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## SUPPLY CONTRACT NOTICE

**Contract title: Supply, Delivery, Installation; After-Sales Training of Personnel and After-Sales Servicing of IT Equipment, Vehicles, Furniture and Air conditioners under the Ghana Employment and Social Protection Programme**

**Location: Ghana:**

**Greater Accra and other beneficiary regions and districts in Brong Ahafo, Central, Northern, Western, Ashanti, Volta, Upper West and Eastern Regions**

**1. Publication reference**

EuropeAid/140213/IH/SUP/GH

**2. Procedure**

Open

**3. Programme title**

Ghana Employment and Social Protection Programme (GESP)

**4. Financing**

Financing Agreement N°. - FED/2015/037-449

**5. Contracting authority**

The Ministry of Finance of the Republic of Ghana

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## CONTRACT SPECIFICATIONS

**6. Description of the contract**

This contract involves the supply, delivery, installation and after-sales servicing and training of personnel for IT Equipment, Vehicles, Furniture and air conditioners to the Ministry of Gender, Children and Social Protection (MoGCSP); Ministry of Employment and Labour Relations (MoELR), Public Employment Centres and Labour Offices in selected regions and districts; the Office of the Head of Local Government Studies (OHLGS), Regional and District Coordinating Councils in selected regions and districts; Institute of Local Government Studies (ILGS); School of Social Work (SSW); Centre for Social Policy Studies (CSPS, University of Ghana), Association of Ghana Industries (AGI) in Greater Accra and selected districts of Brong Ahafo, Central, Northern, Western and Ashanti Regions.

**7. Number and titles of lots**

Three (3) lots

**Lots Titles:**

**Lot n° 1:** Supply, delivery, installation and after-sales servicing of **furniture and air conditioners**

**Lot n° 2:** Supply, delivery and after-sales servicing for **vehicles and motorcycles (complete with all necessary accessories)**

**Lot n° 3:** Supply, delivery, installation, after sales training and after-sales servicing of **IT equipment (complete with all accessories)** including Operating and Application software (both proprietary and tailor-made) with appropriate hands on training and pilot implementation.

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## TERMS OF PARTICIPATION

### 8. Eligibility and rules of origin

Participation in tendering is open on equal terms to natural and legal persons (participating either individually or in a grouping - consortium - of tenderers) which are established in one of the Member States of the European Union, ACP States or in a country or territory authorised by the ACP-EC Partnership Agreement under which the contract is financed (see also item 22 below). Participation is also open to international organisations.

Under **Lot 1:** all supplies must originate in one or more of the above countries.

Under **Lots 2 and 3:** the rule of origin is not applicable. Nevertheless, **the tenderer will have to provide a certification from an authorised distributor attesting the conformity of supplies to international standards.**

Please be aware that after the United Kingdom's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries and of goods originating from third countries will apply to candidates or tenderers from the United Kingdom, and to all candidates or tenderers proposing goods originating from the United Kingdom depending on the outcome of negotiations. In case such access is not provided by legal provisions in force at the time of the contract award, candidates or tenderers from the United Kingdom, and candidates or tenderers proposing goods originating from the United Kingdom could be rejected from the procurement procedure.

### 9. Grounds for exclusion

Tenderers must submit a signed declaration, included in the tender form for a supply contract, to the effect that they are not in any of the situations listed in Section 2.6.10.1. of the practical guide.

Tenderers included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

### 10. Number of tenders

The candidates may submit an application for one lot only, several lots or all of the lots, but only one application may be submitted per lot. Tenders for parts of a lot will not be considered. Tenderers may not submit a tender for a variant solution in addition to their tender for the supplies required in the tender dossier.

Contracts will be awarded lot by lot and each lot will form a separate contract. Any tenderer may state in its tender that it would offer a discount in the event that its tender is accepted for more than one lot.

## 11. Tender guarantee

Tenderers must provide a tender guarantee, **per lot**, of 1% of the budget available for the contract when submitting their tender. This guarantee will be released to unsuccessful tenderers once the tender procedure has been completed and to the successful tenderer[s] upon signature of the contract by all parties. This guarantee will be called upon if the tenderer does not fulfil all obligations stated in its tender.

## 12. Performance guarantee

The successful tenderer will be asked to provide a performance guarantee of 10% of the amount of the contract at the signing of the contract. This guarantee must be provided together with the return of the countersigned contract no later than 30 days after the tenderer receives the contract signed by the contracting authority. If the selected tenderer fails to provide such a guarantee within this period, the contract will be void and a new contract may be drawn up and sent to the tenderer which has submitted the next cheapest compliant tender.

## 13. Information meeting and/or site visit

No information meeting is planned however, visits to the beneficiary institutions are highly recommended by prospective tenderers.

## 14. Tender validity

Tenders must remain valid for a period of 90 days after the deadline for submission of tenders. In exceptional circumstances, the contracting authority may, before the validity period expires, request that tenderers extend the validity of tenders for a specific period (see para 8.2 of the instructions to tenderers).

## 15. Period of implementation of tasks

The period for supply, delivery, installation, training, after-sales services and all implementation of the tasks shall be **240 days, for all lots**, from contract signature, until provisional acceptance.

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# SELECTION AND AWARD CRITERIA

## 16. Selection criteria

The following selection criteria will be applied to tenderers. In the case of tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole unless specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors:

- 1) **Economic and financial capacity of tenderer** (based on i.a. item 3 of the tender form for a supply contract). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.

The selection criteria for **Lots 1 – 3** are as follows:

- the average annual turnover of the tenderer over the last three (3) years (2016, 2017 and 2018) must exceed, per lot, the annualised maximum budget of the contract.
- Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium, this criterion must be fulfilled by each member.

2) **Professional capacity of tenderer** (based on i.a. items 4 and 5 of the tender form for a supply contract). The reference period which will be taken into account will be the last five years from submission deadline.

The selection criteria for **Lots 1 – 3** are as follows:

- The tenderer must be a firm duly registered and authorized to carry out services specified under this contract according to national laws.
- Has professional certificate appropriate to the contract in question (**copies of certificates are to be included in the tender**).
- at least two (2) permanent staff with requisite expertise are required for each lot in fields related to this contract.

**Lot n° 1: Supply, delivery, installation and after-sales servicing of furniture and air conditioners**

- a) Should possess a professional certificate appropriate to this contract or is a registered businesses concerned whose area of specialization include supply and delivery of office furniture and air conditioners or similar relevant field;
- b) Have at least the following key personnel to take charge of the contract:
  - a. 1 Technical Manager (with 5 years minimum experienced in the supply, installation and commissioning of air conditioners);
  - b. 1 Business Sales Executive (with 5 years minimum experience in the supply, installation and delivery management of furniture).

**Lot n° 2: Supply, delivery, training and after-sales servicing for vehicles and motorcycles (complete with all necessary accessories)**

- a) Should possess a professional certificate appropriate to this contract or is a registered businesses concerned whose area of specialization include supply and delivery of motor vehicles, automobile technology or similar relevant field;
- b) Have at least the following key personnel to take charge of the contract:
  - a. 1 Technical Manager (with 5 years' minimum experience in motor and vehicle dealership, supply and delivery management of 15 or more vehicles and 50 or more motorcycles transaction);
  - b. 1 Technician (with 5 years' minimum experience in motor and vehicle supply and delivery operations).

**Lot n° 3: Supply, delivery, installation, after-sales training and after-sales servicing of IT equipment, (complete with all accessories) including Operating and Application software (both proprietary and tailor-made) with appropriate hands on training and pilot implementation.**

- a) Should possess a professional certificate appropriate to this contract or is a registered business whose area of specialisation includes Information Technology equipment, application installation supplies, deliveries, training and after-sales servicing;
  - b) Have at least the following as key personnel to take charge of the contract:
    - a. 2 ICT Technicians (with 5 years' minimum experience in ICT equipment, supplies, installation, training and after-sales servicing).
- 3) **Technical capacity of tenderer** (based on i.a. items 5 and 6 of the tender form for a supply contract). The reference period which will be taken into account will be the last five years from submission deadline.

The selection criteria for Lots 1 – 3 and for each tenderer are as follows:

- The tenderer has delivered supplies under at least two (2) contracts with a budget of at least that of the Contract in related field thereto which were implemented during the following period: December 2013-December 2018.

This means that the contract the tenderer refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period. Tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, final acceptance). In case of projects still on-going only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value.

**Capacity-providing entities**

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. Some examples of when it may not be considered appropriate by the contracting authority are when the tenderer relies in majority on the capacities of other entities or when they rely on key criteria. If the tenderer relies on other entities it must prove to the contracting authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing a commitment on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality, as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. Furthermore, the data for this third entity for the relevant selection criterion should be included in the tender in a separate document. Proof of the capacity will also have to be furnished when requested by the contracting authority.

With regard to technical and professional criteria, a tenderer may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

## **17. Award criteria**

Price (or, if appropriate after prior approval, the best price-quality ratio which is a combination of quality and price).

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# **TENDERING**

## **18. How to obtain the tender dossier**

The tender dossier is available from the following Internet address: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>. The tender dossier is also available from the contracting authority. Tenders must be submitted using the standard tender form for a supply contract included in the tender dossier, whose format and instructions must be strictly observed.

Tenderers with questions regarding this tender should send them in writing to;

National Authorising Office's Office,  
Ministry of Finance  
P.O. Box MB 40  
Accra – Ghana

Attn: Mr. Ebenezer NORTEY – Head of EU/Europe/Americas Unit / Room G13 / Annex A

E-mail: [ENortey@mofep.gov.gh](mailto:ENortey@mofep.gov.gh) / [ebennort75@gmail.com](mailto:ebennort75@gmail.com) and  
[BAgbanu@mofep.gov.gh](mailto:BAgbanu@mofep.gov.gh) / [beneagbanu@gmail.com](mailto:beneagbanu@gmail.com)

with copies to: [Juliet-Emefa.Dekou@eeas.europa.eu](mailto:Juliet-Emefa.Dekou@eeas.europa.eu) / [delegation-ghana-fcs@eeas.europa.eu](mailto:delegation-ghana-fcs@eeas.europa.eu) /  
[Emmanuel.SOUBIRAN@eeas.europa.eu](mailto:Emmanuel.SOUBIRAN@eeas.europa.eu)

(mentioning the publication reference shown in item 1) at the latest 21 days before the deadline for submission of tenders given in item 19. The contracting authority must reply to all tenderers' questions at the latest 11 days before the deadline for submission of tenders. Eventual clarifications or minor changes to the tender dossier shall be published at the latest 11 days before the submission deadline on the website of DG International Cooperation and Development at <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>

## **19. Deadline for submission of tenders**

The tenderer's attention is drawn to the fact that there are two different systems for sending tenders: one is by post or private mail service, the other is by hand delivery.

In the first case, the application/tender must be sent before the date and time limit for submission, as evidenced by the postmark or deposit slip<sup>1</sup>, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the tender which will serve as proof.

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<sup>1</sup> It is recommended to use registered mail in case the postmark would not be readable.

**The Deadline for the submission of tenders is 26 July, 2019 at 4:00 pm (Ghana Time).**

Any tender submitted to the contracting authority after this deadline will not be considered.

**The contracting authority may, for reasons of administrative efficiency, reject any tender submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the evaluation report, if accepting tenders that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.**

### **How tenders may be submitted**

Tenders must be submitted in English exclusively to the contracting authority in a sealed envelope:

- EITHER by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to :

National Authorising Office's Office,  
Ministry of Finance  
P.O. Box MB 40  
Accra – Ghana  
Attn: Mr. Ebenezer NORTEY – Head of EU/Europe/Americas Unit / Room G13 / Annex A

- OR hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

National Authorising Office's Office,  
Ministry of Finance  
P.O. Box MB 40  
Accra – Ghana

Attn: Mr. Ebenezer NORTEY– Head of EU/Europe/Americas Unit / Room G13 / Annex A

opening hours: 8:00am – 4:00pm

The contract title and the Publication reference (see item 1 above) must be clearly marked on the envelope containing the tender and must always be mentioned in all subsequent correspondence with the contracting authority.

Tenders submitted by any other means will not be considered.

By submitting a tender candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the tender.

## **20. Tender opening session**

Tenders will be opened during a tender opening session scheduled for the **2 August, 2019 at 10:00 am (Ghana time)** at the Conference Room of the National Authorising Office, Annex A, Ministry of Finance, Accra.

## **21. Language of the procedure**

All written communications for this tender procedure and contract must be in English.

## **22. Legal basis<sup>2</sup>**

Annex IV to the Partnership Agreement between the members of the African, Caribbean and Pacific Group of States of the one part, and the European Community and its Member States, of the other part, signed in Cotonou on 23 June 2000 as amended in Luxembourg on 25 June 2005 and in Ouagadougou on 22 June 2010. Reference is made to Annex IV as revised by Decision 1/2014 of the ACP-EU Council of Ministers of 20 June 2014.

## **23. Additional information**

The Contracting Authority reserves the right to modify the quantities indicated in the Bill of Quantities for each lot, depending on the quotations received for any particular lot.

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<sup>2</sup> Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term).