

giz Country office 32 D Wilkinson Road – Freetown – Sierra Leone

Our reference Tender **7000012371**

INVITATION TO TENDER, GIZ tender no. 7000012371

Tenderer: Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)

COUNTRY OFFICE

Supply of: SUPPLY OF OFFICE FURNITURES

details you can find in the attached "Technical Specification" (Annex 1).

Dear Sir/Madam,

The **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH** is implementing Technical Cooperation measures for the above-mentioned subject, on behalf of the Government of the Federal Republic of Germany and Co -Funded by the European Union.

GIZ Country Office- Sierra Leone now invites Bidders to submit, free of charge, and without obligation on part of GIZ, a bid on the basis of the following terms and conditions. Non-conformity with all conditions mentioned could lead to the exclusion of the bid.

The bidders are requested to submit their offers in a form of Pro Forma Invoice, giving unit and total prices for each individual item. Further the bidders must prepare their offer under particular attention of the instructions and conditions stated in this invitation letter.

Bidders are also requested to submit the attached 'Supplier Information Form' (Annex 2).

German Development Cooperation
Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH
32D Wilkinson Road
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Sierra Leone
T 232 78 700 887
E SL_Quotation@giz.de

03.06.2026

Deutsche Gesellschaft für
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Registered at
Local court (Amtsgericht)
Bonn, Germany
Registration no. HRB 18384
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Frankfurt am Main, Germany
Registration no. HRB 12394

Chairman of the Supervisory Board
Martin Jäger, State Secretary

Management Board
Tanja Gönner (Chair)
Thorsten Schäfer-Gümbel (Vice-Chair)

Required products and goods:

The technical specification of the goods to be delivered is attached to this “Invitation to Tender” in Annex 1.

GIZ reserves the right to increase or reduce the above quantities by maximum 20% according to the available budget.

GIZ also reserves the right to reject goods not meeting the agreed quality and quantity.

Mandatory administrative documents Required:

Suppliers should submit the following documents:

- Valid Certificate of business registration.
- Valid Certificate of GST Registration.
- Valid NRA Domestic tax Clearance
- Valid NASSIT Tax Clearance.
- Valid Council Certificate of License.
- Reference of at least 2 similar supplies done in the past 2 years.

Tender Submission deadline:

We request you submit a bid before **by latest by 16th June, 2026.**
to the email address below:

SL_Quotation@giz.de

The subject of your email must contain:

“INQUIRY NO: 7000012371- Supply of Office Furnitures”

NOTE:

The size of the quotation is limited to 30MB. In case your quotation exceeds the maximum data size, quotation documents must be sent via **file transfer**
<https://filetransfer.giz.de/Start?1>

Additionally, If your bid file is greater than 10MB, we recommend that you split the Offers into several emails (<10MB).

Please submit your bid in **two separate** PDF files:

1. **One file** for the administrative documents

2. **One file** for the financial offer
3. **One document** for the technical offer (It should contain the specifications and images of all the materials)

Bids not delivered on the email address, time and date as specified will not be evaluated. All bids must be signed and stamped.

Terms of delivery and place of delivery:

The place of delivery for this Procurement is: GIZ – The Valley Residence, 78 Cape Road, Aberdeen, Freetown.

Upon delivery, items will be inspected, any item that fails to meet the agreed standard will be rejected and asked for replacement. Cost of delivery should be stated separately in the offer.

Delivery time:

The delivery time of the goods after ordering must be stated in the quotation. All ordered goods must be delivered at the latest date stated in the bid. Later deliveries cannot be accepted within this tender. In the event of late delivery goods may not be accepted by GIZ.

Prices:

Prices shall be listed, excluding VAT/GST and other public charges separately in your offer. The prices shall include the costs for goods, packing, marking, export fees and insurance and all other local costs incidental to deliver the goods to the final destinations.

Warranty:

Warranty period must be stated for the Furniture's in your quotation document presented.

Bid Currency, Validity and Language:

Prices shall be quoted in **New Leones (SLE)**.

Bids showing other currencies will not be considered.

Bids shall remain valid for 30 days after the deadline for submission of bids.

A bid valid for a shorter period will be rejected by the GIZ as non-responsive.

The language of the bid shall be English.

Payment Terms:

Full payment will be made within 10 days after completion of delivery, subject to appropriate deduction for incomplete and delayed deliveries, upon presentation of

- A commercial invoice (specifying quantities, units, total prices etc.). Supplier is responsible for submitting the invoice in New Leones (SLE)
- Should there be payment by transfer, the supplier will be required to supply full banking details to the GIZ Office.

Tender Results:

If you do not receive an order/notice in writing within 30 days after the submission deadline, your bid has not been considered. You shall not receive separate notice to this effect. The results will not be made public.

Question:

*Any formal, technical, financial, or logistical question related to this tender can be asked until **12.06.2026**. All your questions will be neutralized, and the answers will be shared with all Suppliers that has collected bidding document. Delayed questions cannot be considered and accepted by us. Please send your questions to: SL_Inquiry@giz.de*

All quotation will be evaluated based on compliance with the established specifications. Quotation not complying with the above requirement will state as non-responsive. All quotations must be signed/ stamped by a person or persons duly authorized to sign on behalf of the bidding company.

Yours sincerely,

Procurement and Contract department
GIZ Country Office, Freetown.

This document is valid without signature.

Enclosures:

Annex 1: Technical Specifications
Annex 2: Supplier Information Form
Annex 3: Bid Terms and General Contract Condition

Annex 1 - Technical Specifications

Annex 2 - Supplier Information Form

General Information

Company Name	
Address	
Website	
Phone/Fax Numbers	Phone: Fax:
Primary Contact	Name: Phone Number: Email
Number of Staff	
Number of Locations	
Avg. SLL Value of Stock on Hand	
Parent companies if any	
Subsidiary or affiliate companies, if any	

Legal Information

Please provide photocopies of up-to-date business registration documents as specified below.

Business Registration Certificate	
NRA Certificate of Tax Clearance	
Council Business License certificate	

Financial Information

Bank Name and Address	
Bank Account Information	Account: Title Account No: Address:
Name under which company is registered at bank	

Date/signature/company stamp

References

Client Name:	
Client Name:	
Client Name:	

Certification

I, the undersigned warrant that the information provided in this form is correct, and in the event of changes, details will be provided as soon as possible.

Print Name: _____ Signature: _____ Date _____