TENDER DOCUMENT

PROCUREMENT OF GOODS
PRICE QUOTATIONS

NORTH TONGU DISTRICT ASSEMBLY

Battor, Ghana

AUGUST, 2026

NORTH TONGU DISTRICT ASSEMBLY

Bankers:
North Tongu Rural Bank, Battor
Agric. Dev. Bank, Juapong

REPUBLIC OF GHANA

P. O. BOX 15, BATTOR
VOLTA REGION
VT 0000 - 7633
✉: ntda.vr.gh@gmail.com

Date: 25th August, 2026

Our Ref: NTDA.01/30/05 Your Ref…... Tender/RFQ NO. VR/NTDA/DACF/GDS/26/28

1. The ***North Tongu District Assembly*** invites quotations from the eligible registered Suppliers below for the **Procurement of 3No. Motorbikes, Registrations and Insurances** as stated below;

1. **THE MANAGER**
   JUST WELTS LTD
   PMB 13
   BATTOR

2. **THE MANAGER**
   SHAKKARIE COMPANY LTD
   P.O.BOX JP 41
   JUAPONG

3. **THE MANAGER**
   JULKERZ VENTURES
   P.O.BOX 77
   ACCRA

PROCUREMENT OF 3No. MOTORBIKES, REGISTRATIONS AND INSURANCES

Item No.	Description	Specification	Qty
1.	Jungle Motor	4-stroke, single-cylinder engine, 5-gear manual transmission, 10.5-liter fuel capacity, and rugged spoke wheels (19-inch front, 17-inch rear) **Engine & Performance** • **Displacement:** ~193.3 cc to 200 cc single-cylinder, 4-stroke • **Horsepower:** ~17.6 bhp • **Max Torque:** 14.2 Nm • **Ignition System:** CDI with backup kick start • **Top Speed:** 103 km/h or greater • **Climb ability:** 35° angle or greater	5 pcs

		Transmission & Chassis • **Gears:** 5-speed manual return shift • **Transmission Ratio:** Front sprocket 13T, rear sprocket 42T (Ratio: 3.231) • **Fuel Tank Volume:** 10.5 liters • **Engine Oil Capacity:** 1.1 L nominal (1.5 L recommended for optimal lubrication) **Dimensions & Weight** • **Length x Width x Height:** 2,100 mm x 830 mm x 1,200 mm • **Wheelbase:** 1,340 mm • **Net Weight:** ~120 kg • **Max Load Capacity:** 150 kg (including rider) • **Tire Sizes:** Front 90/90–19, Rear 110/90–17 spoke wheels	

a. The Purchaser now invites sealed quotations from eligible Tenders for the **Procurement of 3No. Motorbikes, Registrations and Insurances** for the District.

b. Tendering will be conducted through the Price Quotation procedures specified in the Republic of Ghana's Procurement Act, 2003, Act 663 as amended is open to all Tenderers from eligible source countries as defined in the Guidelines of the Public Procurement Authority of the Republic of Ghana.

c. Quotations must be delivered to **Ghana Electronic Procurement System (GHANEPS)** of the North District Assembly at or before **8th September, 2026** at **10:00am** prompt.

d. Sealed quotations must be delivered to the above **System** on or before **10:00am** prompt on **8th September, 2026**.

e. Where necessary, sealed quotations will be opened in the presence of Supplier's Representatives who choose to attend at **10:00am** prompt on **8th September, 2026**, at the **Ghana Electronic Procurement System (GHANEPS)** of the North Tongu District Assembly.

f. It is mandatory that Tenderers submit with their tender the following statutory documents:

- Valid Business Registration Certificate
- Valid GRA Tax Clearance Certificate.
- Valid SSNIT Clearance Certificate.
- Valid VAT Registration Certificate (if applicable).
- Valid PPA Registration Certificate

NOTE:

Section 71 of the **PFM Regulations, 2019** states; The Ghana Integrated Financial Management Information System shall not permit the approval of a **Payment Voucher** without a commitment having been made in the Ghana Integrated Financial Management Information System by way of a **Purchase Order** generated by the Ghana Integrated Financial Management Information System.

Section 72, Sub-section 2 states; A contract, other than a framework agreement, that is made under the Public Procurement Act, 2003 (Act 663) and requires expenditure from the annual budget shall be deemed to include the following provisions;

a) the contract shall be suspended automatically, if the contractor does not receive a purchase order or expense order with a unique commitment control number when they enter into the contract; and

b) the contractor is not entitled to compensation for any performance provided during the suspension of the contract until the contractor receives a Purchase Order or Expense Order with a unique commitment control number.

b) The delivery period required is ***TWO WEEKS*** from date of order.

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

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

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

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 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 IV.

1. Tender and Price Schedules (To be Completed by Tenderer)

Date:

To:

Gentlemen and/or Ladies:

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

……

in conformity with the said RFQ documents for the sum of (**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 …….... 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) ……

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

Price Schedule for Goods Offered from within Ghana (To be Completed by Tenderer)

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)
1.	**3No. Jungle Motorbikes, Registrations and Insurances**								
	Sub - Total								
	2.5% NHIL + 2.5% GETFUND = (5%)								
	VAT (15%)								
	TOTAL								

Total CIP (place of destination) Tender Price ……

……..……. (in words)

Signature and Stamp of Tenderer _____

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

Section V. Schedule of Requirements (To be Completed by Tenderer)

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. The delivery period required is ***TWO WEEKS*** from date of order.

Item No	**Description**	**Quantity**	***Maximum Schedule for Delivery at Site (Date Of Contract Signature)***
1.	4-stroke, single-cylinder engine, 5-gear manual transmission, 10.5-liter fuel capacity, and rugged spoke wheels (19-inch front, 17-inch rear) **Engine & Performance** • **Displacement:** ~193.3 cc to 200 cc single-cylinder, 4-stroke • **Horsepower:** ~17.6 bhp • **Max Torque:** 14.2 Nm • **Ignition System:** CDI with backup kick start • **Top Speed:** 103 km/h or greater • **Climb ability:** 35° angle or greater **Transmission & Chassis** • **Gears:** 5-speed manual return shift • **Transmission Ratio:** Front sprocket 13T, rear sprocket 42T (Ratio: 3.231) • **Fuel Tank Volume:** 10.5 liters • **Engine Oil Capacity:** 1.1 L nominal (1.5 L recommended for optimal lubrication) **Dimensions & Weight** • **Length x Width x Height:** 2,100 mm x 830 mm x 1,200 mm • **Wheelbase:** 1,340 mm • **Net Weight:** ~120 kg • **Max Load Capacity:** 150 kg (including rider) • **Tire Sizes:** Front 90/90–19, Rear 110/90–17 spoke wheels		

Section VI. Technical Specifications (To be Completed by Tenderer)

	TECHNICAL SPECIFICATIONS	
S/N	**MINIMUM SPECIFICATIONS REQUIRED**	**OFFERED SPECIFICATION** Describe all features of model offered including any not specified. Indicate if a special feature or preference is not available.
1	**Jungle Motorbikes, Registrations and Insurances**	

ON COMPANY'S LETTER HEAD

The District Chief Executive
North Tongu District Assembly
Battor, Volta Region

Tender Security Declaration

We, the undersigned, declare that:

1. We understand that, according to your conditions, tender must be supported by a Tender Security Declaration.

2. We accept that we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of **(*duration*)** starting on (***state date***) if we are in breach of our obligation(s) under the tender conditions, because we:

(a) Have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or

(b) Having been notified of the acceptance of our Tender by the Purchaser during the period of tender validity,

(i) fail or refuse to execute the Contract, if required, or

(ii) fail or refuse to furnish the Performance Security, in accordance with the ITB.

3. We understand this Tender Security Declaration shall expire if we are not the successful Tenderer, upon the earlier of

(i) our receipt of a copy of your notification of the name of the successful Tenderer; or

(ii) twenty-eight days after the expiration of our Tender.

4. We understand that if we are a Joint Venture, the Tender Security Declaration must be in the name of the Joint Venture that submits the Tender. If the Joint Venture has not been legally constituted at the time of tendering, the Tender Security Declaration shall be in the names of all future partners as named in the letter of intent.

Signed……...

In the capacity of ***THE MANAGING DIRECTOR***

Name:

Duly authorized to sign the tender for and on behalf of: ***TENDERER***

Dated on _____ day of _____,.