**PROJECT NAME: SUPPLY OF COMPUTERS AND ACCESSORIES**

**MINUTES OF PRE-TENDER MEETING HELD BETWEEN THE GHANA GRID COMPANY LTD. AND PROSPECTIVE TENDERERS AT THE SCADA CONFERENCE ROOM.**

**TENDER REF.: GR/GGCL/GD/2026/0114**

**DATE**: October 16, 2026

**VENUE**: SCADA Conference Room

**GRIDCo:**

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| 1. Anthony Assan | Director, GRIDTel |
| 2. Eric Ayitey Adjin | IT Programmer |
| 3. Ernest Annor | Senior Procurement Officer |
| 4. Lawrence A. Owusu | Assistant Engineer Trainee |
| 5. Cindy Naadei Neequaye | NSP, GRIDTel |

**TENDERER'S REPRESENTATIVE:**

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| 1. Wesley Boateng | L.T.W Company Ltd |
| 2. Angela. A. Boakye | G.D.S Africa Ltd |
| 3. R. Amo Larbi | True Faith Enterprise |
| 4. Sarah Padi | Landmac Technology |
| 5. Agartha Boakye Danquah | Douglas Arthur Limited |
| 6. Nii Laryea Quartey | Douglas Arthur Limited |
| 7. Alexander Forkan | Seatrak Engineering Limited |
| 8. Lordina Opoku Yeboah | Seatrak Engineering Limited |
| 9. Kuukuwaa Fakah | J. L. Sword Ltd |
| 10. Ishai Thekus | Devnik Ghana Ltd |
| 11. Mutawaku Yahaya | BaronPapay Enterprise |
| 12. Habib Tahir Damba | BaronPapay Enterprise |
| 13. Gloria Ennin | Elektron Pack Ltd |
| 14. Frederick Aboagye | Elektron Pack Ltd |
| 15. Alex Ben Eghan | Xtopel Ltd. |
| 16. Sinkuu Lancelet | Kayplex Enterprise |

| ITEM | DISCUSSIONS |
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| **1.0** | **OPENING** |
| | The Pre-Tender Meeting commenced at 1:19pm in the SCADA Conference Room.<br><br>Mr. Assan welcomed all the Tenderers present to the meeting. He indicated that the Pre-Tender meeting has been called to clarify, if any, portions of the Request for Quotation Document issued for Supply of Computers and Accessories on the GHANEPS platform.<br><br>This Pre-Tender meeting was to enable the Tenderers to familiarise themselves with the nature of supply and the technical features of the computers and accessories required.<br><br>The meeting was also to afford Tenderers present a clearer understanding of the evaluation criteria i.e.,<br>1. Primary Process<br>2. Secondary Process (over three-year period)<br>The User (GRIDCo) would shortlist suitably Qualified Suppliers based on the requirements of the Tendering Document in the Primary Procurement Process.<br><br>In the Secondary Procurement Process, the shortlisted suitably Qualified Suppliers would be invited by launching a mini competition to submit prices for the items listed in the Price Schedules and updated Specification would be issued.<br><br>The User would award Call-of Contract to Multiple Suppliers on an item-by-item basis using the most economical price of the items of the Suppliers to achieve the most economic combination of the prices for the items to be supplied under each call off.<br><br>GRIDCo Team assured the Tenderers that any lingering issues(s) with respect to the interpretation of the Tender would be addressed during the meeting. |

| 2.0 | HIGHLIGHTED ISSUES |
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| | The following issues in the Meeting Brief were highlighted during the meeting to prevent Tenderers' disqualification during the evaluation of Tenders:<br>• Tender Currency is Ghana Cedis.<br>• Incoterm is DDP (2020).<br>• Manufacturers' Authorization is Mandatory and required for LOTs 1 and 2. |

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| | • A Tender Securing Declaration is required in place of a Tender Security.<br>• Tender Validity shall be three (3) years.<br>• The written confirmation of authorization to sign on behalf of the Tenderer shall consist of a Power of Attorney, except where the CEO or Managing Director is signing.<br>• Prices must be populated on the official price schedule in the Tendering Document.<br>• Delivery shall be within three (3) calendar months from the date of contract effectiveness.<br>• 3 years of Audited Financial Statements (2023, 2024, 2025) must be attached, as well as a valid Public Procurement Authority (PPA) registration certificate, Tax Clearance Certificate (TCC) and SSNIT Clearance Certificate valid as of the date of tender submission.<br>• Fully populated Schedule of Guaranteed Technical Characteristics, complete Technical Data Sheets, and Product Catalogues/Brochures must be submitted.<br>• The successful bidder must execute and return the formal Contract Agreement within 14 Calendar Days of award notification. |
| **2.1** | **SCOPE OF SUPPLY** |
| | The Scope of Supply is as indicated below;<br><br>a. Lot 1: Supply of Laptops<br>b. Lot 2: Supply of Desktop Computers<br>c. Lot 3: Supply of Headsets and Webcams<br>d. Lot 4: Supply of iPads<br>e. Lot 5: Supply of Other IT Items |
| **2.2** | **TENDERER'S QUALIFICATION** |
| | **TENDER SUBMISSIONS AND OPENING**<br>Tenderers should note that:<br>• Tenders shall be submitted on the GHANEPS platform on or before the deadline on the Submission Date indicated in the Tendering Document, unless otherwise informed by the Purchaser.<br>• The submission deadline is **October 29, 2026, at 11:00 GMT** on the GHANEPS platform.<br>• Tenders will be opened online on **October 29, 2026, at 11:30** GMT.<br>• The Purchaser reserves the right to accept or reject any Tender, and to annul the Tendering process and reject all Tenders at any time prior to Contract award, without thereby incurring any liability to Tenderer(s) or any obligation to inform the affected Tenderer or Tender of the grounds for the Purchaser's action. In case of annulment, all Tenders submitted shall be promptly returned to the Tenderers. |
| **2.3** | **DURATION OF CONTRACT** |
| | GRIDCo indicated that the Intended Delivery shall be within **three (3) calendar months** from the date of contract effectiveness. The selected Supplier would be expected to complete within the period indicated. |

| 2.4 | **CLARIFICATION OF BIDDING DOCUMENT** |
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| | GRIDCo indicated the following on the Clarification of Tendering Document:<br><br>Clarification of Bidding Document:<br>• All clarifications shall be submitted via GHANEPS.<br>• Requests for clarification should be received by the Procurement Entity no later than 10 Business Days before the deadline for submission of Tenders.<br>• Responses to all clarifications would be uploaded on GHANEPS.<br>• Should the Procurement Entity/Purchaser deem it necessary to amend the Tendering Document as a result of a clarification it shall do so in writing. |
| **2.5** | **DELIVERY AND WARRANTY PERIOD** |
| | GRIDCo indicated the following on the delivery Period and Warranty period:<br><br>• Delivery shall be within three (3) calendar months from the date of contract effectiveness, DDP, GRIDCo Central Warehouse, Tema.<br>• The warranty period shall be 24 months from date of acceptance of the Goods.<br>• All warranty-covered parts shall be replaced as per the terms of the Contract, and warranty for replaced parts shall be governed by the Contract provisions. |
| **2.6** | **PRICING AND TERMS OF PAYMENT** |
| | GRIDCo indicated that Prices shall be quoted in Ghana Cedis (GHS).<br><br>GRIDCo further indicated the following on Terms of Payment:<br><br>• There shall be **no Advance Payment**.<br>• **50% of Contract Price** shall be paid within 30 days after submission of relevant invoices during or after delivery of the Computers and Accessories.<br>• **40% of Contract Price** shall be paid within 60 days after delivery of the Computers and Accessories.<br>• **Final 10% of Contract Price** shall be paid after Warranty Period, upon submission of a Demand Guarantee valid for three (3) years and an invoice in the sum of the final retention amount on the Contract Price. |
| **2.7** | **PERFORMANCE SECURITY** |
| | GRIDCo indicated the following on Performance Security:<br><br>• The amount of performance security as a percentage of the contract price shall be 10% of the Call-off Price from a reputable Bank or 30 Percent of the Call-off Price from a reputable Insurance Company certified by National Insurance Commission in Ghana. |

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| | • The validity of Performance Security shall be twelve (12) months after the delivery of the Goods and the issue of final acceptance certificate to the Suppliers.<br>• After delivery and acceptance of the Goods, the performance security shall be reduced to five (5) percent of the Contract Price to cover the Supplier's Warranty obligations in accordance with Clause GCC 15.2.<br>• The Supplier shall promptly extend the validity suitably to cover any agreed extension of the warranty period of the supplied goods. |
| **2.8** | **INSPECTION AND TESTS** |
| | GRIDCo indicated that the Goods shall be subjected to physical inspection for damage, malfunctioning, and obvious issues, and matched to the purchase order, including description and quantity, to confirm their conformity to the Contract. |
| **2.9** | **POST QUALIFICATION** |
| | **Financial Capability**<br><br>• Have a minimum average annual turnover in supply of Computers and Accessories of not less than GHS800,000.00.<br>• Have lines of credit of not less than GHS400,000.00.<br>• Tenderers shall submit Audited Financial Statements for the last 3 years (2025, 2024, 2023) as evidence that they meet the financial requirement. The evaluation team will perform ratio analysis specifically liquidity and gearing ratios - to confirm financial stability.<br><br>**Experience and Technical Capacity**<br><br>• The Tenderer shall furnish documentary evidence to demonstrate that the Goods offered meet the minimum requirements in the Technical Specifications.<br>• Have minimum specific experience as main supplier/dealer to have supplied more than 20No. Desktops and 10No. Laptops in a single Contract for a minimum of two (2) contracts over the last five (5) years.<br>• Submit evidence of current supply contracts in progress and demonstrate ability to meet the contract delivery requirements based on current contract commitments in progress.<br>• Proven ability to deliver the equipment and meet the delivery period based on evidence of previous satisfactory performance and meeting delivery schedules.<br>• Availability in the Purchaser's Country of spare parts and after-sales services for equipment offered in the tender. |
| **2.10** | **COMPLIANCE WITH SPECIFICATIONS** |
| | GRIDCo indicated that minimum technical specifications shall, unless otherwise directed by the Purchaser in writing, be of the respective kinds and standards described in the Schedule of Guaranteed Technical Characteristics or relevant current offerings in line with industry's best practice. |

| 3.0 | TENDERER' ISSUES, CLARIFICATIONS AND RESPONSES |
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| | i. *Question: A Tenderer pointed out a mismatch between the reference number on the cover page and the main body text*<br><br>***Answer:*** *GRIDCo clarifies that the reference/package number for this procurement is* ***GR/GGCL/GD/2026/0114****.*<br><br>ii. ***Question:*** *A Tenderer sought clarification on whether alternative Tenders are permitted.*<br><br>***Answer:*** *GRIDCo clarified that alternative Tenders are not permitted as per the requirements of the Tendering document.*<br><br>iii. ***Question:*** *A participant requested immediate copies of the presentation sheets.*<br><br>***Answer:*** *GRIDCo indicated that the minutes of the meeting will be shared with all prospective Tenderers.*<br><br>*iv.* ***Question:*** *In response to a question regarding how regular supply capacity is verified.*<br><br>***Answer:*** *GRIDCo clarified that Tenderers should attach supporting evidence such as active supply contracts, import documentation, and/or fulfilment records alongside their written statements to establish compliance.*<br><br>*v.* ***Question:*** *A Tenderer sought clarification regarding manufacturer's authorizations.*<br><br>***Answer:*** *GRIDCo clarified that Tenderers sourcing through regional distributors may submit a Distributor Authorization, provided the distributor holds a valid Original Equipment Manufacturer (OEM) authorization which must be attached for verification. Both documents would be verified by the evaluation team.* |
| **4.0** | **CLOSING** |
| | GRIDCo thanked the Tenderers for making time for the meeting and reiterated that the minutes of the Pre-Tender Meeting will be prepared and issued for reference and record keeping. The meeting ended at 2:31pm. |

**PREPARED BY**

**ERNEST K. ANNOR**
**SNR. PROCUREMENT OFFICER**

**ENDORSED BY**

**RICHARD KORANCHIE**
**MANAGER, MATERIALS MANAGEMENT**

Distribution: All Participants
All Prospective Tenderers