STANDARD TENDER DOCUMENT

SUPPLY AND INSTALLATION OF OFFICE FURNITURE (KYEBI)

GR/MCM/GD/0024/EEJJ/2026

Accra, Ghana

NOVEMBER 2026

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Section I. Invitation for Sealed Quotation

Name of Procurement Entity: Minerals Commission

Address of Procurement Entity: Minerals House
No.12 Switchback Road
P.O. Box M248
Cantonments, Accra
Ghana

Sealed Quotation No: **GR/MCM/GD/0024/EEJJ/2026**
Date of Invitation: **2ND November 2026**

1. The *Mineral*s Commission invites quotations from eligible registered Suppliers for the supply and installation of **Supply and Installation of Office Furniture (Kyebi)**

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

3. Quotations must be submitted through the Ghana Electronic Procurement System (GHANEPS) to the Minerals Commission at or before **10:00am on Monday, 9th November 2026.**

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

- Valid GRA/ Tax Clearance Certificate
- Valid VAT Certificate.
- Valid SSNIT Clearance Certificate.
- Valid Business Registration Certificate
- Valid Registration Certificate from PPA

5. The delivery period shall be a **week** after signing of the contract and a bid validity period of **30 days**.

Section II. Conditions of Contract

1. Definitions

1. In this contract, the following terms shall be interpreted as indicated:

a. "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Form Signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;

b. "The Contract Price" means the price payable to the Supplier under the contract for the full and proper performance of its contractual obligation;

c. "The Goods" means **Office Furniture** which the Supplier is required to supply to the Purchaser under the contract;

d. "Services" means services ancillary to the supply of the goods such as transportation and insurance including the installation, commissioning and the operational and maintenance training of the supplied equipment.

e. "The Purchaser" means the organization purchasing the goods;

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

2. Technical Specification

2. The **Goods** supplied under this contract shall conform to the standards mentioned in the Technical Specification.

3. Patent Right

3.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the gardening tools or any part thereof in the Purchaser's country.

4. Inspection and Tests

4. The Purchaser or its Representative shall have the right to inspect and to confirm their conformity to the Technical Specification and the quality of performance after the supply and delivery of the **Goods** to Purchaser's premises. The inspection shall involve the Purchasers team and Supplier Representative.

5. Packing

5.1 The Supplier shall provide such packing of the **Goods** as is required to prevent their damage or deterioration during transit to their final destination as indicated in the contract.

5.2 The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage.

5.3 Packing size and weights shall take into consideration, where appropriate, the remoteness of the **Goods** final destination and the absence of heavy handling facilities at all points in transit.

5.4 The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided in accordance with international standard and practice.

6. Delivery of Goods

6. Delivery of the **Goods** shall be made by the Supplier in accordance with the terms specified by the Purchaser in its schedule of requirements.

6.2 For purposes of the contract "FOB", "C&F", "CIF", "CIP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of the International Rules for the Interpretation of the Trade Terms (INCOTERMS) published by the International Chamber of Commerce (ICC), Paris.

7. Insurance

7.1 The **Goods** supplied under the contract shall be fully insured in the currency of the tender price against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

7.2 Where delivery of the **Goods** is required by the Purchaser on a CIF or CIP basis to a specified destination, the Supplier shall arrange and pay for insurance, naming the Purchaser as the Beneficiary and the Supplier shall be required to meet all transport and storage expenses until delivery.

8. **Warranty**

8.1 The Supplier warrants that the **Goods** supplied under the contract shall fully comply with the specification laid down in the contract.

8.2 The warranty shall remain valid for one year after the **Goods** has been delivered to the final destination indicated in the contract and accepted by the Purchaser after installation and commissioning of equipment by the Supplier.

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

8.4 Upon receipt of such notice, the Supplier shall, within 30 days replace the defective **Goods** without cost to the Purchaser. The Supplier will be required to remove, at its own risk and cost, the defective to **Goods**.

9. Payment 9.1 Payment shall be made in the currency in which the contract price has been stated in the Supplier's tender.

9.2 Payment of the **Goods** supplied from within Ghana shall be made in Ghanaian Cedis after the delivery and installation and of the **Goods** to the satisfaction of the Purchaser.

9.3 Payment of the **Goods** to be supplied from abroad shall be made in the following manner: Full payment on satisfactory delivery and acceptance of the **Goods.**

9.4 Delay in payment of any amount due under sub-clause 9.3 shall attract interest at 0.01% calculated from the last date due for Payment

10. Prices Prices charged by the Supplier for **Goods** delivered under the contract shall not vary from the prices quoted by the Supplier in its sealed quotation and not be subjected to Exchange Rate Fluctuations.

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11. Liquidated Damages If the Supplier fails to deliver the **Goods** within the period specified in the contract, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 1.0 percent of the contract price of the delayed **Goods** for each week of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed **Goods** contract price. Once the maximum is reached, the Purchaser may consider termination of the contract.

12. Resolution of Disputes	12.1	The Purchaser and Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.
	12.2	If, after thirty (30) days from the commencement of such informal negotiation, the Purchaser and Supplier have been unable to resolve amicably a contract dispute, it shall be referred by either party to an adjudicator agreed by the parties. In the event of disagreement, the dispute shall be resolved under the Alternative Dispute Resolution Act 2010 (Act 798)
13. Governing Language	13.1	The Governing Language shall be English
14. Applicable Law	14.1	The applicable law shall be the Laws of Ghana.
15. Notices	15.1	Purchaser's address for notice purposes: **Minerals Commission** **No. 12 Switchback, road** **P.O Box M248** **Cantonments, Accra**
	15.2	Supplier's address for notice purposes: _____ _____ _____ _____

16. Taxes and Duties

16.1 The Supplier shall be entirely responsible for all taxes, duties, licence fees and other such levies imposed by the Government of Ghana.

17. Operation, Maintenance and Spare-parts Manuals

17.1 The successful Supplier shall supply every copy of manufacturer's operation, maintenance and spare-part manuals of the **Goods**.

Section III. Form of Contract

THIS AGREEMENT made the _____ day of _____ 20 _____ between *[name of Purchaser]* (hereinafter called "the Purchaser") of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called "the Supplier") of the other part:

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

_____

_____

[brief description of goods and services]
and has accepted a tender by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

a. The Technical Specifications;

b. The Conditions of Contract; and

c. The Purchaser's Notification of Award.

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and
in the manner prescribed by the Contract.

5. This Agreement shall not be valid unless;

(a) signing by both parties;

(b) authorization in the form of a Purchase Order (PO) generated by the Minerals Commission or in a form specified by the Ministry of Finance (MoF) pursuant to the Applicable Law.

(c) the fulfilment of conditions precedent such as the submission of performance bond, if any, that may be required on the part of either party under the Agreement or under the Applicable law.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

On behalf of the Purchaser	On behalf of the Supplier
Name:	Name:
Designation:	Designation:
Sign:	Sign:
Seal:	Seal:

Section IV. Sample Forms

1. Tender and Price Schedules

Date:

To: The Minerals Commission

Dear Madam:

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

_____

_____

[description of goods and services]

in conformity with the said RFQ documents for the sum of _____,

[total tender amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

We undertake, if our Tender is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Tender is accepted, we will obtain the guarantee of a bank in a sum equivalent to percent of _____ the Contract Price for the due performance of the Contract, in the form prescribed by the Purchaser.

We agree to abide by this Tender for a Period of *[number]* days from the date

_____

fixed for Tender opening it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ 20_____ .

_____ _____

[signature] *[in the capacity of]*

Duly authorized to sign Tender for and on behalf of _____

_____ _____ _____

Total CIP (place of destination) Price ……(in words)

Signature of Tenderer_____

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

Price Schedule for Goods Offered from within Ghana

Name of Supplier

No	Description	Country of Origin	Qty	Unit Price EXW (specify place)	Total Price EXW	Total Price of Inland delivery to final destination	Total CIP site Plus VAT/NHIL	Incidental Services and others	Total Tender Price
1	2	3	4	In figure 5	6=(4x5)	7	8=(6+7)	9	10=(8+9)
Grand Total									

Total CIP (place of destination) Tender Price …… (in words)

Signature of Tenderer_____

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

Section V. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery when the contract is placed on CIP terms.

Item No	Description	Quantity	*Maximum Schedule for Delivery At Site (Date Of Contract Signature)*
1	Leather upholstery Swivel Chair for Receptionist	2	
2	Executive 2.4M L-Shape Writing Desk for Regional Head	1	
3	1.8M L-Shape Writing Desk for the Secretary	1	
4	Executive Leather Upholstery Swivel Chair	1	
5	Leather Upholstery Swivel Chair	1	
6	Visitors Chair with Metal Stands	6	
7	Wooden Bookshelf with double glass and wooden doors at the Top and bottom respectively	2	
8	Office sofa set – 3+1+1 Leather upholstery with metal stand	2	
9	Center Table to march Sofa chair	2	
10	Coffee Table to match Sofa Chair	4	
11	Steel File / Folder Cabinet/Drawer	5	
12	2.0M L-Shape writing desk	2	
13	Leather upholstery Swivel Chair	25	
14	Visitors Chairs with metal stands	10	
15	Steel File / Folder Cabinet/Drawer	10	
16	3 in 1 Leather upholstery Sofa Chair	1	
17	3 in 1 worksatation	1	
18	Waist height kitchen/bar stool	5	

Item No	Description	Quantity	*Maximum Schedule for Delivery At Site (Date Of Contract Signature)*
19	1.4M Writing Desk	1	
20	Leather upholstrey Swivel Chair	1	
21	Visitors Chairs with Metal Stand	2	
22	Steel File/Folder Cabinet/Drawer	1	
23	8 Chamber Dress Locker	1	

[2] The delivery may be specified for a single shipment, or for several partial shipments, for a specific date, or range of acceptable delivery periods.

[3] The Purchaser must specify here the date from which the delivery schedule will start. That date should be either the date of contract award, or the date of contract signature, or the date of opening of Letter of Credit, or the date of confirmation of the Letter of Credit, as appropriate. The Tender Form should include only a cross-reference to this Schedule.

Section VI. Technical Specifications

TECHNICAL SPECIFICATIONS		
MINIMUM SPECIFICATIONS REQUIRED		**OFFERED SPECIFICATION** Describe all features of model offered including any not specified. Indicate if a special feature or preference is not available.
Item	**Description and specification**	
Leather upholstery Swivel Chair for Receptionist	**Leather upholstery Swivel Chair for Receptionist**	
Executive 2.4M L-Shape Writing Desk for Regional Head	**Executive 2.4M L-Shape Writing Desk for Regional Head**	
1.8M L-Shape Writing Desk for the Secretary	**1.8M L-Shape Writing Desk for the Secretary**	
Executive Leather Upholstery Swivel Chair	**Executive Leather Upholstery Swivel Chair**	
Leather Upholstery Swivel Chair	**Leather Upholstery Swivel Chair**	
Visitors Chair with Metal Stands	**Visitors Chair with Metal Stands**	
Wooden Bookshelf with double glass and wooden doors at the Top and bottom respectively	**Wooden Bookshelf with double glass and wooden doors at the Top and bottom respectively**	
Office sofa set – 3+1+1 Leather upholstery with metal stand	**Office sofa set – 3+1+1 Leather upholstery with metal stand**	
Center Table to march Sofa chair	**Center Table to march Sofa chair**	
Coffee Table to match Sofa Chair	**Coffee Table to match Sofa Chair**	
Steel File / Folder Cabinet/Drawer	**Steel File / Folder Cabinet/Drawer**	
2.0M L-Shape writing desk	**2.0M L-Shape writing desk**	

TECHNICAL SPECIFICATIONS		
MINIMUM SPECIFICATIONS REQUIRED		**OFFERED SPECIFICATION** Describe all features of model offered including any not specified. Indicate if a special feature or preference is not available.
Leather upholstery Swivel Chair	**Leather upholstery Swivel Chair**	
Visitors Chairs with metal stands	**Visitors Chairs with metal stands**	
Steel File / Folder Cabinet/Drawer	**Steel File / Folder Cabinet/Drawer**	
3 in 1 Leather upholstery Sofa Chair	**3 in 1 Leather upholstery Sofa Chair**	
3 in 1 worksatation	**3 in 1 worksatation**	
Waist height kitchen/bar stool	**Waist height kitchen/bar stool**	
1.4M Writing Desk	**1.4M Writing Desk**	
Leather upholstrey Swivel Chair	**Leather upholstrey Swivel Chair**	
Visitors Chairs with Metal Stand	**Visitors Chairs with Metal Stand**	
Steel File/Folder Cabinet/Drawer	**Steel File/Folder Cabinet/Drawer**	
8 Chamber Dress Locker	**8 Chamber Dress Locker**	