

INVITATION TO TENDER
PROVISION OF FUEL SERVICES FOR GIZ GHANA FLEET

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, through its Country Office in Ghana, invites qualified and certified Companies to express their interest in providing **fuel services** for its fleet operations across Ghana.

Scope of Service:

The supplier will provide secure and efficient fuel services for GIZ Ghana’s fleet of **81 vehicles** and **1 motorbike** nationwide. **74 vehicles** use **diesel**, while **8 and the motorbike** use **Petrol Super 95**. Annual fuel consumption is approximately 122,931litres for diesel and 8,736 litres for petrol super 95. The contract is aimed at an initial 2 years, with the possibility of extension based on satisfactory performance and operational requirements.

The service must include electronic fuel card issuance, real-time monitoring, monthly reporting, and good fuel station access in the two regional lots.

Who Can Apply:

Interested vendors must meet the following minimum criteria:

- Valid certification and authorization from the Ghana Standards Authority (GSA) and the National Petroleum Authority (NPA)
- Demonstrated operational capacity and fuel station network coverage in Ghana, with the ability to serve the various locations indicated.

NB: Kindly take note that the Tenders are in two **LOTS** and Vendors are encouraged to bid for one or both lots:

- Lot 1: Southern Ghana** (including but not limited to Accra, Kumasi, Takoradi, Cape Coast, and surrounding areas) and
- Lot 2: Northern Ghana** (including but not limited to Tamale, Wa, Bolgatanga, and surrounding areas).

To support GIZ Ghana’s operations, the minimum required network coverage is as follows:

	At least 3 fuel stations in each of the following locations:	At least 1 fuel station in each of the following locations:
LOT1 Southern Ghana	<ul style="list-style-type: none">Accra (Greater Accra Region)Kumasi (Ashanti Region)	<ul style="list-style-type: none">Takoradi (Western Region)
LOT2 Northern Ghana	<ul style="list-style-type: none">Tamale (Northern Region)Wa (Upper West Region)	<ul style="list-style-type: none">Koforidua (Eastern Region)Goaso (Ahafo Region)Sunyani (Bono Region)Techiman (Bono East Region)

Documents to Submit:

- Vendors must meet the full legal, tax, and social security compliance in Ghana.
- Company Profile** (*maximum 10 pages, A4 format*), Include key services, company structure, client base, and relevant experience.
- Business Documentation
 - Valid Business Registration Certificate
 - Current Tax Clearance Certificate
 - Valid SSNIT Clearance Certificate
 - VAT Registration Certificate
 - Valid Certification of Commencement of Business.
 - Valid Certificate of Incorporation.
 - Declaration of Business Ownership (Form A for Sole Proprietors or Form 3 for Limited Liability Companies)
- Reference Projects** (*maximum 3 pages total, A4 format*)

A short description of **three relevant completed contracts** for Provision of Fuel Card Services. Include **full reference contact details** (name, phone, email) or attach **reference letters** issued by the respective clients.

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

1. How to apply

Bidders are required to submit the following:

- Technical Proposal – **Two (2) Copies**
- Financial Proposal – **Two (2) Copies**

NOTE: Kindly Visit the link provided below for the Terms of Reference (TOR) and other documents to be used in preparing your Technical and Financial Proposals:

Link- <https://www.giz.de/en/regions/africa/ghana/tenders>

- Technical and the Financial Proposals mentioned above should be sealed in (2) Separate Envelopes in one. Marked “(91192278 / 99.9235.5-001.00 – Provision of Fuel Services for GIZ Ghana Fleet”**

Place of Submission:

Bids should be submitted physically to the **GIZ Ghana Country Office Reception** with 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:

- The deadline for submission is **06.01.2026** until **11.59pm**
- 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.
- Bidders should always bring their confirmation book.
- This book 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 a 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.