



REPUBLIC OF GHANA

TENDER DOCUMENT

FOR THE

SUPPLY AND DELIVERY OF LAPTOP COMPUTERS AND ACCESSORIES

**MINISTRY OF FINANCE
ACCRA, GHANA**

REQUEST FOR QUOTATIONS

(IFQ. NO. GR/MOF/GDS/RFQ/018/2026)

SEPTEMBER 2026

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Section I. Invitation for Sealed Quotation

Name of Procurement Entity: Ministry of Finance

Address of Procurement Entity: P.O. Box M0 25, HQ Kanda, Accra

Sealed Quotation No: GR/MOF/GDS/RFQ/018/2026

Date of Invitation: September 22, 2026

1. The Ministry of Finance invites sealed quotations from the eligible registered Suppliers for the supply and delivery of laptop computers and accessories.
2. The Purchaser now invites sealed quotations from eligible Tenderers for the supply and delivery of laptop computers and accessories.
3. Tendering will be conducted through the Price Quotation procedures specified in the Republic of Ghana's Procurement Act, 2003, Act 663 as amended. Tendering is open to all Tenderers from eligible source countries as defined in the Guidelines of the Public Procurement Authority of the Republic of Ghana.
4. Sealed quotations must be delivered via the e-GP portal (<https://www.ghaneps.gov.gh>) at or before Monday, September 28, 2026, at **1:00 p.m.**
5. It is mandatory that Tenderers submit with their tender the following statutory documents:
 - Valid GRA Tax Clearance Certificate.
 - Valid SSNIT Clearance Certificate.
 - Valid VAT Registration Certificate
 - Valid Business Registration Certificate
 - Valid Registration Certificate from PPA

Samuel
SAMUEL ARKHURST
COORDINATING DIRECTOR
for: MINISTER

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**
- 4.1 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 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

- 6.1 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 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:

a. On shipment: Eighty (80) percent of the contract price of the Goods shipped shall be paid through irrevocable confirmed letter of credit opened in favour of the Supplier in a bank in its country, upon submission of documents.

b. On acceptance: Twenty (20) percent of the contract price of goods received shall be paid within thirty (30) days of receipt of the goods upon submission of claim supported by the acceptance certificate issued by the Purchaser.

Or

c. Full payment on satisfactory delivery and acceptance of goods.

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

11.1 If the Supplier fails to deliver any or all of the goods within

Damages

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.

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|-----------------------------------|--|
| 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 adjudicator shall be appointed in accordance with the Laws and Rules of Ghana. |
| 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 MINISTRY OF FINANCE
P.O. BOX M 25, HQ Kanda Accra
ACCRA |
| | 15.2 Supplier's address: |
| 16. Taxes and Duties | 16.1 The Supplier shall be entirely responsible for all taxes, duties, license fees and other such levies imposed by the Government of Ghana. |

Section III. Form of Contract

THIS AGREEMENT made the _____ day of _____ 20____ between Ministry of Finance and Economic Planning (hereinafter called "the Purchaser") of the one part and

_____ of _____

(hereinafter called "the Supplier") of the other part:

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

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;
 - c. The Technical Specifications;
 - d. 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.

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: Ministry of Finance

Gentlemen and/or Ladies:

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

in conformity with the said tender documents for the sum of _____,
_____ (_____)

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 _____

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. Schedule of Requirements

Supply and Delivery of Computers and Accessories

No.	Description	Quantity	Delivery Schedule
1.	Supply and delivery of laptop computers and accessories	10 Pieces	One (1) Week after Notification of Award

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.

Note Suppliers must submit quotations wholly in Ghana Cedis inclusive of all taxes.

Section VI. Technical Specification

NO.	DESCRIPTION OF ITEM	QUANTITY	MINIMUM SPECIFICATION REQUESTED	OFFERED SPECIFICATION
1.	Supply and delivery of laptop computers and accessories	10 Pieces	Gen 14 Aura Edition, Ultra 7 355U Processor, 14" OLED + Touchscreen, 16GB DDR5 RAM, 1TB SSD PCIe, Wi-Fi 6E + BT, Backlit KB, FHD Webcam, Win 11	