

INVITATION TO TENDER FOR THE SUPPLY OF IT EQUIPMENT

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) intends to tender for the Supply of IT Equipment.

The GIZ Office Accra invites tenderers to submit, free of charge and without obligation on the part of GIZ, a tender based on the following terms and conditions.

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

S/N	Item/ Equipment	Description / Specifications		Qty
1	Laptop	Display	Standard Notebook 14"	10
		CPU	Latest CPU generation with NPU (≥ 11 TOPS) Compatible with Copilot+ (as per MS specifications) Sysmark30 ≥ 1,900 points	
		Performance & Storage	16 GB DDR5 (≥ 5600 MT/s)	
			512 GB SSD, M.2 NVMe PCIe 4.0, Opal 2.0	
		Display & Camera	14" WUXGA (1920×1200), matte, 500 Nits, 16:10 Full HD + IR camera, Windows Hello, Privacy Shutter	
			1× USB-A 3.2 Gen 1 (Always On)	
			2× Thunderbolt 4 / USB4, 1× HDMI 2.1	
		Connections	Wi-Fi 7 + Bluetooth 5.4	
			Fingerprint (Windows Hello), keyboard backlight	
			Weight ≤ 1.45 kg, 65W USB-C power adapter	
2	Printer (Multifunctional)	Operating System	Windows 11 Pro 64-Bit OEM TPM 2.0 / TCG certified	4
		Battery, Certifications, Warranty	57 Wh, ≥ 12 hours for Office use, fast charging Energy Star 8.0, TCO certified 12-month manufacturer warranty, international on-site service	
		Print Speed	Up to 22 PPM	
		Function	Copy / Print / Scan	
		Type	Color	
		First Copy Out	Less than 12 seconds	
		Resolution	600 dpi at least	
		Duty Cycle	Minimum 25,000 Pages	
		Connectivity	USB, Fast Ethernet	
		Trays (IN) Sheet Capacity	250 Sheet minimum	
		Tray (OUT) Sheet Capacity	100 sheet minimum	
		Duplex	Automatic	
		Mobile Printing	No	
		Paper Size	A4, A5, A6 minimum	
		Energy Efficiency	Compliant	
		OS Support	Windows 11	
		Warranty	Local	

3	ALL IN ONE(AIO) desktop	Operating system: Windows	11 Pro	4
		CPU model	Core i5	
		Graphics card description	Integrated	
		Memory storage capacity: 256	256 GB	
		Memory slots available 1	1	
		RAM memory installed size	16 GB	
		Included components	Desktop	
4	Scanner	Scan Speed	Up to 26 ppm (simplex) / 52 ipm (duplex)	1
		Resolution	600 dpi (optical), output resolution adjustable from 50 to 1,200 dpi	
		Scan Type	Sheet-fed, one-pass duplex color scanner with Contact Image Sensor (CIS) x 2	
		Daily Duty Cycle	Up to 3,000 sheets per day	
		Automatic Document Feeder (ADF)	50-sheet capacity	
		Min/Max Document Size	From 2" x 2" up to 8.5" x 120" (extra-long/banner capability)	
		Paper Weight	Supports 50 gsm to 209 gsm	
		Special Media	Rigid ID cards, embossed plastic cards, business cards, and folded 11" x 17" documents (scanned without a carrier sheet)	
		Feeding Features	Double-feed detection and paper protection technology to prevent misfeeds or document damage from skewed/stapled pages	
		Guaranty	Local	
5	Cord Extension	Voltage Rating	250V AC	10
		Amperage Rating	13A max (fused plug)	
		Standard Wire Code	H05VV-F (PVC) or equivalent	
		Conductor Size	Typically 1.25mm² to 1.5mm² (approx. 16–15 AWG), 4 to 6 (or more) metres long	
		Configuration	pole, 3-wire grounding (2P+E)	

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6	Camera + Memory stick	Camera Type	Canon EOS 5D Mark IV Wi-Fi Full-Frame DSLR Camera	1
		Image Sensor	30.4 Megapixel Full- Frame CMOS Sensor	
		Display	3.2-inch Touchscreen LCD Monitor	
		Autofocus	61-Point Autofocus System with 41 Cross- Type Points	
		Continuous Shooting	Up to 7 Frames Per Second (fps)	
		Video	4K Video Recording at 30p/24p	
		Dynamic Range	Approximately 12 Stops	
		Connectivity	Built-in Wi-Fi	
		Lens Compatibility	Compatible with Canon EF Lenses	
		Lens	Supplied with Compatible Canon EF Lens	
7	Camera Lens	Weight	Approximately 890 g with Battery and Memory Card	1
		Len Type	Canon EF 24-105mm f/4L IS II USM Lens	

How to apply

Please submit an expression of interest as indicated below, in **three separate folders as below.**

A. Commercial Folder

- ❖ 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

B) Technical Folder

- ❖ Technical sheet/ offer
- ❖ Data Sheet (if Applicable)

C) Financial Folder

- ❖ Financial sheet/ offer

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 below to access the **Technical Sheet and Financial Sheet template** and other documents to be used in preparing your Technical and Financial Proposals

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

Tender documents should be named according to the above ((A) Commercial folder, (B) Technical folder and (C) Financial folder.) in a folder and Zip folder as:

Tender Number: 10056423 / G-012247-104 "Supply of IT Equipment"

This tender will be accepted **ONLY** via email (gh_quotation@giz.de)

- **Tender Number must be used as the email Subject**
- **Please note that failure to comply with the above instructions, as well as submission to other e-mail addresses than the one mentioned, will lead to the disqualification of the bid.**

Bidding Conditions to all Bidders

- The deadline for submission is **16.10.2026 until 11:59 PM.**
- GIZ is not responsible for the failure of electronic delivery of e-mail messages to the address provided, whether due to technological problems on the part of GIZ or the applicant.
- This invitation to tender does not bind GIZ in any way. The contractual obligation of GIZ only begins with the signing of the contract with the successful bidder. Until the contract is signed, GIZ may either abandon or cancel the award procedure, without the candidates or bidders being entitled to claim any compensation.
- All costs associated with the preparation and submission of bidders are to be borne by the bidders and cannot be reimbursed.
- Financial bids should be valid for a period of **three months from the date of submission.**
- Please consider your bid unsuccessful if you do not hear from us after four weeks from the deadline of 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