

**LA DADE-KOTOPON MUNICIPAL ASSEMBLY**

**INVITATION FOR TENDERS**

**NATIONAL COMPETITIVE TENDERING (NCT)**

1. La Dade-Kotopon Municipal Assembly intends to apply part of its budgetary allocation to fund eligible payments under contracts for the procurement of the under mentioned Project towards the realization of its objectives.

Works Department

<b>Lot No.</b>	<b>Package No.</b>	<b>Project Description</b>	<b>MWRWH Classification</b>	<b>Tender Security</b>
1	<b>LaDMA /WK/DACF-RFG /NCT/2021/003</b>	Manufacture and Supply of Mono Desk and Teachers Tables & Chairs	D2 K2 & Above	2% of Tender Amount

2. Interested eligible tenderers may obtain further information and as well Inspect Tender Document from **the Office of the Municipal Co-ordinating Director** from **8:00AM – 5:00 PM** daily starting from Wednesday 13<sup>th</sup> October 2021 at **address 1** given below.

3. A complete set of tender documents (per a Lot) in English may be purchased by interested tenderers on the submission of a written application to the **address 1** below and upon a payment of a non-refundable fee of **Three Hundred Ghana Cedis (GHC 300.00)**

4. Tenderers as part of the tendering process shall submit the following documents as indicated below

- I. Valid Certificate of Business Registration
- II. Valid Ghana Revenue Authority Tax Clearance Certificate
- III. Valid Vat Registration Certificate
- IV. Valid SSNIT Clearance Certificate
- V. Valid Ministry of Water Resources ,works and Housing Certificate
- VI. Valid Labor Certificate
- VII. Power of Attorney of the Company
- VIII. Valid Registration Certificate from Public Procurement Authority (PPA)

5. All Tenders must be accompanied by a Tender Security of not less than 2% of the Tender Price from a **reputable bank or insurance company in Ghana**. Tender security shall be valid for a period of **One Hundred and Twenty (120) days** after submission of Tenders.

6. Bids must be signed, sealed and delivered to the address below (**address 2**) on or before **10:00 am, Wednesday 3<sup>rd</sup> November 2021. LATE BIDS WILL BE REJECTED.**

Bids will be publicly opened in the presence of the bidders' designated representatives and anyone who chooses to attend at the conference room (First Floor) of **address 2** below on **Wednesday 3<sup>rd</sup> November 2021 at 10:00 am.**

7. Address for correspondence, purchase and submission of tenders:

**ADDRESS 1: THE MUNICIPAL CO-  
ORDINATING**

**DIRECTOR  
LA DADE-KOTOPON  
MUNICIPAL**

**ASSEMBLY  
P. O. BOX LA 395  
LA – ACCRA  
+233272007081**

**ADDRESS 2: THE SECRETARY  
ENTITY TENDER  
COMMITTEE**

**LA DADE-KOTOPON  
MUNICIPAL  
ASSEMBLY  
P. O. BOX LA 395  
LA ACCRA – GHANA**

