

Invitation for Tenders

Name of Project: [Procurement and Installation of Office Equipment](#)

Contract Identification No.: [GR/AS/GD/0003/2026](#)

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

BRIEF DESCRIPTION OF GOODS:

[Supply and Installation of Office Equipment](#)

2. The [AUDIT SERVICE](#) invites sealed tenders from eligible suppliers, manufacturers or their authorized representatives for the procurement of [Supply and Installation of Office Equipment](#). 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	Air conditioners, fridges and televisions	
2	Projectors and scanners	
3	Photocopiers printers and shredders	
4	file cabinets and binding Machines	

3. Interested eligible tenderers may obtain further information from [AUDIT SERVICE](#) and inspect the tender documents at the address given below [Ministries Block O, Liberia Road](#) from 09:00-16:00 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 [29/07/2026, 13:00](#). 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 [100000.00 GHS](#)

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 [200.00 GHS](#) The method of payment will be through the Government Electronic Payment Portal.

[AUDIT SERVICE](#)

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