

# SPECIFIC PROCUREMENT NOTICE

## Request for Bids

(Single Stage - One Envelope)

**Name of Purchaser :** Ministry of Finance  
**Name of Project :** Ghana Youth Employment and Entrepreneurship in Productive Sectors (YESp) Program for Results (PforR)  
**Contract Title :** Procurement of IT Equipment and Office Furniture  
**Name of Country :** Republic of Ghana  
**Project ID Number :** P179221  
**IFB Number :** GH-MOF-YES-379968-GO-RFB  
**Issuing date of the IFB:** November 2, 2023

1. The Government of Ghana has received Credit from the International Development Association toward the cost of the Financial Sector Development Project and it intends to apply part of the proceeds toward payments under the contract for **“Procurement of IT Equipment and Office Furniture”**.
2. The Ministry of Finance, through the Project Secretariat, now invites sealed bids from eligible and qualified Bidders for the Procurement of the under listed requirements;

Lot No.	Description	Quantity	Bid Security (GHC)	Delivery after Award of Contract	Period of Contract
1	All -in-One Desktop Computers	28	35,000.00	45 Days	
	Laptops Computers	40			
	Tablet	10			
	Black and White Printers	12			
	Coloured Printers (3 in 1)	3			
	Heavy Duty Photocopier	5			
	Shredding Machine	3			
	Router	5			
	MiFi	5			
	Uninterruptible Power Supply (UPS)	10			
	Refrigerator	1			
	2.5HP Air Conditioner	1			
2	Executive L-Shaped Desk	7	15,000.00	45 Days	
	Executive Swivel Chair	14			
	Office Workstation with 4 Cubicles	15			
	Swivel Chair for Workstation	60			
	Metallic File Cabinet	15			

3. Bidders can quote for any or all Lots. Bids will be evaluated and contract awarded on lot basis. Partial quotations shall be rejected.
4. Bidding will be conducted through International Competitive Procurement using a Request for Bids (RFB) as specified in the World Bank’s “Procurement Regulations for IPF Borrowers”

("Procurement Regulations"), 5<sup>th</sup> edition September 2023 and is open to all eligible Bidders as defined in the Procurement Regulations.

5. Interested eligible Bidders may obtain further information from the Ministry of Finance, Project Secretariat, Financial Service Division (FSD) First Floor, New Block Room 112 and inspect the Bidding Documents at the address (1) given below from **Thursday, November 2, 2023** from **9:00am to 4:30pm** on working days.
6. The bidding documents in English **may be purchased by** interested eligible Bidders upon the submission of a written application to the address (1) below and upon payment of non-refundable fee of **Seven Hundred Ghana (GHC700.00)**. The Method of payment will be by cash payable at the Ministry of Finance, New Block, 1<sup>st</sup> Floor Room 112).
7. All Bids must be accompanied by a **Bid Security**. The amount of Bid Security required is **Lot 1 – GHC35,000.00, and Lot 2 – GHC15,000.00**
8. Bids must be delivered in person by the bidders or representative to the address (2) below at or before 11:00 GMT on **Tuesday, December 5, 2023**. Bidders or their representative shall sign the bid submission form provided at the venue for bid submission. Electronic Bidding will not be permitted. Late bids will be rejected.
9. Bids shall be publicly opened in the presence of the Bidders' designated representatives who choose to attend at the address (2) below at 11:00GMT on **Tuesday, December 5, 2023**.

The addresses referred to above are:

**Address (1) For purchase and clarification:**

The Procurement Specialist,  
Project Secretariat,  
Room No.112, First (1st Floor),  
Ministry of Finance (New Block, Head Office),  
Email: [Yesp@mofep.gov.gh](mailto:Yesp@mofep.gov.gh)  
Telephone number: +233 (0) 202099012:  
**Ghana Post Digital Address:** GA-144-2024

**Address (2) For Bid Submission and bid opening:**

Ministry of Finance,  
Ghana Youth Employment and Entrepreneurship in  
Productive Sectors (YESp) Program for Results (PforR),  
Project Secretariat,  
(i) Room No.112, First (1st Floor), **(For Bid Submission)**  
(ii) Conference Room, New Block, 1<sup>st</sup> Floor, Room 112  
**(For Bid Opening)** Ministry of Finance, Accra, Ghana  
Location: Finance Drive, Ministries-Accra  
**Ghana Post Digital Address:** GA-144-2024