



The Republic of Ghana



The African Dev. Bank Group

SPECIFIC PROCUREMENT NOTICE (SPN)

**MINISTRY OF FINANCE
(MoF)**

GHANA INSTITUTIONAL SUPPORT PROJECT TO OVERSIGHT AND PRIVATE SECTOR DEVELOPMENT INSTITUTIONS (GISP)

**INTERNATIONAL COMPETITIVE BIDDING FOR THE SUPPLY OF HARDWARE,
SOFTWARE, SYSTEM INTEGRATION SERVICES AND TRAINING FOR THE
CREATION OF THE TABLE OFFICE INFORMATION MANAGEMENT SYSTEM
(TOIMS)**

Invitation for Bids (ICB) Date: : 13th September, 2017

Grant No: 2100155023616

IFB No: **ADF/MOF/GISP/ICB/GDS/TOIMS/009/2016**

1. This Invitation for Bids follows the General Procurement Notice (GPN) for this project that appeared in United Nations Development Business online (UNDB online) on 30th November, 2012 and on the African Development Bank Group's Internet Website (www.afdb.org).
2. The Government of Ghana has received a grant from the African Development Fund (ADF) in various currencies towards the cost of the Ghana Institutional Support Project (GISP) for Oversight and Private Sector Development Institutions. It is intended that part of the proceeds of this grant will be applied to eligible payments under the contract to engage the services of a supplier to provide and

configure Table Office Information Management System (TOIMS) Software for the Parliamentary Service of Ghana.

3. The African Development Bank Unit of the Ministry of Finance and Economic Planning now invites sealed bids from eligible bidders for the supply and installation of the following:

Lot No.	Item No.	Descriptions	Qty	Bid Security
1	i	SUPPLY of a Table Office Information Management System (Hardware) namely; (1) Computer Servers and Accessories	1 set	US\$10,000.00
	ii	SUPPLY of a Table Office Information Management System (Software) namely; (1) Email Management Software (server and client), (2) Public Portal Software compatible with existing Document Management System, (3) Operating System and Virtualization Software.	1 set	
	iii	System Integration Services - (installation, configuration, and deployment) of TOIMS hardware and software for the TOIMS solution; Setup of document scanning bay and supervision of document scanning by end-user; End-user Training on TOIMS solution; Support and Maintenance.	1 set	

Bidders must quote for all items(items i, ii & iii) in the lot. Partial quotation shall result in disqualification.

hereinafter called ‘the Goods’ and “Services” which will be procured under International Competitive Bidding procedures and conducted in accordance with the Bank’s *Rules and Procedures for Procurement of Goods (May 2008 Edition, Revised July 2012)*.

4. Interested eligible bidders may obtain further information from the office of :

**The Project Manager
Ghana Institutional Support Project
Ministry of Finance
Box MB 40, Accra, Ghana**

Physical Location
**Ministry of Finance
Ghana Institutional Support Project
African Development Bank Unit
(Main Block Room 345)**

Tel: 024 648 4340; 020 811 8111

Email: kdarfoor@mofep.gov.gh

and inspect the bidding documents at the address above from **Wednesday 13th September, 2017** between 9:30am and 4:00pm each day excluding public holidays.

5. A complete set of bidding documents may be purchased by interested bidders upon the submission of a **written application** to the above and upon payment of a non-refundable fee of **\$100 (USD)** in equivalent Ghana cedis. The bidding document could be sent by courier to interested bidders upon payment of an additional amount of .US\$50.00 in equivalent Ghana cedis. The method of payment will be by cash or bank draft payable to Ghana Institutional Support Project.
6. The African Development Bank's Standard Bidding Document for Procurement of Goods, appropriate to the bid, shall be used.
7. Bids shall be valid for a period of **120 days after the date of Bid Opening** and must be accompanied by a security from **Reputable Source** in amount indicated in the table above.
8. Bid security shall be valid for 28 days beyond the bid validity period.
9. Bids must be delivered to the above address on or before **11:00am on Tuesday 31st October, 2017** and must be accompanied by the corresponding bid security indicated in the table above.
10. Bids will be opened in the presence of bidders and bidders' representatives who choose to attend at **11:00am on Tuesday 31st October, 2017** at Room F23, Annex A Conference Room, Ministry of Finance.