INVITATION FOR BIDS (IFB)

(MINISTRY OF TRADE AND INDUSTRY)

RURAL ENTERPRISES PROGRAMME (REP)

Project Name**: Rural Enterprises Programme (REP)**
Loan No.: **2000002131**
Bid Identification No: **(MOTI/REP/BRC/OE/ICB/2021/01-02**
Date: **8th December, 2021**

PROCUREMENT OF OFFICE EQUIPMENT FOR 19 BUSINESS RESOUCRE CENTERS (BRCs) - (MOTI/REP/BRC/OE/ICB/2021/01-02

1. The Government of the Republic of Ghana has received funds for the purchase of these goods. The use of any IFAD financing shall be subject to IFAD's approval, pursuant to the terms and conditions of the financing agreement, as well as IFAD's rules, policies and procedures. IFAD and its officials, agents and employees shall be held harmless from and a loan from the International Fund for Agricultural Development (IFAD) towards the cost of *Rural Enterprises Programme (REP)* and intends to apply part of the proceeds of this loan through pre-financed against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any party in connection with *Rural Enterprises Programme (REP).*

2. The Rural Enterprises Programme (REP) which is the third phase of the Rural Enterprises Project Phases One and Two (REP I & II) represent an important national vehicle for rural micro and small enterprises (MSE) development. REP is intended to support the Government of Ghana in converting the experiences of the REP I & II in rural enterprises development into a nationwide programme. REP is part of efforts by the Ghana of Government to reduce poverty, create wealth and improve living conditions in the rural areas.

   The overall objective of the Rural Enterprises Programme is to contribute to improved livelihoods and incomes of rural poor micro and small entrepreneurs. The specific objective is to achieve increased number of rural MSEs that generate profit, growth and employment opportunities.
   In order to develop the full potential of rural MSEs in Ghana and solve key bottlenecks, a district-based model has been piloted by REP since 1995. The model is based on three building blocks:

   a. access to business development services through a network of 161 Business Advisory Centres (BACs) and 67 Business Resource Centres (BRCs) at the district level to provide a more sustainable MSE support institution;
   b. technology transfer through technical skills training and demonstrations, mainly delivered by 36 Technology Solution Centres (TSCs) at the district level. In addition 5 Common User Facilities (CUFs) are being established along selected value chains as part of the 1D1F initiative.

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c. access of MSEs to rural finance through linkages with Participating Financial Institutions (PFIs).

Since 2017, REP implementation has been re-aligned with the Industrial Transformation Agenda of Government, particularly the One District, One Factory (1D1F) initiative. In this regard, REP is in the process of establishing 67 Business Resource Centres (BRCs) nationwide out of which 37 are already in operation. The remaining 30 have reached various stages of completion. These centers are to serve as a one stop support shop for MSEs and to provide backstopping to the IDIF Factories within their operating zones.

3. The purchaser now invites sealed bids from eligible entities ("bidders") for the provision of various **Office Equipment** for nineteen (19) Business Resource Centres (BRCs). More details on these goods and related services are provided in the schedule of requirements in the bidding documents.

4. This IFB is open to all eligible bidders who wish to respond. Subject to the restrictions noted in the bidding document, eligible entities may associate with other bidders to enhance their capacity to successfully deliver the goods and related services.

5. The goods and related services, and the contract expected to be awarded, are divided into the following lots:

LOT	DESCRIPTION	QTY	BID SECURITY (US$)	DELIVERY PERIOD
1	**Desktop Computers & Accessories and Laptops** (Ref: (MOTI/REP/BRC/OE/ICB/2021/01) **Item A:** Desktop Computers & Accessories **Item B:** Laptops	 38 76	US$9,000	Within 120 days from the date of signing of contract
2	**Desktop Photocopiers** (Ref: (MOTI/REP/BRC/ICB/2021/02)	19	US$1,000	Within 120 days from the date of signing of contract

6. Bidding will be conducted using the International Competitive Bidding (ICB) method, the evaluation procedure for which is described in this bidding document, in accordance with the IFAD procurement handbook which is provided on the IFAD website www.ifad.org/project-procurement. The ICB process, as described, will include a review and verification of qualifications and past performance, including a reference check, prior to the contract award.

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7. Please note that a pre-bid conference ***will not*** be held as described in the bid data sheet BDS, Section II of the bidding document.
8. Bids must be delivered to the address below and in the manner specified in the BDS ITB 25 no later than: **8th February, 2022.**

The National Director
Rural Enterprises Programme (REP)
P. O. Box 6841, Kumasi, Ghana
Tel. 03220 24232/28766
Fax 233-03220-28767
Email: rep@ruentp.org

Location: GRAINS AND LEGUMES DEVELOPMENT BOARD PREMISES OFF LAKE ROAD, Kumasi; (Digital address: AK-138-7611)

9. Bidders should be aware that **late bids will not** be accepted under any circumstances and will be returned unopened to the bidder. All bids must be accompanied by a **bid security** (as required) in the manner and amount specified in the bid data sheet.

10. A complete set of Tender Documents in English Language may be obtained from the Programme Website (free download). ***Prospective Bidders will be required to complete a Registration Form to receive a Code / Password to enable access to the Tender Documents. Both the Registration Form and the Tender Documents may be found on the REP Website at*** www.rep.org.gh/procurement.

11. Bids should be submitted in clearly marked envelopes (per Lot) and delivered together with a written application and forwarding letter to the address below by **10:00hours GMT** on **8th February, 2022.**

12. Interested eligible Bidders may obtain further information from the **Rural Enterprises Programme (REP)** at the address above during office hours *08:00 to 17:00 hours*.

13. Please note that electronic bids ***shall not*** be accepted as defined in ITB BDS 25.

Yours sincerely,

For Rural Enterprises Programme (REP)
P. O. Box 6841
Kumasi, Ghana
Tel. 03220 24232/28766
Fax 233-03220-28767
Email: rep@ruentp.org

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