REPUBLIC OF GHANA

Request for Proposals

For

ENGAGEMENT OF COURIER SERVICE FIRM TO TRANPSORT HIV VIRAL LOAD (VL) AND EARLY INFANT DIAGNOSIS (EID) SAMPLES

GHS/NACP/2026/CS/01

NOVEMBER 2026

CONTENTS

Preface vii

Request for Proposals 1

Section 1. Letter of Invitation 3

Section 2. Information to Consultants 5
Data Sheet 17
Appendix .....

Section 3. Technical Proposal - Standard Forms 22

Section 4. Financial Proposal - Standard Forms 32

Section 5. Terms of Reference 38

Section 6. Standard Forms of Contract 39

Section 1. Letter of Invitation

ENGAGEMENT OF COURIER SERVICE FIRM TO TRANPSORT HIV VIRAL LOAD (VL) AND EARLY INFANT DIAGNOSIS (EID) SAMPLES

1. The Ghana Health Service through the National AIDS Control Programme with the support from the Global Fund intends to engage the services of a Courier Service Firm to transport viral loads for testing in support of HIV case management.
2. The Purpose is to stimulate efficiency and improve coordination of timely discharge of samples and results between Facilities.

3. The Ghana Health Service now invites eligible Courier Service Firm(s) to indicate their interest in providing this service. Interested Firm(s) should provide information indicating they are qualified to perform the service (Legal Registration Documents, Brochures, description of similar assignments, experience in similar conditions, available Fleet and Equipment, Evidence of Nation-Wide Presence, availability of appropriate skills among staff, signed curriculum vitae etc) as indicated in the RFP. Consultants may associate to enhance their qualifications.

4. A complete set of Request For Proposal (RFP) document in English may be purchased by interested Tenderers on the submission of a written application to the address below**.**

5. Service Providers will be selected in accordance with the procedures set out in the Public Procurement Act, 2003 (Act 663) as Amended and the Guidelines of the Public Procurement Authority of the Republic of Ghana.

6. Interested consultants may obtain further information at the address below from 09.00 hrs to 17.00 hrs (GMT), Monday to Friday (except public holidays).

7. Request For Proposal (RFP) must be delivered on Ghaneps below on or before 10.00 hrs GMT of 3rd December 2026.

THE PROCUREMENT DEPARTMENT
GHANA HEALTH SERVICE
LIMB FITTING CENTRE, TEMA STATION
NEAR GHANA NEWS AGENCY
P.M.B. MINISTRIES, ACCRA
Tel: (233) 0302 3973320
Email: ssdmghgov@gmail.com

DIRECTOR GENERAL
GHANA HEALTH SERVICE

Section 1. Letter of Invitation 4

The RFP includes the following documents:

Section 1 - Letter of Invitation
Section 2 - Information to Consultants
Section 3 - Technical Proposal - Standard Forms
Section 4 - Financial Proposal - Standard Forms
Section 5 - Terms of Reference
Section 6 - Standard Forms of Contract.

Section 2. Information to Consultants

1. Introduction

1.1 The Client named in the Data Sheet will select a firm among those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet and detailed in the edition of the Guidelines indicated in the Data Sheet.

1.2 The consultants are invited to submit a Technical Proposal and a financial proposal, or a Technical Proposal only, as specified in the Data Sheet for consulting services required for the assignment named in the Data Sheet. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected firm.

1.3 The assignment shall be implemented in accordance with the phasing indicated in the Data Sheet. When the assignment includes several phases, the performance of the consultant under each phase must be to the Client's satisfaction before work begins on the next phase.

1.4 The consultants must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain firsthand information on the assignment and on the local conditions, consultants are encouraged to visit the Client before submitting a proposal and to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is optional. The consultants' representative should contact the officials named in the Data Sheet to arrange for their visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.

1.5 The Client will provide the inputs specified in the Data Sheet, assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.

1.6 Please note that (i) the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the assignment; and (ii) the Client is not bound to accept any of the proposals submitted.

1.7 Bank policy requires that consultants provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Consultants shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position

of not being able to carry out the assignment in the best interest of the Client.

1.7.1 Without limitation on the generality of this rule, consultants shall not be hired under the circumstances set forth below:

(a) A firm, which has been engaged by the Client to provide goods or works for a project, and any of their affiliates, shall be disqualified from providing consulting services for the same project. Conversely, firms hired to provide consulting services for the preparation or implementation of a project, and any of their affiliates, shall be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the firm's earlier consulting services) for the same project.

(b) Consultants or any of their affiliates shall not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants.

1.7.2 As pointed out in para. 1.7.1 (a) above, consultants may be hired for downstream work, when continuity is essential, in which case this possibility shall be indicated in the Data Sheet and the factors used for the selection of the consultant should take the likelihood of continuation into account. It will be the exclusive decision of the Client whether or not to have the downstream assignment carried out, and if it is carried out, which consultant will be hired for the purpose.

1.7.3 Any previous or ongoing participation in relation to the assignment by the firm, its professional staff, or its affiliates or associates under a contract with the World Bank may result in rejection of the proposal. Consultants should clarify their situation in that respect with the Client before preparing the proposal.

1.8 It is the Bank's policy to require that borrowers (including beneficiaries of Bank loans), as well as consultants under Bank-financed contracts, observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the Bank:

(a) defines, for the purposes of this provision, the terms set forth below as follows:

(i) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to

influence the action of a public official in the selection process or in contract execution; and

(ii) "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the borrower, and includes collusive practices among consultants (prior to or after submission of proposals) designed to establish prices at artificial, noncompetitive levels and to deprive the borrower of the benefits of free and open competition.

(b) will reject a proposal for award if it determines that the firm recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;

(c) will cancel the portion of the loan allocated to the firm's contract if it at any time determines that corrupt or fraudulent practices were engaged in by representatives of the borrower or of a beneficiary of the loan during the selection process or the execution of that contract, without the borrower having taken timely and appropriate action satisfactory to the Bank to remedy the situation;

(d) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a Bank-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a Bank-financed contract; and

(e) will have the right to require that, in contracts financed by a Bank loan, a provision be included requiring consultants to permit the Bank to inspect their accounts and records relating to the performance of the contract and to have them audited by auditors appointed by the Bank.

1.9 Consultants shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by the Bank in accordance with the above sub para. 1.8 (d).

1.10 Consultants shall furnish information as described in the Financial Proposal submission form (Section 4A) on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal, and to execute the work if the firm is awarded the contract.

1.11 Consultants shall be aware of the provisions on fraud and corruption stated in the Standard Contract under the clauses indicated in the Data Sheet.

2. Clarification and Amendment of RFP Documents

2.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing by paper mail, cable, telex, facsimile, or electronic mail to the Client's address indicated in the Data Sheet. The Client will respond by cable, telex, facsimile, or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited consultants who intend to submit proposals.

2.2 At any time before the submission of proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex, facsimile, or electronic mail to all invited consultants and will be binding on them. The Client may at its discretion extend the deadline for the submission of proposals.

3. Preparation of Proposal

3.1 Consultants are requested to submit a proposal (para. 1.2) written in the language(s) specified in the Data Sheet.

Technical Proposal

3.2 In preparing the Technical Proposal, consultants are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

3.3 While preparing the Technical Proposal, consultants must give particular attention to the following:

(i) If a consultant considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities in a joint venture or sub consultancy, as appropriate. Consultants may associate with the other consultants invited for this assignment only with approval of the Client as indicated in the Data Sheet. Consultants must obtain the approval of the Client to enter into a joint venture with consultants not invited for this assignment. The consultants are encouraged to seek the participation of local consultants by entering into a joint venture with, or subcontracting part of the assignment to, national consultants.

(ii) For assignments on a staff-time basis, the estimated number of professional staff-months is given in the Data Sheet. The proposal shall, however, be based on the number of professional staff-months estimated by the firm. For fixed-budget-based assignments, the available

budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget.

(iii) It is desirable that the majorities of the key professional staff proposed be permanent employees of the firm or have an extended and stable working relationship with it.

(iv) Proposed professional staff must, at a minimum, have the experience indicated in the Data Sheet, preferably working under conditions similar to those prevailing in the country of the assignment.

(v) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

(vi) Reports to be issued by the consultants as part of this assignment must be in the language(s) specified in the Data Sheet. It is desirable that the firm's personnel have a working knowledge of the Client's national language.

3.4 The Technical Proposal shall provide the following information using the attached Standard Forms (Section 3):

(i) A brief description of the firm's organization and an outline of recent experience on assignments (Section 3B) of a similar nature. For each assignment, the outline should indicate, *inter alia*, the profiles of the staff proposed, duration of the assignment, contract amount, and firm's involvement.

(ii) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client (Section 3C).

(iii) A description of the methodology and work plan for performing the assignment (Section 3D).

(iv) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing (Section 3E).

(v) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal (Section 3F). Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments during the last ten (10) years.

(vi) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar chart diagrams showing the time

proposed for each professional staff team member (Sections 3E and 3G).

(vii) A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the assignment.

(viii) Any additional information requested in the Data Sheet.

3.5 The Technical Proposal shall not include any financial information.

Financial Proposal

3.6 In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section 4). It lists all costs associated with the assignment, including (a) remuneration for staff (foreign and local, in the field and at headquarters), and (b) reimbursable expenses such as subsistence (per diem, housing), transportation (international and local, for mobilization and demobilization), services and equipment (vehicles, office equipment, furniture, and supplies), office rent, insurance, printing of documents, surveys, and training, if it is a major component of the assignment. If appropriate, these costs should be broken down by activity and, if appropriate, into foreign and local expenditures.

3.7 The Financial Proposal should clearly estimate, as a separate amount, the local taxes (including social security), duties, fees, levies, and other charges imposed under the applicable law, on the consultants, the sub consultants, and their personnel (other than nationals or permanent residents of the government's country), unless the Data Sheet specifies otherwise.

3.8 Consultants may express the price of their services in the currency of any Bank member country or in the European Currency Unit. The consultants may not use more than three foreign currencies. The Client may require consultants to state the portion of their price representing local cost in the national currency if so indicated in the Data Sheet.

3.9 Commissions and gratuities, if any, paid or to be paid by consultants and related to the assignment will be listed in the Financial Proposal submission form (Section 4A).

3.10 The Data Sheet indicates how long the proposals must remain valid after the submission date. During this period, the consultant is expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.

4. Submission, Receipt, and Opening of Proposals

4.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person who sign(s) the proposals.

4.2 An authorized representative of the firm initials all pages of the proposal. The representative's authorization is confirmed by a written power of attorney accompanying the proposal.

4.3 For each proposal, the consultants shall prepare the number of copies indicated in the Data Sheet. Each Technical Proposal and Financial Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original governs.

4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal," and the original and all copies of the Financial Proposal in a sealed envelope clearly marked "FINANCIALPROPOSAL" and warning: "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and be clearly marked, "DO NOT OPEN, EXCEPT IN PRESENCE OF THE EVALUATION COMMITTEE."

4.5 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any proposal received after the closing time for submission of proposals shall be returned unopened.

4.6 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the evaluation committee. The Financial Proposal shall remain sealed and deposited with a respectable public auditor or independent authority until all submitted proposals are opened publicly.

5. Proposal Evaluation

General

5.1 From the time the bids are opened to the time the contract is awarded, if any consultant wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the Data Sheet. Any effort by the firm to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the consultant's proposal.

5.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, including any

Bank reviews and issuance of a "no objection" letter, is concluded.

Evaluation of Technical Proposals

5.3 The evaluation committee, appointed by the Client as a whole, and each of its members individually, evaluates the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub criteria (typically not more than three per criteria), and point system specified in the Data Sheet. Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

5.4 In the case of Quality-Based Selection, Selection Based on Consultant's Qualifications, and Single-Source Selection, the highest ranked firm or firm selected on a single-source basis is invited to negotiate its proposal and the contract on the basis of the Technical Proposal and the Financial Proposal submitted in accordance with the instructions given in para. 1.2 and the Data Sheet.

Public Opening and Evaluation of Financial Proposals: Ranking (QCBS, Fixed-Budget, and Least-Cost Selection Methods Only)

5.5 After the evaluation of quality is completed, the Client shall notify those consultants whose proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify the consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall not be sooner than two weeks after the notification date. The notification may be sent by registered letter, cable, telex, facsimile, or electronic mail.

5.6 The Financial Proposals shall be opened publicly in the presence of the consultants' representatives who choose to attend. The name of the consultant, the quality scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Client shall prepare minutes of the public opening.

5.7 The evaluation committee will determine whether the Financial Proposals are complete (i.e., whether they have costed all items of the corresponding Technical Proposals; if not, the Client will cost them and add their cost to the initial price), correct any computational errors, and convert prices in various currencies to the single currency specified in the Data Sheet. The official selling rates used, provided by the source indicated in the Data Sheet, will be those in effect on the date indicated in the Data Sheet. The evaluation shall exclude those taxes, duties, fees, levies, and other charges imposed under the applicable law; and to be applied to foreign and non-permanent resident consultants (and to be paid under the contract, unless the consultant is exempted), and estimated as per para. 3.7.

5.8 In case of QCBS, the lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet.Proposals will be ranked according to their combined technical (*St*) and financial (*Sf*) scores using the weights (*T* = the weight given to the Technical Proposal; *P* = the weight given to the Financial Proposal; $T + P = 1$) indicated in the Data Sheet: $S = St \times T\% + Sf \times P\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.

5.9. In the case of Fixed-Budget Selection, the Client will select the firm that submitted the highest ranked Technical Proposal within the budget ("evaluated" price). Proposals that exceed the indicated budget will be rejected. In the case of the Least-Cost Selection, the Client will select the lowest proposal ("evaluated" price) among those that passed the minimum technical score. In both cases the selected firm is invited for negotiations.

6. Negotiations

6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.

6.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then work out final Terms of Reference, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services" and form part of the contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.

6.3 The financial negotiations will include a clarification (if any) of the firm's tax liability in the Client's country, and the manner in which it will be reflected in the contract; and will reflect the agreed technical modifications in the cost of the services. Unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff (no breakdown of fees) nor other proposed unit rates in the cases of QCBS, Fixed-Budget Selection, and the Least-Cost Selection methods. For other methods, the firm will provide consultants with the information on remuneration rates described in the Appendix to this information.

6.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, the Client expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, the Client will require

assurances that the experts will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the assignment. If this is not the case and if it is established that key staff were offered in the proposal without confirming their availability, the firm may be disqualified.

6.5 The negotiations will conclude with a review of the draft form of the contract. To complete negotiations the Client and the firm will initial the agreed contract. If negotiations fail, the Client will invite the firm whose proposal received the second highest score to negotiate a Contract.

7. Award of Contract

7.1 The contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other consultants on the shortlist that they were unsuccessful and return the unopened Financial Proposals of those consultants who did not pass the technical evaluation (para. 5.3).

7.2 The firm is expected to commence the assignment on the date and at the location specified in the Data Sheet.

8. Confidentiality

8.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the consultants who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract.

Clause Reference

Information to Consultants

DATA SHEET

1.1 The name of the Client is: Ghana Health Service, NACP, Republic of Ghana

The method of selection is: Quality Based Selection

1.2 Technical Proposals are requested: Yes

The name, objectives, and description of the assignment are:

Engagement of Courier Service Firm to transport sputum samples

1.3 The assignment is phased: N/A

1.4 A pre-proposal conference will be held: **No**

The name(s), address(es), and telephone numbers of the Client's official(s) is:

Mr. Paul Seyo Gawu
Deputy Director, Procurement
0248527623

1.7.2 The Client envisages the need for continuity for downstream work: N/A

1.11 The clauses on fraud and corruption in the Contract are: clause ITC 5

2.1 Clarifications may be requested 5 working days before the submission date.

The address for requesting clarifications is:

The Procurement Department
Ghana Health Service
Limp Fitting centre, Tema Station
Near Rent Control
Accra-Ghana
Tel: **(233) 0302 3973320**

3.1 Proposals should be submitted in the following language(s): English

3.3 (i) Firm/entity may associate with other short listed firm: Yes

(ii) The estimated number of professional staff-months required for the assignment is: Three (3) Months

(iv) The minimum required experience of proposed professional staff is: Refer to Qualification table

(vi) Reports that are part of the assignment must be written in the following language(s): English

3.4 (vii) Training is a specific component of this assignment: No

(viii) Additional information in the Technical Proposal includes: None

3.7 Taxes: The Consultant shall be responsible for all tax obligations arising from the assignment – information on taxes may be obtained from the Internal Revenue Service and the VAT Secretariat.

3.8 Consultants to state local cost in the national currency: Yes

3.10 Proposals must remain valid for 90 days after the submission date.

4.3 Service Provider must submit original and 5 additional copies of each proposal.

4.4 The proposal submission address is:

The Procurement Department
Ghana Health Service
Limp Fitting centre, Tema Station
Near Rent Control
Accra
physical location

Information on the outer envelope should also include: RFP Number, Engagement of Courier Service Firm to transport sputum samples and Closing Date.

4.5 Proposals must be submitted not later than the following date and time:

Deadline for Tender Submission:

Date: 3rd December 2026
Time: 10:00 am
Place: GHANEPS PLATFORM

Deadline For Tender Modification:

Date: 27th November 2026
Time: 4:00pm
Place: GHANEPS PLATFORMS

Tender Opening:

Date: 3rd December 2026
Time: 10:30am
Platform: GHANEPS PLATFORM

5.1 The address to send information to the Client is:

The Procurement Department
Ghana Health Service
Limp Fitting Centre, Tema Station
Near Rent Control, Accra, Ghana
Tel: **(233) (233) 0302 3973320**

PROPOSED CRITERIA FOR EVALUATION

Key areas for Evaluation	Detailed Criteria and Marks	Max. Marks allocated
Legal Capacity (5mks- (1mk each)	1. Valid Business Registration and Certificate to Commence Business 2. Valid Ghana Revenue Authority (GRA) Tax Clearance Certificate 3. Valid VAT Certificate 4. Valid SSNIT Clearance Certificate 5. Audited Financial Statement 2025 6. Regulated Body Registration Certificate for Courier Service Provider 7. PPA Registration 8. Signed Tender Securing Declaration Form	
1. Firm Experience	**Related assignments undertaken in the last two years** a. A list of references of institutions and contact details for equivalent contract or related assignment performed in the last three years (**1 institution =2mk, 2 institutions =4mks, 3 institutions = 6mks; 4 institutions & above = 12mks)** b. No. of years of equivalent contract or related assignment performed **(1yr =1mk; 2yrs = 2mks; 3yrs & above = 5mks)** c. Public sector experience **(1 = 1mk, 2 = 2mks, 3 & above = 6mks)** d. Health sector experience **(1 = 1mk, 2 = 2mks, 3 & above = 5mks)**	**28**

2. Corporate information	1. Details of the corporate and ownership structure, including identification of any holding company or companies and parent companies *(If the company is a subsidiary, the applicant must provide full details of the legal and financial relationship between the subsidiary and parent)***4mks** 2. Profile(s) of the company and any parent entity (General Business information – Business Name, Head Office Address, Phone No. Website Address, Email Address, Contact information of the person in charge- his/her name, phone, email address etc) **4mks** **3.** The names of all directors of the company **(2mks)** **4.** A description of current operations and Nationwide location of the company **(14mks)**	**24**
3. Management, Staffing, Operational Structure and Logistical Equipment	Profile and Signed CVs of all the managerial staff 1. Lead Consultant/ Project Manager Relevant technical knowledge, skills and extensive work experience **(4mks)** First degree or equivalent with qualification in Project Management, Logistics, Transport or Communication and a minimum of five (5) years working experience. 2. Project Coordinator: **(3mks)** First degree or equivalent with qualification in Communication or Transport, Logistics or Management a minimum of five (5) years working experience A second degree will be an added advantage 3. List of 16 Regional Coordinators and Support staff (**3mks)** 4. Comprehensive evidence and list of Fleet, Equipment, Technology, Logistics etc **(10mks)**	**20**
4. Service specifications	**1. Work Schedule**	**20**

	a. Proposed timetable per location noting scope of works **(4mks)** b. Duties of staff clearly specified or spelt out **(6mks)** **2. Methodology to perform the tasks** a. The description of proposed procedures/ method on how the service will be organized in compliance with the terms of reference **(10mks)**	
5. Quality Assurance (Monitoring Arrangement)	A sample of reporting format or checklist or procedures to track and report on the progress of the assignment**(8mks)**	**8**
	TOTAL	**100**

FINANCIAL PROPPOSAL

Service Providers who obtained 80% and above shall be invited to submit financial proposal for consideration.

NOTE: Contractual Period is Three (3) Months.

[Title of Consulting Services]

STANDARD REQUEST FOR PROPOSALS
RFP #

FINANCIALS

NO	Activity/Cost Description	No./Rates	Unit Cost GHC	Total Cost GHC

Section 3. Technical Proposal - Standard Forms

3A. Technical Proposal submission form.

3B. Firm's references.

3C. Comments and suggestions of consultants on the Terms of Reference and on data, services, and facilities to be provided by the Client.

3D. Description of the methodology and work plan for performing the assignment.

3E. Team composition and task assignments.

3F. Format of curriculum vitae (CV) for proposed professional staff.

3G. Time schedule for professional personnel.

3H. Activity (work) schedule.

3A. TECHNICAL PROPOSAL SUBMISSION FORM

[*Location, Date*]

To: [*Name and address of Client*]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [*Title of consulting services*] in accordance with your Request for Proposal dated [*Date*] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial[1] Proposal sealed under a separate envelope.

If negotiations are held during the period of validity of the Proposal, i.e., before [*Date*] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

[1] In Quality-Based Selection, the proposal may include only a Technical Proposal. If this is the case, delete "and a Financial Proposal sealed under a separate envelope."

3B. FIRM'S REFERENCES

Relevant Services Carried Out in the Last Five Years
That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

<table>
<tr><td colspan="2">Assignment Name:</td><td>Country:</td></tr>
<tr><td colspan="2">Location within Country:</td><td>Professional Staff Provided by Your Firm/Entity(profiles):</td></tr>
<tr><td colspan="2">Name of Client:</td><td>Nº of Staff:</td></tr>
<tr><td colspan="2">Address:</td><td>Nº of Staff-Months; Duration of Assignment:</td></tr>
<tr><td>Start Date (Month/Year):</td><td>Completion Date (Month/Year):</td><td>Approx. Value of Services (in Current US$):</td></tr>
<tr><td colspan="2">Name of Associated Consultants, If Any:</td><td>Nº of Months of Professional Staff Provided by Associated Consultants:</td></tr>
<tr><td colspan="3">Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:</td></tr>
<tr><td colspan="3">Narrative Description of Project:</td></tr>
<tr><td colspan="3">Description of Actual Services Provided by Your Staff:</td></tr>
</table>

Firm's Name: _____

3C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE CLIENT

On the Terms of Reference:

1.

2.

3.

4.

5.

On the data, services, and facilities to be provided by the Client:

1.

2.

3.

4.

5.

3D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

3E. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

3F. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

_____

Detailed Tasks Assigned: _____

_____

Key Qualifications:

[*Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.*]

_____

Education:

[*Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.*]

_____

Employment Record:

[*Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.*]

Languages:

[*For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.*]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
[Signature of staff member and authorized representative of the firm] *Day/Month/Year*

Full name of staff member:_____
Full name of authorized representative: _____

3G. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

			Months (in the Form of a Bar Chart)												
Name	Position	Reports Due/Activities	1	2	3	4	5	6	7	8	9	10	11	12	Number of Months
															Subtotal (1)
															Subtotal (2)
															Subtotal (3)
															Subtotal (4)

Full-time: _____ Part-time: _____
Reports Due: _____
Activities Duration: _____

Signature:_____
(Authorized representative)

Full Name:_____

Title:_____

Address:_____

3H. ACTIVITY (WORK) SCHEDULE

A. Field Investigation and Study Items

	[1st, 2nd, etc. are months from the start of assignment.]												
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
Activity (Work)													
_____													
_____													
_____													
_____													

B. Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

Section 4. Financial Proposal - Standard Forms

4A. Financial Proposal submission form.

4B. Summary of costs.

4C. Breakdown of price per activity.

4D. Breakdown of remuneration per activity.

4E. Reimbursable per activity.

4F. Miscellaneous expenses.

4A. FINANCIAL PROPOSAL SUBMISSION FORM

[*Location, Date*]

To: [*Name and address of Client*]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [*Title of consulting services*] in accordance with your Request for Proposal dated [*Date*] and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [*Amount in words and figures*]. This amount is exclusive of the local taxes, which we have estimated at [*Amount(s) in words and figures*].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., [*Date*].

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

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

4B. SUMMARY OF COSTS

Costs	Currency(ies)[2]	Amount(s)
Subtotal Local Taxes Total Amount of Financial Proposal		_____

[2] Maximum of three currencies plus the local currency.

4C. BREAKDOWN OF PRICE PER ACTIVITY

Activity No.:_____	Activity No.:_____	Description:_____
Price Component	Currency(ies)	Amount(s)
Remuneration Reimbursables Miscellaneous Expenses Subtotal		_____

4D. BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No._____		Name:_____		
Names	Position	Input[3]	Remuneration Currency(ies) Rate	Amount
Regular staff Local staff Consultants Grand Total				_____

[3] Staff months, days, or hours as appropriate.

4E. REIMBURSABLES PER ACTIVITY

Activity No:_____ Name:_____

No.	Description	Unit	Quantity	Unit Price In	Total Amount In
1.	International flights _____	Trip			
2.	Miscellaneous travel expenses	Trip			
3.	Subsistence allowance	Day			
4.	Local transportation costs[4]				
5.	Office rent/accommodation/ clerical assistance				
	Grand Total				_____

[4] Local transportation costs are not included if local transportation is being made available by the Client. Similarly, in the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Client.

4F. MISCELLANEOUS EXPENSES

Activity No._____ Activity Name: _____

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Communication costs between _____and _____ (telephone, telegram, telex)				
2.	Drafting, reproduction of reports				
3.	Equipment: vehicles, computers, etc.				
	Software				
4.	Grand Total				_____

Section VI. Form of Tender-Securing Declaration

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

To: *[insert complete name of Employer]*

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding or submitting proposals in any contract with the Employer for the period of time of *Twelve (12) Months or One (1) Year* starting on *12th November 2026*, if we are in breach of our obligation(s) under the bid conditions, because we:

(a) have withdrawn our Bid during the period of Bid validity specified in the Letter of Bid; or

(b) having been notified of the acceptance of our Bid by the Employer during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security and, if required, the Environmental, Social, Health and Safety (ESHS) Performance Security, in accordance with the ITB.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Name of the Bidder***** _____ *[insert complete name of person signing the Bid]*

Name of the person duly authorized to sign the Bid on behalf of the Bidder****** *[insert complete name of person duly authorized to sign the Bid]*

Title of the person signing the Bid *[insert complete title of the person signing the Bid]*

Signature of the person named above _____ *[insert signature of person whose name and capacity are shown above]*

Date signed *[insert date of signing]* day of [*insert month], [insert year]*

Section 6

CONTRACT FOR SECURITY SERVICE PROVIDER

THIS CONTRACT ("Contract") is entered into this …… by and between Ghana Health Service ("the Client") having its principal place of business at *P.O. BOX MB 44 ACCRA*, and *[insert Consultant's name]* ("the Consultant") having its principal office located at *[insert Consultant's address].*

WHEREAS, the Client wishes to have the Consultant perform the services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services

(i) The Consultant shall perform the services specified in Annex A, "Terms of Reference and Scope of Services," which is made an integral part of this Contract ("the Services").

(ii) The Consultant shall provide the personnel listed in Annex B, "Consultant's Personnel," to perform the Services.

(iii) The Consultant shall submit to the Client the reports in the form and within the time periods specified in Annex C, "Consultant's Reporting Obligations."

2. Term

The Consultant shall perform the Services during the period commencing *[insert starting date]* and continuing through *[insert completion date]*, or any other period as may be subsequently agreed by the parties in writing.

3. Payment

A. <u>Ceiling</u>

For Services rendered pursuant to Annex A, the Client shall pay the Consultant an amount not to exceed *[insert amount]*. This amount has been established based on the understanding that it includes all of the Consultant's costs and profits as well as any tax obligation that may be imposed on the Consultant.

B. <u>Schedule of Payments</u>

The schedule of payments is specified below:[1]

20% of contract sum upon the Client's receipt of a copy of this Contract signed by the Consultant;

30% of contract sum upon the Client's receipt of the draft report, acceptable to the Client; and

50% of contract sum upon the Client's receipt of the final report, acceptable to the Client.

100%Total

C. Payment Conditions

Payment shall be made in *[specify currency]*, no later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.

4. Project Administration

A. Coordinator.

The Client designates Mr. as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.

B. Reports.

The reports listed in Annex C, "Consultant's Reporting Obligations," shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under paragraph 3.

5. Performance Standards

The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity. The Consultant shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory.

6. Confidentiality

The Consultants shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

7.	**Ownership of Material**	Any studies reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client. The Consultant may retain a copy of such documents and software.
8.	**Consultant Not to be Engaged in Certain Activities**	The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than the Services and any continuation thereof) for any project resulting from or closely related to the Services.
9.	**Insurance**	The Consultant will be responsible for taking out any appropriate insurance coverage.
10.	**Assignment**	The Consultant shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
11.	**Law Governing Contract and Language**	The Contract shall be governed by the laws of *Ghana*, and the language of the Contract shall be *English*
12.	**Dispute Resolution**	Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Client's country.

FOR THE CLIENT	FOR THE CONSULTANT
Signed by _____	Signed by _____
Title: _____	Title: _____

TERMS OF REFERENCE

ENGAGEMENT OF COURIER SERVICE FIRM TO TRANPSORT HIV VIRAL LOAD (VL) AND EARLY INFANT DIAGNOSIS (EID) SAMPLES

SCOPE OF SERVICES

The National AIDS/STI Control Programme intends to procure the services of a qualified logistics provider to support the transportation of HIV Viral Load (VL) and Early Infant Diagnosis (EID) samples from designated health facilities to testing laboratories within the **Central, Volta, Bono and Bono East Regions**.

The selected service provider shall be responsible for:

- Collection of biological samples from designated health facilities according to agreed schedules.
- Safe and timely transportation of Viral Load and Early Infant Diagnosis (EID) samples while maintaining specimen integrity and chain of custody.
- Compliance with all national guidelines and international standards governing the transportation of infectious and biological materials.
- Documentation and tracking of all sample movements from collection to delivery.
- Immediate reporting of delays, incidents, spillages, temperature excursions, or any event that may compromise sample quality.
- Submission of routine operational reports detailing sample pickups, deliveries, turnaround times, and any operational challenges.

Minimum Eligibility Requirements

The prospective supplier shall demonstrate the following minimum qualifications:

1. Relevant Experience

The firm shall have **at least three (3) years' demonstrated experience** in providing logistics and courier services involving biological or medical samples within Ghana.

Preference will be given to firms with documented experience in transporting:

- HIV Viral Load samples;
- Early Infant Diagnosis (EID) samples;
- Other laboratory biological specimens for the Ministry of Health, Ghana Health Service, Teaching Hospitals, or development partners.

Previous successful implementation of similar assignments on behalf of the **Ministry of Health, Ghana Health Service, Global Fund, CDC, WHO, or other Development partners** will constitute a significant advantage.

2. Geographic Coverage
The supplier shall have an established operational presence with functional offices or operational hubs in all four target regions:

- Central Region
- Volta Region
- Bono Region
- Bono East Region

Evidence of the ability to provide uninterrupted services across urban, peri-urban, and hard-to-reach districts within these regions shall be provided.

3. Operational Capacity
The supplier shall demonstrate adequate operational capacity including:

- Dedicated fleet suitable for transporting biological samples (motorcycles, vehicles, or both).
- Sufficient trained riders/drivers assigned to the project.
- Availability of backup personnel and vehicles to ensure continuity of service.
- Ability to provide scheduled and emergency sample transportation services.

4. Quality Assurance
The supplier shall demonstrate established quality systems for transporting biological specimens, including:

- Chain-of-custody procedures.
- Sample tracking and proof-of-delivery systems.
- Procedures for maintaining sample integrity during transportation.
- Incident reporting and corrective action mechanisms.
- Staff training on biosafety and handling of infectious substances.

5. Regulatory Compliance
The supplier shall:

- Be duly registered under the laws of Ghana.
- Possess all required licenses and permits for courier and logistics operations.
- Maintain appropriate insurance coverage for personnel, vehicles, and transported consignments.
- Comply with applicable occupational safety, data protection, and biohazard transport regulations.

6. Reporting Requirements

The successful bidder shall submit weekly and monthly performance reports including, but not limited to:

- Number of facilities served.
- Number of samples transported by facility and district.
- Pickup and delivery dates and times.
- Sample rejection or loss rates.
- Transport turnaround times.
- Operational challenges encountered.
- Corrective actions implemented.

Evaluation Criteria

Technical proposals will be evaluated based

Criterion	
Demonstrated experience transporting biological samples	
Previous experience supporting HIV Viral Load and EID sample transportation for MoH/GHS or related partners	25
Geographic presence and operational capacity in the four target regions	20
Quality assurance systems, chain of custody, and reporting mechanisms	15
Qualifications and experience of key personnel	10

The table below shows the Delivery sites;

A) **BONO REGIONS**

No.	**Region**	**District**	**Sub-district**	**Facility**
1	Bono	Berekum	Biadan	Holy Family Catholic Hospital, Berekum
2	Bono	Sunyani Municipal	Penkwase	Sunyani Teaching Hospital
3	Bono	Sunyani Municipal	Sunyani Central	Sunyani Municipal Hosp
4	Bono	Wenchi	Wenchi West	Methodist Hospital, Wenchi
5	Bono	Dormaa Municipal	Dormaa Ahenkro	Presbyterian Hospital, Dormaa-Ahenkro
6	Bono	Jaman South	Drobo	St Mary's Catholic Hospital, Drobo
7	Bono	Tain	Nsawkaw	Tain District Hospital
8	Bono	Jaman North	Sampa	Sampa Government Hospital
9	Bono	Dormaa West	Nkrankwanta	Dormaa West District Hospital
10	Bono	Sunyani Municipal	New Town-bakoniaba	Seventh Day Adventist Hospital, Sunyani

11	Bono	Dormaa East	Wamanafo	St. Matthew's Catholic Hospital, Ampenkro
12	Bono	Dormaa East	Wamfie	Dormaa East District Hospital
13	Bono	Jaman South	Drobo	Drobo Health Centre
14	Bono	Berekum	Berekum Central	Berekum Health Center
15	Bono	Wenchi	Wenchi East	Wenchi Health Centre
16	Bono	Sunyani West	Chiraa	Chiraa Government Hospital
17	Bono	Sunyani West	Nsoatre	Nsoatre Polyclinic
18	Bono	Sunyani West	Odumase (Bono)	Kwatire Government Hospital
19	Bono	Sunyani Municipal	Abesim	Abesim Health Center
20	Bono	Tain	Badu	Badu Health Center
21	Bono	Jaman North	Sampa	Fountain Care Hospital
22	Bono	Berekum	Zongo (Bono)	Zongo (berekum) Health Center
23	Bono	Sunyani Municipal	New Town-bakoniaba	Owusu Memorial (sunyani) Hospital
24	Bono	Tain	Seikwa	Seikwa Health Center
25	Bono	Dormaa Municipal	Dormaa Ahenkro	Kofiasua Health Centre
26	Bono	Dormaa Municipal	Danyame	Danyame Health Centre
27	Bono	Berekum West	Jinijini	Jinjini Health Centre
28	Bono	Sunyani Municipal	New Dormaa	YAWHIMA HEALTH CENTRE
29	Bono	Tain	Debibi	Debibi Health Center

B) CENTRAL REGION

No	Region	District	Facility
1	Central	Effutu	Trauma and Specialist Hsopital
2	Central	Effutu	Winneba Municipal Hospital
3	Central	Gomoa West	St. Luke Catholic Hospital
4	Central	Mfantseman	Saltpond Municipal Hospital
5	Central	Agona West	Nyakrom Health Centre
6	Central	Agona East	Duakwa Salvation Army Polyclinic
7	Central	Agona West	Swedru Government Hospital
8	Central	Awutu Senya	Bawjiase Health Centre
9	Central	Ajumako-Enyan-Essiam	Ajumako District Hospital
10	Central	Ajumako-Enyan-Essiam	Bisease Polyclinic
11	Central	Asikuma-Odoben-Brakwa	Our Lady of Grace Hospital
12	Central	Mfantseman	Mercy Women Hospital
13	Central	Assin North	Presbyterian Hospital, Assin Praso
14	Central	Assin Foso	St. Francis Xavier Catholic Hospital
15	Central	Assin Foso	Foso Polyclinic
16	Central	Abura-Asebu-Kwamankese	Abura Dunkwa District Hospital
17	Central	Cape Coast Metro	Cape Coast Metropolitan Hospital
18	Central	Cape Coast Metro	Ewim Polyclinic
19	Central	Cape Coast Metro	UCC Hospital
20	Central	Komenda-Edna-Eguafo-Abirem	Ankaful General/Leprosy Hospital

21	Central	Komenda-Edna-Eguafo-Abirem	Elmina Government Hospital
22	Central	Twifo-Ati-Mokwa	Twifo Atti Morkwa District Hospital
23	Central	Upper Denkyira East	Dunkwa Municipal Hospital
24	Central	Upper Denkyira West	Diaso Health Centre
25	Central	Upper Denkyira West	Pentecost Hospital Ayanfuri
26	Central	Gomoa East	Nyanyano Health Centre
27	Central	Awutu Senya East	Kasoa Polyclinic
28	Central	Awutu Senya East	Mother and Child Hospital
29	Central	Gomoa East	St. Gregory Catholic Hospital
30	Central	Agona West	Swedru Government Hospital
31	Central	Effutu	Trauma and Specialist Hsopital
32	Central	Effutu	Winneba Municipal Hospital
33	Central	Gomoa West	St. Luke Catholic Hospital
34	Central	Assin Foso	St. Francis Xavier Catholic Hospital
35	Central	Ajumako-Enyan-Essiam	Ajumako District Hospital
36	Central	Asikuma-Odoben-Brakwa	Our Lady of Grace Hospital
37	Central	Mfantseman	Saltpond Municipal Hospital
38	Central	Cape Coast Metro	Ewim Polyclinic
39	Central	Komenda-Edna-Eguafo-Abirem	Elmina Government Hospital

C) VOLTA REGION

No	Region	District	Sub-district	Facility
1	Volta	Ketu South	Aflao West	Ketu South District Hospital
2	Volta	Akatsi North	Ave - Dakpa	Ave-dakpa Health Centre
3	Volta	South Tongu	Dabala-Adutor	Adutor Health Centre
4	Volta	North Tongu	Battor	Battor Catholic Hospital, Battor
5	Volta	Ho	Ho Central	Ho Municipal Hospital
6	Volta	South Tongu	Sogakope	Sogakope District Hospital
7	Volta	Keta	Keta	Keta Municipal Hospital
8	Volta	Kpando	Kpando	Margaret Marquart Catholic Hospital, Kpando
9	Volta	Ketu North	Dzodze	St. Anthony's Catholic Hospital, Dzodze
10	Volta	Central Tongu	Adidome	Adidome District Hospital
11	Volta	South Dayi	Peki	Peki Hospital
12	Volta	Akatsi South	Akatsi	Akatsi District Hospital
13	Volta	Keta	Anyako	Sacred Heart Catholic Hospital, Weme - Abor
14	Volta	South Tongu	Sogakope	Richard Novati Catholic Hospital, Sogakope
15	Volta	North Dayi	Anfoega	Anfoega Catholic Hospital, Anfoega
16	Volta	Kpando	Kpando	Kpando Health Centre
17	Volta	Kpando	Kpando	St Patrick (kpando) Hospital
18	Volta	Ho West	Yingor	Dzologbogame Health Centre

19	Volta	North Tongu	Juapong-podoe	Juapong Health Centre
20	Volta	Ketu South	Aflao West	New Hope Hospital
21	Volta	Akatsi South	Akatsi	St Paul (Akatsi) Hospital
22	Volta	Anloga	Anloga (Anloga)	Anloga Polyclinic
23	Volta	Afadjato South	Have	Have Health Centre
24	Volta	Ho	Sokode	Mater Ecclesiae Catholic Hospital, Sokode Gbogame
25	Volta	North Tongu	Juapong-podoe	St. Anne's Catholic Polyclinic, Tagadzi
26	Volta	South Dayi	Tongor	Tsanakpe Health Centre
27	Volta	Ho West	Tsito	Tsito Health Centre
28	Volta	Afadjato South	Ve	Ve Golokwati Health Centre
29	Volta	Central Tongu	Mafi-Kumase	Mafi-Kumase Health Centre
30	Volta	North Dayi	Vakpo	Vakpo Health Centre
31	Volta	Ho	Ho Central	Ho Polyclinic
32	Volta	South Tongu	Sotewu	Kpotame Health Centre
33	Volta	Ketu South	Aflao West	Central Aflao Hospital
34	Volta	Agortime-Ziope	Kpetoe	Kpetoe Health Centre

TRANSPORTATION OF VIRAL LOAD/EID SAMPLES IN BONO REGION			
Round One Week 1			
s/n	PICKUP DAY	FACILITY	QUANTITY PICKED
1	Week 1 Monday	Sunyani teaching hospitail	1
2		Sunyani municipal hospital	1
3		Yawhima health centre	1
4		Kwatire Government hospital	1
5		Abesim health centre	1
6		Seventh day adventist hospital	1
7		Owusu memorial hospital	1
8	Week 1 Tuesday	Nsoatre polyclinic	1
9		Holy family catholic hospital	1
10		Brekum health center	1
11		Zongo (brekum) health center	1
12		Jinijini health centre	1
13		Kofiasua Health Centre	1

14	Week 1 Wednesday	St. Matthew's Catholic Hospital, Ampenkro	1
15		Presbyterian Hospital, Dormaa-Ahenkro	1
16		Dormaa east district hospital	1
17		Dormaa west district hospital	1
18		Danyame Health Centre	1
19	Week 1 Thursday	Sampa Government Hospital	1
20		Drobo Health Centre	1
21		Fountain Care Hospital	1
22		Seikwa Health Center	1
23		Debibi Health Center	1
24		St Mary's Catholic Hospital, Drobo	1
25	Week 1 Friday	Badu Health Center	1
26		Wenchi Health Centre	1
27		Methodist Hospital, Wenchi	1
28		Tain District Hospital(NSAWKAW)	1
29		Chiraa Government Hospital	1

TRANSPORTATION OF VIRAL LOAD/EID SAMPLES IN VOLTA REGION			
ROUND One Week 1			
S/N	PICKUP DAY	FACILITY	QUANTITY PICKED
1	Week 1 Monday	HO MUNICIPAL HOSPITAL	1
2		MATER ECCLESIAE CATHOLIC HOSP-SOKODE	1
3		HO POLICLINIC	1
4	Week 1 Tuesday	AFLAO KETU SOUTH DIS HOSP	1
5		AVE DAKPA HEALTH CENTRE	1
6		ST ANTHONY HOSP DZODZE	1
7		AKATSI DIST HOSPITAL	1
8		SACRED HEART CATHOLIC HOSP,WEME	1
9		NEW HOPE HOSPITAL AFLAO	1
10		ST PAUL HOSPITAL - AKATSI	1
11		CENTRAL AFLAO HOSPITAL	1
12		KPETOE HEALTH CENTRE	1
13	Week 1 Wednesday	ADUTOR HEALTH CENTRE-DABALA	1
14		BATTOR CATHOTIC HOSP	1
15		SOGAKOPE DIST HOSP	1
16		KETA MUNICIPAL HOSP	1

17		ADIDOME DIST HOSPITAL	1
18		RICHARD NOVITI CATHOLIC HOSP, SOGAKOPE	1
19		ANLOGA POLICLINIC	1
20		MAFI-KUMASI HEALTH CENTRE	1
21		KPOTAME HEALTH CENTRE SOTEWU	1
22	Week 1 Thursday	MARGARTE MARQUART CATHOLIC HOSP-KPANDO	1
23		ANFOEGA CATHOLIC HOSP	1
24		KPANDO HEALTH CENTRE	1
25		ST PATRICK HOSP KPANDO	1
26		DZOLOGBOGAME HEALTH CENTRE	1
27		HAVE HEALTH CENTRE	1
28		VE GOLOKWATI HEALTH CENTRE	1
29		VAKPO HEALTH CENTRE	1
30	Week 1 Friday	PEKI HOSPITAL	1
31		JUAPONG HEALTH CENTRE	1
32		ST ANNES CATHOLIC POLICLINIC TAGADZI	1
33		TSANAKPE HEALTH CENTRE TONGOR	1
34		TSITO HEALTH CENTRE	1

TRANSPORTATION OF VIRAL LOAD/EID SAMPLES IN CENTRAL REGION				
ROUND ONE Week 1				
S/N	PICKUP DAY	DISTRICT	FACILITY	QUANTITY PICKED
1	Week 1 Monday	Cape Coast Metro	Ewim Polyclinic	1
2		Cape Coast Metro	UCC Hospital	1
3		Komenda-Edna-Eguafo-Abirem	Ankaful General/Leprosy Hospital	1
4		Komenda-Edna-Eguafo-Abirem	Elmina Government Hospital	1
5	Week 1 Tuesday	Effutu	Trauma and Specialist Hsopital	1
6		Effutu	Winneba Municipal Hospital	1
7		Gomoa West	St. Luke Catholic Hospital	1
8		Mfantseman	Saltpond Municipal Hospital	1
9	Week 1 Wednesday	Ajumako-Enyan-Essiam	Ajumako District Hospital	1
10		Ajumako-Enyan-Essiam	Bisease Polyclinic	1
11		Asikuma-Odoben-Brakwa	Our Lady of Grace Hospital	1
12		Mfantseman	Mercy Women Hospital	1
13	Week 1 Thursday	Assin North	Presbyterian Hospital, Assin Praso	1
14		Assin Foso	St. Francis Xavier Catholic Hospital	1
15		Assin Foso	Foso Polyclinic	1

16		Abura-Asebu-Kwamankese	Abura Dunkwa District Hospital	1
17	Week 1 Friday	Agona West	Nyakrom Health Centre	1
18		Agona East	Duakwa Salvation Army Polyclinic	1
19		Agona West	Swedru Government Hospital	1
20		Awutu Senya	Bawjiase Health Centre	1

ROUND ONE Week 2				
S/N	PICKUP DAY	DISTRICT	FACILITY	QUANTITY PICKED
21	Week 2 Monday	Mfantseman	Saltpond Municipal Hospital	1
22		Cape Coast Metro	Ewim Polyclinic	1
23		Komenda-Edna-Eguafo-Abirem	Elmina Government Hospital	1
24	Week 2 Tuesday	Assin Foso	St. Francis Xavier Catholic Hospital	1
25		Ajumako-Enyan-Essiam	Ajumako District Hospital	1
26		Asikuma-Odoben-Brakwa	Our Lady of Grace Hospital	1
27	Week 2 Wednesday	Agona West	Swedru Government Hospital	1
28		Effutu	Trauma and Specialist Hsopital	1
29		Effutu	Winneba Municipal Hospital	1
30		Gomoa West	St. Luke Catholic Hospital	1
31	Week 2 Thursday	Gomoa East	Nyanyano Health Centre	1
32		Awutu Senya East	Kasoa Polyclinic	1
33		Awutu Senya East	Mother and Child Hospital	1
34		Gomoa East	St. Gregory Catholic Hospital	1
35	Week 2 Friday	Twifo-Ati-Mokwa	Twifo Atti Morkwa District Hospital	1
36		Upper Denkyira East	Dunkwa Municipal Hospital	1
37		Upper Denkyira West	Diaso Health Centre	1
38		Upper Denkyira West	Pentecost Hospital Ayanfuri	1