



REQUEST FOR QUOTATIONS (RFQ)

FOR

SUPPLY OF PROTECTIVE GEARS AND FARM TOOLS FOR TREE PLANTING EXERCISE

IFT NO. GR/MIIF/GD/035/2026

DATE OF INVITATION: 9 OCTOBER 2026

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SECTION I. INVITATION FOR QUOTATIONS

Name of Procurement Entity: Minerals Income Investment Fund (MIIF)

Address of Procurement Entity: 1 Rangoon Lane, 1st Floor, Cannon House, Cantonments, Accra

Contract Name: Supply of Protective Gears and Farm Tools for Tree Planting Exercise

Contract Identification No: GR/MIIF/GD/035/2026

Date of Invitation: 9 October 2026

Dear Sir/Madam,

1. The Minerals Income Investment Fund (“MIIF” or the “Fund”) intends to apply part of its budgetary allocation to fund eligible payments under a contract for the **Supply of Protective Gears and Farm Tools for Tree Planting Exercise** (the “Goods”) to support its 2026 work programme. Details of the requirements and technical specifications are provided in **Sections VII and VIII**.
2. MIIF hereby invites Quotations from the following shortlisted and eligible tenderers:
 - i. B&R Solutions Limited
 - ii. Focal Integrity Logistics Limited
 - iii. Derowboat Ventures
 - iv. Westcap Limited
 - v. Trade Traffic Limited
3. Tendering shall be conducted through the **Request for Quotation (RFQ) – Goods** method, in accordance with the Public Procurement Act, 2003 (Act 663) as amended, and the Guidelines issued by the Public Procurement Authority (PPA) of the Republic of Ghana.
4. Shortlisted Tenderers may obtain further information from the Procurement Department of MIIF via the **Ghana Electronic Procurement System (GHANEPS)** at www.ghaneps.gov.gh between 8:30 a.m. and 5:00 p.m. on working days.
5. A complete tender document in English may be accessed by shortlisted tenderers through the e-GP portal (<https://www.ghaneps.gov.gh>).
6. Quotations shall be submitted electronically through the e-GP portal (<https://www.ghaneps.gov.gh>) at or before at **2:00 noon on Friday, 16 October 2026**.

7. Quotations shall remain valid for a period of **Sixty (60) days** from the submission deadline.
8. All Quotation must be accompanied by a **Tender Securing Declaration Form** in the prescribed format provided in Section IV of the Tender Document.
9. Tenderers shall submit its quotation together with the following mandatory documents:
 - i. Valid Ghana Revenue Authority (GRA) Tax Clearance Certificate;
 - ii. Valid Social Security and National Insurance Trust (SSNIT) Clearance Certificate;
 - iii. Valid Value Added Tax (VAT) Registration Certificate (if applicable);
 - iv. Valid Certificate of Registration or Incorporation (as applicable); and
 - v. Valid Public Procurement Authority (PPA) Registration Certificate;
10. Late Quotations will be rejected. Quotations will be opened immediately after the deadline for submission at **2:00 p.m. on Friday, 16 October 2026**. Opened quotation details can be obtained electronically through the e-GP portal (<https://www.ghaneps.gov.gh>) after tender opening. No physical tender opening meeting will be held.

Signed:

The Chief Executive Officer
Minerals Income Investment Fund (MIIF)
1 Rangoon Lane
Cannon House, First Floor
Cantonments, Accra
Tel: +233 (0) 302 750 660
Email: procurement@miif.gov.gh

SECTION II: INSTRUCTIONS TO TENDERERS (ITT)

Tenderers shall comply with the following instructions, terms and conditions for the supply of the Goods.

A. GENERAL	
1.	The number and title of the Invitation for Tenders is: IFT NO. GR/MIIF/GD/035/2026; Supply of Protective Gears and Farm Tools for Tree Planting Exercise The number and identification of Lots comprising this RFQ is: ONE LOT.
2.	The Purchaser is: Minerals Income Investment Fund (MIIF)
3.	The purchaser can modify Tender Documents before the deadline for submission of Quotations by issuing Addenda.
4.	The Source of Funds is: Government of Ghana
B. CONTENTS OF THE QUOTATION	
5.	For tender clarification purposes only, the Purchaser's address is www.ghaneps.gov.gh
6.	The Purchaser shall provide written responses to clarification requests no later than three (3) days prior to the deadline for submission of Quotations, for all requests received at least five (5) days prior to the deadline for submission.
7.	The purchaser can modify Tender Documents before the deadline for submission of Quotations by issuing Addenda.
C. PREPARATION OF QUOTATIONS	
8.	The language of the Tender is: <u>English</u> . Unless explicitly specified in the Technical Requirements section, the essential passages of all accompanying printed literature in any other language must be translated into English.
9.	Tender prices shall be <u>fixed</u> during contract execution.
10.	The price quoted shall be: in GHS . The prices shall include all duties, taxes, and other levies . The prices should be expressed in the term of Delivered, Duty Paid (DDP) in Ghana Cedis (GHS).
11.	The tender validity period shall be: Sixty days (60) after the submission of Tenders.

12.	Tenderers shall complete a Tender Form and the Price Schedule, on its Letterhead, duly signed by the Managing Director or his duly authorized representative, in which case a Power of Attorney shall be required. Tender form and Price Schedule must conform to the sample provided in Section VII (Sample Forms).
13.	The offered goods/equipment shall be latest and in current production for a minimum of 2 years. If the offered model is new, the manufacturer must have experience in producing the similar model for a minimum of 2 years. The Tender must furnish a list of users who have purchased same/similar goods/equipment in the last 2 years, and the number of equipment sold to them for reference to check the performance of the offered model, if necessary.
14.	Tenderers shall complete and submit, a Tender Securing Declaration Form on its Letterhead and duly signed by the Managing Director or his duly an authorised representative, in which case of a written Power of Attorney or shall be required. The Tender Securing Declaration Form must conform to the sample provided in Section V.
D. QUOTATION EXAMINATION AND EVALUATION	
15.	Clarification of Quotations (i) To assist in the examination, evaluation and comparison of Tenders, the Purchaser may, at its discretion, ask any Tenderer for clarification of its Tender including breakdown of unit rates. Any clarification submitted by a Tenderer in respect to its Tender and that is not in response to a request by the Purchaser shall not be considered; and (ii) The request for clarification and the response shall be in writing and no change in the price or substance of the Tender shall be sought, offered or permitted, except as required to confirm the correction of arithmetic errors discovered by the Purchaser in the evaluation of the Tenders.
16.	Responsiveness of Tenders (i) The Purchaser's determination of tender's responsiveness will be based on the contents of the Quotation itself and any clarifications thereto obtained. (ii) A substantially responsive tender is one that conforms to all the terms, conditions, and mandatory requirements of the RFQ document without material deviation, reservation, objection or omission. A material deviation, reservation, objection or omission is one which: ○ affects in any substantial way the scope, quality or Performance of the products and related services; the following shall constitute such material deviations:

	○ failure to sign the Tender Form and Price Schedules by authorised person or persons; ○ inability to meet the critical delivery schedule or work schedule clearly specified in the tender document, where such schedule is a critical condition with which tenderer must comply; ○ subcontracting in a substantially different amount or manner than that permitted; ○ failure to submit the required Manufacturer Authorization (if applicable) for equipment not manufactured by the Tenderer/Agent/Accredited Dealer. (iii) limits in any substantial way, inconsistent with the tender documents, the Purchaser's rights or the Tenderer's obligations under the contract; material deviations include the following: ○ failure to submit documents establishing the Tenderer's eligibility to Tender; ○ failure to submit its qualifications to perform the contract if its Tender is accepted; ○ failure to submit a tender security/tender securing declaration form as specified in the tender document; ○ failure to satisfy the tender validity period; ○ failure to comply with minimum experience criteria as specified in the tender document; (iii) whose rectification would affect unfairly the competitive position of other Tenderers presenting substantially responsive tenders. (iv) A tender determined as not substantially responsive will be rejected by the Purchaser and may not subsequently be made responsive by the Tenderer by correction or withdrawal of nonconforming deviation or reservation. the acceptance of which would unfairly affect the competitive position of the other Tenderers presenting substantially responsive tenders. (v) If a tender is not substantially responsive, it shall be rejected by the Purchaser and may not subsequently be made responsive by the Tenderer by correction of the nonconformity.
17.	Non-Conformities, Errors and Omissions (i) Provided that a quotation is substantially responsive, the Purchaser: - may waive any non-conformity, error or omission in the quotation that does not constitute a material deviation. -

	request that the Tenderer submit necessary information or documentation within a reasonable period, to rectify nonmaterial, non-conformities or omissions in the tender related to documentation requirements. Such omission shall not be related to any aspect of the price of the tender. Failure of the Tenderer to comply with the request may result in the rejection of its tender. (ii) shall correct arithmetical errors on the following basis: - If there is discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit shall prevail and the total price shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected; - if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; - If there is discrepancy between the words and figures, the amount in words will prevail, unless the amount expressed in words expresses an arithmetical error; and - If the Tenderer that submitted the lowest evaluated does not accept the corrections of the errors, all of its Tender shall be disqualified and its tender security may be forfeited.
18.	Criteria for Examination of Quotations and determination of responsiveness shall be based on the following: (1) <u>ELIGIBILITY CRITERIA</u> • Compliance to Quotation Validity Period • Compliance to Delivery Period • Compliance to Payment Terms • Tender Signed • Submission of a valid GRA Tax Clearance Certificate; • Submission of a valid SSNIT Clearance Certificate; • Submission of a valid VAT Registration Certificate (if applicable); • Submission of a valid Business Registration Certificate or Valid Certificate of Incorporation (as applicable); and • Submission of a valid PPA Registration Certificate. • Submission of completed Tender Form and Price Schedule (inclusive of all taxes) on Tenderer's letterhead and duly signed by the Managing Director or his duly authorized representative, in which case a Power of Attorney is attached.

	• Submission of a Tender Securing Declaration Form on Tenderer's letterhead, in the prescribed form and duly signed by the Managing Director or his duly authorized representative, in which case a Power of Attorney is attached; • Submission of Power of Attorney for signatory of authorised personnel of the Firm (i) Compliance to Technical Responsiveness • Strict compliance with the instructions given to the Technical Specifications/Standard. • Completion of the required technical specifications with Tenderer's item-by-item offered specifications/ features as per the technical specification requirement. 2) DETAILED EVALUATION (FINANCIAL EXAMINATION) (i) Evaluation of Tender will be based on Tender Price as specified in the Price Schedule; and (ii) Submission of total tender price inclusive of all applicable taxes.
19.	Tenderers must indicate its compliance to promoting sustainability and environmental protection.
AWARD OF CONTRACT	
20.	Percentage for quantity increase or decrease: Twenty-Five percent (25%)
21.	Notice of Acceptance of Quotation shall be sent to the successful Tenderer at any time prior to expiration of Tender Validity.
22.	The successful Tenderer may deliver a Performance Security in the amount and form as specified in the Notification of Acceptance of Quotation within seven (7) days.

SECTION III. GENERAL CONDITIONS OF CONTRACT

1. Definitions

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 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 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 tax 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: SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract (SCC) shall complement the Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the Conditions of Contract. The corresponding clause number in the Conditions of Contract is indicated in parentheses. Where sample provisions are furnished, they are only illustrative of the provisions that the purchaser should draft specifically for each procurement.

GCC 2	Compliance with variation from the departmental requirement of the technical specification shall be duly filled in the offered specification column of the Technical Specification. Tenderers must complete the Offered specification column item-by-item commenting on the Purchaser's Technical Specifications and demonstrating substantial responsiveness to each specification. Writing 'Comply' or 'Not Comply' only shall result in the disqualification of your Tender.
GCC 4	The Purchaser shall inspect, test (where applicable) and accept the Goods and Services as follows: a. Joint inspection of the Goods by the Purchaser, and Supplier. A certificate of inspection shall be signed by both Parties for confirmation or otherwise upon delivery. b. The time limit for inspection, tests and issuance of the certificate and/or rejection shall be no later than ten (10) days after inspection; and c. In the event of defects or technical non-responsiveness, the tenderer replaces or remedy the defects within ten (10) days of inspection. d. Any rejected Goods should be removed by the Supplier within one week. If the goods are not removed, and it is specified in the contract, the Supplier may be charged a penalty for delay. e. If the rejected goods are not removed after a reasonable period, the Authority may apply a Court of Law for authority to sell the rejected goods.
GCC 6	Tenderers shall supply the Goods to the Purchaser's address, within a period of Three (3) days after contract execution /effectiveness to the Purchaser's offices with all duties paid. Tenderers shall confirm their compliance with the delivery requirements as part of its Quotation.
GCC 8	The period for correction of defects in the warranty period is: 50% time of the delivery schedule.

GCC 9	The Purchaser shall pay for the goods within twenty-eight (28) days after delivery, inspection, acceptance and submission of all relevant documents by the Supplier. Tenderers shall confirm their acceptance to these terms of payment as stated above or more, as part of compliance with the terms and Conditions pertaining to this Tender. Tenderers are to note that a statutory deduction of 3% Withholding Tax shall be applied to the total payment of the Goods.
GCC 10	a. The price of goods quoted shall be Delivered, Duty Paid (DDP) including all customs, excise and other duties and sales and other taxes already paid to final destination. b. Prices quoted by the Tenderer shall remain fixed and valid until completion of the Contract performance and will not be subject to variation on any account.
GCC 15	a) The Purchaser's Address for Notice Purpose is: The Chief Executive Officer Minerals Income Investment Fund 1 Rangoon Lane, Cannon House, 1st Floor Cantonments, Accra b) The Supplier's Address for Notice Purposes: To be determined after Award

SECTION V. 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 VI. SAMPLE FORMS

1. Tender Form and Price Schedules

(Must be Completed by Tenderers and submitted on Tenderer's Letterhead)

Date:

To: [name of Purchaser]

[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.

We also agree to abide by the Delivery **Period of [number] days and payment terms as per this Tender.**

Additionally, we undertake to comply with payment terms and conditions in accordance SCC Clause 5 of the Request for Quotation document (i.e. payment of the goods supplied shall be made by the purchaser within twenty-eight (28) days after delivery, inspection and acceptance).

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 _____ [insert date signing]

[signature]

[in the capacity of state
position in the Firm]

Name: _____ [insert
complete name of person signing the Tender Form
and Price Schedule]

Duly authorized to sign the tender for and on behalf
of: [insert complete name of Tenderer]

2. Price Schedule for Goods Offered from Within Ghana

Name of Supplier

No	Description	Country of Origin	Qty	UoM	Unit Price (excl. Tax) GHC	Taxes (20%) GHC	Total Tender Price (Incl. Taxes) GHC
Sub total							
Grand Total							

Total DDP to MIIF Tender Price (insert amount in words)

Signature of Tenderer's Authorised Representative: _____

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

1. Tender Securing Declaration Form

[To be Completed by Tenderers in accordance with the instructions indicated and Submitted on Tenderer's Letterhead.]

Date:

To: The Chief Executive Officer
Minerals Income Investment Fund (MIIF)
1 Rangoon Lane,
Cannon House, 1st Floor
Cantonments, Accra

IFT No:

We, the undersigned, declare that:

1. We understand that, according to your conditions, tender must be supported by a Tender - Securing 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 **(twelve (12) months)** starting on **the date of submission of this Quotation**, if we are in breach of our obligation(s) under the bid 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 Securing 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 Securing 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 bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Tender Securing Declaration]*

Name: *[insert complete name of person signing the Tender Securing Declaration]* Duly authorized to sign the tender for and on behalf of: *[insert complete name of Tenderer]*

Dated on _____ day of _____, _____ *[insert date of signing]*

2. Manufacturer's Authorization Form

Date:

To: *[name of the Purchaser]*

WHEREAS *[name of the Manufacturer]* who are established and reputable manufacturers of *[name and/or description of the goods]* having factories at *[address of factory]*

I hereby authorise *[name and address of Agent]* to submit a Tender, and subsequently negotiate and sign the Contract with you against IFT No. *[reference of the Invitation to Tender]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Tenders.

[signature for and on behalf of Manufacturer]

Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the power of attorney to bind the Manufacturer. It should be included by the Tenderer in its Tender.

3. Performance Security Form

Date:

To: [name of Purchaser]

[address of Purchaser]

WHEREAS *[name and address of Supplier]* (hereinafter called “the Supplier”) has undertaken, in pursuance of Contract No. *[reference number of the contract]* dated

[yy/mm/dd] to supply *[description of goods and services]* (hereinafter called “the Contract”).

AND WHEREAS it has been stipulated by you in the said Contract that the Supplier shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Supplier’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Supplier such a Bank guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantors and responsible to you, on behalf of the Supplier, up to a total of *[amount of the guarantee in words and figures Ghanaian Cedis]*, and we undertake to pay you, upon your first written demand such sum being payable in the types and proportions of currencies in which the contract price is payable, and without cavil or argument, any sum or sums within the limits of *[amount of guarantee in Ghana Cedis]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of demanding the said debt from the Supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Goods to be supplied thereunder or of any of the Contract documents which may be made between you and the Supplier shall in any way release us from liability under this Guarantee, and we hereby waive notice of any such change, addition or modification.

This Guarantee is valid until a date 28 days from the date of issue of the Certificate of Acceptance.

Signature and seal of the Guarantors

[name of bank]

[address]

[date]

SECTION VII. 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 DDP terms.

No.	Item Description	Qty	Unit of Measure	Maximum Schedule for Delivery to Site	Delivery Location & Contact Details
1.	Wellington Boot	115	Pair	Within three (3) days after contract execution/ signature	a. Place of Delivery: Forestry Commission District Office, Takoradi b. Contact Details: Maxwell Oteng (055787990)
2.	Cutlass	115	Pieces		
3.	Raincoat:	115	Pieces		
4.	Hoe	115	Pieces		
5.	Safety boot for staff for tree planting	10	Pair		
6.	Hand Gloves	1	Pack		
7.	Nose Mask	1	Pack		

NOTE TO TENDERERS:

1. The Supplier shall comply with the delivery requirements above and as specified in SCC Clause 3.

SECTION VIII. TECHNICAL SPECIFICATION

Preamble

- i.* It is mandatory for Tenderers to complete the required technical specification format.
- ii.* Tenderers are required to respond to this item-by-item commentary on the Purchaser's Technical specifications demonstrating substantial responsiveness of the goods.
- iii.* Tenderers are requested to include together with their Quotation, brochures or pictures for each item. (if Applicable). Failure shall constitute grounds for rejection.
- iv.* Tenderers are requested not to alter or delete, any part of the column indicating the Minimum Required Technical Specification.
- v.* All goods shall be latest and in current production.
- vi.* The Purchaser may request for samples of the offered Goods from to aid in evaluation of tenders. Tenderers shall submit the offered samples within a maximum of three (3) calendar days from the date of request, failing which shall constitute grounds for rejection.

TECHNICAL SPECIFICATIONS

DESCRIPTION

BRAND/MODEL

QUANTITY

Personal Protective Gears and
Farm for Tree Planting Exercise

Various

No.	Description	Required Specification	Offered Specification (To Be Completed by Tenderers)
1.	Waterproof Rubber (Wellington/Gum) Boots		
a.	Material	High-quality PVC or rubber construction	
b.	Design	Knee-length, pull-on boot suitable for agricultural and general field activities	
c.	Water Resistance	Fully waterproof construction	
2.	Cutlass		
a.	Type	Heavy-duty agricultural cutlass suitable for Ghanaian field conditions	
b.	Blade Material	High-quality carbon steel / hardened steel	
c.	Blade	Strong, resilient and suitably flexible; sharpened cutting edge	
d.	Blade Thickness	1.6mm-2.0 mm, suitable for heavy-duty agricultural use	
e.	Blade Finish	Smooth finish with adequate resistance to corrosion	
f.	Handle	Durable hardwood or heavy-duty polymer handle	
3.	Raincoat		
a.	Material	PVC & Polyester Raincoat HRCTL031	
b.	Water Protection	Waterproof and suitable for prolonged outdoor/field use	
c.	Design	Full-length raincoat with integrated/protective hood	
d.	Visibility	Reflective strip/elements at the back for improved visibility	
e.	Closure	Secure front closure	
4.	Hoe		
a.	Hoe Head Material	Hot-forged, hardened and tempered carbon steel	
b.	Blade Type	Broad, flat agricultural digging blade with sharpened working edge	

c.	Handle Material	Strong, seasoned hardwood	
d.	Handle Finish	Smooth finish, free from cracks, splinters, sharp edges and major knots	
5.	Safety Boots		
a.	Upper Material	Durable genuine leather or equivalent heavy-duty material	
b.	Toe Protection	Steel or composite safety toe cap	
c.	Closure	Heavy-duty lace-up fastening system	
d.	Water Resistance	Water-resistant upper suitable for outdoor and damp working conditions	
6.	Hand Gloves		
a.	Type	Reusable general-purpose work/safety gloves	
b.	Material	Rubber or Synthetic Fibre for general use	
c.	Protection	Resistant to abrasion, tearing and minor puncture hazards associated with general field work	
7.	Nose Mask		
a.	Medical Disposable Nose Mask		
b.	Suitable for protection against dust and non-oil airborne particulates		