

***B. DRAFT CONTRACT AND SPECIAL CONDITIONS,
INCLUDING ANNEXES***

DRAFT CONTRACT

SUPPLY CONTRACT FOR EUROPEAN UNION EXTERNAL ACTIONS

No

FINANCED FROM THE EDF

**National Authorising Officer's Office,
Ministry of Finance
P.O. Box MB 40
Accra – Ghana**
(‘The contracting authority’),

of the one part,

and

<Full official name of contractor>
[<Legal status/title>]¹
[<Official registration number>]²
<Full official address>
[<VAT number>]³, (‘the contractor’)

of the other part,

have agreed as follows

PROJECT:

**Ghana Employment and Social Protection (GESP) Programme
(GH/FED/037-449)**

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**

Identification number: EuropeAid/140213/IH/SUP/GH

¹ Where the contracting party is an individual.

² Where applicable. For individuals, mention their ID card or passport or equivalent document – number.

³ Except where the contracting party is not VAT registered.

Article 1 Subject

1.1 The subject of the contract shall be the supply, delivery, installation and after-sales servicing of 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, Ashanti, Volta, Upper West and Eastern Regions, of the following supplies:

Lot 1: Furniture and Airconditioners

Item No.	General Description of Supplies	Quantity of Items to be Supplied
1a	Air Conditioner (normal office rooms)	10
1b	Air Conditioner (server rooms)	6
2	Cabinet (4 in 1 Drawer)	122
3	Chairs: Executive swivel chair	150
4	Conference table: 8 seater round conference table with chairs (one set)	1
5	Conference table: 20 seater conference table with chairs (one set)	1
6	Desks / Office Tables	150
7	Desk: Executive writing Desk	1
8	Furniture for reception and lobby (one set)	1
9	Lecture Hall Furniture	80

Lot 2: Vehicles and Motorcycles

Item No.	General Description of Supplies	Quantity of Items to be Supplied
1	Motor cycles	92
2	4X4 Vehicles	15

Lot 3: IT Equipment

Item No.	General Description of Supplies	Quantity of Items to be Supplied
1	Anti virus with licences	175
2	Desktop computers	131
3	External hard drive	61
4	Firewall for servers	6
5	ID Card printing package	1
6	Laptops computers	29
7	Office Package with licences	175
8	Photocopier	8
9	Printer All in One - B/W	121
10	Procurement of library E-Resources (AGORA;AJOL;ARDI;CAMBRIDGE UNIVERSITY PRESS; WILEY ONLINE; HINARI; IMF e-LIBRARY; OARE; OXFORD UNIVERSITY PRESS; SAGE; CREDO;EMERALD;TAYLOR & FRANCIS GROUP; DOAJ	4
11	Projector & mobile screen	10
12	Scanner	6
13	Server	6
14	Tablet	20
15	UPS 1.5 KVA	121
16	UPS 2.5 KVA	19
17	Video Conference Facility (one set)	1

The place of acceptance of the supplies shall be at various locations in the country at 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 (University of Ghana), Association of Ghana Industries (AGI) in Greater Accra and selected districts of Brong Ahafo, Central, Northern, Western, Ashanti, Volta, Upper West and Eastern Regions. The time limits for

delivery shall be from <October, 2019> and the Incoterm applicable shall be DDP⁴. The implementation period of tasks shall run from <October, 2019 to May, 2020>.

1.2 The contractor shall comply strictly with the terms of the special conditions and the technical annex.

1.3 The supplies for all Lots must be accompanied by the spare parts described by the contractor in its tender and by the accessories and other items necessary for using the goods over a period of one (1) year, as specified in the instructions to tenderers.

Article 2 Origin

The rules of origin of the goods are defined in Article 10 of the special conditions.

A certificate of origin for the goods must be provided by the contractor at the latest when it requests provisional acceptance of the goods. Failure to comply with this condition may result in the termination of the contract and/or suspension of payment.

Article 3 Price

3.1 The price of the supplies shall be that shown on the financial offer (specimen in Annex IV). The total maximum contract price shall be EUR<insert price>

3.2 Payments shall be made in accordance with the general and/or special conditions (Articles 26 to 28).

Article 4 Order of precedence of contract documents

The contract is made up of the following documents, in order of precedence:

- the contract agreement;
- the special conditions
- the general conditions (Annex I);
- the technical specifications (Annex II [including clarifications before the deadline for submission of tenders and minutes from the information meeting/site visit];
- the technical offer (Annex III [including clarifications from the tenderer provided during tender evaluation]);
- the budget breakdown (Annex IV);
- specified forms and other relevant documents (Annex V);

The various documents making up the contract shall be deemed to be mutually explanatory; in cases of ambiguity or divergence, they shall prevail in the order in which they appear above.

Done in English in three originals, one original being for the contracting authority, one original being for the European Commission, and one original being for the contractor.

⁴ <DDP (Delivered Duty Paid)>/<DAP (Delivered At Place)> - Incoterms 2010 International Chamber of Commerce - <http://www.iccwbo.org/incoterms/>

For the contractor

Name:

Title:

Signature:

Date:

For the contracting authority

Name:

Title:

Signature:

Date:

Endorsed for financing by the European Union

Name:

Title:

Signature:

Date: