

CONSULTANCY FOR QUARTERLY MAINTENANCE OF AIR-CONDITIONERS FOR GIZ GHANA

NATIONAL COMPETITIVE TENDER-CONSULTANCY FIRMS REQUIRED

GIZ has over 50 years of experience in a wide variety of areas, including economic development and employment, energy and the environment, and peace and security. We work with businesses, civil society actors, and research institutions, fostering successful interaction between development policy and other policy fields and areas of activity. The German Federal Ministry for Economic Cooperation and Development (BMZ) is our main commissioning party. Currently, GIZ promotes sustainable development in Ghana via about 40 programmers and projects. Our activities cover three priority areas: energy and climate, with a concentration on renewable energy and energy efficiency; sustainable economic development training and employment and peaceful and inclusive societies, which looks at good governance.

The GIZ Accra Country office is looking for a suitable and renowned Company to offer highly professional and efficient maintenance services in respect of the customer's Air conditioning systems (Energy efficient air conditions).

Tasks to be performed by the contractor

The contractor is responsible for providing the following services for the GIZ Country office R290 (49), R32 (2), R410 (4) Air-conditioners.

- Ensure optimal performance of the AC's
- Ensure the filters are cleaned periodically
- Ensure that both the indoor and the outdoor units of the air-conditioners are thoroughly cleaned, including indoor unit, Outdoor unit, Grilles, Cabinets and Heat exchangers.
- Ensure fittings are well fixed
- Check and refill the air-conditioners in the GIZ Country offices
- Ensure the environment is tidied.
- Any replacement of parts shall be discussed with the procurement Unit of GIZ prior to the servicing of the Acs.
- Period of assignment: from 1st August 2026 until 30th July 2028

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.

A. Official letter expressing interest including the following Commercial document.

- Copies of company profile defining the constitution and principal place of business, full address, phone and email,
- CV/portfolio of the lead person and (4) other supporting staff
- Company registration certificates, SSNIT, VAT and tax clearance certificates
- Proven experience in Air conditioning maintenance.
- Proven experience of working with international development companies.

B. Technical Proposal (indicating the relevant experience in this area and qualifications)

C. Financial Proposal

- 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>

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 **"(10037529/G-100023), "CONSULTANCY FOR QUARTERLY MAINTENANCE OF AIR-CONDITIONERS AT GIZ COUNTRY OFFICE"**

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 **23.07.2026** 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.