**Invitation for Tenders**

**SUPPLY AND DELIVERY OF CORPORATE DIARIES, WALL AND DESKTOP CALENDARS AND LAPTOP COMPUTERS.**

1. The Ghana Water Company Limitedintends to apply part of its budgetary allocation to fund eligible paymentsunder the contract for ***Supply and Delivery of Corporate Diaries, Wall and Desktop Calendars and i5 Laptop Computers.***

BRIEF DESCRIPTION OF GOODS:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO.** | **Description** | **Package No.** | **Delivery** | **Closing Date** |
| 1. | Corporate Diaries | ***GR/GWCL/GD/0013/2022*** | Ten Weeks | 11th August, 2022 |
| 2. | Wall and Desktop Calendars | ***GR/GWCL/GD/0014/2022*** | Ten Weeks | 11th August, 2022 |
| 3 | i5 Laptop Computer | ***GR/GWCL/GD/0025/2022/02*** | Ten Weeks | 12th August, 2022 |

1. The Ghana Water Company Limited invites sealed Tenders from eligible tenderers for the procurement of Diaries, Wall and Desktop Calendars and i5 Laptop Computers. Tendering will be conducted through the National Competitive Tendering procedures specified in the Public Procurement Act, 2003 as amended and in the Guidelines of the Public Procurement Authority of the Republic Ghana.
2. Interested eligible Tenderers may obtain further information from *Ghana Water Company Limited – Head Office* and inspect the Tender document at the address given belowfrom8:00 am to 5:00 pm*.*
3. A complete set of Tender documents in English may be purchased by interested Tenderers on the submission of a written application to the address below and upon a payment of a non-refundable feefive hundred Ghana Cedis **(GHȼ500.00)**for each item or document.
4. Tenders must be delivered to the address below at or before **closing date**. Tenders shall be valid for a period of Ninety (90) days after the deadline ofTender submission. All Tenders must be accompanied by a Tender Securing Declaration***.***
5. Late Tenders will not be accepted and will be returned unopened to the Tenderer. Tenders will be opened in the presence of the Tenderers’ representatives who choose to attend at the address below at 11:00 am of **closing date***.* A register of potential tenderers who have purchased the tender document maybe inspected at the address below.
6. It is mandatory that Tenderers include in their tender the underlisted statutory requirements.

* Valid GRA Tax Clearance Certificate.
* Valid SSNIT Clearance Certificate.
* Valid VAT Registration Certificate.
* Valid Business Registration Certificate.
* Valid Certificate of Incorporation.
* Valid Certificate of Commencement.
* Valid Registration Certificate from PPA

**ADDRESS**

***Ghana Water Company Limited (Head Office)***

*28th February Road, Ministries*

*P. O. Box M.194 Ministries Accra*

*Tel.: 233-302-634-390/ 054 8674407*

*E-mail:* [*info@gwcl.com.gh*](mailto:info@gwcl.com.gh)

7