NATIONAL INSURANCE COMMISSION

TENDER DOCUMENT

(PRICE QUOTATION)

SUPPLY AND DELIVERY OF FOOD ITEMS

CONTRACT NO.: GR/NIC/GD/008/2026

November 11, 2026

info@nic.gov.gh
+233 302 238300 / 1
GA-016-9180
www.nicgh.org

INVITATION FOR SEALED QUOTATION

NAME OF PROCUREMENT ENTITY: NATIONAL INSURANCE COMMISSION

ADDRESS OF PROCUREMENT ENTITY: P. O. BOX 3456, CANTONMENTS ACCRA

SEALED QUOTATION NO.: GR/NIC/GD/008/2026

DATE OF INVITATION: NOVEMBER 11, 2026

Lot	Description	Quantity
Lot 1.	25kg bags Rice	221 Bags
Lot 2.	Tinned tomatoes	48 Boxes
	Corned Beef	47 Boxes
	Mackerel	47 Boxes
Lot 3	Cooking Oil 5L (4 Gallons)	80 Boxes
Lot 4	Canned Coca Cola	156 cartons
	Canned Fanta	113 cartons
	Canned Sprite	90 cartons
	Canned Malt	278 cartons

The NIC now invites sealed tenders from eligible suppliers for the Procurement of the above item. All eligible suppliers shall provide the following documents.

- Business registration certificate
- VAT Registration Certificate
- Valid GRA Tax Clearance Certificate
- Valid SSNIT Clearance Certificate
- Valid PPA Supplier Registration Certificate

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1. Tendering will be conducted on http://ghaneps.gov.gh through the Price Quotation Tendering procedures specified in the Public Procurement Act, 2003 (Act 663) and Public Procurement (Amendment) Act 2016 (Act 914) and in the guidelines of the Public Procurement Authority of the Republic of Ghana.

2. Interested eligible tenderers may obtain further information from by contacting the NIC via procurement@nic.gov.gh and 0302238300/1 or the http://ghaneps.gov.gh

3. Delivery shall be made to the Head Office as indicated in the schedule of requirements and as may be arranged with the supplier and shall not exceed 14 days after an award of contract.

4. Tenders must be submitted electronically via the e-GP portal (https://www.ghaneps.gov.gh) on or before Friday, November 13, 2026.

5. All tenders shall remain valid for a period of thirty (30) days from the tender submission deadline.

6. Tenders will be opened on Friday, November 13, 2026, on www.ghaneps.gov.gh at 2:30pm.

7. Delivery shall be made to the Head Office as indicated in the schedule of requirements and as may be arranged with the supplier and shall not exceed 14 days after an award of contract.

8. Quotations which do not furnish us with the above-mentioned information, would be considered as incomplete and shall be disqualified.

9. Late Tenders shall be rejected

10.

ADDRESS

The Director
Human Resource and administration
National Insurance Commission
P. O. Box Ct 3456
Cantonments, Accra
GPS: GA-016-9180

Tel: 0302238300/1

Email: procurement@nic.gov.gh
Address for Submission and opening of Tenderers
www.ghaneps.gov.gh

Thanks for your co-operation.



OLIVIA MARY ANAMAN DOE (MRS.) ESQ.
DIRECTOR, HUMAN RESOURCE AND ADMIN

SCHEDULE OF REQUIREMENTS

Lot	Description	Quantity	Final Destination
Lot 1.	25kg bags Rice	221 Bags	Goods Shall Be Delivered Within 14 Days After Award of Contract to the National Insurance Commission Head Office Accra
Lot 2.	Tinned tomatoes	48 Boxes	
	Corned Beef	47 Boxes	
	Mackerel	47 Boxes	
Lot 3	Cooking Oil 5L (4 Gallons)	80 Boxes	
Lot 4	Canned Coca Cola	156 cartons	
	Canned Fanta	113 cartons	
	Canned Sprite	90 cartons	
	Canned Malt	278 cartons	