

REQUEST FOR EXPRESSION OF INTEREST

PRINTING SERVICES FOR NIED CLUSTER PROJECTS.

NATIONAL COMPETITIVE TENDER - CONSULTANCY FIRMS REQUIRED

BACKGROUND AND OBJECTIVES

As a service provider in the field of international cooperation for sustainable development and international education work, GIZ is dedicated to shaping a future worth living around the world. GIZ has over 50 years of experience in a wide variety of areas, including economic development and employment promotion, energy and the environment, and peace and security. The diverse expertise of our federal enterprise is in demand around the globe – from the German Government, European Union institutions, the United Nations, the private sector, and governments of other countries. We work with businesses, civil society actors and research institutions, fostering successful interaction between development policy and other policy fields and areas of activity. Our main commissioning party is the German Federal Ministry for Economic Cooperation and Development (BMZ).

The Republic of Ghana and the Federal Republic of Germany have been partners in international development cooperation for over 30 years. GIZ opened its office in Accra in 1983 and performs all its work here in support of the Government of Ghana's (GoG's) development goals. GIZ Ghana, in doing this, implements projects across three areas to support Ghana's development goals. These areas are Sustainable Economic Development, Training and Employment, Energy and Climate, Just Transition, and Peaceful and Inclusive Societies.

SCOPE OF THE ASSIGNMENT

The Sustainable Economic Development Cluster of GIZ Ghana seeks to engage a well-established consultancy/contractor with the requisite expertise and experience to provide printing services to the cluster. This will include the printing of branded materials such as factsheets, fliers, brochures, newsletters, pull up banners, fence banners/backdrops, shirts (strictly 100% cotton), water bottles, pen drives, tote bags, laptop sleeves/bags, note pads and policy briefs. The selected consultancy/contractor shall provide these services on GIZ's demand.

Area of Assignment: Accra, Ghana

The selected contractor will be expected to provide printing services for GIZ. This will comprise printing of branded materials for GIZ Ghana within the contract implementation period. This will be done in line with GIZ's branding protocols.

The design and branding details will be communicated in advance to the contractor to enable the contractor prepare adequately and in advance.

Among other things, the contract will comprise the printing of branded materials.

See the below and provide the unit prices of all the materials that will be requested as part of the contract.

S/No.	Name of Item	Unit Price GH¢
1	Cost of printing a two-page A4-sized factsheet (coloured, glossy and laminated)	
2	Cost of printing a two-page A4-sized flier (coloured)	
3	Cost of printing a twenty-page A4 bi-folded brochure (coloured)	
4	Cost of printing a 16-page A4-sized newsletter (A4 page size, coloured with glossy and laminated cover pages)	
5	Cost of printing a full-colour pull up banner	
6	Cost of printing an 8 feet x 4 feet fence banner/backdrop	
7	Cost of 100% cotton t-shirt and branding	
8	Cost of 100% cotton polo shirt and branding/embroidery	
9	Cost of 1-litre water bottle and branding	
10	Cost of 4GB pen drive and branding	
11	Cost of 100% cotton tote bag and branding	
12	Cost of laptop sleeve/bag and branding	
13	Cost of printing a 50-page A5 note pad	
14	Cost of printing a 30-page A5 policy brief (coloured and with glossy and laminated cover pages)	

GIZ will share the expected content for each branded material and communicate the minimum and maximum number of days for each assignment to the contractor. This could be increased, where need be, especially where the service is expected to be extended beyond the initially agreed period. The latter arrangement will be undertaken with regards to the agreed unit rate.

The consultant shall provide the following output as evidence of work undertaken both in hard and soft copies:

- Quarterly reports, in MS Word version, of work undertaken within the period
- A final report, in MS Word version, capturing an overview of all assignments carried out during this contractual period.

EXPERIENCE AND QUALIFICATION OF THE CONSULTANCY FIRM

Qualifications of proposed staff

The tenderer is required to propose personnel for the positions specified here and described with respect to the areas of responsibility and qualifications on the basis of relevant CVs.

The below specified qualifications represent the requirements to reach the maximum number of points in the technical assessment.

General qualifications

Education/training (2.1.1): University qualification in communication, graphic designing, publishing, journalism, marketing, public relations, media, international development or related courses.

Language (2.1.2): C1-level language proficiency in English

General professional experience (2.1.3): Minimum of 5 years of professional experience in graphic designing, production, publishing, photography, journalism, photojournalism, or related fields.

Specific professional experience (2.1.3): Minimum of 5 years of specific experience graphic designing, and large scale/commercial printing of branded materials.

Interested consultancy firms / consultants with proven experience in this area of work are kindly requested to express their interest for the above-mentioned project.

How to apply

Commercial Qualification

Please send the following documents:

- Official letter expressing interest (LoI)
- Company profile
- Tax Clearance Certificate
- Business Registration Certificate
- Declaration of Business Ownership by General Manager (Inclusion of Form A for Sole Proprietorship or Form 3 for Limited Liability)
- VAT Registration Certificate
- SSNIT Clearance Certificate
- other relevant supporting documents

NOTE: Kindly Visit the link below for all our running tenders.

Link- www.giz.de/en/worldwide/115442.html

The (Expression of Interest (EoI) should be sealed in an enclosed envelop, marked as "Expression of Interest for "83493103 / 19.4933.8-001.00 "Printing Services for NIED Cluster Projects."

The three sealed envelopes should be sent to the following address:

The Procurement Unit
GIZ Ghana
No. 7 Volta Street, Airport Residential Area, Accra
P.O. Box KA 9698,
Accra

To All Bidders:

- Bids must be submitted at the **GIZ Ghana Country Office Reception**.
- The deadline for submission is **05.08.2025 until 11:59 PM**.
- Documents should be submitted as early as possible before the deadline.
- Should the reception be closed, documents might exceptionally be dropped off at the guard's booth.
- The guards need to be told by the person submitting the documents that they are submitting tender documents.
- Always send a receipt with your documents stating the number of the tender.
- This receipt will be signed by the receptionist or a guard (in case of exceptional drop off at the guard's booth) to provide the bidder with proof of delivery / submission.

"Please note that participating in a tendering process of GIZ is free of charge for bidders.

At no phase of the process is the bidder required to make any payment to GIZ or to one of its employees.

Kindly Note by sending in your offer, you are agreeing to the GIZ General Terms and giving us the consent to process your company data.

ONLY SHORTLISTED FIRMS WILL BE CONTACTED