



## **DEVELOPMENT BANK GHANA (DBG)**

### **INVITATION FOR TENDERS**

#### **FOR**

## **PROVISION OF CLEANING SERVICES AND SUPPLIES FOR THE DEVELOPMENT BANK GHANA(DBG)**

**DBG/TS/RFQ/003/2023**

1. The **Development Bank Ghana (DBG)** intends to apply part of its budgetary allocation to fund eligible payments under the contract for the **Provision of Cleaning Services and supplies** towards the realization of the above-cited procurement.
2. The Development Bank Ghana (DBG) now invites sealed Tenders from eligible Tenderers for the **Provision of Cleaning Services and supplies**.

Tendering will be conducted through National Competitive Procurement using a Request for Quotation (RFQ) as specified in the **Bank's "Procurement Policy"** and is open to all eligible Tenderers as defined in the Procurement Policy.

3. Interested eligible Tenderers may obtain further information from the Development Bank Ghana Procurement Office and inspect the Tender document at the address given below between **8:30 am and 4:30 pm**
4. **Tenders must be submitted on or before April 12, 2024, at 2:00 pm at the address or email given below.**
5. **A complete set of Tender documents in English may be requested by sending an email and attaching a written application to the email address below.**
6. Tenders must be delivered to the address below. Tenders shall be valid for a period of **Ninety (90) days** after the deadline for Tender submission.
7. **Late Tenders will not be accepted and will be returned unopened to the Tenderer.**

8. It is mandatory that Tenderers include in their tender the under-listed statutory requirements.

- Valid GRA Tax Clearance Certificate.
- Valid SSNIT Clearance Certificate.
- Valid VAT Registration Certificate
- Valid Certificate of Incorporation / Certificate of Registration
- Valid Public Procurement Authority (PPA) Registration Certificate

**Tenderers are also required to submit in addition to their Tenders the following documents.**

- Registration Form A / Form 3 / Form 4 / Form 17
- Ultimate Beneficial Owner (UBO)
- Regulatory License – (If applicable)
- Politically Exposed Person (PEP) Declaration Form
- Proof of Address
- Valid IDs for Shareholders and Directors

Note: These requirements may not apply in International Competitive Tendering.

**Address(es):**

**Development Bank Ghana Ltd  
8th Floor, Accra Financial Centre  
Liberia Road  
Accra, Ghana**

**Email: [procurement@dbg.com.gh](mailto:procurement@dbg.com.gh) and copy to [a.alhassan@dbg.com.gh](mailto:a.alhassan@dbg.com.gh) / [s.sebi@dbg.com.gh](mailto:s.sebi@dbg.com.gh)**

**Website: [www.dbg.com.gh](http://www.dbg.com.gh)**

**Tel: +233-24-740-4444 / 025-795-9003**

**Digital Address: GA – 107 – 1450**