



MINISTRY OF FOOD AND AGRICULTURE

INVITATION TO REGISTER SUPPLIERS, CONTRACTORS, CONSULTANTS AND OTHER SERVICE PROVIDERS

The Procurement Unit of MOFA is in the process of registering Suppliers, Contractors, Consultants and Service providers' for its operations in pursuant to the provisions of the Public Procurement Act (Act 663, 2003) and Public Procurement (Amendment) Act, 2016 (Act 914). The exercise is opened to all registered companies **nation-wide** including both existing and potential suppliers.

Evidence of the under listed documents shall be required:

Introductory Letter (Including Company Profile)

Business Registration Certificate

Certificate to Commerce Business

Valid Tax Clearance Certificate

Valid VAT Registration Certificate

Valid SSNIT Clearance Certificate

Interested and eligible firms may obtain further information, inspect or purchase a complete set of screening documents (Prequalification Documents) from **9:00am-4:00pm**, Monday-Friday at any of the addresses indicated below at a non-refundable fee of **One Hundred and Fifty**

Ghana Cedis (GHc150.00).

Applications may be submitted in sealed envelopes and delivered to any of the addresses below by 4:00pm on Friday, October 6, 2017 and clearly marked “**Registration of Suppliers, Contractors, Consultants and Other Service Providers**”.

The Suppliers of goods, works and services required include but not limited to the list in the table below:

No	Goods	Works	Consultancy	Non- Consultancy services
1.	Agricultural inputs	Civil works	Management Consultancy	Catering & Canteen Services
2.	General Office Supplies and Stationery	Painting & interior Decoration	Research Consultancy	Security Services
3.	Field logistics and laboratory equipment	-	Engineering Consultancy	Cleaning Services and Waste Management
4.	Supply of Vehicles , Motorcycles and Accessories	-	Project Management Consultancy	Routine Maintenance and Servicing of Office Equipment
5.	Supply of Agricultural Machinery and Equipment	-	Institutional and Resource Management Consultancy	Pest Control and Fumigation services
6.	Supply of livestock	-	Finance and Auditing Consultancy	Routine Maintenance, Servicing and Repair of Vehicles
7.	Safety and Protective Wares/Material & Equipment	-	Architectural Consultancy	Hospitality services
8.	Generators, Solar Invertors etc	-	Information, Communication & Technology Consultancy	Advertising/Public Relations Firms
9.	Food Items	-	Legal Consultancy	Insurance
10.	-	-	Land Surveying, Mapping and related Services Consultancy	Courier Service
11.	-	-	Capacity Building and Training Consultancy	Clearing and Freight forwarding Services

ADDRESS: PURCHASE/SUBMISSION OF PREQUALIFICATION DOCUMENTS

ADDRESS 1

Office of the GCAP Procurement Officer (Room 13 or 18)
MOFA Project Block
Opposite Morning Star School (*in the Vicinity of the Government
Secretarial School*)
Cantonment-Accra
Tel: 0242435911, 0242435919, 0242435920

ADDRESS 2

The Procurement Unit (Room 18)
MOFA Head Office
P.O. Box M 37
Ministries
Accra
Tel: 0302668248/ 677138