

INVITATION TO TENDER



Implemented by:
giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

SUPPLY OF PRE FABRICATED KITCHENETTE AND WINDOW BLINDS

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) intends to tender for the Supply of Kitchenette and window blinds.

The GIZ Office Accra now invites tenderers to submit, free of charge and without obligation on the part of GIZ, a tender based on the following terms and conditions. Non-conformity with all conditions mentioned could lead to the exclusion of the bid.

Tenders should be valid for a period of **three (3) months** after the deadline of Tender submission.

Prices shall be fixed prices. Prices shall be free of VAT and other public charges. Prices shall be quoted in Ghana Cedis.

All interested suppliers are required to submit **a letter, a company profile, and their quotes** according to the specifications below, to the GIZ Office Accra

| OFFICE KITCHENETTE AND WINDOW BLINDS | |
|--------------------------------------|--|
| Quantity | Items to provide (with specifications) |
| 3 | <div>1. Pre-fabricated Kitchenette (Complete with fridge and microwave)</div> <div><ul style="list-style-type: none">• Dimensions (5 -7ft length x 7 ft height x 2-3 ft width)• Structure & Material:<ul style="list-style-type: none">○ Cabinetry: Laminated Plywood for durability and easy cleaning.○ Countertop: Quartz or granite surface (waterproof and scratch-resistant).○ Sink: Stainless steel, single basin with a chrome faucet and drainage system.○ Storage: Overhead and under-counter cabinets for food storage and kitchenware.• Appliances:<ul style="list-style-type: none">○ Refrigerator:<ul style="list-style-type: none">▪ Capacity: 90L or above▪ Energy-efficient (minimum 3-star energy rating).○ Microwave:<ul style="list-style-type: none">▪ Capacity: 15L or above.▪ Power: 700W-1000W• Electrical & Plumbing:<ul style="list-style-type: none">○ Pre-installed electrical outlets for appliances.○ Proper plumbing connections for sink drainage (drainage pipes installed in the walls, connection to the pipes required).• Colour Options:<ul style="list-style-type: none">○ Cabinets: White, grey, or light wood tones.○ Countertop: Black, white marble, or neutral stone finish.</div> |

| 63 | <div>2. Window Blinds</div> <div><ul style="list-style-type: none">• Type: Zebra Roller blinds• Material:<ul style="list-style-type: none">○ Fabric (polyester, blackout, or sunscreen options).○ PVC or aluminum for durability and easy maintenance.• Mechanism:<ul style="list-style-type: none">○ Manual pull-cord or chain operation.• Features:<ul style="list-style-type: none">○ Light filtering○ Anti-dust and UV-resistant coating.○ Fire-retardant material (for safety compliance).• Colour: Neutral tones (white, grey, beige) for a professional look.• Size distribution</div> <table><tr><th>Window size</th><th>Number of windows</th></tr><tr><td>9x4</td><td>21</td></tr><tr><td>6x4</td><td>18</td></tr><tr><td>4.5x4</td><td>9</td></tr><tr><td>4.5x3</td><td>3</td></tr><tr><td>2x2</td><td>12</td></tr></table> | Window size | Number of windows | 9x4 | 21 | 6x4 | 18 | 4.5x4 | 9 | 4.5x3 | 3 | 2x2 | 12 |
|-------------|---|-------------|-------------------|-----|----|-----|----|-------|---|-------|---|-----|----|
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| 9x4 | 21 | | | | | | | | | | | | |
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| 4.5x3 | 3 | | | | | | | | | | | | |
| 2x2 | 12 | | | | | | | | | | | | |

NB: Kindly include pictures of all items to be offered

NB: All materials should be environmentally sound

Tenderers will be required to provide the following:

- Signed Letter of Bid and Company Profile
- Priced Quotation (to the Required Specification **including pictures**)
- Valid Tax Clearance Certificate
- Business Registration Certificate
- VAT Registration Certificate
- Valid SSNIT Clearance Certificate
- Declaration of Business Ownership by General Manager (3) or (Inclusion of Form A for Sole Proprietorship or Form 3 for Limited Liability)

Delivery period must be indicated.

PLEASE NOTE:

THE CURRENCY OF YOUR OFFER SHOULD BE IN GHANA CEDIS

Tenders Number: 91188004 / 21.2274.5-006.00 “Supply of Kitchenette and window blinds”

Submit to the following address:

The Procurement Unit,
GIZ Ghana Country Office
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 **04th June 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 **Tender Number**.

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 submission.

Please note that participating in a GIZ tendering process 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 consent to process your company data.

ONLY SHORTLISTED FIRMS WILL BE CONTACTED