7. Interested Applicants shall provide the following information as part of their application:
  - i. Legal status of the firm, Consortia must provide evidence of:
    - The agreement
    - Power of Attorney of the leading firm
  - ii. Evidence of previous works executed within the past three (3) years and their contract sums. Attach copies of:
    - Award letters
    - Certificate of Completion from Clients
  - iii. Curriculum Vitae (CV) of:
    - Managerial Staff
    - Technical Staff

- iv. Certified Audited Accounts for the last three (3) years (2020, 2021 and 2022)
- v. Valid Business Registration Certificates with TIN (Certificate of Incorporation and Business Registration Form A)
- vi. Valid SSNIT Clearance Certificate
- vii. Valid GRA Clearance Certificate
- viii. Valid VAT Certificate
- ix. Valid PPA Registration Certificate

**The Applicant is expected to examine all instructions, forms, and terms in the Pre-qualification Document and furnish all information or documentation required by the 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  
1st Floor, CPC Building  
Spintex Road, Flower Pot Roundabout  
Tel: 0302-550500 ext. 7216/7223  
Email: [estates.tender@bog.gov.gh](mailto:estates.tender@bog.gov.gh)

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**PART 1 – Pre-qualification Procedures**

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# Section I. Instructions to Applicants

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## Section I. Instructions to Applicants

### A. General

- 1. Scope of Application**

1.1 In connection with the Invitation for Pre-qualification indicated in Section II, Pre-qualification Data Sheet (PDS), the Employer, as defined in the **PDS**, issues this Pre-qualification Document (PQD) to Applicants interested in tendering for the works described in Section V, Scope of Works. The number of contracts, the name and identification of each contract, and the number corresponding to this pre-qualification, are provided in the **PDS**.
- 2. Source of Funds**

2.1 The Procurement Entity (hereinafter referred to as the “Employer”) named in the **PDS** intends to apply a part of its budgetary allocation to payments under the contract(s) for which this prequalification is issued.
- 3. Corrupt and Fraudulent Practice**

3.1 It is the policy of the Government of Ghana to require that Procurement Entities as well as tenderers/Suppliers/Contractors under contracts financed from the public funds of the Republic of Ghana observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Public Procurement Authority:

  - a) defines, for the purposes of this provision, the terms set forth below as follows:
    - i) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
    - ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practices among tenderers (prior to or after tender submission) designed to establish tender prices at artificial, non-competitive levels and to deprive the Borrower of the benefits of free and open competition
  - b) or the appropriate Tender Review Board will not accept a Procurement Entity’s proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question; and
  - c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract financed from the Public funds of Ghana if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, such a contract.
- 4. Eligible Applicants**

4.1 An Applicant shall be a natural person, private entity, government-owned legal entity, subject to ITA 4.5, or any combination of such entities supported by a letter of intent to enter into an agreement or under an existing agreement in association in the form of a joint venture (“JV”) or a consortium. In these cases, (i) all partners shall be jointly and severally liable, and (ii) the limit on the number of partners, if any, shall be specified in the **PDS**.

- 4.2 The eligibility criteria listed in this Clause 4 shall apply to the Applicant, including the parties constituting the Applicant (i.e., its proposed partners, subcontractors or suppliers for any part of the contract including related services).
- 4.3 An Applicant may have the nationality of any country, subject to the restrictions specified in the paragraphs below. An Applicant shall be deemed to have the nationality of a country if the Applicant is a citizen, or is constituted, incorporated, or registered in, and operates in conformity with the provisions of the laws of that country, as evidenced by its Articles of Incorporation or Documents of Constitution, and its Registration Documents.
- 4.4 Applicants and all parties constituting the Applicant shall not have a conflict of interest. All Applicants found to have a conflict of interest shall be disqualified. Applicants shall be considered to have a conflict of interest with one or more parties in this pre-qualification process, if:
- (a) they have at least one controlling partner in common; or
  - (b) they have the same legal representative for purposes of this pre-qualification; or
  - (c) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the pre-qualification of another Applicant, or influence the decisions of the Employer regarding this pre-qualification process; or
  - (d) they participate in more than one Application in this pre-qualification process; participation by an Applicant in more than one Application will result in the disqualification of all Applications in which the party is involved; however, this provision does not limit the inclusion of the same subcontractor in more than one Application; or
  - (e) they are, or have been associated in the past, with a firm which has been engaged to provide consulting services for the preparation of the design, specifications, or other documents to be used for the performance of the works that are the subject of this pre-qualification; or
  - (f) they or any of their affiliates have been hired (or are proposed to be hired) by the Employer as Engineer for the works in question; or
  - (g) they have a business or family relationship with a member of the Employer's board of directors or staff who is directly or indirectly involved in any part of (i) the preparation of these Pre-Qualification Documents, (ii) the pre-qualification selection process, or (iii) supervision of the contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Employer.
  - (h) Applicants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of the Employer, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Applicant or termination of the contract.

- 4.5 Government-owned entities in the Employer's country may participate only if they can establish that they (i) are legally and financially autonomous, (ii) operate under commercial law, and (iii) are not a dependent agency of the Employer
- 4.6 Applicants and their associates and personnel shall not be any person or firm under a declaration of ineligibility for fraud and corruption in accordance with ITA 3.1 above or that has been declared ineligible for participation in a procurement in accordance with Sub-Clause 3.1 (c). This would also remove from eligibility for participation in a procurement any firm that is organized in or has its principal place of business or a significant portion of its operations in any country that is subject to sanction or restriction by law or official regulation of the Republic of Ghana. The Public Procurement Authority maintains a list of countries from which tenderers, goods, and services are not eligible to participate in procurement financed with the public funds of the republic of Ghana. The list is regularly updated and can be obtained from the offices of the Public Procurement Authority in Accra and on their website: [www.ppaghana.org](http://www.ppaghana.org). However, the countries subject to these sanctions and restrictions are subject to change from time to time and it is necessary to refer to the web sites above for the most current listing of sanctioned and restricted countries.
- 4.7 An Applicant not otherwise made ineligible for a reason described in ITA 4.6 shall be excluded if:
- (a) as a matter of law or official regulation, the Government prohibits commercial relations with the country of the Applicant, its associates or their personnel;
  - (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Government prohibits any import of goods from the country of the Applicant, its associates or their personnel or any payments to persons or entities in such country; or
  - (c) such Applicant, its associates, subcontractors or their respective personnel are otherwise deemed ineligible by PPA pursuant to any policy or guidance that may, from time to time, be in effect as posted on the PPA website at [www.ppaghana.gov.gh](http://www.ppaghana.gov.gh).
- 4.8 Applicants and all parties constituting the Applicant shall provide such evidence of their continued eligibility in a manner satisfactory to Employer, as it shall reasonably request.
- 5. Eligible Materials, Equipment, and Services**
- 5.1 The materials, equipment and services to be supplied under the contract and financed by the Employer may have their origin in any country subject to the same restrictions specified for Applicants and their associates and personnel set forth in ITA 4.6 and 4.7.
- 5.2 For purposes of ITA 5.1 above, "origin" means the place where the materials and equipment are mined, grown, produced,

manufactured or processed, and from which the services are provided. Materials and equipment are produced when, through manufacturing, processing, or substantial or major assembling of components, a commercially recognized product result that differs substantially in its basic characteristics or in purpose or

utility from its underlying components.

- 5.3 The origin of materials, equipment and services is distinct from the nationality of the Applicant.

## **B. Contents of the Pre-Qualification Document**

### **6. Sections of Pre-qualification Document**

- 6.1 The document for the Pre-Qualification of Applicants (hereinafter called *Pre-Qualification Document*) consists of parts 1 and 2 which comprise all the Sections indicated below, and should be read in conjunction with any amendment issued in accordance with ITA 8.

#### **PART 1 Pre-Qualification Procedures**

- Section I. Instructions to Applicants (ITA)**
- Section II. Pre-Qualification Data Sheet (PDS)**
- Section III. Qualification Criteria and Requirements**
- Section IV. Application Forms**

#### **PART 2 Works Requirements**

- Section V. Scope of Works**

The “Invitation for Pre-Qualification” issued by the Employer is not part of the Pre-Qualification Document.

- 6.2 Employer accepts no responsibility for the completeness of the Pre-qualification Document and its addenda unless they were obtained directly from Employer.
- 6.3 The Applicant is expected to examine all instructions, forms, and terms in the Pre-qualification Document and to furnish all information or documentation required by the 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 Employer.

### **7. Clarification of Pre-qualification Document**

- 7.1 A prospective Applicant requiring any clarification of the Pre-qualification Document shall contact Employer in writing at the Employer’s address indicated in the **PDS**. Employer shall respond in writing to any request for clarification, provided that such request is received no later than the number of days indicated in the **PDS** prior to the deadline for submission of Applications. Employer shall respond within the time period specified in the **PDS**. Copies of the Employer’s response shall be forwarded to all prospective Applicants, without identifying its source. The response shall be posted on the Employer’s website, including a description of the inquiry, but without identifying its source. Should Employer deem it necessary to amend the Pre-qualification Document as a result of a clarification, it shall do so following the procedure under ITA 8 and in accordance with the provisions of ITA 17.2.

**8. Amendment of  
Pre-qualification  
Document**

- 8.1 At any time prior to the deadline for submission of Applications, Employer may amend the Pre-qualification Document by issuing addenda.
- 8.2 Any addendum issued shall be part of the Pre-qualification Document and shall be forwarded to prospective Applicants who have contacted the Employer and shall also be posted on Employer's website.
- 8.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their Applications, Employer

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may, at its discretion, extend the deadline for the submission of Applications.

### C. Preparation of Applications

9. **Cost of Applications** 9.1 The Applicant shall bear **all costs** associated with preparation and submission of its Application. Employer will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the pre-qualification process.
10. **Language of Application** 10.1 The Application, as well as all correspondence and documents relating to the Application exchanged by the Applicant and the Employer, shall be written in English and, at the discretion of the Employer, in another language if so specified in the **PDS**. Supporting documents and printed literature that are part of the Application may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Application, the English version shall govern.
11. **Documents Comprising the Application** 11.1 The Application shall comprise the following:  
(a) Application Submission Form, in accordance with ITA 12;  
(b) documentary evidence establishing the Applicant's eligibility to pre-qualify, in accordance with ITA 13;  
(c) documentary evidence establishing the Applicant's qualifications, in accordance with ITA 14.
12. **Application Submission Form** 12.1 The Applicant shall prepare an Application Submission Sheet using the form furnished in Section IV, Application Forms. This Form must be completed without any alteration to its format.
13. **Documents Establishing the Eligibility of the Applicant** 13.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Form and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV, Application Forms.
14. **Documents Establishing Qualifications of the Applicant** 14.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV, Application Forms.
15. **Signing of the Application and Number of Copies** 15.1 The Applicant shall prepare one original of the documents comprising the Application as described in ITA 11 and clearly mark it **ORIGINAL**. The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant.  
15.2 The Applicant shall submit copies of the signed original Application, in the number specified in the **PDS**, and clearly mark The **COPY**. In the event of any discrepancy between the original and the copies, the original shall prevail.
16. **Sealing and Identification of Applications** 16.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:  
(a) bear the name and address of the Applicant;  
(b) be addressed to Employer, in accordance with ITA 17.1; and  
(c) bear the specific identification of this pre-qualification

### D. Submission of Applications

- process indicated in the **PDS**.
- 16.2 The Employer will accept no responsibility for not processing any envelope that was not identified as required.
- 17. Deadline for Submission of Applications**
- 17.1 Applicants shall submit their Applications by courier or by hand. Applications shall be received by Employer at the address and no later than the deadline indicated in the PDS.
- A receipt will be given for all applications submitted
- 17.2 The Employer may, at its discretion, extend the deadline for the submission of Applications by amending the Pre-qualification Document in accordance with ITA 8, in which case all rights and obligations of Employer and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.
- 18. Late Applications**
- 18.1 Any Application received by Employer after the deadline for submission of Applications prescribed in accordance with ITA 17 will be treated as indicated in the **PDS**.
- 19. Opening of Applications**
- 19.1 The Applications shall **NOT** be publicly opened.
- E. Procedures for Evaluation of Applications**
- 20. Confidentiality**
- 20.1 Information relating to the evaluation of Applications, and recommendation for pre-qualification, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of pre-qualification is made to all Applicants.
- 20.2 From the deadline for submission of Applications to the time of notification of the results of the pre-qualification in accordance with ITA 28, any Applicant that wishes to contact Employer on any matter related to the pre-qualification process, may do so but only in writing.
- 21. Clarification of Applications**
- 21.1 To assist in the evaluation of Applications, Employer may, at its discretion, ask any Applicant for a clarification of its Application which shall be submitted within a reasonable period of time stated in the request for such clarification. Any request for clarification and all clarifications shall be in writing.
- 21.2 If an Applicant does not provide clarifications of the information requested by the date and time set in Employer's request for clarification, its Application may be rejected.
- 22. Responsiveness of Applications**
- 22.1 Employer may reject any Application which is not responsive to the requirements of the pre-qualification document.
- 23. Subcontractors**
- 23.1 Applicants planning to subcontract any of the key activities indicated in Section III, Qualification Criteria and Requirements, shall specify the activity(ies) or parts of the works to be subcontracted in the Application Submission Form. Applicants shall clearly identify the proposed specialist subcontractors in Forms ELI-1.2 and EXP (experience)-4.2(b) in Section IV. Such proposed specialist subcontractor(s) shall meet the corresponding qualification requirements specified in Section III, Qualification Criteria and Requirements.

Since the pre-qualification process involves the approval of the entire team, the Applicant shall not be allowed to replace its Sub-contractor(s) after the pre-qualification. However, a pre-qualified Applicant would be permitted to introduce new subcontractors at the time of submission of its offer at the discretion of Employer.

- 23.2 At this time, Employer does not intend to execute certain specific parts of the Works by subcontractors selected in advance by the Employer (Nominated Subcontractors) unless otherwise stated in the **PDS**.

## **F. Evaluation of Applications and Pre-qualification of Applicants**

### **24. Evaluation of Applications**

24.1 The Employer shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements to evaluate the qualifications of the Applicants. The use of other methods, criteria, or requirements shall not be permitted. Employer reserves the right to waive minor deviations in the qualification criteria if they do not materially affect the capability of an Applicant to perform the contract.

- 24.2 Only the qualifications of subcontractors that have been identified in the Application may be considered in the evaluation of an Applicant. However, the general experience and financial resources of subcontractors may not be added to those of the Applicant for purposes of pre-qualification of the Applicant. The general experience and financial resources of the partners in a consortium, joint venture or association shall be evaluated together as the joint and several liability partners.

24.3 In case of multiple contracts, Employer shall pre-qualify each Applicant for the maximum number and types of contracts for which the Applicant meets the appropriate aggregate requirements of such contracts, as specified in Section III, Qualification Criteria and Requirements, and in the **PDS**.

### **25. Employer's Right to Accept or Reject Applications**

25.1 The Employer reserves the right to accept or reject any Application, and to annul the pre-qualification process and reject all Applications at any time, without thereby incurring any liability to Applicants.

### **26. Pre-qualification of Applicants**

26.1 All Applicants whose Applications have met or exceeded ("passed") the specified threshold requirements will, to the exclusion of all others, be pre-qualified by Employer.

- 27. Notification of Pre-qualification** 27.1 Once Employer has completed the evaluation of the Applications, it shall notify all Applicants in writing of the names of those Applicants who have been pre-qualified. The list of pre-qualified Applicants shall also, be posted in the Employer's website.
- 28. Invitation to Tender** 28.1 Employer shall invite tenders from all of the Applicants that have been pre-qualified.  
28.2 Tenderers shall be required to provide a Tender Security acceptable to Employer in the form and an amount to be specified in the Tender Documents. The successful Tenderer shall be required to provide a Performance Security to be specified in the Tender Documents.
- 29. Changes in Qualifications of** 29.1 Any change in the structure or formation of an Applicant after being pre-qualified in accordance with ITA 26 and invited to bid deadline for submission of Tenders. Such approval shall be denied if, as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III, Qualification Criteria and Requirements, or if in the opinion of Employer, a substantial reduction in competition may result. Any such changes shall be submitted to Employer not later than 14 days after the date of the Invitation for Tenders.
- 30. Validity of Pre-qualification** 30.1 The pre-qualification through this procurement process shall be valid for tenders related to sectors indicated in the **PDS** within the number of months indicated in the **PDS**. The Employer shall make its best effort to initiate the tendering process within this period. The Employer makes no guarantee that any tender shall be issued during this period, and shall not be liable for any costs to any Applicant if no tenders are issued. Thereafter, all pre-qualifications will expire and a new pre-qualification process may be conducted.
- 31. Pre-qualification Inquiries** 31.1 If after notification of pre-qualification, any unsuccessful Applicant wishes to ascertain the reasons on which its Application was not pre-qualified, it should address its request to Employer after such notification at the address indicated in the **PDS**. No later than 5 working days after receipt of the request, Employer shall respond either in writing and/or in a debriefing meeting at the option of Employer. The requesting Applicant shall bear all the costs of attending such a debriefing.
- 32. Pre-qualification Challenge** 32.1 Any pre-qualification challenges resulting from any unsuccessful Applicant claiming to have suffered loss or injury due to a breach of duty by the Employer under the Procurement Guidelines shall be subject to PPA's tender challenge process in accordance with provisions in the PPA Act 2003, Act 663.

<b>Section II. Pre-Qualification Data Sheet</b>	
<b>A. General</b>	
ITA 1.1	The Employer is: <b>Bank of Ghana, P. O. Box GP2674, Accra</b>
ITA 1.1	Contract Description:  <b>SUPPLY AND INSTALLATION OF FURNITURE AND FURNISHING IN NEW CORPORATE HEADQUARTERS, ACCRA</b>
ITA 4.1	(1) JV/Consortium: Entities forming the JV shall include not more than <b>[two]</b> firms
<b>B. Contents of the Pre-qualification Document</b>	
ITA 7.1	For clarification purposes:- <b>The Head Corporate Management and Services Department Bank of Ghana 1st Floor, CPC Building Spintex Road, Flower Pot Roundabout Tel: 0302-550500 ext. 7216/7223 Email: estates.tender@bog.gov.gh</b>
ITA 7.1	Requests for Clarification shall be received by the Employer not later than <b>Ten (10) days to deadline</b> and the Employer shall respond no later than <b>Seven (7) days to deadline</b> .
<b>C. Preparation of Applications</b>	
ITA 10.1	The language of the Application as well as of all correspondence is <b>English</b> .
ITA 15.2	In addition to one original in English, the number of copies to be submitted with the Application is: <b>four (4)</b> copies in English. English versions of the submission shall also be provided on a Pen drive in PDF format.
<b>D. Submission of Applications</b>	
ITA 16.1(c)	The specific identification of the Pre-Qualification process is as follows: <b>SUPPLY AND INSTALLATION OF FURNITURE AND FURNISHING IN NEW CORPORATE HEADQUARTERS, ACCRA</b>
ITA 17.1	Date and Time of Submission is <b>28<sup>th</sup> July, 2023 and at or before 11:00am</b>  Application should be submitted to:  <b>Room No. 422, 4th Floor, Secretary's Department, Head Office, Bank of Ghana, Accra</b>
ITA 18.1	<b>Late Applications shall be declared late, rejected and returned unopened to the Applicants</b>

<b>E. Procedures for Evaluation of Applications</b>	
<b>ITA 23.2</b>	At this time, the Employer may select Nominated Sub-Contractors for such works as: <b>Not applicable</b>
<b>ITA 24.3</b>	Applicants shall be evaluated for <i>the Mandatory Requirements, Technical Capabilities and Financial Resources of the Applicant</i> only.
<b>ITA 30.1</b>	Pre-Qualification through this process shall be valid for tenders related to <b>SUPPLY AND INSTALLATION OF FURNITURE AND FURNISHING IN NEW CORPORATE HEADQUARTERS, ACCRA</b> This Pre-Qualification is valid for <b>90</b> days.
<b>ITA 31.1</b>	For inquiry purposes only, to: <b>The Head</b> <b>Corporate Management and Services Department</b> <b>Bank of Ghana</b> <b>1st Floor, CPC Building</b> <b>Spintex Road, Flower Pot Roundabout</b> <b>Tel: 0302-550500 ext. 7216/7223</b> <b>Email: estates.tender@bog.gov.gh</b>

## Section III. Qualification Criteria and Requirements

This Section contains all the methods, criteria, and requirements that the Employer shall use to evaluate Applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective Application Forms.

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**ELIGIBILITY & QUALIFICATION CRITERIA**

**1 ELIGIBILITY**

**1.1 Nationality**

**Requirement:** Applicant may be from any Nationality, provided the applicant is a citizen or is constituted, incorporated, registered and operates in accordance with the laws of that country, demonstrated by its Article of Incorporation, Documents of Constitution or Registration documents.

**Refer to Instructions to Applicants (ITA) 4.3.**

**Compliance Requirements:**

1. Applicant if a single entity must meet the nationality requirement stated above.
2. Applicant as a “Joint Venture (JV)/Consortium, either intended or existing should have its leading firm registered in Ghana.
3. Each firm forming the JV/Consortium should meet the Nationality requirement.
4. An application would be rejected in the case of a Joint Venture if any of the Partners do not meet the Nationality requirement.

**Submission Requirement:** Fill in the attached **Applicant Information** and **Applicant’s Party Information Form**

**1.2 Conflict of Interest**

**Requirement:** Applicants shall be considered to have a Conflict of interest, if they:

- a. Have common controlling Partner(s)
- b. Have the same legal representative for this pre-qualification
- c. They directly or indirectly through common third parties have access to information about or influence on another Applicant’s pre-qualification
- d. Participate in more than one application in this pre-qualification process
- e. Are associated in the past with a Consulting firm which have been engaged to provide services for this pre-qualification.
- f. Or any of their affiliates have been hired or are proposed to be hired by the Employer as Engineer for the works
- g. Have a business or family relationship with a member of the Employer’s Board of Directors or staff who is directly or indirectly involved in this pre-qualification process.

**Refer to Instructions to Applicants (ITA) 4.4.**

**Compliance Requirements:**

1. Applicant if a single entity must meet this requirement stated above.
2. Applicant as a “Joint Venture (JV)/Consortium, either intended or existing must meet this requirement
3. Each Partner forming the JV/Consortium should also meet this requirement
4. Not applicable if only one Partner meets this requirement.

**Submission Requirements:** Fill in the attached **Application Submission Form**.

### 1.3 Ineligibility

**Requirement:**

- a. Not having been declared ineligible for fraudulent and corrupt practices in competing for this contract by the Applicant and their Associates/personnel
- b. Having your firm in or its principal place of business or a significant portion of its operations in any country that is subject to sanction or restriction by law or official regulation of the Republic of Ghana.

**Compliance Requirements:**

1. Applicant if a single entity must meet this requirement stated above.
2. Applicant as a “Joint Venture (JV)/Consortium, either intended or existing must meet this requirement
3. Each Partner forming the JV/Consortium should also meet this requirement
4. Not applicable if only one Partner meets this requirement.

**Submission Requirements:** Fill in the attached **Application Submission Form**.

### 1.4 Government Owned Entity

**Requirement:** Government Owned entities in the Employer’s Country may participate only if they can establish that:

- a. They are legally and financially autonomous
- b. They operate under commercial law and
- c. They are not a dependent agency of the Employer.

**Compliance Requirements:**

1. Applicant if a single entity must meet this requirement stated above.
2. Applicant as a “Joint Venture (JV)/Consortium, either intended or existing must meet this requirement
3. Each Partner forming the JV/Consortium should also meet this requirement
4. Not applicable if only one Partner meets this requirement.

**Submission Requirement:** Fill in the attached **Applicant Information** and **Applicant’s Party Information Form**

### 1.5 United Nations Resolution or Local Government Law

**Requirement:**

- a. An Applicant is eligible to apply so long as the Applicant or his Associates or the Applicant’s Country has not been prohibited by the laws or official regulations of Ghana from having commercial relations in the Country, or

- b. By Ghana's act of compliance with a decision of the UN Security Council under Chapter VII of the Charter of the United Nations, that prohibits any importation of goods from the Country of the Applicant, its Associates/Personnel or any payments to persons or entities in such country
- c. An Applicant, its associates, personnel or subcontractors whose name(s) have been posted on Public Procurement Authority's (PPA) website ([www.ppaghana.gov.gh](http://www.ppaghana.gov.gh)), as ineligible due to any policy or guidance in effect at the time of this tender would be deemed ineligible by the Employer. (Instructions to Applicant clause 4.7 refers)

**Compliance Requirements:**

1. Applicant if a single entity must meet this requirement stated above.
2. Applicant as a "Joint Venture (JV)/Consortium, either intended or existing must meet this requirement
3. Each Partner forming the JV/Consortium should also meet this requirement
4. Not applicable if only one Partner meets this requirement.

**Submission Requirement:** Fill in the attached **Applicant Information** and **Applicant's Party Information Form**

**2. HISTORICAL CONTRACT NON-PERFORMANCE****2.1 History of Non-Performing Contracts**

**Requirement:** An Applicant shall be considered to have a history of non-performing contracts if the Applicant failed to completely execute a contract of another Employer three (3) years prior to the deadline for submission of this tender based on information on fully settled disputes/litigation.

**Compliance Requirements:**

1. Applicant if a single entity must meet this requirement stated above.
2. Applicant as a "Joint Venture (JV)/Consortium, either past or existing must meet this requirement
3. Each Partner forming the JV/Consortium should also meet this requirement
4. Not applicable if only one Partner meets this requirement.

**Submission Requirement:** Fill the attached **Historical Contract Non-Performance Form**.

## 2.2 Pending Litigation

### Requirement:

- a. No pending litigation or unresolved disputes with previous Employers
- b. If there is a pending litigation, it shall be treated as unresolved if total pending litigations represents more than 10% (ten per cent) of the Applicant's net worth.

**[Note that a fully settled dispute or litigation is one that has been resolved according to the Dispute Resolution Mechanism under the respective contract, where all appeal instances available to the Applicant where exhausted]**

### Compliance Requirements:

1. Applicant if a single entity or as a partner to a past or existing JV/Consortium must meet this requirement stated above.
2. Applicant as a "Joint Venture (JV)/Consortium, either past or existing must meet this requirement
3. Each Partner forming the JV/Consortium should also meet this requirement.
4. Not applicable if only one Partner meets this requirement.

**Submission Requirement:** Fill in the attached **Historical Contract Non-Performance Form**

## 3. FINANCIAL SITUATION

### 3.1 Financial Performance

#### Requirement:

An Applicant shall be required to provide the following:

- a. The Firms audited financial statements which includes but not limited to balance sheets and income statements, or other financial statement(s) mandated by the Applicant's Country that is acceptable by the Employer covering the last three (3) years **(2020, 2021, 2022)**, to show the current dependability of the Applicant's financial status and its prospective profitability in the long term.
- b. Average coefficient of Current Ratio (Current Assets against Liabilities), which should be greater than or equal to 1.2.
- c. Average coefficient of Debt Ratio (Total Debt against Total Assets), which should be less than or equal to 0.75.

### Compliance Requirements:

1. Applicant if a single entity must meet this requirement stated above.
2. Applicant as a "Joint Venture (JV)/Consortium, either past or existing must meet this requirement
3. Each Partner forming the JV/Consortium should also meet this requirement
4. Not applicable if only one Partner meets this requirement.

**Submission Requirement:** Also fill the attached **Financial Performance Form**.

### 3.2 **Financial Resources**

**Requirements:** Applicant must demonstrate access to or availability of financial resources to meet the project with Cash in hand, in Bank and assured line(s) alongside its current contract commitments (if any).

**Compliance Requirements:**

1. Applicant if a single entity must meet this requirement stated above.
2. Applicant as a "Joint Venture (JV)/Consortium, either past or existing must meet this requirement
3. Not applicable for Each Partner forming the JV/Consortium to meet this requirement
4. Applicable if only one Partner meets this requirement.

**Submission Requirement:** Fill the attached **Financial Resources Form**.

### 3.2 **Average Annual Turnover**

**Requirements:**

- a. Minimum average annual turnover equivalent to US\$10million calculated as total certified payments received for contracts in progress or completed over the last three (3) years.
- b. Minimum turnover equivalent to the sum of the amounts indicated above for the project.

**Values to determine a & b will be obtained from the audited financial statements (income statements) of the last three (3) years.**

**Compliance Requirements:**

1. Applicant if a single entity must meet this requirement stated above.
2. Applicant as a "Joint Venture (JV)/Consortium, either past or existing must meet this requirement
3. Not applicable for each Partner forming the JV/Consortium to meet this requirement
4. Not applicable if only one Partner meets this requirement.

**Submission Requirement:** Fill the attached **Average Annual Turnover Form**

**Compliance Requirements:**

5. Applicant if a single entity must meet this requirement stated above.
6. Applicant as a "Joint Venture (JV)/Consortium, either past or existing must meet this requirement
7. Not applicable for each Partner forming the JV/Consortium to meet this requirement
8. Not applicable if only one Partner meets this requirement.

**Submission Requirement:** Fill the attached **Average Annual Turnover Form**

#### 4.1 GENERAL EXPERIENCE

**Requirement:** Experience in project related to Supply and Installation of furniture and furnishings in the role of a, subcontractor or management contractor for each of the last three (3) years prior to the submission of this Application.

**Compliance Requirements:**

1. Applicant if a single entity must meet this requirement stated above.
2. Applicant as a "Joint Venture (JV)/Consortium, either past or existing must meet this requirement
3. Each Partner forming the JV/Consortium must meet this requirement
4. Not applicable if only one Partner meets this requirement.

**Submission Requirement:** Fill the attached **General Experience Form**.

#### 4.2 Similar Experience

**Requirement:** Participation as a Furniture and Furnishing Vendor in at least two (2) contracts of similar nature with this project within the last three (3) years that have been successfully and substantially completed.

**Compliance Requirements:**

1. Applicant if a single entity must meet this requirement stated above.
2. Applicant as a "Joint Venture (JV)/Consortium, either past or existing must meet this requirement
3. Not applicable for each Partner forming the JV/Consortium to meet this requirement.
4. Only one Partner can meet this requirement.

**Submission Requirement:** Fill the attached **Similar Experience Form**

#### 4.3 Specific Experience

**Requirement:** Participation as a Furniture and Furnishing Vendor in at least two (2) contracts of the same nature as this project within the last five (5) years that have been successfully and substantially completed.  
It should be same in physical size, complexity, methods, technology and adherence to international standards for environment, social health and safety matters or other characteristics as describe in the Scope of works.

**Compliance Requirements:**

1. Applicant if a single entity must meet this requirement stated above.
2. Applicant as a "Joint Venture (JV)/Consortium, either past or existing must meet this requirement
3. Not applicable for each Partner forming the JV/Consortium to meet this requirement
4. Only one Partner can meet this requirement.

**Submission Requirement:** Fill the attached **Specific Experience Form**

## 5. Contractor's Organization and Key Personnel

Provide an organizational chart of Contractor and each proposed subcontractor that shall be used for the proposed contract. In case of consortium or joint venture, the organizational chart of each party shall be included.

In addition, the Applicant shall demonstrate that it can provide the following Key Personnel.

### **Key Personnel Capabilities**

<u>Position</u>	<u>Total Work/Business Experience (Years)</u>	<u>Experience in Similar Position (Years)</u>
1. [insert relevant positions]	[insert min. number years required]	[insert min. number of years required]

**6. Key Equipment: Estimated Minimum Requirements**

(Subject to further refinement at the time of issuance of solicitation for bids).

Please indicate, in not more than two pages, how the Applicant would meet the minimum required number of equipment (e.g., owned, to be leased, to be purchased, etc.) for each lot for which Applicant is seeking to pre-qualify. The Applicant shall provide evidence of the availability of the equipment as an attachment to this Form.

The Applicant shall justify the additional equipment with necessary supporting documents required for the project over and above the absolute minimum mentioned here below.

**EQUIPMENT CAPABILITIES**

	Equipment Description	Minimum No Required
1	<i>[insert required equipment]</i>	<i>[insert threshold]</i>
2		
3		
.		
.		
.		

## Section IV. Application Forms

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## Application Submission Form

Date: *[insert date]*

To: *[insert address of Employer]*

We, the undersigned, apply to be Pre-Qualified for the Referenced Project, as follows:

### **Pre-Qualification for the Supply and Installation of Furniture and Furnishing in New Corporate Headquarters, Accra.”**

and declare the following:

- (a) we have examined and have no reservations to the Pre-Qualification Documents, including Amendment(s) No(s), issued in accordance with Instructions to Applicants (ITA) Clause 8: ***[insert the number and issuing date of each amendment]***.
- (b) we, including any Sub-Contractors or Suppliers for any part of the Contract resulting from this pre-qualification process, have nationalities from eligible countries, in accordance with ITA Sub-Clause 4.3: ***[insert the nationality of the Applicant, including that of all partners in case of a Joint Venture/Consortium, and the nationality of each already identified subcontractor and supplier of related services, if applicable]***;
- (c) we, including any Sub-Contractors or Suppliers for any part of the Contract resulting from this Pre-Qualification, do not have any conflict of interest, in accordance with ITA Sub-Clause 4.4;
- (d) we, including any subcontractors or suppliers for any part of the contract resulting from this pre-qualification, have not been declared ineligible by the Government of Ghana Laws, Official Regulations, or by an Act of Compliance with a decision of the United Nations Security Council, in accordance with ITA Sub-Clauses 4.6 and 4.7;
- (e) ***[insert either "we are not a Government owned entity" or "we are a Government entity, and we meet the requirements of ITA Sub-Clause 4.5]***;
- (f) we, in accordance with ITA Sub-Clause 24.1, plan to subcontract the following key activities and/or parts of the works:  
***[insert any of the key activities identified in Section III- 4.2 (b) which the Applicant intends to subcontract]***

- (h) We understand that you may cancel the Pre-Qualification process at any time and that you are neither bound to accept any Application that you may receive nor to invite the Pre-Qualified Applicants to bid for the Contract, subject of this pre-qualification, without incurring any liability to the Applicants, in accordance with ITA Clause 25.

Signed **[insert signature(s) of an authorized representative(s) of the Applicant]**

Name **[insert full name of person signing the Application]**

In the Capacity of **[insert capacity of person signing the Application]**

Duly authorized to sign the Application for and on behalf of: Applicant's Name **[insert full name of Applicant]**

Address **[insert street number/town or city/country address]**

Dated on **[insert day number]** day of **[insert month]**, **[insert year]**

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## Form ELI-1.1 Applicant Information Form

Date: *[insert day, month, year]*Page *[insert page number]* of *[insert total number]* pages

Applicant's legal name

***[insert full legal name]***

In case of Joint Venture (JV) or Consortium, legal name of each partner:

***[insert full legal name of each partner in JV/Consortium]***

Applicant's actual or intended country of constitution:

***[indicate country of Constitution]***

Applicant's actual or intended year of constitution:

***[indicate year of Constitution]***

Applicant's legal address in country of constitution:

***[insert street/ number/ town or city/ country]***

Applicant's authorized representative information

Name: ***[insert full legal name]***Address: ***[insert street/ number/ town or city/ country]***Telephone/Fax numbers: ***[insert telephone/fax numbers, including country and city codes]***E-mail address: ***[indicate e-mail address]***

Attached are copies of original documents of

- ② Articles of Incorporation or Documents of Constitution, and documents of registration of the legal entity named above, in accordance with ITA 4.3.
- ② In case of JV/Consortium, letter of intent to form JV/Consortium or JV/Consortium agreement, in accordance with ITA 4.1.
- ② In case of Government owned entity, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITA 4.5.

**Form ELI -1.2**  
**Applicant's Party Information Form**

*[The following form shall be filled in for the Applicant's parties including partner(s) of a joint venture, subcontractors, suppliers and other parties.]*

Date: *[insert day, month, year]*

Page *[insert page number]* of *[insert total number of pages]*

JV/Consortium Applicant legal name:

***[insert full legal name]***

Applicant's Party Legal Name:

***[insert full legal name of Applicant's Party]***

Applicant's Party Country of Registration:

***[indicate Country of Registration]***

Applicant Party's year of Constitution:

***[indicate year of Constitution]***

Applicant Party's Legal Address in Country of Constitution:

***[insert street/ number/ town or city/ country]***

Applicant Party's Authorized Representative

Information Name: ***[insert full legal name]***

Address: ***[insert street/ number/ town or city/ country]***

Telephone/Fax numbers: ***[insert telephone/fax numbers, including country and city codes]***

E-mail address: ***[indicate e-mail address]***

Attached are copies, duly certified by Notary in English, of original documents of:

- ② Articles of Incorporation or Documents of Constitution, and Registration Documents of the legal entity named above, in accordance with ITA 4.3.
- ② In case of a Government owned entity, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITA 4.5.

## Form CON-2 Historical Contract Non-Performance

**[The following table shall be filled in for the Applicant and for each partner of a Joint Venture/Consortium.]**

Applicant's Legal Name: **[insert full name]**

Date: **[insert day, month, year]**

Joint Venture/Consortium Party Legal Name: **[insert full name]**

Page **[insert page number]** of **[insert total number]** pages

Non-Performing Contracts in accordance with Section III, Qualification Criteria and Requirements

- Contract non-performance did not occur during the **[number]** years specified in Section III, Qualification Criteria and Requirements, Sub-Factor 2.1.
- Contract(s) not performed during the **[number]** years specified in Section III, Qualification Criteria and Requirements, Sub-Factor 2.1.

Year	Non performed portion of contract	Contract Identification	Total Contract Amount (current value, GHS equivalent)
<b>[insert year]</b>	<b>[insert amount and percentage]</b>	Contract Identification: <b>[indicate complete contract name/ [insert amount] number, and any other identification]</b> Name of institution: <b>[insert full name]</b> Address of institution: <b>[insert street/city/country]</b> Reason(s) for non-performance: <b>[indicate main reason(s)]</b>	

Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements

- No pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.2.
- Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.2 as indicated below.

Year	Outcome as Percentage of Total Assets	Contract Identification	Total Contract Amount (current value, GHS equivalent)
[insert year]	[insert percentage]	Contract Identification: [indicate complete contract name, number, and any other identification] Name of institution: [insert full name] Address of institution: [insert street/city/country] Matter in dispute: [indicate main issues in dispute]	[insert amount]

## Form FIN-3.1 Financial Performance

*[The following table shall be filled in for the Applicant and for each partner of a Joint Venture/Consortium.]*

Applicant's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

Applicant's Party Legal Name: *[insert full name]*

Page *[insert page number]* of *[insert total number]* pages

### 1. Financial data

Financial information in (GHS equivalent in oos)	Historical information for previous three years (GHS equivalent in oos)			
	2020	2021	2022	

#### Information from Balance Sheet

Total Assets (TA)

Total Liabilities (TL)

Net Worth (NW)

Current Assets (CA)

Current Liabilities (CL)

#### Information from Income Statement

Total Revenue (TR)

Profits Before Taxes (PBT)

## 2. Financial Documents

The Applicant and its parties shall provide copies in English or translated to English, of the **Balance Sheets and Income Statements for three years** pursuant Section III, Qualifications Criteria and Requirements, Sub-Factor 3.1. The Financial Statements shall:

- (a) reflect the financial situation of the Applicant or partner to a JV/Consortium, and not sister or parent companies.
- (b) be audited by a certified accountant.
- (c) be complete, including all notes to the financial statements.
- (d) correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

- Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the three years required above; and complying with the requirements.

## Form FIN-3.2 Financial Resources

**[The following tables shall be filled in for each Applicant and for each member of a joint venture or other consortium that is a party to the Applicant.]**

### Financial Resources

Each Applicant and each member of a joint venture or other consortium must fill in this form, specifying proposed sources of financing, such as cash on hand, cash in bank, and assured lines of credit, and other financial means, net of current commitments, available to meet the total cash flow demands of the contracts as indicated in Section III, Qualification Criteria and Requirements.

No.	Source of Financing	Amount (GHS equivalent)
1		
2		
3		

### Current Contract Commitments / Works in Progress

Each Applicant and each member of a joint venture or other consortium must fill in this form, providing information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Name of Contract	Employer, contact address/telephone	Value of outstanding work (current GHS equivalent)	Estimated completion date	Average monthly invoicing over last six months (GHS/month)
1.				

2.				
3.				
4.				
etc.				

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### Form FIN-3.3 Average Annual Construction Turnover

*[The following table shall be filled in for the Applicant and for each partner of a Joint Venture/Consortium.]*

Applicant's/Joint Venture Partner's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

Applicant's Party Legal Name: *[insert full name]*

Page *[insert page number]* of *[insert total number]* pages

#### Annual turnover data (construction only)

Year	Amount and Currency	GHS equivalent
<i>[indicate year]</i>	<i>[insert amount and indicate currency]</i>	<i>[insert amount in GHS equiv.]</i>

Average  
Annual  
Turnover\*

- \* Average annual turnover as obtained from the audited financial statements (income statements), Qualification Criteria and Requirements, Sub-Factor 3.2.

## Form EXP-4.1 General Experience

*[The following table shall be filled in for the Applicant and for each partner of a Joint Venture/Consortium.]*

Applicant's/Joint Venture/Consortium Partner's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

Applicant JV/Consortium Party Legal Name: *[insert full name]*

Page *[insert page number]* of *[insert total number]* pages

***[Identify contracts that demonstrate continuous work over the past three years pursuant to Section III, Qualification Criteria and Requirements, Sub-Factor 4.1. List contracts chronologically, according to their commencement (starting) dates.]***

Starting Month / Year	Ending Month / Year	Contract Identification	Role of Applicant
<i>[indicate month/year]</i>	<i>[indicate month/year]</i>	Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in GHS equivalent]</i> Name of institution: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i> Contact person: <i>[insert tel. &amp; e-mail]</i> <sup>5</sup>	<i>[insert "Contractor" or "Subcontractor" or "Contract Manager"]</i>
		Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in GHS equivalent]</i> Name of institution: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i> Contact person: <i>[insert tel. &amp; e-mail]</i>	<i>[insert "Contractor" or "Subcontractor" or "Contract Manager"]</i>

<sup>5</sup> The Employer reserves the right to contact this person or any other person for a reference check, as well as checking in accordance with Employer's Guidance on Reporting and Considering Past Performance by Contractors in Employer's Entity Program Procurements. It is in the best interest of the Applicant to ensure that the contact person provided in this form responds within a maximum of 7 days when contacted by Employer. A non-response from the reference could be treated as a poor reference.

Starting Month / Year	Ending Month / Year	Contract Identification	Role of Applicant
		Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in GHS equivalent]</i> Name of institution: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i> Contact person: <i>[insert tel. &amp; e-mail]</i>	<i>[insert "Contractor" or "Subcontractor" or "Contract Manager"]</i>

## Form EXP-4.2(a) Similar Experience

**[The following table shall be filled in for contracts performed by the Applicant, each partner of a Joint Venture/Consortium, and specialist sub-contractors. A copy of the certificate of substantial completion should be attached for each contract in order for such contract to be considered.]**

Applicant's/Joint Venture/Consortium Partner's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

JV/Consortium Party Name: *[insert full name]*

Page *[insert page number]* of *[insert total number]* pages

### Information

**Similar Contract No.**

***[insert number]* of *[insert number of similar contracts required]***

Contract Identification *[insert contract name and number, if applicable]*

---

Award date *[insert day, month, year]*

---

Start date *[insert day, month, year]*

---

Completion date *[insert day, month, year]*

---

Role in Contract <i>[check the appropriate box]</i>	Contractor  <input type="checkbox"/>	Management Contractor  <input type="checkbox"/>	Subcontractor  <input type="checkbox"/>
--	--	---	---

Total Contract Amount GHS *[insert total contract amount in GHS]*

---

If partner in a JV/Consortium, or subcontractor, specify participation in total contract amount	<i>[insert a percentage amount]</i>	<i>[insert total contract amount in GHS equivalent]</i>
---	-------------------------------------	---

Employer's Name<sup>6</sup>: *[insert full name]*

<sup>6</sup> The Employer reserves the right to contact this person or any other person for a reference check, as well as checking in accordance with Employer's Guidance on Reporting and Considering Past Performance by Contractors in Employer's Entity Program Procurements. It is in the best interest of the Applicant to ensure that the contact person provided in this form responds within a maximum of 7 days when contacted by Employer. A non-response from the reference could be treated as a poor reference.

**Information****Similar Contract No.**

*[insert number] of [insert number of similar contracts required]*

Address: *[indicate street/number/town or city/country]*

Telephone/fax number *[insert telephone/fax numbers, including country and city area codes]*

E-mail: *[insert e-mail address, if available]*

Description of the similarity in accordance with Sub-Factor 4.2(a1) of Section III:

1. Amount *[insert amount in GHS in words and in Figures]*

---

2. Physical size *[insert physical size of activities.]*

---

3. Complexity *[insert description of complexity for example, indicate if works included design, installation, integration and configuration]*

---

4. Methods/Technology *[insert specific aspects of the methods/technology involved in the contract]*

---

5. Other Characteristics *[insert other characteristics as described in Section V, Scope of Works]*

## Form EXP-4.2(b) Specific Experience

**[The following table shall be filled in for contracts performed by the Applicant, each partner of a Joint Venture/Consortium, and specialist sub-contractors. A copy of the certificate of substantial completion should be attached for each contract in order for such contract to be considered.]**

Applicant's/Joint Venture/Consortium Partner's Legal Name: *[insert full name]*

Date: *[insert day, month, year]*

JV/Consortium Party Name: *[insert full name]*

Page *[insert page number]* of *[insert total number]* pages

Similar Contract No.	Information		
<i>[insert number]</i> of <i>[insert number of similar contracts required]</i>			
Contract Identification	<i>[insert contract name and number, if applicable]</i>		
Award date	<i>[insert day, month, year]</i>		
Start date	<i>[insert day, month, year]</i>		
Completion date	<i>[insert day, month, year]</i>		
Role in Contract <i>[check the appropriate box]</i>	Contractor  <input type="checkbox"/>	Management Contractor  <input type="checkbox"/>	Subcontractor  <input type="checkbox"/>
Total Contract Amount	GHS <i>[insert total contract amount in GHS]</i>		
If partner in a JV/Consortium, or subcontractor, specify participation in total contract amount	<i>[insert a percentage amount]</i>	<i>[insert total contract amount in GHS equivalent]</i>	

Employer's Name<sup>7</sup>: *[insert full name]*

<sup>7</sup> The Employer reserves the right to contact this person or any other person for a reference check, as well as checking in accordance with Employer's Guidance on Reporting and Considering Past Performance by Contractors in Employer's Entity Program Procurements. It is in the best interest of the Applicant to ensure that the contact person provided in this form responds within a maximum of 7 days when contacted by Employer. A non-response from the reference could be treated as a poor reference.

<b>Similar Contract No.</b>	<b>Information</b>
<i>[insert number] of [insert number of similar contracts required]</i>	
Address:	<i>[indicate street/number/town or city/country]</i>
Telephone/fax number	<i>[insert telephone/fax numbers, including country and city area codes]</i>
E-mail:	<i>[insert e-mail address, if available]</i>
Description of the similarity in accordance with Sub-Factor 4.2(a1) of Section III:	
1. Amount	<i>[insert amount in GHS in words and in Figures]</i>
2. Physical size	<i>[insert physical size of activities.]</i>
3. Complexity	<i>[insert description of complexity for example, indicate if works included design, supply, installation etc.]</i>
4. Methods/Technology	<i>[insert specific aspects of the methods/technology involved in the contract]</i>
5. Other Characteristics	<i>[insert other characteristics as described in Section V, Scope of Works]</i>

**PART 2 – Works Requirements**

PUBLIC

## Section V. Scope of Works

### BACKGROUND

The Bank of Ghana intends to receive tenders for the supply and installation of furniture and furnishing for its New Corporate Headquarters in Accra. The successful tenderer will enter into a Nominated Sub-Contract Agreement with the Main Contractor undertaking the development.

#### A. Description of the Works

The Applicant is required to provide furniture and furnishing items (Supply and Installation of Furniture and Furnishing in the New Corporate Headquarters, Accra).

#### B. Technical Specifications

The Bank shall provide a catalogue of schedules specifying all the details of each item including type, description, finishes and quantity.

1. It is mandatory for Tenderers to complete the required technical specification format
2. Tenderers are required to respond to this item-by-item commentary on the Purchaser's Technical specifications demonstrating substantial responsiveness of the goods
3. Tenderers are requested to include with their tender, brochures or pictures for each item. (If Applicable)
4. Failure shall constitute grounds for rejection
5. Tenderers are requested not to alter or delete, any part of the column indicating the Minimum Required Technical Specification.
6. All goods shall be latest and in current production