



Republic of Ghana

REQUEST FOR PROPOSAL

INFORMATION SYSTEMS (DESIGN, SUPPLY AND INSTALLATION) (WITHOUT PREQUALIFICATION)

NATIONAL COMPETITIVE BIDDING

Purchaser : **Ministry of Finance / GETP / JSG**
Project : **Ghana Economic Transformation Project**
Contract Title : **Design, Installation, Configuration, and Deployment of a Court Case Management System and Supply and Installation of ICT Equipment for Six (6) District Courts – Judicial Service of Ghana (JSG)**
Country : **Ghana**
Credit No. : **6465-GH**
RFB No. : **GH-MOFEP-376209-GO-RFB**

1. The Government of the Republic of Ghana has received financing from the World Bank toward the cost of the Ghana Economic Transformation (GET) Project and intends to apply part of the proceeds toward payments under the contract for Design, Installation, Configuration, and Deployment of a Court Case Management System and Supply and Installation of ICT Equipment for six (6) District Courts – Judicial Service of Ghana (JSG).
2. The Project Coordinating Unit of the Ministry of Finance now invites sealed Bids from eligible Bidders for the Design, Installation, Configuration, and Deployment of a Court Case Management System and Supply and Installation of ICT Equipment for six (6) District Courts – Judicial Service of Ghana (JSG).
3. The procurement process will be conducted through international competitive procurement using Request for Proposals (RFP) as specified in the World Bank’s “Procurement Regulations for IPF Borrowers” [July 2016 revised November 2017, August 2018 November 2020 and, July 2023] (“Procurement Regulations”), and is open to all eligible Proposers as defined in the Procurement Regulations.
4. Interested eligible Proposers may obtain further information from the Ministry of Finance / GETP (Abdul-Latif Alhassan and e-mail: getpprocurement@gmail.com) and inspect the bidding document during office hours from between **9:00 am** and **4:30 pm** at the address “A” given below with effect from **13th November, 2023**.

“A” The address for the Inspection and Purchase of Documents

Ministry of Finance

Ghana Economic Transformation Project Office,
Valco Trust House, Second Floor, Procurement Office

Ambassadorial Enclave, Castle Road

Ridge - Accra

P. O. Box M 40, Ministries – Accra

Email: getpprocurement@gmail.com, and copy lateefpro@gmail.com

Tel: +233-24-740-4444

Digital Address: GA – 052 -7763

5. The request for proposals document in English may be purchased by interested eligible Proposers upon the submission of a written application to the address below and upon payment of a nonrefundable fee of **Four Thousand Ghana Cedis (GH¢4,000.00)** or an equivalent amount in a freely convertible currency. The method of payment will be Cash. The document will be issued to Bidders personally and with a written application letter.
6. Proposals must be delivered to the address below on or before **11.00 a.m. local time on 18th December, 2023**. Electronic procurement **will not** be permitted. Late Proposals **will be rejected**. The outer Proposal envelopes marked “ORIGINAL PROPOSAL”, and the inner envelopes marked “TECHNICAL PART” will be publicly opened in the presence of the Proposers’ designated representatives and anyone who chooses to attend, at the address below. All envelopes marked “FINANCIAL PART” shall remain unopened and will be held in safe custody of the Purchaser until the second public Proposals opening.

“B” The address for Delivery and Bid Opening is:

Ministry of Finance

Ghana Economic Transformation Project Office,
Valco Trust House, Second Floor, Conference Room 1

Ambassadorial Enclave, Castle Road, Ridge – Accra

Digital Address: GA – 052 -7763

7. All Proposals must be accompanied by a **Proposal Security of GH¢500,000.00**
8. Attention is drawn to the Procurement Regulations requiring the Borrower to disclose information on the successful Proposer’s beneficial ownership, as part of the Contract Award Notice, using the Beneficial Ownership Disclosure Form as included in the request for proposal document.
9. It is mandatory that Bidders submit with their tender the following statutory documents:
 - Valid GRA Tax Clearance Certificate.
 - Valid SSNIT Clearance Certificate.
 - Valid VAT Registration Certificate.
 - Valid Certificate of Incorporation.
 - Valid Registration Certificate from Public Procurement Authority (PPA).