



TENDER DOCUMENT

PROCUREMENT OF FORTIFIED BLENDED FOOD PRICE QUOTATIONS

Ghana Health Service

Accra, Ghana

July 2026

Table Contents

| | |
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| Table Contents | i |
| Introduction and Instructions..... | 1 |
| Section I. Invitation for Sealed Quotation | 2 |
| Section II. Conditions of Contract | 3 |
| Section III. Form of Contract | 7 |
| Section IV. Sample Forms | 9 |
| Price Schedule for Goods Offered from Abroad | 10 |
| Price Schedule for Domestic Goods Offered from within Ghana | 11 |
| Section V. Schedule of Requirements | 12 |
| Section VI. Technical Specifications | 14 |

Introduction and Instructions

This Tender Document, Procurement of Goods – Price Quotation, has been prepared by the Public Procurement Authority for use by Procurement Entities in accordance with the Public Procurement Act, 2003 (Act 663), as amended by the Republic of Ghana, when procuring goods which are estimated to cost not more than Eight hundred thousand Ghana cedis (**GHS 800,000.00**).

This Standard Form has been developed based on relevant experience in this field.

¹ Or the equivalent threshold level as revised in accordance with the Public Procurement Act, 2003 (Act 663) as amended by the Republic of Ghana.

Section I. Invitation for Sealed Quotation

Name of Procurement Entity: Ghana Health Service.

Address of Procurement Entity: PMB, MINISTRIES,
ACCRA.
GA-144-5506

Sealed Quotation No: GHSHQ/2026/NMP/RFQ/05

Date of Invitation: 8th July 2026

1. The Ghana Health Service - Headquarters invites sealed quotations from the eligible registered Supplier for the Procurement of Fortified Blended Food.

| No. | Item Description | Quantities (Sachet)- 400g | Quantities (Cartons)-400g*15 |
|-----|--|------------------------------|---------------------------------|
| 1 | Fortified Blended Food (GHS Branded Packaging) <i>(Milled cereal/legume blend; tombrown fortified with minerals and vitamins).</i> | 34,500 | 2,300.00 |

2. This invitation for quotations follows the general procurement notice for this project (price quotation), which was published on the Ghana Electronic Procurement System (GHANEPS) Platform on 8th July,2026
3. The Purchaser now invites sealed quotations from eligible Tenders for the Procurement of Fortified Blended Food.
4. Tendering will be conducted on the Ghana Electronic Procurement System (GHANEPS) Platform through the Price Quotation procedures specified in the Republic of Ghana's Procurement Act, 2003, Act 663, as amended and 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. Quotations must be submitted on the GHANEPS at or before 10:30 am, on 29th July 2026
6. All quotations submitted will be opened on the Ghana Electronic Procurement System (GHANEPS) Platform on 29th July 2026 at 11:00am prompt.

Note: Quotations submitted outside the GHANEPS Platform will not be accepted.

Tender Data Sheet

The following specific data for the Goods to be provided shall complement, supplement, or amend the provisions in the Instructions to Tenderers. Whenever there is a conflict, the provisions herein shall prevail over those in Instructions to Tenderers.

| Introduction | |
|---------------------|---|
| ITT. 1 | Name of Purchaser: Ghana Health Service |
| ITT. 2 | The Source of Funds: Global Fund |
| ITT. 3 | Name of Contract: Procurement of Fortified Blended Food |
| ITT. 4 | <p>Invitation for Tenders is open to shortlisted suppliers who are duly regulated with the Ghana Health Service and has the following:</p> <ul style="list-style-type: none"> • Valid GRA Tax Clearance Certificate. • Valid SSNIT Clearance Certificate. • Valid VAT Registration Certificate (if applicable). • Valid Business Registration Certificate • Valid Certificate of Incorporation • Valid Certificate of Commencement. • Valid Registration Certificate from PPA or Receipt of Registration. • Signed Tender Securing Declaration Form • Audited Financial Statement 2024 and 2025. <p>Assessment of Commercial Responsiveness</p> <ol style="list-style-type: none"> a. Delivery Period b. Incoterm c. FDA Certification <p>NB: Shelf life should not be less than 18months at the time of delivery</p> |
| | <p>For clarification, contact the address below:</p> <p>THE PROCUREMENT DEPARTMENT GHANA HEALTH SERVICE, HEADQUARTERS LIMP FITTING CENTRE, TEMA STATION NEAR RENT CONTROL P.M.B, ACCRA GHANA</p> <p>Tel: (233) 303973320 Fax: (233) 302 973320 (for queries only) E-MAIL: ssdmghsgov@gmail.com (queries only)</p> |
| ITT. 7 | Language of the Tender: All correspondences and supporting documents relating to the Tender shall be written in the English language. |

| TENDER PRICE AND CURRENCY | |
|---------------------------|---|
| ITT. 12.1 | The price quoted shall be:... DDP, GHS Disease Control Stores, Korle Bu, Accra |
| ITT. 9 | The prices shall be fixed |
| ITT. 10 | The prices shall be quoted in Ghana Cedis. |
| ITT.11 | Tender Security: Tender Securing Declaration |
| ITT 12 | Tender Validity Period: 60 days from tender closing date |
| ITT 13 | IFT title and number: Procurement of Fortified Blended Foods GHS HQ/2026/NMP/RFQ/05 |
| ITT 14 | Deadline for Tender submission: Date: Wednesday, 29th July 2026 Time: 10.30AM Place: GHS Headquarters, Conference Room |
| ITT 15 | Deadline for Tender Modification and Withdrawal: Date: Friday, 24th July, 2026 Time: 4:00 PM Place: Procurement Department |
| ITT 16 | Tender Opening: Date: Wednesday, 29th July, 2026 Time: 11.00AM Place: GHANEPS PLATFORM |
| ITT.11 | <p>Criteria for Tender evaluation shall be on the basis of:</p> <ol style="list-style-type: none"> a. Verification of all mandatory requirements (Documents that are not valid as at the date of tender closing shall be rejected. Unsigned documents shall not be accepted b. Commercial Responsiveness (Delivery Duty Paid to Site), Evaluation will be on complete Lot, INCOTERM and Delivery Period c. Technical Evaluation: Specific standard or criteria as per Technical Specification. Brand names, FDA compliance, Shelf life d. Manufacturer’s Authorization (where the Tenderer is not the manufacturer. e. Review of Audited Financial Statements. (Firms that do not have good Financial Ratios will not be considered <p>Note: Technical submissions that do not conform to the required specifications shall be deemed non-compliant and will not be accepted. Only firms that fully meet all requirements and the technical specifications shall be considered responsive to the technical requirements.</p> |

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 thirdparty claims of infringement of patent, trademark or industrial design rights arising from use of goods or any part thereof 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.

7

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 Schedule of Requirements;
 - c. The Technical Specifications;
 - d. The Conditions of Contract; and
 - e. 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

Name of Tenderer _____ IFT Number _____ Page _____ of _____

| S. No | Description | Country of origin | Quantity | Unit Price DDP (Vat Exclusive) | Vat Component | Total Price DDP (VAT Exclusive) | Total Price (VAT Inclusive) | Incidental Services and others | Total Tender Price | Remarks |
|--------------------|-------------|-------------------|----------|--------------------------------|---------------|---------------------------------|-----------------------------|--------------------------------|--------------------|---------|
| 1 | 2 | 3 | 4 | In figure 5 | 6 | 7= (4 x 5) | 8=(6+7) | 9 | 10=(8+9) | 11 |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Grand Total | | | | | | | | | | |

Total Tender Price (in words)

Signature of Tenderer: _____

Note: 1. In case of discrepancy between unit price and total, the unit price shall prevail.

Section V. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery when the contract is placed on CIP terms.

| Item No | Description | Quantity | <i>Maximum Schedule For Delivery At Site (Date Of Contract Signature)</i> |
|---------|-------------|----------|---|
| | | | |
| | | | |
| | | | |

² The delivery may be specified for a single shipment, or for several partial shipments, for a specific date, or range of acceptable delivery periods.

³ The Purchaser must specify here the date from which the delivery schedule will start. That date should be either the date of contract award, or the date of contract signature, or the date of opening of Letter of Credit, or the date of confirmation of the Letter of Credit, as appropriate. The Tender Form should include only a crossreference to this Schedule.

Form of Tender-Securing Declaration

Date: *[insert date (as day, month and year)]*

RFB No.: *[insert number of Bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Employer]*

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding or submitting proposals in any contract with the Employer for the period of time of *Thirty-Six (36) Months or Three (3) Years* starting from the **Date of Tender Opening**, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of Bid validity specified in the Letter of Bid;
or
- (b) having been notified of the acceptance of our Bid by the Employer during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security and, if required, the Environmental, Social, Health and Safety (ESHS) Performance Security, in accordance with the ITB.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Name of the Bidder* *[insert complete name of person signing the Bid]*

Name of the person duly authorized to sign the Bid on behalf of the Bidder** *[insert complete name of person duly authorized to sign the Bid]*

Title of the person signing the Bid *[insert complete title of the person signing the Bid]*

Signature of the person named above *[insert signature of person whose name and capacity are shown above]*

Date signed *[insert date of signing]* day of *[insert month]*, *[insert year]*

Section VI. Schedule Of Delivery

| No. | Item Description | Qty (Sachet)- 400g | Schedule of Delivery |
|-----|--|-----------------------|-------------------------|
| 1 | Fortified Blended Food (GHS Branded Packaging) <i>(Milled cereal/legume blend; tombrown fortified with minerals and vitamins).</i> | 34,500 | 60 Days |

MINIMUM TECHNICAL REQUIREMENTS

| NUTRITIONAL INFORMATION | |
|--|---------------------------------|
| Macro Nutrients per 100g of product | |
| Macro Nutrient | Target Level Per 100 of Product |
| Energy | 404.84kCal |
| Carbohydrate | 66.52 g |
| Protein | 16.66 g |
| Fat | 8.04 g |
| Fibre | 4.9 g |
| Micro Nutrients Per 100G of Product | |
| Micro Nutrient | Target Level Per 100 of Product |
| Vitamin A | 1664IU |
| Thiamine | 0.128mg |
| Riboflavin | 0.448MG |
| Niacin | 4.8mg |
| Folate | 60mcg |
| Vitamin C | 48mg |
| Vitamin B2 | 1.2mcg |
| Iron ++ | 8mg |
| Calcium++ | 100mg |
| Zinc++ | 5mg |

Packaging

- Primary: Laminated Aluminum Foil to protect vitamin A
- Secondary: Carton (6kgs in Carton)
- Weight: 400g

- Labelling: customized for Ghana Health Service with “NOT FOR SALE” boldly written