



Invitation for Tenders

PROJECT NAME: SUPPLY OF DIARIES AND CALENDARS

Contract Identification No.: **GR/GGCL/GD/0059/2021**

1. The Ghana Grid Company Ltd. (GRIDCo) intends to apply part of its budgetary allocation to fund eligible payments under the contract for **Supply of Diaries and Calendars** for its operations.
2. **GRIDCo** now invites sealed Tenders from eligible Suppliers for the **Supply of Diaries and Calendars** for its operations.
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 July 16 to July 29, 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 **GHS200.00**. 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 **July 16, 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**.

6. Tenders shall be completed, sealed and marked **“SUPPLY OF DIARIES AND CALENDARS”** and delivered to the **address (3)** below on or before **12:00noon on July 29, 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 **Five Thousand Ghana Cedis (GHS5,000.00)** for **LOT 1 and Two Thousand Ghana Cedis (GHS2,000.00)** for **LOT 2** 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.

Tenders will be opened in the presence of Tenderers' representatives who choose to attend at the address below immediately after 10:00am on **July 29, 2021**.

1. Address for Inspection of Tendering Documents

Manager, Materials Management
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: gridcoprocurement@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 Bid Submission in the case of submission of the bids on the due date by hand and Bid Opening is:

Floor/ Room Number: Conference Room of GRIDCo Central Warehouse, Tema, located about 2km off the Tema-Aflao Highway near Tema Steel Works