



## Invitation for Tenders

### PROJECT NAME: SUPPLY OF TONERS

Contract Identification No.: **GR/GGCL/GD/0056/2021**

1. The Ghana Grid Company Ltd. (GRIDCo) intends to apply part of its budgetary allocation to fund eligible payments under a Framework Agreement for the **Supply of Toners** to support its operations.
2. **GRIDCo** now invites sealed Tenders from eligible Contractors for the **Supply of Toners**.
3. Tendering will be conducted through the National Competitive Tendering procedures specified in the Public Procurement Act 2003 as amended and in accordance with the Guidelines of the Public Procurement Authority Act 2003, Act 663 of the Republic of Ghana.
4. Interested eligible Tenderers may obtain further information from the Ghana Grid Company (GRIDCo) and inspect the Tendering Documents at the **Address (1)** given below from **09:00 to 15:00 GMT from March 1, 2020 to March 23, 2021 each working day**.
5. A complete set of Tendering Documents in English may be purchased by interested Tenderers upon the submission of a written application to **Address (2)** below between **09:00 hrs to 15:00 hrs GMT** each working day and upon payment of a non-refundable fee of **GHS 300.00**. The method of payment will be by cash or Bank Draft in the name of the Ghana Grid Company Limited.

Tendering Documents are expected to be available for sale from **March 1, 2021**.

Any Tenderer who purchases a Tendering Document on behalf of another or submits a Tender in a name other than the original Purchaser of the Tendering Document should provide documentary evidence from the other entity mandating them to do so, **failure of which will result in rejection of their Tender**.

7. Tenders shall be completed, sealed and marked **“SUPPLY OF TONERS”** and delivered to the **address (3)** below on or before **12:00noon GMT on March 23, 2021**. A soft copy of the tender on a flash drive shall be included in the sealed envelope.

Tenders shall be valid up to **120 days** after the deadline of Tender submission. All Tenders must be accompanied by a Tender Security of **Ten Thousand Ghana Cedis (GHS 10,000.00)** and in the appropriate form and format included in the Tendering Document. The Tender Security shall remain valid for **28 days beyond Tender Validity Period of 120 days** after the deadline of Tender submission.

Late Tenders will be rejected. Electronic Tendering is not permitted.

Tenders will be opened in the presence of Tenderers' representatives who choose to attend at the address below immediately after 12:00noon GMT on **March 23, 2021**.

### **1. Address for Inspection of Tendering Documents**

Manager, Procurement  
Ghana Grid Company  
P. O. Box CS 7979

Tema-Ghana  
Tel: +233 303 318700

Location Room: No. 213, Offices of the Manager, Procurement, Central Warehouse, (located 5km off the Tema Aflao Highway)

**2. Address for Purchase of Tendering Documents**

The Director,  
Finance Department, GRIDCo,  
P. O. Box CS 7979  
Tema, Ghana  
Telephone Nos.: +233 303 308 892, +233 303 304 818  
Fax: +233 303 318 727

Email: [gridcprocurement@gridcogh.com](mailto:gridcprocurement@gridcogh.com)

**3. Address for Submission of Tender Documents**

The Chief Executive  
Ghana Grid Company Limited (GRIDCo) Offices  
P. O. Box CS7979  
Tema, Ghana

**The Venue** for Tender Submission in the case of submission of the tenders on the due date by hand and Tender Opening is:

**Floor/ Room Number:** Conference Room of GRIDCo Central Warehouse, Tema, located about 5 km off the Tema-Aflao Highway near Tema Steel Works.