

PRINTING OF STUDY IN EUROPE DESK INFORMATION MATERIALS

The EU-Germany-Ghana Joint Actions (JMD), implemented by GIZ, is a collaborative initiative aimed at improving migration management and employment opportunities. Recognizing the need for safe educational migration pathways to Europe, the project established Study-in-Europe desks in selected universities across the country. These desks facilitate, provide guidance on access to study, training, and academic mobility opportunities for students and academia interested in Europe. To enhance their functionality and institutional outreach, the project seeks to provide and print relevant information materials that will support awareness creation and improve access to information on higher education opportunities in Europe.

The Procurement includes the following:

#	SPECIFICATIONS	QUANTITY
1	<ul style="list-style-type: none"> Erasmus Mundus Master's Degree Info material 4 pages Art paper with A4 booklet 	5,800
2	<ul style="list-style-type: none"> Intra Africa Academic Mobility Scheme 6 pages Art paper in trifold 	2300
3	<ul style="list-style-type: none"> Jean Monnet Actions: 6 pages Art paper in trifold 	2200
4	<ul style="list-style-type: none"> VET Action in Erasmus+ 12 pages Art paper in A3 booklet 	2200
5	<ul style="list-style-type: none"> Working together with European Higher Education Institutions: 4 pages Art paper with A4 booklet 	2200
6	<ul style="list-style-type: none"> Study and work in Europe 2 pages Art Card with A4 card 	2200
7	<ul style="list-style-type: none"> Floor-Standing Book/Magazine Display Stand Floor-Standing Book/Magazine Display Stand Type: Floor-standing mobile display stand for books and magazines. Material: <ul style="list-style-type: none"> Frame: Mild steel square tube, minimum 25 x 25 mm, 1.2-1.5 mm thickness. Shelves: Laminated MDF board, minimum 15-18 mm thickness. Finish: <ul style="list-style-type: none"> Steel frame: Electrostatic powder-coated, rust-resistant finish. Shelves: Smooth black woodgrain laminated finish or approved equivalent. Dimensions: Minimum 800 mm (W) x 300 mm (D) x 1500 mm (H), tolerance ±20 mm. Shelf Configuration: <ul style="list-style-type: none"> Minimum 5 slanted display shelves. Shelves to include front retaining lip/bar. Shelf angle approximately 10°-20°. Load Capacity: <ul style="list-style-type: none"> Minimum 10-15 kg uniformly distributed load per shelf without deformation. Mobility: <ul style="list-style-type: none"> Four swivel castor wheels, minimum 50 mm diameter. At least two wheels to include locking brakes. Wheels to be non-marking nylon or PU type. Stability & Safety: <ul style="list-style-type: none"> Wobble-resistant structure under full load. Rounded/deburred edges and corners. Anti-slip castor surfaces and anti-tip stable base design. Assembly: <ul style="list-style-type: none"> Supplied with all fittings, accessories, and assembly instructions. Usage: Indoor use only. Maintenance: <ul style="list-style-type: none"> Easy-to-clean surfaces resistant to normal cleaning agents. Warranty: <ul style="list-style-type: none"> Minimum 6 months against manufacturing defects, including weld failure, coating defects, and castor malfunction 	10

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

How to apply

Tenderers will be required to provide the following:

- Signed letter of bid with**
 - 1.1. priced quotation to the **required specification and conditions**
 - 1.2. Data Sheets
- Company profile, max. 5 pages DIN A4**
- Commercial qualification**
 - 3.1. Business Registration Certificate,
 - 3.2. Declaration of Business Ownership (Form A for Sole Proprietors or Form 3 for Limited Liability Companies)
 - 3.3. VAT Registration Certificate,
 - 3.4. Valid SSNIT Clearance Certificate
 - 3.5. Valid Tax Clearance Certificate

PLEASE NOTE:

THE CURRENCY OF YOUR OFFER SHOULD BE IN GHANA CEDIS

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

NOTE: Kindly visit the link for further information

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

Tenders should be sealed and marked as:

(Tenders Number: "7000010619 / G-018152-003 / PRINTING OF STUDY IN EUROPE DESK INFORMATION MATERIALS)

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 **08-June-2026** 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 an 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 that 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