

NOTICE

INVITATION TO TENDER

SUPPLY, DELIVERY AND INSTALLATION OF FURNITURE AND FITTINGS

Issue Date: 3 August 2026

Tender Reference Number: BNG/EF/2026/FF/001

1. Background

BasicNeeds-Ghana is a mental health and development advocacy organisation that implements and promotes initiatives to transform the lives of people with mental illness or epilepsy through integrated mental health care, social and economic support services within communities across Ghana.

BasicNeeds-Ghana has received funding support from Expertise France under the project **"Strengthening Community Health Systems to Enhance Integrated People-Centred HIV, TB, SRH and MHPSS for Vulnerable Women and Adolescents in Ghana"** As part of project implementation, BasicNeeds-Ghana invites eligible and qualified suppliers to submit quotations for the supply, delivery and where applicable installation of furniture and fittings for selected health facilities located within fourteen (14) project districts in Ghana.

2. Scope of Supply

The successful supplier shall supply and, where applicable, install the following items:

Item Code	Item Description	Required Quantity
1.0	FURNITURE	
1.1	Office Desk/Table with drawer [medium-sized]	40
1.2	Swivel Chair (leather or mesh)	40
1.3	Client/Visitor' Chair	40
1.4	Lockable metal file cabinet	40
2.0	FITTINGS	
2.1	Foldable Screen (4-Fold)	40
2.2	2.0 HP Air Conditioners	16
2.3	Ceiling fans	82

3. Minimum Technical Specifications

3.1 Office Desks

- Medium-sized executive office desk
- Minimum dimensions: 1400mm x 700mm
- Three-drawer pedestal with central locking system
- Durable laminated wood or high-quality Medium Density Fibre finish
- Scratch and moisture-resistant surface
- Colour: Brown, Walnut or equivalent professional finish

3.2 Swivel Chairs

- Ergonomic office chair
- Mesh or leather finish
- Adjustable seat height
- 360-degree swivel mechanism

- Five-wheel base

3.3 Visitor Chairs

- Cushioned seat and backrest
- Steel or durable metal frame
- Suitable for commercial office use
- Minimum warranty: 6 months

3.4 Lockable Metal Filing Cabinets

- Four-drawer vertical filing cabinet
- Steel construction
- Anti-rust powder-coated finish
- Central locking system
- Suitable for standard A4 files

3.5 Four-Fold Privacy Screens

- Portable partition screen
- Four-panel folding design
- Lightweight but durable frame
- Washable fabric or equivalent material
- Suitable for counselling and consultation rooms

3.6 Air Conditioners

- Split-unit inverter air conditioner
- Capacity: 2.0 HP
- Refrigerant compliant with current environmental standards
- Minimum warranty: One-year comprehensive warranty

3.7 Ceiling Fans

- 56-inch minimum blade span
- Energy-efficient motor
- Includes regulator/control unit
- Minimum warranty: 6 months

4. Eligibility Requirements

A prospective supplier must be legally registered and authorised to operate in Ghana

5. Pricing Requirements

Suppliers shall:

- Quote prices in Ghana Cedis (GHS).
- State whether transport, offloading, installation and commissioning costs are included.
- Provide a quotation validity period of not less than 30 days.
- Submit itemised pricing for all products.

6. Delivery Requirements

The successful supplier shall deliver all goods to:

BasicNeeds-Ghana

Plot No. 143 Industrial Area Extension

Opposite UDS Central Administration

Tamale, Ghana

Requirements:

- Delivery must be completed within fourteen (14) calendar days after contract signing.
- The supplier shall bear all transportation and handling costs unless otherwise agreed.

7. Evaluation Criteria

Bids shall be evaluated using the following criteria:

Criteria	Weight
Technical Compliance with Specifications	40%
Price Competitiveness	40%
Delivery Schedule	10%
Warranty and After-Sales Support	10%
Total	100%

8. Payment Terms

Payment shall be made according to the terms agreed in the final contract and subject to:

- Successful delivery;
- Installation (where applicable);
- Inspection and acceptance of goods;
- Submission of all required invoices and supporting documents.

9. Submission Instructions

Interested applicants should submit their bids electronically to **info@basicneedsghana.org** or by personal delivery to the front desk of the BasicNeeds-Ghana offices in Tamale between the hours of 9 am to 4 pm from Monday to Friday.

Submission Deadline:

Friday, 14 August 2026 at 5:00 PM GMT

Late submissions shall not be considered.

10. Contact for Clarifications

All requests for clarification should be submitted by email no later than five (5) working days before the submission deadline. **Email:** info@basicneedsghana.org