

INVITATION TO TENDER FOR THE SUPPLY OF IT EQUIPMENT & SOFTWARE

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) intends to tender for the Supply of IT Equipment & Software

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 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.

No	Item / Equipment	Description/Specification	Qty.
1.	Projectors	<ul style="list-style-type: none"> • Lumens: 5000; • Optical Zoom: 1-1.6; • Connectivity: USB Port • HDMI • Wireless connections 	2
2.	Laptop	<ul style="list-style-type: none"> • Windows Laptop, • 16GB RAM • 1TB SSD Storage • 14 Inches • Touch Screen • Windows 11 OS 	2
3.	Interactive Smart Board	<ul style="list-style-type: none"> • Screen Size: 85 inches • Operating System: Windows and Android • Resolution: 4K (3840 x 2160) • Connectivity: Wireless connections and USB ports 	2
4.	LED ring light / panel lighting kit	<ul style="list-style-type: none"> • A 14-18 inches with 2700K-5600K colour temperature 	1
5.	Lavalier microphones (wired/wireless)	<ul style="list-style-type: none"> • Rode Wireless GO II compatible with our office camera, Canon Mark IV 	2
6.	Canva Pro (team license)	Licence Type (yearly renewal)	1
7.	Adobe Creative Cloud (Photoshop, Illustrator, Premiere Pro)	Licence Type (yearly renewal)	1
8.	CapCut Pro (or Adobe Premiere Rush for field editing)	Licence Type (yearly renewal)	1

How to apply

Bidders are required to submit Two Copies of the following documents in one envelope to the below address:

- Signed Letter of Bid and Company Profile
- Priced Quotation (to the Required Specification)
- 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)

PLEASE NOTE:

THE CURRENCY OF YOUR OFFER SHOULD BE IN GHANA CEDIS

ALL PROSPECTIVE BIDDERS ARE REQUIRED TO PERFORM THEIR TAX OBLIGATIONS IN GHANA.

Tender documents should be clearly sealed and clearly marked as:

Tenders Number: 91190629/ 23.2013.3-004.00 "Supply of IT Equipment & Software"

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 **10th October 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