

Invitation for Tenders

Name of Project: [Procurement of Stationery Items](#)

Contract Identification No.: [GR/ORC/NCT/GD/01/26](#)

1. The [Office of the Registrar of Companies](#), the Purchaser, intends to apply part of its budgetary allocation to fund eligible payments under the contract for [Procurement of Stationery](#) towards the realization of the above cited project.

BRIEF DESCRIPTION OF GOODS:

[Procurement of stationery items](#)

2. The [Office of the Registrar of Companies](#) invites sealed tenders from eligible suppliers, manufacturers or their authorized representatives for the procurement of [Procurement of stationery items](#).

Tendering will be conducted through the [National Competitive Tendering](#) procedures specified in the Public Procurement Act, 2003 and in the Guidelines of the Public Procurement Authority of the Republic Ghana.

2.1. Eligible suppliers, manufacturers or their authorized representatives may participate in [One or more lots](#) as follows:

Lot No.	Lot Name	Description
1	Lot 1	
2	Lot 2	
3	Lot 3	
4	Lot 4	
5	Lot 5	

3. Interested eligible tenderers may obtain further information from [Office of the Registrar of Companies](#) and inspect the tender documents at the address given below [GA-143-4647](#) from [10:00-16:00](#) or the e-GP portal (<https://www.ghaneps.gov.gh>).

4. A complete set of Tender Documents in English may be accessed by interested Tenderers through the e-GP portal (<https://www.ghaneps.gov.gh>).

5. Tenders must be submitted electronically through the e-GP portal (<https://www.ghaneps.gov.gh>) at or before [21/04/2026, 16:30](#). Tenders shall be valid for a period of [90](#) days after the deadline of Tender submission. All tenders must be accompanied by an tender security of [2.00 %](#)

6. Late tenders will not be accepted and will not be opened. In order to submit a bid, interested Tenderers must pay a non-refundable participation fee of [500.00 GHS](#) The method of payment will be through the Government Electronic Payment Portal.

[Office of the Registrar of Companies](#)

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