

EXPRESSION OF INTEREST

**CONSULTANCY TO PROVIDE EVENT MANAGEMENT SERVICES
FOR THE GHANAIAN EUROPEAN CENTRE FOR JOBS, MIGRATION
AND DEVELOPMENT IN TAKORADI****CONSULTANCY FIRM REQUIRED**

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH through the Ghanaian-European Centre for Jobs, Migration and Development (GEC) invites qualified Consultancy firms to express their interest for the above consultancy.

The scope of works includes providing an overall event set up and venue arrangements for a Job Fair.

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

Please send a Letter of Interest (LoI) with the following documents:

- Official letter expressing interest
- Copies of company profile defining the constitution and principal place of business, full address, phone and email,
- CV/portfolio of the lead person
- Company registration certificates, SSNIT, VAT and tax clearance certificates
- At least 5 references in organizing public events. Eg Job/ Trade Fairs in the past three years.
(State the name of events, year of organization, reference contact, attach pictures)
- At least 2 references in organizing events with International Development Companies
(State the name of events, reference contact, attach pictures)

How to apply

Please submit an expression of interest with the following **3 sets** of documents

a. Official letter expressing interest, including the following.

- ❖ Company profile
- ❖ Valid Tax Clearance Certificate
- ❖ Valid SSNIT Clearance Certificate
- ❖ Business Registration Certificate
- ❖ Declaration of Business Ownership by General Manager (3) (Inclusion of Form A for Sole Proprietorship or Form 3 for Limited Liability)
- ❖ VAT Registration Certificate
- ❖ other relevant supporting documents

b. Technical Proposal & CV/portfolio of the consultants (indicating the relevant experience and qualifications) – Two (2) Copies**c. Financial Proposal – Two (2) Copies**

NOTE:

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

THE CURRENCY OF YOUR OFFER SHOULD BE IN GHANA CEDIS

Kindly visit the link for Terms of Reference and other documents to be used in preparing your Technical and Financial Proposals

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

The (a. Expression of Interest including required documents), (b. technical proposals + CV) (c. Financial Proposals) mentioned above should be sealed in Three (3) Separate Envelopes and enclosed in one Bigger envelop, marked as "7000016925/ G-012342-135/ Consultancy To Provide Event Management Services For The Ghanaian European Centre for Jobs, Migration and Development in Takoradi"

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 **31st July 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 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