UNIVERSITY OF GHANA
LEGON

FRAMEWORK AGREEMENT (TECHNICAL SERVICES)

(Primary Procurement)

FOR THE PROVISION OF JANITORIAL AND GARDENING SERVICES AT THE BALME LIBRARY

National Competitive Tender

GR/UG-CA/TS/NCT/007 /26

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Section I.

Invitation for Tenders

1. The University of Ghana intends to apply part of its budgetary allocation to fund eligible payments under the Contracts *for the provision janitorial/cleaning services at Balme Library* through this IFT Primary Procurement process **via the Ghana Electronic Procurement System**.

2. BRIEF DESCRIPTION OF SERVICES:

The University of Ghana intends to apply part of its Internally Generated Funds to fund eligible Payments under the contract for IFT **No: IFT NO. GR/UG-CA/TS/NCT/007/26**

1. for the provision of the following:

SCOPE OF SERVICE:

JANITORIAL / CLEANING AND GARDENING SERVICES CONTRACT -

The Janitorial and Gardening Services for the above includes Cleaning of the internal and external environments of the buildings and the maintenance of lawns, hedges, flowers and gardens (according to the General Conditions of Contract and Special Conditions of Contracts), as well as the compound with demarcations indicated in the table below.

(8-hour cleaning daily) as indicated below:

DESCRIPTION	TOTAL FLOOR AREA	AREA DEMARCATION M2	MAIN ACTIVITIES DAILY	WEEKLY ACTIVITIES	MONTHLY ACTIVITIES
• Main library • Reception • Court Yard West wing • Corrido • Court Yard • Boundary Courtyard • Female Washroom • Male washroom	2,789.70	**GROUND FLOOR**	• To clean and disinfect all 93 toilets including restrooms (tubs, sinks, mirror, holders, walls and floor). • To re-stock dispensers,	a. Machine Scrubbing, washing, maintenance and polishing (Terrazo, Ceramic,	a) Thorough sweeping of floors b) Thorough mopping of floors and washrooms with appropriate dilutions

• Staff Common Room • Knowledge common Room • Server Room • Store • Digitization Room • Braille Library • Bindery Preparation • Head of Bindery • Office • Store Room • Stair Area • Room Laboratory • Digitization Room • Librarian's Office • Lobby • Washroom • Libarian Secretariat • Administrators Office • Canteen			sanitary towels, soap, etc. • To sweep and damp mop terrazzo floor on outside corridor. • To dust all appliances, furniture, fixtures and fittings. • To clean inside glass windows/doors • To hover and deodorize carpets. • To empty waste receptacles and change liners. • To damp clean fixtures and fittings with alcohol-based disinfectants. • To switch on A/C and apply room deodorizer To dust books and shelves	Walkways and car bay) b. Removal of cobwebs and dusting of high reaching levels c. **Glassing:** to clean all glass fixtures (sliding windows and doors, louvers and mirrors). d. **Restrooms:** to do dusting, damp mopping, cleaning and disinfection of fixtures and fittings (sinks, tubs, toilet bowls). Also	of disinfectant. c) Washing of floors with Scrubbing machine. d) Cleaning / Removal of cobwebs at high rise areas (where necessary). e) Washing of walls and Windows. f) Deep cleaning of all areas g) To weed and maintain lawns, hedges, flowers and maintain gardens.

				waste receptacles, walls and floors to be cleaned and disinfected by janitors. e. Cleaning and washing of walls f. Sweeping and picking of litter from lawns g. **Carpet:** to do vacuuming, pre-spotting, deodorizing and shampooing. h. **Refilling:** to refill all dispensers with	

				appropriate dispensing agent/replenishable supplies. i. **Waste Receptacles:** to empty all waste receptacles and remove to dumpster. j. **Bookshelves:** to dust all shelves, books and cabinets.	
• Stair way • Faculty research commons • Corrido • Ladies' washroom • Gents' washroom • Research common • LAB 1 • LAB 2 • Electrical room • Sever room		**EAST WING**	• To clean and disinfect all 93 toilets including restrooms (tubs, sinks, mirror, holders, walls and floor). • To re-stock dispensers, sanitary towels, soap, etc. • To sweep and damp mop	k) To weed and maintain lawns, hedges, flowers and maintain gardens.	

• Discussion room • Lobby • E-resource office • E- resource libarian • Stair area			terrazzo floor on outside corridor. • To dust all appliances, furniture, fixtures and fittings. • To clean inside glass windows/doors • To hover and deodorize carpets. • To empty waste receptacles and change liners. • To damp clean fixtures and fittings with alcohol-based disinfectants. • To switch on A/C and apply room deodorizer To dust books and shelves		
• Student reference (reception) • Student reference (library) • Corrido • Stair area • SRL reserve collection • Staff washroom • Staff room (Africana) • Cleaners changing room		**WEST WING**	• To clean and disinfect all 93 toilets including restrooms (tubs, sinks, mirror, holders, walls and floor). • To re-stock dispensers, sanitary towels, soap, etc. • To sweep and damp mop terrazzo floor on outside corridor.		

• Men's washroom • Stair area			• To dust all appliances, furniture, fixtures and fittings. • To clean inside glass windows/doors • To hover and deodorize carpets. • To empty waste receptacles and change liners. • To damp clean fixtures and fittings with alcohol-based disinfectants. • To switch on A/C and apply room deodorizer To dust books and shelves		
• Stair area • Reading room		**WEST MEZZANINE**			
• Stair area • Corrido • Staff male washroom • Thesis room old collection • Corrido • Stairs area	2,802.65	**WEST WING FIRST FLOOR**	• To clean and disinfect all 93 toilets including restrooms (tubs, sinks, mirror, holders, walls and floor). • To re-stock dispensers, sanitary towels, soap, etc. • To sweep and damp mop terrazzo floor on outside corridor.		

			• To dust all appliances, furniture, fixtures and fittings. • To clean inside glass windows/doors • To hover and deodorize carpets. • To empty waste receptacles and change liners. • To damp clean fixtures and fittings with alcohol-based disinfectants. • To switch on A/C and apply room deodorizer To dust books and shelves		
• Stairs area • Seminar • Lounge • Conference room • Presentation room 1 • Presentation room 2 • Room 22 • Room 28 • Gents' washroom • Ladies' washroom • Presentation room • Washroom • Digitization unit	2,441.35	**SECOND FLOOR EAST WING**	• To clean and disinfect all 93 toilets including restrooms (tubs, sinks, mirror, holders, walls and floor). • To re-stock dispensers, sanitary towels, soap, etc. • To sweep and damp mop terrazzo floor on outside corridor. • To dust all appliances,		

• Stair area • Stair area • Stair area • Multimedia room			furniture, fixtures and fittings. • To clean inside glass windows/doors • To hover and deodorize carpets. • To empty waste receptacles and change liners. • To damp clean fixtures and fittings with alcohol-based disinfectants. • To switch on A/C and apply room deodorizer To dust books and shelves		
• Stair area • BLOS 2 • Music room • Music room • Stair area • Undergraduate study room • Corrido • Africana reading room • Periodicals reading room • Periodicals reading room		**EAST MEZZANINE**	• To clean and disinfect all 93 toilets including restrooms (tubs, sinks, mirror, holders, walls and floor). • To re-stock dispensers, sanitary towels, soap, etc. • To sweep and damp mop terrazzo floor on outside corridor. • To dust all appliances, furniture, fixtures and fittings.		

			• To clean inside glass windows/doors • To hover and deodorize carpets. • To empty waste receptacles and change liners. • To damp clean fixtures and fittings with alcohol-based disinfectants. • To switch on A/C and apply room deodorizer To dust books and shelves		
Information access Centre Ghana • Corrido • Store • I.A.C. Reception • Seminar room1 • Seminar room 2 • Seminar room 3 • Seminar room4 • Seminar room5 • I.A.C Ghana Lab • Office • Internet lounge • Washroom1 • Stair area • Corrido		**WEST WING SECOND FLOOR**	• To clean and disinfect all 93 toilets including restrooms (tubs, sinks, mirror, holders, walls and floor). • To re-stock dispensers, sanitary towels, soap, etc. • To sweep and damp mop terrazzo floor on outside corridor. • To dust all appliances, furniture, fixtures and fittings.		

			• To clean inside glass windows/doors • To hover and deodorize carpets. • To empty waste receptacles and change liners. • To damp clean fixtures and fittings with alcohol-based disinfectants. • To switch on A/C and apply room deodorizer To dust books and shelves		
• Digitization room • Stair area • Corrido • Stair area • Staff washroom • Room 5 • Washroom gents • Ladies' washroom • 24 hours reading room • Reception • Room 32 • Stair area • Corrido • Gents' washroom • Ladies' washroom • Room 38 • Staff room	1,658.15	**THIRD FLOOR WEST WING**	• To clean and disinfect all 93 toilets including restrooms (tubs, sinks, mirror, holders, walls and floor). • To re-stock dispensers, sanitary towels, soap, etc. • To sweep and damp mop terrazzo floor on outside corridor. • To dust all appliances, furniture, fixtures and fittings.		

			• To clean inside glass windows/doors • To hover and deodorize carpets. • To empty waste receptacles and change liners. • To damp clean fixtures and fittings with alcohol-based disinfectants. • To switch on A/C and apply room deodorizer To dust books and shelves		
• Reposition1 • Reposition2 • Reposition3 • Search room • Corrido • General office • Washroom • Archivist washroom • Archivist office		**WEST WING ARCHIVES**	• To clean and disinfect all 93 toilets including restrooms (tubs, sinks, mirror, holders, walls and floor). • To re-stock dispensers, sanitary towels, soap, etc. • To sweep and damp mop terrazzo floor on outside corridor. • To dust all appliances, furniture, fixtures and fittings.		

			• To clean inside glass windows/doors • To hover and deodorize carpets. • To empty waste receptacles and change liners. • To damp clean fixtures and fittings with alcohol-based disinfectants. • To switch on A/C and apply room deodorizer To dust books and shelves		

PROPOSED DUTY ROOSTER / PERSONNEL (NUMBER OF CLEANERS)

Comply with two (2) shift system with minimum of Twenty (20) cleaners and One (1) Supervisor in total for all shifts:

5:30am – 7:45am - First Shift (Saturdays and Public Holidays Inclusive)
9:00am – 4:00pm – Second Shift (Saturdays and Public Holidays Inclusive)

(NB: 24 Hour Reading Room will always have 1 (One) standby cleaner)

Daily Duty Rooster shall be made available to the cleaners by the supervisor of the company.

Cleaners should be smartly dressed in labelled 'T' shirts uniform embossed with the Company's name and staff name (mandatory).

Supervisor of the firm should ensure that cleaners report for duty as per shift roster and are adequately resourced for their duties.

NOTE: Submit three (3) hard copies after deadline for online submission to aid in evaluation of tenders.

Hard copies should contain the same information submitted online. Online submission supersedes manual submission.

Tendering will be conducted on http://ghaneps.gov.gh through National Competitive Tendering procedures specified in the Public Procurement Act, 2003 as amended and in the Guidelines of the Public Procurement Authority of the Republic of Ghana.

Interested eligible Tenderers may obtain further information and inspect the tender documents at the **Office of the Services Procurement Section, PDMSD Yard, University of Ghana, Legon,** near the Fire Service Station from **9:00 am to 4:00pm** to close of the tender submission or the E-GP portal (Https:// www.ghaneps.gov.gh).

- A complete set of tender documents in English may be purchased by interested Tenderers upon the payment of a non-refundable fee of Five Hundred Ghana Cedis Only (GH¢500.00) for the Tender document through the Government Electronic Payment Portal (Ghaneps.gov.gh).

Tenders must be submitted electronically via the e-GP portal (https://www.ghaneps.gov.gh) on or before **12th November 2026 at 1:00pm**.

Tenderers shall be valid for 365 Days after the deadline for Tender submission.

- Tenders will be opened on **12th November 2026 at 1:00pm**..

www.ghaneps.gov.gh at 1:00pm

- **It is mandatory that Tenderers include in their tender the under listed statutory requirements:**

- Tender form Signed and Stamped
- Renewed / Valid Business Registration Certificate issued by the Registrar Generals Department, Ghana.
- Valid Tax Clearance Certificate **(Valid up to 12th November, 2026, or beyond)**
- Valid SSNIT Certificate **(Valid up to 12th November, 2026, or beyond)**
- VAT Registration Certificate
- Valid PPA Registration Certificate or Evidence of Registration
- Form 3 (Limited Liability) or Form A (Enterprise)

Commercial Requirement

he requirement for the commercial evidence is given below

- Tender Validity Period –365Days
- **Completed, Signed and Stamped Tender Securing Declaration form**
- Delivery Terms – DDP **price**, (Specific location at University of Ghana, Legon)
- Payment Terms – 100% after delivery
- Payment Period: minimum of 30 days after satisfactory delivery

Address for Inspection of Tender Documents:

www. Ghaneps.gov.gh
or
Logistics and Procurement Directorate
Conference Room Old Wacci Building, near Biotechnology Centre
Digital Address GA-455-0247
Tel +233(0)244849000
Emal: dol@ug.edu.gh

Address for Submission and Opening of Tenders

www. Ghaneps. Gov.gh

LOCATION OF BID SUBMISSION:

www. Ghaneps. Gov.gh

Telephone: 0205935512 / 0207780128

Email: doloffice@ug.edu.gh

TENDER EVALUATION

The Tender evaluation shall be done in stages as follows;

Stage 1: Mandatory Requirement

The following mandatory requirements should be submitted by Tenderers

- Tender Document Signed and Stamped
- Company / Business Registration and regulation with renewal receipt from Office of Registrar General.
- Valid Tax Clearance Certificate (up to **12th November, 2026** or beyond)
- Valid SSNIT Certificate (up to **12th November, 2026** or beyond)
- VAT Registration Certificate
- PPA Registration Certificate or Evidence of Registration

Tenderers who will meet the above requirement will proceed to the next stage of the evaluation process.

Stage 1: Commercial Requirement

The requirement for the commercial evidence is given below

- Tender Validity Period – 365 Days after submission and opening of tenders

- **Completed, Signed and Stamped Tender Securing Declaration form**
- Delivery Terms – DDP price, UG, Legon, Accra)
- Payment Terms – 100% after delivery
- Audited Accounts – Two years most current Audited Accounts (2024 and 2025)
- Form 3 (Limited Liability) or Form A (Enterprise)

Tenders who pass this stage will proceed to the next stage of evaluation.

Stage 2: Technical Evaluation

- The Evaluation Panel will conduct Technical Evaluation on the tenders using the criteria below by awarding marks allocated to each criteria totaling 100 marks. Tenderers who obtain a pass mark of 100% would proceed to the next stage of the evaluation..

ITEM NO.	EVALUATION CRITERIA FOR TECHNICAL SERVICES	Points	Max. Points
1	Relevant Experience • General experience (List five (5) previous and current clients) • Specific experience in similar project and environment. i. Provide three (3) previous or current contracts awarded to your company within the past three years.	 5 30	*35*
2	Methodology and Work plan for Performance of Services including Quality Control (Methods Statement) • Methodology • Work Plan (A detailed Programme of work).	 5 5	*10*
3	**Capacity of Manager/Supervisor** • **Manager/Supervisor should possess at least an HND or above in a relevant field, Certificate in House Keeping and 5 years' experience or more in the provision of cleaning/janitorial services)** - Attach CV and Certificates • Attach your firm's organogram	15 5	*20*
3	**Capacity of Operational Staff (Cleaners)** • List at least Ten (10) Operational Staff you have and attach relevant educational certificates for 5 members (**Minimum of BECE Certificates)** **Should have been trained in house keeping by a relevant Institution.** • Attach Certificates and evidence of the training	 5 5	*10*
4	Facilities, Equipment, Materials & Consumables **(Provide evidence on ownership of equipment/Lease agreement and attach Photographs of the Equipment & Brochures)**	*10*	*20*

	Scrubber (machine) Mop bucket (wheeled) Drums (storing and conveying water) Water hose (100 metres each) Ladder Any other equipment can be added **<u>CHEMICALS</u> (gals per month) provide sample** Liquid soap Parazone Bine Dettol Glass cleaner Stain remover **Any other suitable chemicals can be added** **Submit samples physically at the Logistics and Procurement Directorate**	*10*	
5	Sustainability Requirements: Compliance with Safety, Health & Environmental Standards (Attach your Safety Plan and EPA Certification indicating your firm's commitment to protecting the environment.)	*5*	*5*
	Total points for the five criteria (Item no. 1-5)	**100**	**100**

Stage 3: Financial Evaluation

- The Prices of Tenderers who have passed through all the above stages will be compared and the Lowest Evaluated Responsive Tenderer (s) will be selected

Signed by: _____

Sampson Owusu-Afriyie
Director of Logistics and Procurement

Section II. Instructions to Tenderers (ITT)

A. Introduction

1. Scope of Tender

1.1 **University of Ghana** (hereinafter referred to as the Purchaser) wishes to receive Tenders for **provision of janitorial services at Balme Library** described in Section V and VII hereof (hereinafter referred to as the Services).

1.2 All Tenders are to be completed and returned to the Purchaser in accordance with these Instructions to Tenderers.

2. Source of Funds

2.1 The **University of Ghana** shall fund this procurement from part of its Internally Generated Fund to pay for the contract (hereinafter referred to as the "Contract") for which this Invitation for Tenders is issued.

2.2 Payments will be made only at the request of the Purchaser and upon approval by a designated official of the Republic of Ghana in accordance with terms and conditions of the contract agreement between the Purchaser and the Supplier (hereinafter referred to as the "Contract") and will be subject in all respects to the Financial Administration Act, 2003 (Act 654) of the Republic of Ghana. No party other than the Supplier shall derive any rights from the Contract or have any claims to the funds.

3. Eligible Tenderers

3.1 This Invitation for Tenders is open to all eligible suppliers indicated in the Tender Data Sheet.

3.2 State owned enterprises may participate only if they are legally and financially autonomous, operate under commercial law, and are not a dependent agency of the Purchaser.

3.3 Tenderers should not be associated or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of goods to be purchased under this Invitation for Tenders.

3.4 Tenders shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Public Procurement Board in accordance with sub-clause 38.1.

4. Eligible Goods and Services

4.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, as specified in the ITT Clause 3.1 and all expenditures made under the contract will be limited to such goods and services.

4.2 For purposes of this clause, "Origin" means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.

4.3 The origin of goods and services is distinct from the nationality of the Tenderer.

5. Cost of Tender

5.1 The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Purchaser will, in no case, be responsible or liable for those cost, regardless of the conduct or outcome of the Tendering process.

B. The Tender Documents

6. Content of Tender Documents

6.1 The goods required, Tender procedures and contract terms are prescribed in the Tender Documents. In addition to the Invitation for Tenders, the Tender Documents include:

a. Instruction to Tenderers (ITT);
b. Tender Data Sheet;
c. General Conditions of Contract (GCC);
d. Special Conditions of Contract (SCC);
e. Schedule of Requirements;
f. Technical Specifications;
g. Tender Form and Price Schedules (Bill of Quantities);
h. Tender Security Form;
i. Contract Form and Contract Data Sheet;
j. Performance Security Form;
k. Bank Guarantee for Advance Payment Form;
l. Manufacturer's Authorization Form.

6.2 The Tenderer is expected to examine all instructions, forms, terms and specifications in the Tender Documents. Failure to furnish all information required by the Tender Documents or submission of a Tender not substantially responsive to the Tender Documents in every respect will be at the Tenderer's risk and may result in the rejection of its Tender.

7. Clarification of Tender Documents

7.1 A prospective Tenderer requiring any clarification of the Tender Documents may request the Purchaser in writing or by fax at the Purchaser's address indicated in Tender Data Sheet. The Purchaser will respond in writing or by fax or by email to any request for clarification of the Tender documents which it receives no later than fourteen (14) days prior to the deadline for the submission of Tenders. The Purchaser's response (including an explanation of query without identifying the source of inquiry) will be sent in writing or fax or email to all perspective Tenders, who have purchased the Tender Documents.

8. Amendment of Tender Documents

8.1 At any time prior to the deadline for submission of Tenders, the Purchaser may, for any reason, modify the Tender Documents by issuing Addenda.

8.2 Any Addendum will be notified in writing or fax to all prospective Tenderers which have purchased the Tender Documents and shall be a part of the Tender document.

8.3 Where the Purchaser issues the Addendum very close to deadline for submission of Tenders, the Purchaser may extend the deadline for submission of Tenders in accordance with sub-clause 20.2 in order to afford prospective Tenderers a reasonable time to take the Addendum into account in preparing their Tenders.

C. PREPARATION OF TENDERS

9. Language of Tender

9.1 The Tender prepared by the Tenderer and all correspondence and supporting documents relating to the Tender exchanged by the Tender and the Purchaser, shall be written in the English language.

10. Documents Comprising the Tender

10.1 The Tenderer's Tender shall comprise the following components:

a. A Tender Form and a price schedule completed in accordance with clauses 11, 12 and 13.

b. Documentary evidence established in accordance with Clause 14 that the Tenderer is eligible to Tender and is qualified to perform the contract if its Tender is accepted;

c. Documentary evidence established in accordance with Clause 15 that the goods to be supplied by the Tenderer are genuine and newly manufactured goods and conform to the Tender Documents; and

d. Tender security furnished in accordance with Clause 16 and in the form specified in Section VII.

11. Tender Form

11.1 The Tenderer shall complete the Tender Form and the appropriate price schedule furnished in the Tender Documents, indicating the goods to be supplied, a brief description of the goods, their country or origin quality and prices.

12. Tender Price

12.1 The Tenderer shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total Tender price of the goods it proposes to supply under the contract. 'Prices indicated on the Price Schedule shall be entered separately in the following manner:

i. the price of the goods quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable), including all customs, excise and other duties and sales and other taxes already paid or payable;

ii. the price for Inland Transportation, Insurance, and other Local Costs incidental to Delivery of the Goods to their final destination, if specified in the *Tender Data Sheet;*

iii. the price of other incidental services, if any, listed in the *Tender Data Sheet.*

14.3 The documentary evidence of the Tenderer's qualifications to perform the contract if its Tender is accepted shall establish to the Purchaser's satisfaction:

a. that, in the case of a Tenderer offering to supply goods under the contract which the Tenderer did not manufacture or otherwise produce, the Tenderer shall be an established dealer in the goods of at least one year's standing and shall produce documentary evidence to show that he has been duly authorized by the good's manufacturer or producer to supply the goods in the Ghana.

b. that the Tenderer has the financial, technical and production capability necessary to perform the contract.

c. that the Tenderer meets the Qualifications as specified in Tender Data Sheet.

15. Documents Establishing Goods'

15.1 Pursuant to Clause 10, the Tenderer shall furnish, as part of its Tender documents establishing eligibility and conformity

Eligibility and Conformity to Tender Documents

to the Tender Documents of all goods and services which the Tenderer proposes to supply under the contract.

15.2 The documentary evidence of the goods eligibility shall consist of a statement in the Price Schedule on the country of origin of the Goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

15.3 The documentary evidence of conformity of the Goods and Services to the Tender documents may be in the form of Literature, Drawings, and Data, and shall consist of:

a. a detailed description of the essential Technical and Performance characteristics of the Goods;

b. a list giving full particulars, including available sources and current prices of Spare Parts, Special Tools, etc., necessary for the proper and continuing functioning of the Goods for a period to be specified in the *Tender Data Sheet* following commencement of the use of the Goods by the Purchaser.

16. Tender Security

16.1 Pursuant to Clause 10, the Tenderer shall furnish as part of its Tender, Tender security as specified in the *Tender Data Sheet*. The Tender security is required to protect the Purchaser against the risk of the Tenderer's conduct, which would warrant the security's forfeiture pursuant to para. 16.6.

16.2 The Tender Security shall, at the Tenderer's option, be in the form of either a certified check, or Bank Guarantee from a bank in Ghana, a bond issued by an insurance or bonding institution, which has been determined by the Tenderer to be acceptable to the Purchaser. The format of the Tender Security should be in accordance with one of the Sample Forms of Tender Security included in Section VII or another form acceptable to the Purchaser. The Tender Security shall be valid for 28 days beyond the period of validity of the Tender.

16.3 Any Tender not secured in accordance with paras 16.1 and 16.2 will be rejected by the Purchaser as non-responsive pursuant to clause 26

16.4 The Tender Security of unsuccessful Tenders will be returned within 14 days after the expiration of the Tender validity period prescribed in sub-clause 17.1.

16.5 The Tender Security of the successful Tenderer will be discharged when the Tenderer has furnished the required Performance Security and signed Contract.

16.6 The Tender Security shall be forfeited:

a. if a Tenderer withdraws its Tender during the period of Tender Validity specified by the Tenderer on the Tender form; or

b. in case of a successful Tender, if the Tenderer fails within the specified time limit to:

i. sign the contract in accordance with Clause 36 or

ii. furnish performance security in accordance with Clause 37.

17. Period of Validity of Tenders

17.1 Tenders shall remain valid for the period as specified in the *Tender Data* Sheet after the date of Tender opening prescribed by the Purchaser in Clause 20. A Tender valid for a shorter period shall be rejected by the Purchaser as non-responsive.

17.2 In exceptional circumstances, the Purchaser may solicit the Tenderers' consent to an extension of the period of Tender validity. The request and the responses thereto shall be in writing or by fax or by email. The validity of Tender security period provided under Clause 16 shall also be suitably

extended. A Tenderer may refuse the request without forfeiting its Tender security. A Tenderer granting the request will not be required nor permitted to modify its Tender.

18. Format and Signing of Tender

18.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT Clause 10, bound with the volume containing the Form of Tender and Price Schedule, and clearly marked **"ORIGINAL"**. In addition, the Tenderer shall submit two copies of the Tender and clearly marked as **"COPY"**. In the event of discrepancy between them, the original shall prevail.

18.2 The original and copy of the Tender shall be typed or written in indelible ink and shall be signed by the Tenderer or a person or persons duly authorized to sign on behalf of the Tenderer. The latter authorization shall be indicated by written power-of-attorney accompanying the Tender. All pages of the Tender, where entries or amendments have been made, shall be initialed by the person or persons signing the Tender.

18.3 The Tender shall contain no inter lineation, erasures or overwriting alterations or additions except as necessary to correct errors made by the Tenderer or those to comply with instructions issued by the Purchaser, in which case, such corrections shall be initialed by the person or persons signing the Tender.

D. SUBMISSION OF TENDERS

19. Sealing and Marking of Tenders

19.1 The Tenderer shall seal the original and the copies of the Tender in two inner envelopes and an outer envelope, duly marking the inner envelopes as "Original" and "Copy".

19.2 The inner and outer envelopes shall:

a. be addressed to the Purchaser at the address given in the *Tender Data Sheet:*

b. bear (the Project Name, the Invitation for Tenders number and Identification number if any).

c. provide a warning **"Not to Open Before"** the time and date for Tender opening as specified in the *Tender Data Sheet*.

19.3 In addition to the identification required in sub-clause 19.2, the inner envelope shall indicate the name and address of the Tenderer to enable the Tender to be returned unopened in case it is declared "Late", pursuant to sub-clause 21.

19.4 If the outer envelope is not sealed and marked as required by para 19.2, the Purchaser will assume no responsibility for the Tender's misplacement or premature opening.

20. Deadline for Submission of Tenders

20.1 Tenders must be received by the Purchaser at the address and no later than the time and date specified in the *Tender Data Sheet*.

20.2 The Purchaser may, at its discretion, extend this deadline for the submission of Tenders by issuing an amendment in accordance with Clause 8, in which case, all rights and obligations of the Purchaser and Tenderers previously subject to the original deadline will thereafter be subject to the deadline as extended.

21. Late Tenders

21.1 Any Tender not received within the date and time specified in ITT Clause 20 will not be accepted and will be returned unopened.

22. Modification and Withdrawal of Tender

22.1 The Tenderer may modify or withdraw its Tender after the Tender submission, provided that written notice of the modification or withdrawal is received by the Purchaser twenty-four (24) hours prior to the deadline prescribed for submission of Tenders in Clause 20.

22.2 The Tenderer's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of Clause 18 and 19, with the outer and inner envelopes additionally marked "Modification" or Withdrawal" as appropriate. A withdrawal notice may also be sent by fax or email but followed by a signed confirmation copy, received not later than the deadline for submission of Tenders.

22.3 No Tender may be modified or withdrawn subsequent to the deadline for submission of Tenders.

22.4 No Tender may be withdrawn in the interval between the deadline for submission of Tenders and the expiration of the period of Tender validity specified by the Tenderer on the Tender Form. Withdrawal of a Tender during this interval shall result in the Tenderer's forfeiture of its Tender security, pursuant to Clause 16.6.

22.5 Tenderers may only offer discounts, or otherwise modify the prices of their Tenders by submitting Tender modifications in accordance with ITT Clause 22 or included in the original Tender submission.

E. TENDER OPENING AND EVALUATION

23. Opening of Tenders by Purchaser

23.1 The Purchaser will open Tenders including modifications made pursuant to Clause 22, in the presence of Tenderers' representatives who choose to attend, at *(Date and Time)*[1] and at the place specified in the *Tender Data Sheet.* The Tenderers' representatives who are present shall sign a register evidencing their attendance.

23.2 Envelope marked "WITHDRAWAL" shall be opened and read out first. Tenders for which an acceptable notice of withdrawal has been submitted pursuant to ITT Clause 22 shall not be opened.

23.3 The Tenderers' names, Tender prices, modifications, discounts offered, Tender withdrawals and the presence or absence of the requisite Tender security and such other details as the Purchaser, at its discretion, may consider appropriate will be announced and read aloud by the Purchaser at the Tender opening session.

23.4 The Purchaser will prepare minutes of the Tender opening, including the information disclosed to those present in accordance with sub-clause 23.3.

24. Process to be Confidential

24.1 Information relating to the examination, clarification, evaluation, and comparison of Tenders and recommendations for the Award of Contract shall not be disclosed to Tenderers or any other persons not officially concerned with such process until the Award to the successful Tenderer has been announced.

25. Clarification of Tenders

25.1 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 breakdowns of unit rates. 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.

26. Examination of Tenders and Determination of Responsiveness

26.1 The Purchaser will determine whether each Tender:

a. meets the eligibility criteria defined in ITT Clause 3;
b. has been properly signed;
c. is accompanied by the required securities;
d. is substantially responsive to the requirements of the Tender documents.

26.2 Arithmetical errors will be rectified on the following basis:

i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall

be corrected. If the Tenderer does not accept the correction of the errors, its Tender will be rejected, and its Tender Security may be forfeited,

ii. If there is a discrepancy between words and figures, the amount in words will prevail.

26.3 Prior to the detailed evaluation, pursuant to Clause 28, the Purchaser will determine the substantial responsiveness of each Tender to the Tender Documents. For purposes of these clauses, a substantially responsive Tender is one, which conforms to all the terms and conditions of the Tender Documents without material deviations. The Purchaser's determination of a Tenderer's responsiveness is to be based on the contents of the Tender itself without recourse to extrinsic evidence. A material deviation or reservation is one:

a. which affects in any substantial way the Scope, Quality, or Performance of the Contract;

b. which limits in any substantial way, inconsistent with the Tender documents, the Purchaser's rights or the Tenderer's obligations under the contract; or

c. whose rectification would affect unfairly the competitive position of other Tenderers presenting substantially responsive Tenders.

26.4 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.

26.5 The Purchaser may waive any minor informality or nonconformity or irregularity in a Tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Tender.

28. Evaluation and Comparison of Tenders

28.1 The Purchaser will evaluate and compare only the Tenders determined to be substantially responsive in accordance with ITT Clause 26.

28.2 The Purchaser's evaluation of a Tender will be on the bases of Tender Price as specified in the Price Schedule.

28.3 The Purchaser reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, and alternative offers and other factors which are in excess of the requirements of the Tender documents or otherwise result in unsolicited benefits for the Purchaser will not be taken into account in Tender evaluation.

28.4 The Purchaser's evaluation of a Tender will take into account, in addition to the Tender Price quoted in accordance with ITT Clause 12.1, one or more of the following factors as specified in the *Tender Data Sheet*, and quantified in ITT Clause 28.6:

a. Delivery schedule offered in the Tender;
[Specify factors, if necessary as per departmental requirements]

c. the cost of components, mandatory spare parts, and service;
[Specify factors, if necessary as per departmental requirements]

d. Contractual and Commercial Deviations:
[Specify factors, if necessary as per departmental requirements]

e. Other specific criteria indicated in the *Tender Data Sheet* and/or in the Technical Specifications.

28.5 For factors retained in the *Tender Data Sheet* pursuant to ITT 28.4, one or more of the following quantification methods will be applied, as detailed in the *Tender Data Sheet:*

a. **Contractual and Commercial Deviations:** The cost of all quantifiable deviations and omissions from the contractual and commercial conditions shall be evaluated. The Purchaser will make its own assessment of the cost of any

deviations for the purpose of ensuring fair comparison of Tenders.

b. **Specific additional criteria:** The relevant evaluation method shall be detailed in the *Tender Data Sheet* and/or in the Technical Specification.

Alternative

28.6 *[Specify alternative criteria for further enhancement of ITT Clause 28, if necessary as per departmental requirement].*

29. Margin of Preference

29.1 A margin of Preference where applicable shall be provided as *specified in Tender Data Sheet.*

30. Contacting the Purchaser

30.1 Subject to Clause 25, no Tenderer shall contact the Purchaser on any matter relating to its Tender, from the time of the Tender opening to the time the Contract is awarded. If the Tender wishes to bring additional information to the notice of the Purchaser, it should do so in writing.

30.2 Any effort by a Tenderer to influence the Purchaser in the Purchaser's Tender evaluation, Tender comparison or contract award decisions may result in the rejection of the Tenderer's Tender

F. AWARD OF CONTRACT

31. Post qualification[2]

31.1 In the absence of prequalification, the Purchaser will determine to its satisfaction whether the Tenderer selected as having submitted the lowest evaluated responsive Tender is qualified to satisfactorily perform the Contract.

31.2 The determination will take into account the Tenderer's financial, technical and production capabilities/ resources. It will be based upon an examination of the documentary

evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to Clause 14.3, as well as such other information as the Purchaser deems necessary and appropriate.

31.3 An affirmative determination will be a prerequisite for award of the Contract to the Tenderer. A negative determination will result in rejection of the Tenderer's Tender, in which event the Purchaser will proceed to the next lowest evaluated Tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

32. Award Criteria

32.1 Subject to Clause 34, the Purchaser will award the Contract to the successful Tenderer whose Tender has been determined to be substantially responsive and has been determined as the lowest-evaluated Tender, provided further that the Tenderer is determined to be qualified to perform the Contract satisfactorily.

33. Purchaser's Right to Vary Quantities at Time of Award

33.1[3] The Purchaser reserves the right at the time of award of Contract to increase or decrease by the percentage as specified in the *Tender Data Sheet,* the quantity of goods and services originally specified in the Schedule of Requirements without any change in unit prices or other terms and conditions.

34. Purchaser's Right to Accept Any Tender and to Reject Any or All Tenders

34.1 The Purchaser reserves the right to accept or reject any Tender, and to annul the Tender process and reject all Tenders, at any time prior to award of Contract, without thereby incurring any liability to the affected Tenderer or Tenderers or any obligation to inform the affected Tenderer or Tenderers of the grounds for the Purchaser's action.

35. Notification of Award

35.1 The Tenderer whose Tender has been accepted will be notified of the award by the Purchaser prior to expiration of the Tender validity period by facsimile confirmed by a letter that its Tender has been accepted.

35.2 The notification of award will constitute the formation of the Contract

35.3 Upon the successful Tenderer's furnishing of performance security pursuant to Clause 37, the Purchaser will promptly notify each unsuccessful Tenderer and will discharge its Tender security, pursuant to Clause 16.

35.4 The contract will incorporate all Agreements between the Purchaser and the successful Tenderer.

36. Signing of Contract

36.1 At the same time as the Purchaser notifies the successful Tenderer that its Tender has been accepted, the Purchaser will call the successful Tenderer in order to sign the Contract through Notification of Award.

36.2 Within fourteen (14) days of receipt of the Notification of Award, the successful Tenderer shall sign the Contract.

37. Performance Security

37.1 Within 14 days of receipt of notification of award from the Purchaser, the successful Tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the Tender Documents; denominated in the type and proportion of amount as specified in the Notification of award.

37.2 Failure of the successful Tenderer to comply with the requirement of Clause 36 or sub-clause 37.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender security in which event the Purchaser may make the award to the next lowest evaluated Tender or call for new Tenders.

37.3 The Performance Security provided by the successful Tender in the form of a Bank Guarantee as specified in Section VII, shall be issued by a Bank in Ghana acceptable to the Purchaser.

38. Corrupt or Fraudulent Practices

38.1 The Government of the Republic of Ghana requires that Tenderers under the contracts financed from public funds, observe the highest standard of ethics during the

procurement and execution of such contracts. In pursuance of this policy, the following terms shall be interpreted as indicated:

a. "corrupt practice" means the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and

b. "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract, and includes collusive practice among Tenderers (prior to or after Tender submission) designed to establish Tender prices at artificial non-competitive levels and to deprive the benefits of free and open competition;

38.2 a. The Purchaser will reject a proposal for award if it determines that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

b. The Purhaser will reject a proposal for award if it determines that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

38.3 Furthermore, Tenderer shall be aware of the provision stated in sub-clause 24.1 (c) of the General Conditions of Contact.

Tender Data Sheet

The following specific data for the Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Tenderers. Whenever there is a conflict, the provisions herein shall prevail over those in Instructions to Tenderers.

Introduction		
ITT.1.1 ITT. 2.1	Name of Purchaser : The Source of Funds is	**UNIVERSITY OF GHANA** **Internally Generated Funds**
ITT. 2.1	Name of Contract	**Contract for the Provision of Janitorial/Cleaning and Gardening services at Balme Library**
ITT 3.1	Invitation for Tenders is open to all those eligible service providers who have: **(a) Business Registration Certificate** **(b) GRA Tax Clearance Certificate valid up to 12th November, 2026 or beyond)** **(c) VAT Registration Certificate** **(d) SSNIT Clearance Certificate (Valid up to 12th November, 2026 or beyond)** **© Renewed PPA's Supplier Registration Certificate** **(f) Form A or Form 3** **(Attach copies of valid certificates)**	
ITT 7.1	Purchaser's Name: **University of Ghana** **P. O. Box LG 25** **Legon** Telephone: **020-778-0128**	
ITT 8.1	Purchaser can modify Tender documents before the Deadline for submission of Tenders by issuing Addenda.	
ITT 9.1	Language of the Tender: **English.**	

TENDER PRICE AND CURRENCY	
ITT 12.1 (i)	The prices shall include all taxes and other levies (20%). The prices should be expressed in Ghana Cedis
ITT 12.1 (ii)	The Prices for inland transportation: **Non-Applicable** The prices for insurance : **Applicable** The prices for other local cost : **Non-Applicable**
ITT 12.1	The price of other incidental services :

(iii)	(a) ..... (b) ..... © ..... Total DDP (.....)
ITT 12.4	The prices shall be fixed
ITT 13.1	The prices shall be quoted in Ghana Cedis

PREPARATION AND SUBMISSION OF TENDERS

ITT 14.3 ©

# NO.	EVALUATION CRITERIA FOR TECHNICAL SERVICES	Points	Max. Points
1	Relevant Experience • General experience (List five (5) previous and current clients) • Specific experience in similar project and environment. ii. Provide three (3) previous or current contracts awarded to your company within the past three years.	 5 30	*35*
2	Methodology and Work plan for Performance of Services including Quality Control (Methods Statement) • Methodology • Work Plan (A detailed Programme of work).	 5 5	*10*
3	**Capacity of Manager/Supervisor** • **Manager/Supervisor should possess at least an HND or above in a relevant field, Certificate in House Keeping and 5 years' experience or more in the provision of cleaning/janitorial services)** - Attach CV and Certificates • Attach your firm's organogram	15 5	*20*
3	**Capacity of Operational Staff (Cleaners)** • List at least Ten (10) Operational Staff you have and attach relevant educational certificates for 5 members (**Minimum of BECE Certificates)** **Should have been trained in house keeping by a relevant Institution.** • Attach Certificates and evidence of the training	 5 5	*10*

	4	Facilities, Equipment, Materials & Consumables **(Provide evidence on ownership of equipment/Lease agreement and attach Photographs of the Equipment & Brochures)** Scrubber (machine) Mop bucket (wheeled) Drums (storing and conveying water) Water hose (100 metres each) Ladder Any other equipment can be added **CHEMICALS (gals per month) provide sample** Liquid soap Parazone Bine Dettol Glass cleaner Stain remover **Any other suitable chemicals can be added** **Submit samples physically at the Logistics and Procurement Directorate**	*10* *10*	*20*
	5	Sustainability Requirements: Compliance with Safety, Health & Environmental Standards (Attach your Safety Plan and EPA Certification indicating your firm's commitment to protecting the environment.)	*5*	*5*
		Total points for the five criteria (Item no. 1-5)	**100**	**100**

vi) Tenderers shall provide **the most current Audited Accounts for two years (2024 and 2025)** with Balance Sheets and Cash Flow Statements.

ITT 16.1	Tender Securing Declaration Form	
ITT 17.1	Tender Validity Period:	**365 Days**
ITT 18.1	Number of copies: **One (1) original, Three (3) copies.** **Submit hard copies an hour after deadline for online submission to aid in evaluation of tenders. Hard copies should contain the same information submitted online. Online submission supersedes manual submission.**	
ITT 19.2 (a)	Address for Tender submission:	**Logistics and Procurement Directorate** **Old WACCI Building** **Conference Room** **University of Ghana** **Legon**
ITT 19.2 (b)	IFT title and number: **GR/UG-CA/TS/NCT/007/26**	

ITT 20.1	Deadline for Tender submission:	Date: **Thursday 12th November, 2026** Time: **1:00 pm Local time online**
ITT 22.1	Deadline for Tender Modification and Withdrawal	**24 hrs before the Deadline for Tender Submission, 11th November 2026**
ITT 23.1	Tender Opening	Date: Thursday **12th November 2026** Time: 1**:00 pm Local time** Place**: online via** *[*http://ghaneps.gov.gh
	Electronic –Procurement System The Procurement Entity shall use the following electronic-procurement system to manage this Procurement process: *[*http://ghaneps.gov.gh*]* The electronic-procurement system shall be used to manage the following aspects of the Procurement process: *[issuing IFT document, submissions of Tenders, opening of Tenders, Evaluation of Tenders Contract Award]*	

	TENDER EVALUATION
ITT 28.4	Criteria for Tender evaluation shall be on the bases of **Stage 1: Mandatory Requirement** The following mandatory requirements should be submitted by tenderer ▪ Tender Document Signed and Stamped ▪ Company / Business Registration and regulation ▪ Valid Tax Clearance Certificate (Valid up to **12th November, 2026** or beyond) ▪ Valid SSNIT Certificate (Valid up to **12th November, 2026** or beyond) ▪ VAT Registration Certificate ▪ PPA Registration Certificate or Evidence of Registration Tenders who pass this stage will proceed to the next stage of evaluation. **Stage 1: Commercial Requirement** The requirement for the commercial evidence is given below ▪ Tender Validity Period – 365 Days after submission and opening of tenders ▪ **Completed, Signed and Stamped Tender Securing Declaration form** ▪ Delivery Period – 30 Days after Contract Signed ▪ Delivery Terms – DDP price, UG, Legon, Accra) ▪ Payment Terms – 100% after delivery ▪ Audited Accounts – Two years most current Audited Accounts (2024 and 2025)

Tenders who pass this stage will proceed to the next stage of evaluation.

Stage 2: Technical Evaluation

- The Evaluation Panel will conduct Technical Evaluation on the tenders using the criteria below by awarding marks allocated to each criteria totaling 100 marks. Tenderers who obtain a pass mark of 100% would proceed to the next stage of the evaluation.

# NO.	EVALUATION CRITERIA FOR TECHNICAL SERVICES	Points	Max. Points
1	Relevant Experience • General experience (List five (5) previous and current clients) • Specific experience in similar project and environment. iii. Provide three (3) previous or current contracts awarded to your company within the past three years.	 5 30	*35*
2	Methodology and Work plan for Performance of Services including Quality Control (Methods Statement) • Methodology • Work Plan (A detailed Programme of work).	 5 5	*10*
3	**Capacity of Manager/Supervisor** • **Manager/Supervisor should possess at least an HND or above in a relevant field, Certificate in House Keeping and 5 years' experience or more in the provision of cleaning/janitorial services)** - Attach CV and Certificates • Attach your firm's organogram	15 5	*20*
3	**Capacity of Operational Staff (Cleaners)** • List at least Ten (10) Operational Staff you have and attach relevant educational certificates for 5 members (**Minimum of BECE Certificates)** **Should have been trained in house keeping by a relevant Institution.** • Attach Certificates and evidence of the training	 5 5	*10*
4	Facilities, Equipment, Materials & Consumables **(Provide evidence on ownership of equipment/Lease agreement and attach Photographs of the Equipment & Brochures)** Scrubber (machine) Mop bucket (wheeled) Drums (storing and conveying water) Water hose (100 metres each) Ladder Any other equipment can be added	*10* *10*	*20*

	<u>CHEMICALS</u> (gals per month) provide sample Liquid soap Parazone Bine Dettol Glass cleaner Stain remover **Any other suitable chemicals can be added** **Submit samples physically at the Logistics and Procurement Directorate**		
5	Sustainability Requirements: Compliance with Safety, Health & Environmental Standards (Attach your Safety Plan and EPA Certification indicating your firm's commitment to protecting the environment.)	*5*	*5*
	Total points for the five criteria (Item no. 1-5)	**100**	**100**

vi) Tenderers shall provide **the most current Audited Accounts for two years (2024 and 2025)** with Sheets and Cash Flow Statements.

Stage 3: Financial Evaluation

- The Prices of Tenderers, who have passed through all the above stages will be compared and the Lowest Evaluated Tenderer (s) will be recommended for award of contract.

ITT 28.5 (f)	Specific additional criteria are: **Not Applicable** [If not applicable in Tender Data Sheet specify details on the evaluation method in the Technical Specifications.]
ITT 28.6	Alternative: **Not Applicable**
ITT 29.1	A margin of preference shall be given up to 15% highest costs than the lowest evaluated Tender. **Not Applicable**
	CONTRACT AWARD
ITT 33.1	Percentage for quantity increase or decrease: Fifteen per cent (15%)
ITT 35.1	Notification of Award shall be sent to the successful Tenderer at any time prior to expiration of Tender Validity.
ITT 37.1	Tenderer shall deliver a Performance Security in the amount as specified in the Notification of Award and in the form of Bank Guarantee within 14 days of the receipt of Notification of Award.

Section III. General 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, machinery, related Accessories, spare-parts and/or other materials which the Supplier is required to supply to the Purchaser under the contract;

d. "The Services" means services ancillary to the supply of the goods such as transportation and insurance and any other incidental services, such as installation, commissioning, the operational and maintenance training of the supplied equipment and other such obligations of the supplier covered under the Contract.

e. "The Purchaser" means the Procurement Entity of the Republic of Ghana purchasing the goods.

f. "The Supplier" means the individual or organization supplying the goods and services under this contract.

g. "The Purchaser's Country" is Ghana.

h. "The Delivery Site" where applicable, means the place or places where supply of goods to deliver and performance of services to be complete.

i. "Day" means calendar day.

j. "Public funds" include:

(i) funds from government budget, Metropolitan Assembly budgets, Municipal Assembly budgets or District Assembly budgets;

(ii) funds from government Foundations;

(iii) funds from government Trust Funds;

(iv) funds from domestic loans and foreign loans taken or guaranteed by government;

(v) funds from state foreign aid;

(vi) revenue received from the economic activity of state or local government agencies or other legal persons in public law financed from the Government budget, Metropolitan Assembly budgets, District Assembly budgets or Government foundations;

2. Application

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the contract.

3. Country of Origin

3.1 All goods and services supplied under the contract shall have their origin in Ghana or in eligible countries as specified in Special Condition of Contract.

3.2 For purposes of this clause "origin" means the place where the goods are mined, grown, produced or manufactured, or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

3.3 The origin of Goods and Services is distinct from the nationality of the Supplier.

4. Standards

4.1 The Services provided under this Contract shall conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin, such standards shall be the latest issued by the concerned institution.

4.2 Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest current edition or revision of the relevant shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

5. Use of Contract Documents and Information

5.1 The Service Provider shall not, without the Purchaser's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Service Provider in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The Service Provider shall not, without the Purchaser's prior written consent, make use of any document or information enumerated in sub-clause 5.1 except for purposes of performing the Contract.

5.3 Any document, other than the Contract itself, enumerated in sub clause 5.1 shall remain the property of the Purchaser and shall be returned (all copies) to the Purchaser on completion of the Supplier's performance under the Contract if so required by the Purchaser.

6. Patent Rights

6.1 The Service Provider shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Services or any part thereof in the Purchaser's country.

7. Performance Security

7.1 Within fourteen (14) days after the Service Provider's receipt of notification of award of the contract, the successful Tenderer shall furnish performance security to the Purchaser in the amount specified in the Special Conditions of Contract and in the form specified in Section VII.

7.2 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Service Provider's failure to complete its obligations under the Contract.

7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the Purchaser and shall be in the form of an unconditional bank guarantee issued by a bank in Ghana acceptable to the Purchaser and in the form provided in the Tender Documents or another form acceptable to the Purchaser.

7.4 The performance security will be discharged by the Purchaser and returned to the Service Provider not later than 28 days after expiring of one year of warranty period following the date of issue of certificate of final acceptance of equipment after installation and commissioning of equipment at the final destination.

8. Inspections and Tests

8.1 The Purchaser or its Representative shall, at no extra cost, have the right to inspect and/or to test the goods to confirm their conformity to the Contract. The Special Conditions of Contract and/or the Technical Specifications shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall notify the Supplier in writing of the identity of any representatives

retained for these purposes within 21 days after award of the Contract.

8.5 Nothing in GCC Clause 8 shall in any way release the Supplier from any warranty or other obligations under this Contract.

10. Delivery and Transfer of Risk

10.1 Delivery of the goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in its Schedule of Requirements. The details of shipping and/or other documents to be furnished by the supplier are specified in the Special Conditions of Contract.

10.2 For purposes of the Contract, "FOB," "C&F," "CIF", "CIP", "EXW" 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)[4] published by the International Chamber of Commerce (ICC), Paris.

10.3 Documents to be submitted by the Service Provider are specified in Special Condition of Contract.

15.2 The warranty shall remain valid for (12) months after the goods, or any portion thereof as the case may be, have been delivered to the final destination indicated in the Contract and installed and commissioned to the satisfaction of the Purchaser.

15.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.

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[4] *Where terms not defined in INCOTERMS are used in the Tender Documents, Purchaser should define the same,spelling out the costs to be borne by the Supplier and to be included in its Tender price.*

16. Payment

16.1 The method and conditions of payment to be made to the Service Provider under the Contract shall be specified in the Special Conditions of Contract.

16.2 The Service Provider's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Services performed, and by documents submitted pursuant to GCC Clause 10, and upon fulfilment of other obligations stipulated in the Contract.

16.3 Payments shall be made promptly by the Purchaser, but in no case later than twenty-eight (28) days after submission of an invoice or claim by the Service Provider.

17. Prices

17.1 Prices charged by the Service Provider for services performed under the Contract shall not vary from the prices quoted by the Service Provider in its Tender, with the exception of any price adjustments authorised in Special Conditions of Contract or in the Purchaser's request for Tender validity extension, as the case may be.

18. Change Orders

18.1 The Purchaser may at any time, by a written order given to the Service Provider pursuant to GCC Clause 31, make changes within the general scope of the Contract in any one or more of the following:

a. drawings, designs, or specifications, where Services to be provided under the Contract are to be specifically manufactured for the Purchaser;

b. the method of shipment or packing;

c. the place of delivery; and/or

d. the Services to be provided by the Service Provider.

18.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Service Provider's performance of any provisions under the Contract, an

equitable adjustment may be made in the Contract Price or delivery schedule, or both, and the Contract may accordingly be amended. Any claims by the Service Provider for adjustment under this clause must be asserted within twenty eight (28) days from the date of the Service Provider's receipt of the Purchaser's change order.

19. Contract Amendments

19.1 Subject to GCC Clause 18, no variation in or modification of the terms of the Contract shall be made, except by written amendment signed by the parties.

20. Assignment

20.1 The Service Provider shall not assign, in whole or in part, its obligations to perform under the Contract, except with the Purchaser's prior written consent.

21. Subcontracts

21.1 The Service Provider shall notify the Purchaser in writing of all subcontracts awarded under this Contract if not already specified in the Tender. Such notification, in the original Tender or later, shall not relieve the Service Provider from any liability or obligation under the Contract.

21.2 Subcontracts must comply with the provisions of GCC Clause 3.

22. Delays in the Service Provider's Performance

22.1 Delivery of the services shall be made by the Service Provider in accordance with the time schedule specified by the Purchaser in the Schedule of Requirements.

22.2 Except as provided under GCC clause 25, an unexcused delay by the Service Provider in the performance of its delivery obligations shall render the Service Provider liable to any or all of the following sanctions: forfeiture of its performance security, imposition of liquidated damages, and/or termination of the Contract for default.

22.3 If at any time during performance of the Contract, the Service Provider or its sub-contractor(s) should encounter conditions impeding timely delivery of the Services, the Service Provider shall promptly notify the Purchaser in writing of the fact of

the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Service Provider's notice, the Purchaser shall evaluate the situation and may, at its discretion, extend the Service Providers's time for performance, with or without liquidated damages, in which case, the extension shall be ratified by the parties by amendment of the Contract.

23. Liquidated Damages

23.1 Subject to GCC Clause 25, if the Service Provider fails to deliver any or all of the services or to perform within the time period(s) 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 (0.5%) of the contract price of the delayed service for each week of delay until actual delivery, up to a maximum deduction of (10%) percent of the delayed service Contract Price. Once the maximum is reached, the Purchaser may consider termination of the Contract pursuant to GCC Clause 24.

24. Termination for Default

24.1 The Purchaser may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Service Provider, terminate the Contract in whole or in part:

a. if the Service Provider fails to deliver any or all of the services within the time period(s) specified in the Contract, or any extension thereof granted by the Purchaser pursuant to GCC Clause 22; or

b. if the Service Provider fails to perform any other obligation(s) under the Contract.

24.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC para. 24.1 and 24.3 below, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the Service Provider shall be liable to the Purchaser for any excess costs for such similar services. However, the Service Provider shall continue performance of the Contract to the extent not terminated.

24.3 Termination for Corrupt or Fraudulent Practices

The Purchaser may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Service Provider, terminate the Contract in whole or in part if the Service Provider, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

For the purpose of this clause:

"corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and

"fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract, and includes collusive practice among Tenders (prior to or after Tender submission) designed to establish Tender prices at artificial non-competitive levels and to deprive the benefits of free and open competition;

25. Force Majeure

25.1 For purposes of this Contract, "Force Majeure" means an event beyond the control of the parties to the Contract and not involving either party's fault or negligence and not foreseeable.

25.2 If, at any time during the existence of the Contract, either party is unable to perform in whole or part any obligation under this Contract because of such events which include, but are not restricted to, acts of God, acts of Government in its sovereign capacity, war, revolutions, hostility, civil commotions, strikes, fires, floods, epidemics, quarantine restrictions, freight embargoes, explosions, then the date of fulfillment of Contract shall be postponed during the period when such circumstances are operative.

25.3 The party which is unable to perform its obligations under the present Contract shall, within fourteen (14) days of occurrence of the Force Majeure event, inform the other party with suitable documentary evidence. Non-availability of raw materials from regular sources shall not be an excuse for the Service Provider for not performing its obligations under this clause.

25.4 Any waiver/extension of time in respect of the delivery/acceptance of any installment or part of the services shall not be deemed to be a waiver/extension of time in respect of the remaining deliveries.

25.5 If such inability to perform continues for a period of more than three (3) months, each party shall have the right to be released from further performance of the Contract, in which case, neither party shall have the right to claim damages from the other. All prior performance shall be subject to Contract terms.

25.6 Notwithstanding the provisions of GCC Clauses 22, 23, and 24, the Service Provider shall not be liable for forfeiture of its performance security, liquidated damages or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of Force Majeure.

25.7 If a Force Majeure situation arises, the Service Provider shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Service Provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

26. Termination for Insolvency

26.1 The Purchaser may at any time terminate the Contract by giving written notice to the Service Provider, without compensation to the Service Provider, if the Service Provider becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or

remedy which has accrued or will accrue thereafter to the Purchaser.

27. Termination for Convenience

27.1 The Purchaser, by written notice sent to the Service Provider, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Service under the Contract is terminated, and the date upon which such termination becomes effective.

27.2 The Service that are complete and ready for delivery within twenty eight (28) days after the Service Provider's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Services, the Purchaser may elect:

a. to have any portion completed and delivered at the Contract terms and prices; and/or

b. to cancel the remainder and pay to the Service Provider an agreed amount for partially completed Services and for materials and parts previously procured by the Service Providers.

28. Resolution of Disputes

28.1 The Purchaser and the Service Provider 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.

28.2 If, after twenty eight (28) days from the commencement of such informal negotiations, the Purchaser and the Service Provider have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in the Special Conditions of Contract. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed national or international forum, and/or national and international arbitration.

29.	**Governing Language**	29.1	The Contract shall be written in the language as specified in SCC. Subject to GCC Clause 30, the version of the Contract written in English language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the English language.
30.	**Applicable Law**	30.1	The Contract shall be interpreted in accordance with the laws of Ghana unless otherwise specified in the Special Conditions of Contract.
31.	**Notices**	31.1	Any notice given by one party to the other pursuant to the Contract shall be sent to the other party in writing or by facsimile and confirmed in writing to the other party's address specified for that purpose in the Special Conditions of Contract.
		31.2	A notice shall be effective when delivered or on the notice's effective date, whichever is later.
32.	**Taxes and Duties**	32.1	A Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the final destination.

Section IV. Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in General Conditions of Contract. The corresponding clause number in the General Conditions 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.

1. Definitions (GCC Clause 1)	1.1	a. The Purchaser is**: UNIVERSITY OF GHANA** b. The Service Provider is: **The individual or firm providing Janitorial services at Balme Library** c. The Delivery Site is: **University of Ghana Main Campus, Legon**
3. Performance Security (GCC Clause 7)	3.1	The security performance will be as follows: i. The amount of performance security as a percentage of the contract price, shall be 10% percent of the Tender Price in the currency of the Tender price.
	3.2	The validity of Performance Security shall be two (2) years to cover the entire contract duration of two years.
5. Packing (GCC Clause 9)	5.1	Additional requirement for packing and marking as per GCC Clause 9.2 are as follows:

IFT No. **GR/UG-CA/TS/NCT/007/26**

a. **UNIVERSITY OF GHANA**

b. Content: Provision of Janitorial Services at **Balme Library**

11. Payment (GCC Clause 16)	11.1	Payment for Goods and Services supplied shall be made in Ghanaian Cedis, as follows; On the provision of service and Acceptance. Hundred percent (100) of the contract price for services provided within a month shall be paid to the Service Provider within thirty (30) days after the date of receipt of claim letter/invoice supported acceptance certificate issued by the Purchaser.
12. Prices (GCC Clause 17)	12.1	Tender Prices may be adjusted only in the case of Tender validity extension requested by the Purchaser.
	12.2	Purchaser shall not entertain Contract Price variation due to the effect of any notice of notification of exchange rate variation of any convertible currency.
13. Liquidated Damages (GCC Clause 23)	13.1	Applicable rate for the Liquidated damages is: 0.1% to 0.5% per day. [Applicable as per the nature of the Service. Applicable rate shall not exceed one-half (0.5) percent per day, and the maximum shall not exceed ten (10) percent of the delayed services Contract Price.]
14. Resolution of Disputes GCC Clause 28)	14.1	The dispute resolution mechanism to be applied pursuant to clause 28.2 of the General Conditions of Contract shall be as follow: a. in the case of a dispute between the Purchaser and a Service Provider which is a national of Ghana, the dispute shall be referred to adjudication/arbitration; and b. in the case of dispute between the Purchaser and the Foreign Service Provider, the dispute shall be settled by arbitration in accordance with the provisions of the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules.

15. Governing Language GCC Clause 29)	15.1	The governing Language shall be **English.**
16. Notices (GCC Clause 31)	16.1	For notice purposes Purchaser and Supplier's address shall be as follows: Purchaser's address for notice purposes: **The Director** **Logistics Directorate** **University of Ghana** **P. O. Box LG 52, Legon**

Section V. Schedule of Requirements

Schedule of Requirements

SCOPE OF SERVICE:

JANITORIAL / CLEANING AND GARDENING SERVICES CONTRACT –

The Janitorial and Gardening Services for the above includes Cleaning of the internal and external environments of the buildings and the maintenance of lawns, hedges, flowers and gardens (according to the General Conditions of Contract and Special Conditions of Contracts), as well as the compound with demarcations indicated in the table below.

(8-hour cleaning daily) as indicated below:

DESCRIPTION	TOTAL FLOOR AREA	AREA DEMARCATION M2	MAIN ACTIVITIES DAILY	WEEKLY ACTIVITIES	MONTHLY ACTIVITIES
• Main library • Reception • Court Yard West wing • Corrido • Court Yard • Boundary Courtyard • Female Washroom • Male washroom • Staff Common Room • Knowledge common Room • Server Room • Store • Digitization Room • Braille Library • Bindery Preparation • Head of Bindery • Office	2,789.70	**GROUND FLOOR**	• To clean and disinfect all 93 toilets including restrooms (tubs, sinks, mirror, holders, walls and floor). • To re-stock dispensers, sanitary towels, soap, etc. • To sweep and damp mop terrazzo floor on outside corridor. • To dust all appliances, furniture, fixtures and fittings. • To clean inside glass windows/doors • To hover and deodorize carpets.	k. Machine Scrubbing, washing, maintenance and polishing (Terrazo, Ceramic, Walkways and car bay) l. Removal of cobwebs and dusting of high reaching levels m. **Glassing:** to clean all glass	h) Thorough sweeping of floors i) Thorough mopping of floors and washrooms with appropriate dilutions of disinfectant. j) Washing of floors with Scrubbing machine. k) Cleaning / Removal of cobwebs at high rise areas (where necessary).

• Store Room • Stair Area • Room Laboratory • Digitization Room • Librarian's Office • Lobby • Washroom • Libarian Secretariat • Administrators Office • Canteen			• To empty waste receptacles and change liners. • To damp clean fixtures and fittings with alcohol-based disinfectants. • To switch on A/C and apply room deodorizer To dust books and shelves	fixtures (sliding windows and doors, louvers and mirrors). n. **Restrooms:** to do dusting, damp mopping, cleaning and disinfection of fixtures and fittings (sinks, tubs, toilet bowls). Also waste receptacles, walls and floors to be cleaned and disinfected by janitors. o. Cleaning and washing of walls	l) Washing of walls and Windows. m) Deep cleaning of all areas n) To weed and maintain lawns, hedges, flowers and maintain gardens.

				p. Sweeping and picking of litter from lawns q. **Carpet:** to do vacuuming, pre-spotting, deodorizing and shampooing. r. **Refilling:** to refill all dispensers with appropriate dispensing agent/replenishable supplies. s. **Waste Receptacles:** to empty all waste receptacles and remove to dumpster.	

				t. **Bookshelves:** to dust all shelves, books and cabinets.	
• Stair way • Faculty research commons • Corrido • Ladies' washroom • Gents' washroom • Research common • LAB 1 • LAB 2 • Electrical room • Sever room • Discussion room • Lobby • E-resource office • E- resource libarian • Stair area		**EAST WING**	• To clean and disinfect all 93 toilets including restrooms (tubs, sinks, mirror, holders, walls and floor). • To re-stock dispensers, sanitary towels, soap, etc. • To sweep and damp mop terrazzo floor on outside corridor. • To dust all appliances, furniture, fixtures and fittings. • To clean inside glass windows/doors • To hover and deodorize carpets. • To empty waste receptacles and change liners. • To damp clean fixtures and fittings with alcohol-based disinfectants.	l) To weed and maintain lawns, hedges, flowers and maintain gardens.	

			• To switch on A/C and apply room deodorizer To dust books and shelves		
• Student reference (reception) • Student reference (library) • Corrido • Stair area • SRL reserve collection • Staff washroom • Staff room (Africana) • Cleaners changing room • Men's washroom • Stair area		**WEST WING**	• To clean and disinfect all 93 toilets including restrooms (tubs, sinks, mirror, holders, walls and floor). • To re-stock dispensers, sanitary towels, soap, etc. • To sweep and damp mop terrazzo floor on outside corridor. • To dust all appliances, furniture, fixtures and fittings. • To clean inside glass windows/doors • To hover and deodorize carpets. • To empty waste receptacles and change liners. • To damp clean fixtures and fittings with alcohol-based disinfectants. • To switch on A/C and apply room deodorizer To dust books and shelves		

• Stair area • Reading room		**WEST MEZZANINE**			
• Stair area • Corrido • Staff male washroom • Thesis room old collection • Corrido • Stairs area	2,802.65	**WEST WING FIRST FLOOR**	• To clean and disinfect all 93 toilets including restrooms (tubs, sinks, mirror, holders, walls and floor). • To re-stock dispensers, sanitary towels, soap, etc. • To sweep and damp mop terrazzo floor on outside corridor. • To dust all appliances, furniture, fixtures and fittings. • To clean inside glass windows/doors • To hover and deodorize carpets. • To empty waste receptacles and change liners. • To damp clean fixtures and fittings with alcohol-based disinfectants. • To switch on A/C and apply room deodorizer To dust books and shelves		
• Stairs area • Seminar • Lounge	2,441.35	**SECOND FLOOR EAST WING**	• To clean and disinfect all 93		

• Conference room • Presentation room 1 • Presentation room 2 • Room 22 • Room 28 • Gents' washroom • Ladies' washroom • Presentation room • Washroom • Digitization unit • Stair area • Stair area • Stair area • Multimedia room			toilets including restrooms (tubs, sinks, mirror, holders, walls and floor). • To re-stock dispensers, sanitary towels, soap, etc. • To sweep and damp mop terrazzo floor on outside corridor. • To dust all appliances, furniture, fixtures and fittings. • To clean inside glass windows/doors • To hover and deodorize carpets. • To empty waste receptacles and change liners. • To damp clean fixtures and fittings with alcohol-based disinfectants. • To switch on A/C and apply room deodorizer To dust books and shelves		
• Stair area • BLOS 2 • Music room • Music room • Stair area • Undergraduate study room		**EAST MEZZANINE**	• To clean and disinfect all 93 toilets including restrooms (tubs, sinks, mirror, holders, walls and floor).		

• Corrido • Africana reading room • Periodicals reading room • Periodicals reading room			• To re-stock dispensers, sanitary towels, soap, etc. • To sweep and damp mop terrazzo floor on outside corridor. • To dust all appliances, furniture, fixtures and fittings. • To clean inside glass windows/doors • To hover and deodorize carpets. • To empty waste receptacles and change liners. • To damp clean fixtures and fittings with alcohol-based disinfectants. • To switch on A/C and apply room deodorizer To dust books and shelves		
Information access Centre Ghana • Corrido • Store • I.A.C. Reception • Seminar room1 • Seminar room 2 • Seminar room 3 • Seminar room4		**WEST WING SECOND FLOOR**	• To clean and disinfect all 93 toilets including restrooms (tubs, sinks, mirror, holders, walls and floor). • To re-stock dispensers, sanitary towels, soap, etc.		

• Seminar room5 • I.A.C Ghana Lab • Office • Internet lounge • Washroom1 • Stair area • Corrido			• To sweep and damp mop terrazzo floor on outside corridor. • To dust all appliances, furniture, fixtures and fittings. • To clean inside glass windows/doors • To hover and deodorize carpets. • To empty waste receptacles and change liners. • To damp clean fixtures and fittings with alcohol-based disinfectants. • To switch on A/C and apply room deodorizer To dust books and shelves		
• Digitization room • Stair area • Corrido • Stair area • Staff washroom • Room 5 • Washroom gents • Ladies' washroom • 24 hours reading room • Reception • Room 32 • Stair area • Corrido	1,658.15	**THIRD FLOOR WEST WING**	• To clean and disinfect all 93 toilets including restrooms (tubs, sinks, mirror, holders, walls and floor). • To re-stock dispensers, sanitary towels, soap, etc. • To sweep and damp mop terrazzo floor on outside corridor.		

• Gents' washroom • Ladies' washroom • Room 38 • Staff room			• To dust all appliances, furniture, fixtures and fittings. • To clean inside glass windows/doors • To hover and deodorize carpets. • To empty waste receptacles and change liners. • To damp clean fixtures and fittings with alcohol-based disinfectants. • To switch on A/C and apply room deodorizer To dust books and shelves		
• Reposition1 • Reposition2 • Reposition3 • Search room • Corrido • General office • Washroom • Archivist washroom • Archivist office		**WEST WING ARCHIVES**	• To clean and disinfect all 93 toilets including restrooms (tubs, sinks, mirror, holders, walls and floor). • To re-stock dispensers, sanitary towels, soap, etc. • To sweep and damp mop terrazzo floor on outside corridor. • To dust all appliances, furniture, fixtures and fittings.		

			• To clean inside glass windows/doors • To hover and deodorize carpets. • To empty waste receptacles and change liners. • To damp clean fixtures and fittings with alcohol-based disinfectants. • To switch on A/C and apply room deodorizer To dust books and shelves		

PROPOSED DUTY ROOSTER / PERSONNEL (NUMBER OF CLEANERS)

Comply with two (2) shift system with minimum of Twenty (20) cleaners and One (1) Supervisor in total for all shifts:

5:30am – 7:45am - First Shift (Saturdays and Public Holidays Inclusive)
9:00am – 4:00pm – Second Shift (Saturdays and Public Holidays Inclusive)

(NB: 24 Hour Reading Room will always have 1 (One) standby cleaner)

Daily Duty Rooster shall be made available to the cleaners by the supervisor of the company.

Cleaners should be smartly dressed in labelled 'T' shirts uniform embossed with the Company's name and staff name (mandatory).

Supervisor of the firm should ensure that cleaners report for duty as per shift roster and are adequately resourced for their duties.

NOTE: Submit three (3) hard copies after deadline for online submission to aid in evaluation of tenders.

Hard copies should contain the same information submitted online. Online submission supersedes manual submission.

Section VI. Technical Specification

PROVISION OF JANITORIAL SERVICES AT BALME LIBRARY

Section VI - Technical Specifications

The purpose of the Technical Specifications (TS), is to define the technical characteristics of the Services required by the Procurement Entity. The Procurement Entity shall prepare the detailed TS take into account that:

- *The TS constitute the benchmarks against which the Procurement Entity will verify the technical responsiveness of Tenders and subsequently evaluate the Tenders. Therefore, well-defined TS will facilitate preparation of responsive Tenders by Tenderers, as well as examination, evaluation, and comparison of the Tenders by the Procurement Entity.*
- *The TS shall make use of best practices. Samples of specifications from successful similar procurements in the same country or sector may provide a sound basis for drafting the TS.*
- *Standardizing technical specifications may be advantageous, depending on the complexity of the Services and the repetitiveness of the type of procurement. Technical Specifications should be broad enough to avoid restrictions on workmanship, materials, and equipment commonly used in the provision of the services.*
- *Technical Specifications shall be fully descriptive of the requirements in respect of, but not limited to, the following:*
    - *(a) Standards of materials and workmanship required for the provision of the Services.*
    - *(b) Any sustainable procurement technical requirements shall be clearly specified. The sustainable procurement requirements shall be specified to enable evaluation of such a requirement on a pass/fail basis. To encourage Tenderers' innovation in addressing sustainable procurement requirements, as long as the Tender evaluation criteria specify the mechanism for monetary adjustments for the purpose of Tender comparisons, Tenderers may be invited to offer Services that exceeds the specified minimum sustainable procurement requirements.*
    - *(c) Detailed tests required (type and number).*
    - *(d) Other additional work and/or Related Services required to achieve full delivery/completion.*
    - *(e) Detailed activities to be performed by the Service Provider and any relevant activities by the Procurement Entity.*
    - *(f) List of detailed functional guarantees covered by the Warranty and the specification of the liquidated damages to be applied in the event that such guarantees are not met.*

[The TS shall specify all essential technical and performance characteristics and requirements, including guaranteed or acceptable maximum or minimum values, as appropriate. Whenever necessary, the Procurement Entity shall include an additional ad-hoc Tender form (to be an Attachment to the Letter of Tender), where the Tenderer shall provide

detailed information on such technical performance characteristics in respect to the corresponding acceptable or guaranteed values.]

[When the Procurement Entity requests that the Tenderer provides in its Tender a part or all of the Technical Specifications, technical schedules, or other technical information, the Procurement Entity shall specify in detail the nature and extent of the required information and the manner in which it has to be presented by the Tenderer in its Tender.]

[If a summary of the Technical Specifications (TS) has to be provided, the Procurement Entity shall insert information in the table below. The Tenderer shall prepare a similar table to justify compliance with the requirements]

***Summary of Technical Specifications**. The Services shall comply with following Technical Specifications and Standards:*

Section VII. Sample Forms

1. Tender Form and Price Schedules

Date: _____
IFT No: _____

To: *[name and address of Purchaser]*

Gentlemen and/or Ladies:

Having examined the Tender documents including Addenda Nos.*[insert numbers],* the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide service *[description of services]* in conformity with the said Tender documents for the sum of GHC_____ *[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 provide the services in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Tender is accepted, we will provide a Bank Guarantee acceptable to the Purchaser 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 ..... *[insert number as specified in Tender validity period]* days from the date fixed for Deadline for Tender submission, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Tender, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "none")

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.

We certify/confirm that we comply with the eligibility requirements as per ITT Clause 2 of the Tender documents.

Dated this _____[dd] day of _____[mm] month of 20_____[yy].

_____ _____

[signature] *[in the capacity of]*

Duly authorized to sign Tender for and on behalf of _____

Price Schedule

Name of Tenderer _____ IFT Number _____ Page _____ of _____

BALME LIBRARY

Price Schedule:

Date: _____

Package No: _____

Page N° _____ of _____

1	2	3	4
Line Item N°	**Description of Service**	**Unit price GH¢ 20% VAT INCLUSIVE in accordance with ITT 14.7(b)(i)**	**TOTAL TENDER PRICE GH¢**
		Total Tender Price 20% Tax Inclusive GH¢	
Note to the Procurement Entity:			

Total Tender Price (in words) .....

Signature of Tenderer: _____

Note: 1. In case of discrepancy between unit price and total, the unit price shall prevail.

2. Tenderer must have to accept the correction of arithmetic error pursuant to ITT Clause 26

2. Tender Security Form

Date:

To [name and address of Purchaser]

Whereas *[name of the Tenderer]* (hereinafter called "the Tenderer") has submitted its Tender dated *[date of submission of Tender] for the supply of [name and/or description of the goods and services]*
(hereinafter called "the Tender").

KNOW ALL PEOPLE by these presents that We*[name of bank/insurance/bonding institutions]* of *[name of country]*, having our registered office at *[address of bank]* (hereinafter called "the Bank/insurance company/bonding company"), are bound unto *[name of Purchaser]* The Government of Ghana (hereinafter called "the Purchaser") in the sum of *[amount]* for which payment well and truly to be made to the said Purchaser, the Bank/Insurance Company/Bonding Company binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank/Insurance Company/Bonding Company this _____ day of _____*[mm]* 20____.

THE CONDITIONS of this obligation are:

1. If the Tenderer

   (a) withdraws its Tender during the period of Tender validity specified by the Tenderer on the Tender Form; or
   (b) does not accept the correction of errors in accordance with the Instructions to Tenderers; or

2. If the Tenderer, having been notified of the acceptance of its Tender by the Purchaser during the period of Tender validity:

   (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Tenderers, if required; or
   (b) fails or refuses to furnish the performance security, in accordance with the Instructions to Tenderers;

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by him is due to him, owing to the occurrence of any of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including twenty-eight (28) days after the period of Tender validity or as it may be extended by the Purchaser, notice of which extension(s) to the Bank/Insurance Company/Bonding Company is hereby waved.

And any demand in respect thereof should reach the Bank/Insurance Company/Bonding Company not later than the above date.

_____

[signature of the bank/insurance company/bonding company]

Seal of the issuing Bank/Insurance Company/Bonding Company:

Witness :

Signature:

Name :

Address :

3. Qualification Information

1. For Individual Tenderers or Individual Members of Joint Ventures.

1.1 Constitution or legal status of Tenderer *[attach copy]*

Place of registration : .....
Principal place of business : .....
Power of attorney of signatory of Tenderer : *[attach original]*

1.2 Total annual volume of services made in the last two years, in GHC:

19xx/20xx .....
20xx/20xx .....
20xx/20xx .....
20xx/20xx .....

1.3 Services provided as prime Service Provider on services of similar nature and volume over the last two years. The value should be indicated in the same currency used for Item 1.2 above. Also list details of services under way or committed, including expected completion date.

Procurement ID No.	Name of Purchaser	Type of services	Agreement date	Delivery completion	Value of

1.4 Financial reports for the last two years : balance sheet, profit and loss statements, auditors' reports, etc. List them below and attach copies.

.....
.....
.....
.....

1.5 Names, addresses and telephone, telex, facsimile numbers and email addresses of banks that may provide references if contacted by the Purchaser.

.....
.....
.....

1.6 Information on current litigation in which the Tenderer is involved.

Other party(ies)	Cause of dispute	Amount involved

2. Additional Requirements

2.1 Tenderers should provide any additional information required in the Tender Data Sheet.

.....
.....
.....
.....
.....
.....

4. Notification of Award

[This letter should be in the form of letterhead paper of the Purchaser]

……*[Date]*
To: ……*[name of the Service Provider]*

…… *[address of Service Provider]*

Subject : Notification of Award

This is to notify you that your Tender dated …… for execution of the contract of …… *[name and identification number of the Tender]* in the amount…… *[amount in words],* as corrected in accordance with the Instructions to Tenderers is hereby accepted.

This Notification of Award will constitute the formation of Contract. However, until and unless you furnish the Performance Security of GHC. …… *[amount of Performance* Security in figures, i.e. 5% - 10% of the Successful Tenderer's Tender Price] and send it to us within fourteen (14) days of the receipt of this Notification of Award the Contract shall not be deemed as active. You are hereby instructed to proceed with the fulfilment of performance Security and Signing of Contract within fourteen (14) days of receipt of this letter. Failure to comply with the fulfilment of Performance Security and Signing of Contract within the time will constitute the failure of formation of contract and forfeiture of Tender Security. If you so required you may proceed with the processing of the Bank guarantee for the advance payment

You are hereby instructed to proceed with the necessary action for the execution of the said Procurement in accordance with the Tender and Contract documents.

Authorised Signature: ……

Name and Title of Signatory: ……..

Name of Agency: ……..

Address for correspondence: ……

5. Contract Form

THIS AGREEMENT made the _____ day of _____*[mm]* 20_____ between *[name of Purchaser]* of *[country 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 in *Cedis]* (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) the Tender Form and the Price Schedule submitted by the Tenderer;

(b) the Schedule of Requirements;

(c) the Technical Specifications;

(d) the General Conditions of Contract;

(e) the Special Conditions of Contract;

(f) the Purchaser's Notification of Award; and

(g) Contract Data Sheet *(to be used only when there are corrections to the original price schedule submitted by rhe supplier).*

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:
Signature:	Signature:
Designation:	Designation:
Seal:	Seal:
Date:	Date:
Witnessed By:	**Witnessed by:**
Name:	Name:
Signature:	Signature:
Designation:	Designation:
Date:	Date:

7. 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 day from the date of issue of the Certificate of Acceptance.

Signature and seal of the Guarantors

_____

[name of bank]

_____

[address]

_____

[date]

Bank Guarantee Form for Advance Payment

Date:

To: [name of Purchaser]

[address of Purchaser]

[name of Contract]

Gentlemen and/or Ladies;

In accordance with the payment provision included in the Special Conditions of Contract, to provide for advance payment, *[name and address of Supplier]* (hereinafter called "the Supplier") shall deposit with *[name of the Purchaser],* The Government of Ghana (hereinafter called "the Purchaser") a bank guarantee to guarantee his proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words in Ghanaian Cedis].*

We, the *[name of the bank]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Purchaser on his first demand without whatsoever right of objection on our part and without his first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words in Ghanaian Cedis].*

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

This guarantee shall remain valid and in full effect from the date of the advance payment under the Contract until the Purchaser receives full repayment of the same amount from the Supplier.

Yours truly,

Signature and seal of the Bank

_____

[name of Bank]

_____

[address]

_____

[date]

Form of Tender-Securing Declaration

[The Tenderer shall fill in this Form in accordance with the instructions indicate .]

Date: *[insert date (as day, month and year) of* Tender *Submission]*
IFT No.: *[insert number of Tendering process]*
Alternative No.: *[insert identification No if this is a* Tender *for an alternative]*

To: *[insert complete name of Purchaser]*

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 time of *[insert number of months or years]* starting on *[insert 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 in the Tender 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 ITT.

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 tendering, 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 bid for and on behalf of: *[insert complete name of* Tenderer*]*

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