# Invitation for Tenders

Name of Project:PROCUREMENT OF FRAMEWORK AGREEMENT FOR REPAIRS AND MAINTENANCE OF OFFICIAL VEHICLES, HOSPITALITY AND RELATED SERVICES, VEHICLE RENTALS AND RELATED SERVICES, CATERING AND RELATED SERVICES, GENERAL OFFICE EQUIPMENT AND MAINTENANCE SERVICES, CLEANING AND JANITORIAL SERVICES HORTICULTURE AND RELATED SERVICES, EVENT ORGANIZER AND RELATED SERVICES

Contract Identification No.:GR/MFA/TS/0013/2026

1. The Ministry of Foreign Affairs and Regional Integration , the Purchaser , intends to apply part of its budgetary allocation to fund eligible payments under the contract for PROCUREMENT OF FRAMEWORK AGREEMENT FOR REPAIRS AND MAINTENANCE OF OFFICIAL VEHICLES, HOSPITALITY AND RELATED SERVICES, VEHICLE RENTALS AND RELATED SERVICES, CATERING AND RELATED SERVICES, GENERAL OFFICE EQUIPMENT AND MAINTENANCE SERVICES, CLEANING AND JANITORIAL SERVICES HORTICULTURE AND RELATED SERVICES, EVENT ORGANIZER AND RELATED SERVICES towards the realization of the above cited project.

BRIEF DESCRIPTION OF TECHNICAL SERVICES:

PROCUREMENT OF FRAMEWORK AGREEMENT FOR REPAIRS AND MAINTENANCE OF OFFICIAL VEHICLES, HOSPITALITY AND RELATED SERVICES, VEHICLE RENTALS AND RELATED SERVICES, CATERING AND RELATED SERVICES, GENERAL OFFICE EQUIPMENT AND MAINTENANCE SERVICES, CLEANING AND JANITORIAL SERVICES HORTICULTURE AND RELATED SERVICES, EVENT ORGANIZER AND RELATED SERVICES

2. The Ministry of Foreign Affairs and Regional Integration invites sealed tenders from eligible providers for the procurement of PROCUREMENT OF FRAMEWORK AGREEMENT FOR REPAIRS AND MAINTENANCE OF OFFICIAL VEHICLES, HOSPITALITY AND RELATED SERVICES, VEHICLE RENTALS AND RELATED SERVICES, CATERING AND RELATED SERVICES, GENERAL OFFICE EQUIPMENT AND MAINTENANCE SERVICES, CLEANING AND JANITORIAL SERVICES HORTICULTURE AND RELATED SERVICES, EVENT ORGANIZER AND RELATED SERVICES.
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 providers may participate in One or more lots as follows:

| Lot No. | Lot Name | Description |
|---|---|---|
| 1 | Repair and Maintenance of Official Vehicles | Qualified mechanics and a workshop acceptable to the Ministry; • written diagnosis and quotation before work; genuine or equivalent approved parts; • replaced parts returned on request; warranty on parts and workmanship of not less than [3] months; • turnaround within agreed times; recovery or towing where needed. |

| Lot No. | Lot Name | Description |
|---|---|---|
| 2 | Vehicle Rental and Related Services | • Roadworthy, insured and licensed vehicles of the type ordered; vehicles not older than [3] years; • replacement vehicle within [1] hours of a breakdown; • driver provision where ordered; • fuel and mileage arrangements as stated in the order. |
| 3 | General Office Equipment and Maintenance Services | Supply, installation, servicing and repair of office equipment (such as printers, copiers, scanners, shredders and similar); preventive maintenance schedule; response and repair times; use of genuine parts; data wiping from devices before removal; loan equipment during extended repairs where specified. Routine and preventive maintenance of buildings and premises. • Electrical, plumbing, carpentry, painting and masonry works • Air-conditioning, generator and other equipment servicing • Emergency and corrective repairs with defined response times • Maintenance reporting and record keeping |
| 4 | Plant and Machinery Services | Servicing and repair of plant such as generators, air conditioning, lifts, water pumps and similar; certified technicians; safety inspections and certificates where legally required; emergency call-out; records of all maintenance |
| 5 | Maintenance of Office Building | Routine and reactive building maintenance (electrical, plumbing, carpentry, painting, roofing, minor civil works); planned maintenance schedule; compliance with building and safety standards; works outside routine scope subject to a priced quotation and prior approval. |
| 6 | Catering and Related Services | Breakfasts, lunches, dinners, coffee breaks and cocktail receptions • Full-service catering for conferences, workshops and corporate events • Provision for dietary requirements (halal, vegetarian, allergen-aware • Compliance with food safety and hygiene standards |
| 7 | Hospitality and Related Services | Reservation at hotels of the grade specified; confirmed bookings in writing; rates not exceeding the Schedule 1 rates; rebooking at no extra cost if the Supplier fails to secure a confirmed room; cancellation and amendment terms as stated in the order. |

| Lot No. | Lot Name | Description |
|---|---|---|
| 8 | Event Organizer and Related Services | Planning, coordination and delivery of events, including venue, sound, staging, decor, protocol support and logistics; event plan and budget before each event; on-site coordinator; post-event report. |
| 9 | Cleaning and Janitorial Services | • Daily, weekly and periodic cleaning of offices and public areas • Janitorial services, including washrooms and common areas • Waste collection and disposal • Supply of cleaning materials, equipment and uniformed staff • Fumigation and pest control (where required) 3. LOCATIONS COVERED (LOTS 9) Services under Lots 4 are required at the following locations: • Tema • Wa • Bolgatanga • Koforidua • Passport Head Office • MFA Head Office |
| 10 | Horticulture and Related Services | maintenance, landscaping, planting, lawn and tree care, irrigation, and removal of green waste; schedule of visits; safe use of chemicals and tools; replacement of plants that fail within [3] months. |

3. Interested eligible tenderers may obtain further information from Ministry of Foreign Affairs and Regional Integration and inspect the tender documents at the address given below Flat 5 Agostinho Neto Rd, Accra- Ghana from 08:00-16:30 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 03/12/2026, 14:00. Tenders shall be valid for a period of 30 after the deadline of Tender submission. All Tenders must be accompanied by a Tender Security in the form and amount specified in the Tender Documents.

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.

Ministry of Foreign Affairs and Regional Integration

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