INVITATION TO TENDER

german cooperation
DEUTSCHE ZUSAMMENARBEIT

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

CONSULTANCY TO DESIGN PUBLIC RELATION AND PUBLICATIONS MATERIALS FOR GIZ GHANA

NATIONAL COMPETITIVE TENDER - CONSULTING FIRMS REQUIRED

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH through the GIZ Country Office Accra, invites qualified Consultancy firms / Agencies to express their interest for the above consultancy.

The scope of works includes:

- Design of PR materials (e.g. fact sheets, press folders, brochures, posters, print and electronic banners, Christmas cards, incentives and giveaways) and templates for the GIZ Country Office in Accra.
- Development of corporate designs (CD) for individual programmes and projects of GIZ Ghana and their relevant partners, and implementation on a range of information, education and communication (IEC) material (e.g. fact sheets, folders, letterheads, press release, fax, memo, invite forms, business cards, PowerPoint presentations, posters, banners).
- Design of professional publication (e.g. reports, research results, manuals, workshop documentations).
- Design of merchandising materials.
- Design for GIZ's participation in exhibitions and fairs (e.g. pull-up banner, back drops, etc).
- Other related tasks.

How to apply:

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

Tenderers will be required to provide the following:

A. **Technical Proposal** (indicating the relevant experience in this area and qualifications)
- Official letter expressing interest
- CV/portfolio of the lead person and (2) other supporting staff
- Proven experience in graphic design
- Proven experience of working with international development companies.
- Samples of previous work, such as brochures, booklets, or other PR materials

B. **COMMERCIAL DOCUMENTS**
- Company Profile
- 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)

C. **Financial Proposal in Cedis.**
- **Bidders must submit two (2) Copies of the tender documents**.

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 Terms of Reference, Specifications and other documents to be used in preparing your Technical and Price Quotation for each Required Specifications)**
- **Kindly contact the email address indicated for procurement concerns.**

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

Delivery period must be indicated.

The (a) Expression of Interest including required documents), (b)Technical) and (c) Financial Proposals) mentioned above should be sealed in Three (3) Separate Envelopes and enclosed them in one Bigger envelop, marked as **Tender Number: 7000013190/B-100023 "Consultancy to Design Public Relation and Publications Materials for GIZ Ghana"** and submitted to:

The Procurement Unit
GIZ Office
P.O. Box KA 9698

Accra Office Location: **No.7 Volta Street, Airport Residential Area, Accra**

To All Bidders:

- Bids must be submitted at the **GIZ Ghana Country Office Reception**.
- The deadline for submission is **22.06.2026 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 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 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.

ONLY SHORTLISTED FIRMS WILL BE CONTACTED