



INVITATION FOR TENDERS

BG/GOV/SEC/2026/28**NATIONAL COMPETITIVE TENDERING**

1. **The Bank of Ghana** intends to apply part of its budget for 2026 to fund eligible payments under the contract for the procurement of the **Procurement of Stationery Items**.

Package number	DESCRIPTION	QTY (UNIT)	DELIVERY PERIOD
GR/BOG/GD/004 1/2026	Procurement and Supply of Letterhead Sheets	87,000 sheets	60 days
	Tamper Seal	90,000 pcs	

2. **Bank of Ghana** therefore invites sealed Tenders from selected suppliers for the supply of the above-mentioned Letterhead Sheets and Tamper Seal. 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. Tenderers may obtain further information from **The Head, Procurement and Transport Department, 8th Floor, Tower Block, The Bank Square, Bank of Ghana Headquarters, Ridge, Accra**.
5. All Tenders must be accompanied by flat rate **Tender Security of Thirty Thousand Ghana Cedis (Ghs30,000.00)** from a reputable Bank.
6. Tenders will be opened in the presence of the Tenderers and/or their representatives who choose to attend at the **Meeting Room**,

**Procurement and Transport Department, 8th Floor, Tower Block,
The Bank Square, Bank of Ghana Headquarters, Ridge, Accra.**

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

- i. Valid Certificate of Incorporation/Registration**
- ii. Valid Certificate to Commence Business for limited liability companies**
- iii. Valid Tax Clearance Certificate**
- iv. Valid SSNIT Certificate**
- v. Valid VAT Certificate**
- vi. Valid Manufactures Authorization (if any)**
- vii. Valid PPA Suppliers Registration Certificate**
- viii. Form “A” (Enterprise) or Form “B” for partnership or “3” and “4” for Limited Liability**

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

8. Tenders must be delivered to the address below on or before **11.00 am, 29th September 2026.**

9. 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
The Bank Square
42 Castle Road, Ridge
8th Floor, Tower Block
Procurement and Transport Department
Tel: 0247766055
Email: procurement.tender@bog.gov.gh**

Address for Tender Submission:

**Bank of Ghana
The Bank Square
42 Castle Road, Ridge
8th Floor, Tower Block
Procurement and Transport Department
Tel: 0247766055
Email: procurement.tender@bog.gov.gh**

(SGD.)

**AIMEE VYDA QUASHIE (MS.)
THE SECRETARY OF THE BANK**

1ST SEPTEMBER 2026