GOLDBOD
GHANA GOLD BOARD

REQUEST FOR QUOTATION

FOR

PROCUREMENT OF TONER CARTRIDGES
(IFT: GR/GGB/GDS/NCT/010C/2026)

JULY, 2026

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Section I. Invitation for Sealed Quotation

Name of Procurement Entity: **GHANA GOLDBOD (GOLDBOD)**

Address of Procurement Entity: **The Chief Executive Officer**
P. O. Box M 108
1 Thorpe Road, High Street
Accra - Ghana

Tel: +233-244 895 900
Email: frank.ademan@goldbod.gov.gh

Sealed Quotation No: **GR/GGB/GDS/NCT/010C/2026**

Date of Invitation: **29th July, 2026**

REQUES FOR QUOTATION – PROCUREMENT OF TONER CARTRIDGES
ID: GR/GGB/GDS/NCT/010C/2026

1. The Ghana Gold Board intends to apply part of its Internally Generated Funds to fund eligible payments under the contract for the Supply of Toner Cartridges.

2. The GoldBod invites sealed Tenders from eligible shortlisted suppliers for the supply of the underlisted items.

No.	Description of Items	Quantity	Unit	Schedule of Requirement
1.	Toner C-EXV 60 Black- Canon IR 2425	5	Pieces	7 Days after Contract Signing
2.	HP Toner CE230A Black	11	Pieces	
	HP Toner CE230A Cyan	7	Pieces	
	HP Toner CE230A Magenta	7	Pieces	
	HP Toner CE230A Yellow	7	Pieces	
3.	HP Toner CE222A Black	2	Pieces	
	HP Toner CE222A Cyan	2	Pieces	
	HP Toner CE222A Magenta	2	Pieces	
	HP Toner CE22A Yellow	2	Pieces	

3. This procurement process will be conducted through the Request for Quotation (RFQ) procedures specified in the Public Procurement **Act, 2003 (Act 663),** as amended.

4. Shortlisted Firms shall provide evidence and copies of the following in addition to their quotations.
    a. Business Registration Certificate (Registered in the Republic of Ghana)
    b. Valid Tax Clearance Certificate
    c. Valid SSNIT Clearance Certificate
    d. VAT Registration Certificate

e. PPA Registration Certificate or Evidence of Renewal
f. Quotation should be submitted with Samples

5. Shortlisted Firms may obtain further information at the **Procurement Department, Room 406 from 9:00am to 12:00pm** and **2:00pm to 5:00pm, Monday to Friday.** A complete set of Request for Quotation Document in English may be obtained on the **Ghaneps** or at the **Procurement Department** of the **GoldBod.**

6. Quotations shall be in Ghana Cedis and must include all relevant taxes. The **Delivery Period** of goods shall be **7 days** after contract award and **Payment** shall be within **30 days** after satisfactory delivery of goods.

7. Tendering process will be conducted through the **GHANEPS.** Tenders will be opened immediately online at **10:00 am on Thursday, 6th August, 2026**. Quotations shall be valid for **60 days** after the deadline of submission

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 thereof in the Purchaser's country.
4. Inspection and Tests	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.

5. Packing

5.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage Or deteroration 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

88.1 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.

11. Liquidated Damages

11.1 If the Supplier fails to deliver any or all 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. Disputes Resolution

12.1 Any dispute between the Parties concerning this Agreement Which cannot be resolved by the Parties within 30 days notice of the dispute being served by one Party on the other shall be settled by arbitration in accordance with the Alternative Dispute Resolution Act, 2010 (Act 798) of Ghana, or any statutory modification thereof for the time being in force. The place of such Arbitration shall be in Accra, Ghana and the language for the Arbitration shall be English.

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: **The Chief Executive Officer** **Ghana Gold Board** **P.O Box M 108** **1 Thorpe Road, Accra - Ghana**
	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. Sample Forms

1. Tender and Price Schedules

Date:

CHIEF EXCUTIVE OFFICER
GHANA GOLD BOARD
P. O. BOX M108, ACCRA.

Dear Sir,

Having examined the tender documents, we the undersigned, offer to supply Toner Cartridges in conformity with the tender document for the sum of …………………………..………..

……………………………………………………………………………………………….…..

…………………………………………………………………… (GHS …………..….………….)

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.

We agree to abide by this Tender for a Period of Sixty (60) 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 ____________________________

Price Schedule for Goods Offered

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 (GHS)									

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 IV. 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.

No.	Description of Items	Quantity	Unit	*Maximum Schedule for Delivery at Site (Date of Contract Signature)*
1.	Toner C-EXV 60 Black- Canon IR 2425	5	Pieces	7 Days after Contract Signing
2.	HP Toner CE230A Black	11	Pieces	
	HP Toner CE230A Cyan	7	Pieces	
	HP Toner CE230A Magenta	7	Pieces	
	HP Toner CE230A Yellow	7	Pieces	
3.	HP Toner CE222A Black	2	Pieces	
	HP Toner CE222A Cyan	2	Pieces	
	HP Toner CE222A Magenta	2	Pieces	
	HP Toner CE22A Yellow	2	Pieces	

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

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 cross-reference to this Schedule.

Section V. Technical Specifications

<table>
<tr><th colspan="2">TECHNICAL SPECIFICATIONS</th></tr>
<tr><td><u>MINIMUM SPECIFICATIONS REQUIRED</u></td><td>OFFERED SPECIFICATION
Describe all features of model offered including any not specified.
Indicate if a special feature or preference is not available.</td></tr>
<tr><td>C-EXVV 60 for Canon IR 2425:</td><td></td></tr>
<tr><td>Hp LaserJet Colour Printer CE230A Color Cartridge:
• Black
• Magenta
• Yellow
• Cyan</td><td></td></tr>
<tr><td>Hp LaserJet Colour Printer CE222A Color Cartridge:
• Black
• Magenta
• Yellow
• Cyan</td><td></td></tr>
</table>