

**GHANA INTEGRATED ALUMINIUM DEVELOPMENT
CORPORATION (GIADEC)**

REQUEST FOR PRICE QUOTATION

TENDER DOCUMENT

FOR

PROVISION OF MICROSOFT 365 LICENSES

IFT No.: GR/GIADEC/TS/PQ/005/2025

OCTOBER 2025

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Section I. Invitation for Sealed Quotation

Name of Procurement Entity: **Ghana Integrated Aluminium Development Corporation**

Address of Procurement Entity: **6th & 7th Floor, Manet Tower C, Airport City, Accra**

Sealed Quotation No: **GR/GIADEC/TS/PQ/005/2025**

Date of Invitation: **28th October 2025**

1. The **Ghana Integrated Aluminium Development Corporation (GIADEC)** invites sealed quotations from the eligible registered Supplier for the Provision of Microsoft 365 Subscription.
2. This invitation for quotations follows the general procurement notice for this project (price quotation), which was published in the Public Procurement Bulletin of the Public Procurement Authority of the Republic of Ghana, on 24th October, 2025.
3. The Purchaser now invites sealed quotations from eligible Tenders for the Provision of Microsoft 365 Subscription as listed in the table below:

S/N	Item Description	Quantity
1	Microsoft 365 (M365) Business Standard User Subscription	46 no.
2	Microsoft 365 (M365) Business Standard User Subscription	8 no.

4. Tendering will be conducted through the Price Quotation procedures specified in the Republic of Ghana's Procurement Act, 2003, Act 663 as amended on the **Ghana Electronic Procurement System (ghaneps.gov.gh)** is open to all Tenderers from eligible source countries as defined in the Guidelines of the Public Procurement Authority of the Republic of Ghana.
5. Sealed Quotations must be delivered to Ghana Integrated Aluminium Development Corporation (GIADEC) via **the Ghana Electronic Procurement System portal (<https://www.ghaneps.gov.gh>)** on or before **10:00hours GMT 30th October 2025**.
6. Late Tenders will not be accepted and shall be returned unopened. Tenders will be opened immediately thereafter on the Ghana Electronic Procurement System portal (<https://www.ghaneps.gov.gh>) and the records of the Tender Opening published for all tenderers viewing.
7. It is mandatory that Tenderers submit with their tender the following statutory documents:
 - Valid VAT Registration Certificate
 - Valid Business Registration Certificate
 - Valid Certificate of Incorporation
 - Valid Certificate of Commencement.
 - Valid Registration Certificate from PPA
 - Valid Microsoft Distributor/Partner Certificate

Section II. Conditions of Contract

- 1. Definitions**
- 1.1 In this contract, the following terms shall be interpreted as indicated:
- a. "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form Signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;
 - b. "The Contract Price" means the price payable to the Supplier under the contract for the full and proper performance of its contractual obligation;
 - c. "The Goods" means Equipment and related Accessories and spare-parts which the Supplier is required to supply to the Purchaser under the contract;
 - d. "Services" means services ancillary to the supply of the goods such as transportation and insurance including the installation, commissioning and the operational and maintenance training of the supplied equipment.
 - e. "The Purchaser" means the organization purchasing the goods;
 - f. "The Supplier" means the organization supplying the goods and services under this contract.
- 2. Technical Specification**
- 2.1 The goods supplied under this contract shall conform to the standards mentioned in the Technical Specification.
- 3. Patent Right**
- 3.1 The Supplier shall indemnify the Purchaser against all third party claims of infringement of patent, trademark or industrial design rights arising from use of goods or any part there of in the Purchaser's country.
- 4. Inspection and Tests**
4. The Purchaser or its Representative shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specification and the quality of performance after the supply and delivery of good to Purchaser's premises. The inspection shall involve the Purchasers team and Supplier Representative.

5. Packing

- 5.1 The Supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the contract.
- 5.2 The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage.
- 5.3 Packing case, size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 5.4 The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided in accordance with international standard and practice.

6. Delivery of Goods

6. Delivery of the goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in its schedule of requirements.
- 6.2 For purposes of the contract "FOB", "C&F", "CIF", "CIP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of the International Rules for the Interpretation of the Trade Terms (INCOTERMS) published by the International Chamber of Commerce (ICC), Paris.

7. Insurance

- 7.1 The goods supplied under the contract shall be fully insured in the currency of the tender price against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.
- 7.2 Where delivery of the goods is required by the Purchaser on a CIF or CIP basis to a specified destination, the Supplier shall arrange and pay for insurance, naming the Purchaser as the Beneficiary and the Supplier shall be required to meet all transport and storage expenses until delivery.

8. Warranty

- 8.1 The Supplier warrants that all the goods supplied under the contract shall fully comply with the specification laid down in the contract.
- 8.2 The warranty shall remain valid for one year after the goods have been delivered to the final destination indicated in the

contract, and accepted by the Purchaser after installation and commissioning of equipment by the Supplier.

8.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.

8.4 Upon receipt of such notice, the Supplier shall, within 30 days replace the defective goods without cost to the Purchaser. The Supplier will be required to remove, at its own risk and cost, the defective goods.

9. Payment

9.1 Payment shall be made in the currency in which the contract price has been stated in the Supplier's tender.

9.2 Payment of the goods supplied from within Ghana shall be made in Ghanaian Cedis after the delivery and installation and commissioning of goods to the satisfaction of the Purchaser.

9.3 Payment of the goods to be supplied from abroad shall be made in the following manner:
Full payment on satisfactory delivery and acceptance of goods

9.4 Delay in payment of any amount due under sub-clause 9.3 shall attract interest at [...] calculated from the last date due for Payment

10. Prices

10.1 Prices charged by the Supplier for goods delivered under the contract shall not vary from the prices quoted by the Supplier in its sealed quotation and not be subjected to Exchange Rate Fluctuations.

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11. Liquidated Damages

11.1 If the Supplier fails to deliver any or all of the goods within the time period specified in the contract, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 1.0 percent of the contract price of delayed goods for each week of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods' contract price. Once the maximum is reached, the Purchaser may consider termination of the contract.

12. Resolution of Disputes

12.1 The Purchaser and Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.

12.2 If, after thirty (30) days from the commencement of such informal negotiation, the Purchaser and Supplier have been unable to resolve amicably a contract dispute, it shall be referred by either party to an adjudicator agreed by the parties. In the event of disagreement the dispute shall be resolved

under the Alternative Dispute Resolution Act 2010 (Act 798)

13. Governing Language

13.1 The Governing Language shall be English

14. Applicable Law

14.1 The applicable law shall be the Laws of Ghana.

15. Notices

15.1 Purchaser's address for notice purposes:

15.2 Supplier's address for notice purposes:

16. Taxes and Duties

16.1 The Supplier shall be entirely responsible for all taxes, duties, licence fees and other such levies imposed by the Government of Ghana.

17. Operation, Maintenance and Spare-parts Manuals

17.1 The successful Supplier shall supply 2 copies of manufacturer's operation, maintenance and spare-part manuals of the goods (Equipment).

Section III. Form of Contract

THIS AGREEMENT made the _____ day of _____ 20____ between *[name of Purchaser]* (hereinafter called “the Purchaser”) of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited tenders for certain goods and ancillary services, viz.,

[brief description of goods and services]

and has accepted a tender by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a. Tender Form and the Price Schedule submitted by the Supplier;
 - b. The Description of Services;
 - c. The Conditions of Contract; and
 - d. The Purchaser’s Notification of Award.
3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.
5. This Agreement shall not be valid unless;
 - (a) signing by both parties;
 - (b) authorization in the form of a Purchase Order (PO) generated from the Ghana Integrated Financial Management Information Systems (GIFMIS) or in a form specified by the Ministry of Finance (MoF) pursuant to the Applicable Law;
 - (c) the fulfilment of conditions precedent such as the submission of performance bond, if any, that may be required on the part of either party under the Agreement or under the Applicable law.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

On behalf of the Purchaser

On behalf of the Supplier

Name:

Name:

Designation:

Designation:

Sign:

Sign:

Seal:

Seal:

Section IV. Sample Forms

1. Tender and Price Schedules

Date:

To: *[name and address of Purchaser]*

Gentlemen and/or Ladies:

Having examined the RFQ documents, we the undersigned, offer to supply and deliver

[description of goods and services]

in conformity with the said RFQ documents for the sum of _____,
 _____ *[total tender amount in words and figures]* or such other sums as may be
 ascertained in accordance with the Schedule of Prices attached herewith and made part of
 this Tender.

We undertake, if our Tender is accepted, to deliver the goods in accordance with the
 delivery schedule specified in the Schedule of Requirements.

If our Tender is accepted, we will obtain the guarantee of a bank in a sum equivalent to
 _____ percent of the Contract Price for the due performance of the Contract, in the form
 prescribed by the Purchaser.

We agree to abide by this Tender for a Period of _____ *[number]* days from the date

fixed for Tender opening it shall remain binding upon us and may be accepted at any time
 before the expiration of that period.

Until a formal Contract is prepared and executed, this Tender, together with your written
 acceptance thereof and your notification of award, shall constitute a binding Contract
 between us.

We understand that you are not bound to accept the lowest or any tender you may
 receive.

Dated this _____ day of _____ 20_____ .

[signature]

[in the capacity of]

Duly authorized to sign Tender for and on behalf of _____

Total CIP (place of destination) Price(in words)

Signature of Tenderer _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

Price Schedule for Goods Offered from within Ghana

Name of Supplier _____

No	Description	Country of Origin	Quantity	Unit Price EXW (specify place)	Total Price EXW	Total Price of Inland delivery to final destination	Total CIP site Plus VAT/NHIL	Incidental Services and others	Total Tender Price
1	2	3	4	In figure 5	6=(4x5)	7	8=(6+7)	9	10=(8+9)
Grand Total									

Total CIP (place of destination) Tender Price(in words)

Signature of Tenderer _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

Section V. Description of Services

1.0 Background

The Ghana Integrated Aluminium Development Corporation uses the Microsoft 365 Suite for its entire operations. The Organisation has secured the licence for the past years and is seeking to renew this licence. This renewal would be done annually.

2.0 Objective of Assignment

The Objective of this assignment is to Renew existing Microsoft 365 Licence for GIADEC Staff.

3.0 Scope of Assignment

The scope of this assignment covers the annual renewals of the Microsoft 365 as described in the table below:

Item No	Description	Quantity
1	Microsoft 365 (M365) Business Standard User Subscription – Annual	46 no.
2	Microsoft 365 (M365) Business Basic User Subscription - Annual	8 no.

4.0 Duration of Assignment

The period for the assignment is three (3) years subject to yearly renewals based on competitive pricing, efficiency and overall appraisal of the Service Provider from the User Department.