PROJECT: POWER SUPPLY WORKS AT TEMA ENCLAVE

MINUTES OF PRE-TENDER MEETING AND SITE VISIT

DATE: November 11, 2026

VENUE: VOLTA SUBSTATION

GHANA GRID COMPANY LTD. (GRIDCo)

1. Richard Koranchie — Manager, Materials Management
2. Harriet Owusu-Banie — Senior Electrical Engineer
3. Doreen Ampadu — Senior Electrical Engineer

TENDERERS' REPRESENTATIVES

ITEM	DISCUSSIONS
1.0	**OPENING**
	The mandatory pre-tender meeting and site visit for the Power Supply Improvement to the Tema Enclave commenced at 11:30 hours GMT at the Volta Substation, as scheduled by the Employer, GRIDCo. Mr. Richard Koranchie, Manager, Materials Management, welcomed the Representatives of the prospective Tenderers in attendance and introduced GRIDCo staff present. He explained that the meeting and site visit had been organized to familiarize prospective Tenderers with the project site and to explain the requirements of the Tendering Document, including the technical specifications and other requirements relating to the execution of the works. He further indicated that the meeting provided an opportunity for prospective Tenderers to seek clarification on the Tender requirements, raise questions and address any concerns regarding the nature of the Contract and the Scope of Works. He emphasized that the exercise was intended to assist Tenderers in understanding the project requirements and preparing responsive Tenders that comply with the technical, commercial and contractual provisions of the Tendering Document.
2.0	**ISSUES**
2.1	**SCOPE OF WORKS**
	Ing. Harriet Owusu-Banie, representing the Employer, provided an overview of the Scope of Works for the Supply of Power Improvement to the Tema. She explained the works under this project shall comprise the design, engineering, manufacture, supply, delivery, installation, testing, and commissioning of a complete power supply distribution Network in Tema as well as associated civil, electrical, and control systems to ensure full operational functionality. The works covered under the project shall include, but not be limited to, the following:

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	Design, manufacture, delivery, installation, testing and commissioning of major substation equipment including but not limited to: • Procurement and Installation of underground Cables through **high-density polyethylene (HDPE) duct systems** within the Tema Enclave. • Refurbishment of the 4T6 Feeder at New Tema Substation for the provision of alternative supply of Power to the Head office in Tema. • Construction of 11.5kV overhead Line from New Tema to Volta. • Expansion of the existing 11.5kV Feeder Structure at Volta Substation for additional three 3No. feeders for the incomer from new Tema ,1No. feeder to the new head office building and 1No. feeder to the Tema steel works. Design, supply, install and commission a connection facility at volta arranged in a manner that will allow switching between the feeders of 2T3 and 4T6. • Provision of a four-legged Feeder structure configured for one incomer and three outgoing feeders complete with 11.5kV drop out fused disconnect switches, surge arrestors, aluminium tubular bus bars, post insulators, clamps and connectors including all required accessories as per the attached one-line diagram, equipment layout & Sections for a fully functional system. • Replacement of Obsolete Distribution panels • Preparation and submission of all as-built drawings, installation and interconnection diagrams, operation and maintenance manuals, factory and site test reports, and commissioning documentation. • Associated civil works.
2.2	**Eligibility of Tenders**
	In accordance with the requirements of the Tendering Document, the prospective Tenderers were advised to carefully review the Tender Data Sheet and ensure that their Tenders include all mandatory statutory registration documents required under the Tendering Document. The following documents were highlighted as mandatory requirements for submission with the bids: • Valid Tax Clearance Certificate issued by the Ghana Revenue Authority (GRA). • Valid SSNIT Clearance Certificate. • Valid Works and Housing Certificate • Valid Public Procurement Authority (PPA) Registration Certificate or evidence of registration. • Valid, renewed or up-to-date Company Registration Certificate. Tenderers were reminded to ensure that all the required documents were valid and submitted electronically through GHANEPS as part of their Tenders to demonstrate compliance with the tender requirements.

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2.3	**Tender Security**
	GRIDCo informed prospective Tenderers that, in accordance with the requirements of the Tendering Document, Tenders shall remain valid for a period of one hundred and twenty (120) days from the deadline for Tender submission. Each Tender must be accompanied by a Tender Security in the form of a Bank Guarantee for an amount of not less than Fifty Thousand Ghana Cedis (GHS 50,000.00), prepared in the prescribed form and format provided in the Tendering Document. It was further emphasized that the Tender Security must remain valid for an additional twenty-eight (28) days beyond the tender validity period, resulting in a total validity period of one hundred and forty-eight (148) days from the deadline for tender submission. Bidders were therefore advised to ensure that their Tender Securities comply fully with these requirements.
2.4	**Power of Attorney**
	GRIDCo stated that in accordance with the tender requirements the written confirmation of authorization to sign on behalf of the Tenderer shall consist of: Power of Attorney. The following was to be noted: *An Authorized signatory of key aspects of the Tender is defined as follows:* 1. *If a Chief Executive Officer (CEO) or Managing Director (MD) of the Company is signing the Tender and relevant documents committing the Tenderer to the Tender and/or Contract thereof, then a Power of Attorney is not required.* 2. *If any other person other than the CEO or MD is signing the Tender and other relevant documents committing the Tenderer to the Tender and/or Contract thereof, then a power of attorney issued by authorized person is required.* *However, if the Company statutes stipulate that a Board of Director shall be the authorized signatory but the CEO or MD or any other officer is being authorized to sign the tender and other relevant documents, then the appointed signatory (CEO or MD or any other officer authorized to sign the Tender and other relevant documents) would require a power of attorney issued by the Board of Directors.*
2.5	**Tender Submission**
	GRIDCo informed prospective Tenderers that all Tenders, together with the required forms and supporting documents, must be completed and submitted electronically through the Ghana Electronic Procurement System (GHANEPS) at https://www.ghaneps.gov.gh on or before 11:00 hours GMT on November 27, 2026. It was emphasized that no hard-copy submissions would be accepted. Tenderers were further advised to ensure that all documents required under the Technical Evaluation and Post-Qualification criteria were duly completed and uploaded to the e-GP Portal in accordance with the requirements of the Tendering Documents. GRIDCo reiterated the importance of carefully reviewing and complying with all requirements specified under the Technical Evaluation and Post-Qualification sections

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	to ensure that their Tenders meet the stipulated criteria. Tenderers were also encouraged to complete their uploads well ahead of the submission deadline to avoid any last-minute challenges with the portal.
2.6	**Tender Prices**
	GRIDCo advised prospective Tenderers to ensure that all items in the Price Schedule are duly priced and that their quoted prices cover the full scope of works, including all associated costs necessary for the proper execution and completion of the Power Supply Improvement to the Tema Enclave. The Currency for the Tender shall be Ghana Cedis. It was further explained that any item left unpriced would be deemed to have been included in the prices of other items. The total amount stated in the Price Schedule must therefore represent the full cost of executing the entire scope of works. GRIDCo also emphasized that all prices must include applicable taxes, duties, levies and charges under the laws of Ghana, as well as the costs of purchasing and transporting materials to the site, unloading, storage and safeguarding of the works and materials. Furthermore, Tenderers must ensure that their prices cover all labour, contractor's equipment, temporary works, materials, consumables, safety measures and any other costs necessary for the proper execution and completion of the works.
2.7	**WARRANTY**
	GRIDCo informed prospective Tenderers that the Works shall be covered by a warranty period of twenty-four (24) months from the date of issuance of the Operational Acceptance Certificate. It was further emphasized that the Contractor shall remain liable for factory defects identified after the initial twenty-four (24)-month period for an additional twelve (12) months from the date of identification. The Contractor shall be responsible for rectifying all such defects at its own cost. Tenderers were advised to take note of these warranty obligations and make the necessary provisions in preparing their bids.
2.8	**Tendering Forms**
	GRIDCo advised prospective Tenderers to carefully review the Tendering Forms and all instructions contained in the Tendering Document and to ensure strict compliance with the specified requirements, as the procurement is being conducted through a competitive tendering process. Tenderers were further reminded that the Form of Tender must be prepared on the Tenderer's official company letterhead, duly completed and signed by an authorized Representative of the company, and submitted as part of the Tender. Failure to comply with the prescribed Tender requirements may result in the rejection of the Tender.
2.9	**Schedule of Guaranteed Characteristics**
	GRIDCo advised prospective Tenderers to ensure that the Schedule of Guaranteed Characteristics is duly completed and submitted as part of their Tender. Tenderers were reminded to comply fully with the requirements stipulated in the Tendering

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	Document, as failure to submit the duly completed Schedule may result in the rejection of their Tenders.
2.10	**Technical Queries**
	GRIDCo informed the Tenderers that technical clarifications arising from the meeting would be addressed, as necessary. Tenderers were encouraged to carefully review the key provisions of the Tendering Document, particularly the Price Schedules, technical specifications, and scope of works, and to seek clarification on any aspects they considered unclear. Any necessary Addenda, Memoranda, or Clarifications would be issued in accordance with the provisions of the Tendering Document.
3.0	**CLOSING REMARK**
	Mr. Richard Koranchie thanked the prospective Tenderers and GRIDCo Representatives for their participation and interest in the project. He indicated that the necessary revisions to the Price schedule would be communicated through an Addendum and encouraged bidders to submit comprehensive and responsive tenders to minimise clarification requests and avoid delays in the evaluation process.

The meeting came to a close at 12:30 GMT.

Prepared by:

Harriet Owusu-Banie

Checked by:

Richard Koranchie