



TENDER DOCUMENT

**PROCUREMENT OF GOODS
PRICE QUOTATION**

PROCUREMENT OF MOBILE DEVICES FOR GGTP COORDINATORS

GR/GNPC/MDGGTP/GOODS/2026/23

JULY 2026

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Section I. Invitation for Sealed Quotation

Sealed Quotation No: **GR/GNPC/MDGGTP/GOODS/2026/23**

Date of Invitation: **23/07/2026**

1. The Ghana National Petroleum Corporation invites you to submit quotation for the supply of Mobile Devices for GGTP Coordinators.

No.	Item Description	Qty.	Technical Specification
1.	iPhone 17	2No.	Detailed Specifications attached.

2. Kindly note that it is mandatory to attach to your quotation copies of the following Certificates:

- i. Valid Ghana Revenue Authority (GRA) Certificate
- ii. Valid SSNIT Clearance Certificate
- iii. Valid VAT Registration Certificate
- iv. Valid Registration Certificate from Public Procurement Authority (PPA)
- v. Valid Company Registration Certificate under the current Companies Act

3. Please note that the following terms also apply to this Tender:

- i. The price must be inclusive of all taxes.
- ii. **Quotation Validity:** The price should be valid for a minimum of Ninety (90) days after the deadline for submission of the quotation.
- iii. **Payment terms:** GNPC will pay for the products supplied within 30 days after receipt of invoice and service completed.
- iv. **Delivery period:** Maximum of Seven (7) working days after Purchase Order and must be delivered to GNPC Head Office, Petroleum House, Tema.
- v. If an item fails to meet the required specifications, quality, efficiency, and standard at the time of delivery, the item will be rejected, and the supplier will be required to replace them at no extra cost to the Corporation.

NB: The Requirements listed in (2) and (3) above are mandatory and will be the basis for evaluation.

4. The successful supplier, shall submit the following documents upon delivery of the items on the Purchase Order:
 - i. A VAT Invoice (please attach GRA approval letter if VAT Invoice is an In-House-Computer Generated one).

SUBMISSION OF TENDERS

1. Tenders must be delivered to GNPC via the Ghana Electronic Procurement System (GHANEPS) portal (<https://www.ghaneps.gov.gh>) on or before **14:00 hours GMT August 5, 2026**. Late Tenders will be rejected.
2. Formal tender submission shall be through GHANEPS portal as indicated above. However, Tenderers are required to submit one (1) original tender in a sealed envelope to the address below on or before 4:00 p.m. or before **August 6, 2026**. **NB:** No hard copies will be accepted if the tenderer fails to submit its Tender through the GHANEPS portal by the date stated above (i.e., 14:00 Hrs. GMT on **August 5, 2026**).

Address for submitting a hard copy after official submission via GHANEPS:
Attn: Head of Supply Chain & Local Content Development Dept.
Ghana National Petroleum Corporation
Supply Chain & Local Content Development Office
1st Floor, Petroleum House
Tema

Section II. Conditions of Contract

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|--------------------------------|--|
| 1. Definitions | <p>1.1 In this contract, the following terms shall be interpreted as indicated:</p> <ul style="list-style-type: none">a. "The Contract" means the agreement entered into between 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 the Mobile Devices which the Supplier is required to supply to the Purchaser under the Contractd. "The Purchaser" means the Organization purchasing the goods;e. "The Supplier" means the Organization supplying the goods and services under this Contract. |
| 2. Specification | <p>2.1 The goods supplied under this Contract shall conform to the standards mentioned in the item's description</p> |
| 3. Patent Right | <p>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.</p> |
| 4. Inspection and Tests | <p>4.1 The Purchaser or its Representative shall have the right to inspect and/or test the goods to confirm their conformity to the Specification and the quality of performance after the supply and delivery of good to Purchaser's premises.</p> |
| 5. Packing | <p>5.1 The Supplier shall provide such packing of the goods as is required to prevent their damage during transit to their destination as indicated in the Contract</p> <p>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.</p> <p>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.</p> |

- 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**
- 6.1 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 bid 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

- 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 of goods to the satisfaction of the Purchaser
- 9.3 Terms of Payment (GNPC's preferred payment term is 30 days after delivery and a presentation of a valid invoice
- 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.
- 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, 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.

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| 12. Resolution of Disputes | <p>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.</p> <p>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 adjudicator shall be appointed in accordance with the Laws and Rules of Ghana.</p> |
| 13. Governing Language | <p>13.1 The Governing Language shall be English</p> |
| 14. Applicable Law | <p>14.1 The applicable law shall be the Laws of Ghana.</p> |
| 15. Notices | <p>15.1 Purchaser's address for notice purposes:</p> <p style="text-align: center;">THE HEAD OF SUPPLY CHAIN & LOCAL
CONTENT DEVELOPMENT
GHANA NATIONAL PETROLEUM
CORPORATION
PMB, TEMA
E-mail : tender@gnpcghana.com
dy.kodzi@gnpcghana.com</p> <p>15.2 Supplier's address for notice purposes:</p> <p>_____</p> <p>_____</p> |
| 16. Taxes and Duties | <p>16.1 The Supplier shall be entirely responsible for all taxes, duties, licence fees and other such levies imposed by the Government of Ghana.</p> |
| 17. Operation, Maintenance and Spare-parts Manuals | <p>17.1 The successful Supplier shall supply 2 copies of manufacturer's operation, maintenance and spare-part manuals of the goods (Equipment).</p> |

Section III. Form of Contract

CONTRACT NO:

(PURCHASE ORDER NO:)

THIS AGREEMENT is made this ____ day of _____ 2026 Between Ghana National Petroleum Corporation, Tema (hereinafter called “the Purchaser”) of the one part and (hereinafter called “the Supplier”) of the other part:

WHEREAS the Purchaser invited quotations for certain goods and ancillary services, viz., **Supply of Mobile Devices** and has accepted a tender by the Supplier for the supply of those goods and services in the sum of (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 (item description, quantity, delivery period, and place of delivery);
 - 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. The Purchaser shall reject the items if they fail to meet the required specifications upon delivery by the supplier.
6. This Agreement shall not be valid unless:

- (a) Signed 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) 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;
- (d) 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: _____

Date: _____

Date: _____

Section IV. Sample Forms

Tender and Price Schedules

Date:

To: GHANA NATIONAL PETROLEUM CORPORATION

Gentlemen and/or Ladies:

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

[description of goods and services]

in conformity with the said tender 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 _____.

[signature]

[in the capacity of]

Duly authorized to sign Tender for and on behalf of _____

Price Schedule for Domestic Goods Offered from within Ghana

Name of Supplier _____ Page _____ of _____

No	Description	Quantity	Unit Price with delivery to final destination	Total Price	VAT and other Taxes	Total Tender Price
1	2	3	4	$5=(3 \times 4)$	$6=(5 \times 20\%)$	$7=(5+6)$
Grand Total						

Total CIP (place of destination) (in words)

Signature of Tenderer _____

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

Section V. Schedule of Requirements

No.	Item Description	Quantity	Delivery
1.	iPhone 17	2No.	7 days after issue of Purchase Order

Section VI. Technical Specifications

Procurement of Mobile Devices for GGTP Coordinators

No.	Item Description	Qty.	UoM	Technical Specification
1.	iPhone 17	2	Pcs	• Apple iPhone 17 • Storage: 256 GB • Color: Black and lavender • Physical sim tray • eSim Compatibility

