

REQUEST FOR EXPRESSION OF INTEREST (EOI)



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

OFFICE PARTITIONING AND INTERIOR FIT-OUT WORKS FOR THE GIZ PSINNO OFFICE AT THE EXECUTIVE, SECOND FLOOR, ROOM 202 ACCRA.

NATIONAL COMPETITIVE TENDER- CONSTRUCTION FIRMS REQUIRED

1. BACKGROUND ON GIZ – PSInno

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, through the **Private Sector and Innovation Support (PSInno) Programme**, invites qualified companies with proven expertise in office partitioning and interior fit-out works to submit their financial offer for the **GIZ PSInno Office at The Executives, Second Floor, Room 202, Accra**.

The following minimum requirements must be met:

1. The firm must have a minimum of **10 years of experience** in office interior design, partitioning, fit-out, and related civil/construction works.
2. The firm must have successfully completed at least **5 similar office design and fit-out assignments** for international organisations, private-sector companies, GIZ/ GIZ agencies, or reputable corporate institutions.
3. The demonstrated assignments must include experience in **drywall partitioning, installation of doors, glazing, and painting/finishing works**.
4. The names of the institutions/clients and a brief description of the relevant works completed must be included in the proposal.
5. Priced BOQ

Tender requirements

- 1) Official letter expressing interest with the Company details including full company name, full address, phone and email
- 2) Copy of Valid Ministry of Works & Housing certificate D1K1/ D2K2
- 3) Copy of company registration certificate, SNNIT, VAT and Tax Clearance Certificates
- 4) Declaration of Business Ownership (Form A for Sole Proprietors or Form 3 for Limited Liability Companies)
- 5) Provide copies of original documents defining the constitution or legal status, place of registration (Company Certificate), principal place of business and written power of attorney of the signatory.
- 6) Company profile includes all the necessary information about the qualified technical staff with their short CV's.
- 7) Provide reference of construction/Renovation projects in the last three years

The information and documents specified must be envelope and clearly marked as follows: **"7000024586/G-018082-001/ "Expression of Interest for OFFICE PARTITIONING AND INTERIOR FIT-OUT OF THE GIZ PSInno OFFICE AT THE**

EXECUTIVES SECOND FLOOR, ROOM 202 ACCRA" Ghana." And shall be submitted to GIZ in hard copy present at the following address.

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH,

P.O. Box KA 9698

**7 Volta Street, Airport Residential Area,
Accra – Ghana.**

The **Commercial eligibility documents (2- Copies), Price BOQ, (2-Copies)** should be sealed and marked appropriately in an envelope and be addressed according to the tender number and the heading as follows.

Non-Conformity with all conditions mentioned could lead to exclusion of the bid.

NOTE: Kindly find other information/documents to assist in preparing your Price BOQ, by visiting this Link: <https://www.giz.de/en/regions/africa/ghana/tenders>.

The company will be selected based on the Quality and Cost Based Selection (QCBS). Any request for clarification/additional information on the procurement notice shall be communicated in writing to GIZ Accra office to giz-ghana@giz.de

To All Bidders:

- Bids must be submitted at the **GIZ Ghana Country Office Reception**.
- The deadline for submission is **08.10.2026 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.