

**SOCIAL SECURITY AND NATIONAL INSURANCE
TRUST**

TENDER DOCUMENT

**PROCUREMENT OF FORTIPROXY
NETWORK APPLIANCES**

RESTRICTIVE TENDERING METHOD

GR/SSNIT/GD/0051/2026/1

Issued on: AUGUST,2026

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Section I. Invitation for Tenders

SOCIAL SECURITY AND NATIONAL INSURANCE TRUST

RESTRICTED TENDERING METHOD

The Social Security and National Insurance Trust (SSNIT) intends to apply part of its budgetary allocation to fund eligible Payments under the contract for the following:

No	PACKAGE NO.	Description	Qty.	Cost of Tender Document	Tender Submission Date & Time
1	GR/SSNIT/GD/0051/2026	FORTIPROXY NETWORK APPLIANCES	VARIOUS	500.00	25th August, 2026

SSNIT invites sealed tenders from eligible companies for procurement of the above. Tendering will be conducted through the Restricted Tendering Method procedures specified in the Public Procurement Act, 2003 (Act 663) as amended and the Guidelines of the Public Procurement Authority of the Republic of Ghana.

A complete set of Tender Document may be inspected on GHANEPS and purchased by from 6th August, 2026 between 9.00 a.m. and 4.00 p.m. and upon payment of a non-refundable fee as indicated in the table above to the cashier at SSNIT Pension House.

Tenders are to be clearly marked “**FORTIPROXY NETWORK APPLIANCES**” and addressed to:

**THE HEAD OF ENTITY
SSNIT PENSION HOUSE
P. O. BOX MB 149
MINISTRIES - ACCRA.**

All Tenders are to be accompanied by the following documents;

1. SSNIT Clearance Certificate valid as at date of opening
2. GRA Clearance Certificate valid as at date of opening
3. VAT Registration Certificate
4. Business Registration Certificate
5. Valid Public Procurement Authority (PPA) Registration Certificate
6. Manufacturer's Authorisation
7. References of same/similar supplies (Attach Award letters, LPOs etc.)
8. Tender Security of 2% of Tender Price valid for 148 days from date of tender submission.
9. Last two (2) years Audited Accounts

Tenders must be deposited in the Tender Box located at the office of the Director-General on the 5th Floor of SSNIT Pension House on or before 10.00 a.m. on 25th August, 2026 Tenders shall be valid for a period of 120 days after the deadline of Tender submission. Late Tenders will not be accepted.

Tenders will be opened by the SSNIT Tender Opening Panel in the presence of Tenderer's representatives who choose to attend at the Mini Board Room, 1st Floor Tower Block, SSNIT Pension House at 10.00 a.m. on 25th August, 2026

For inspection and purchase of Tender Documents please contact:

Procurement Manager
S.S.N.I.T Tower Block
P. O. Box MB 149, Ministries, Accra.
Tel: 0302-661912

Section II. Instructions to Tenderers (ITT)

A. Introduction

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|---------------------------|---|
| 1. Scope of Tender | <p>1.1 The SSNIT (hereinafter referred to as the Purchaser) wishes to receive Tenders for supply and delivery of goods, materials and equipment described in Section V and VI hereof (hereinafter referred to as the Goods).</p> <p>1.2 All Tenders are to be completed and returned to the Purchaser in accordance with these Instructions to Tenderers.</p> |
| 2. Source of Funds | <p>2.1 The Purchaser shall fund this procurement from part of its budgetary allocation to pay for the contract (hereinafter referred to as the “Contract”) for which this Invitation for Tenders is issued toward the realization of the Supply of Portable Devices</p> <p>2.2 Payments will be made only at the request of the Purchaser and upon approval by a designated official of the Republic of Ghana in accordance with terms and conditions of the contract agreement between the Purchaser and the Supplier (hereinafter referred to as the “Contract”), and will be subject in all respects to the Public Financial Management Act, 2016, Act 921 of the Republic of Ghana. This Agreement shall not be valid unless the purchase is duly authorized in the form of a Purchase Order (PO) generated from the Ghana Integrated Financial Management Information Systems (GIFMIS) or in a form specified by the Ministry of Finance (MoF) pursuant to the Applicable Law.</p> |

- 3. Eligible Tenderers**
- 3.1 This Invitation for Tenders is open to all eligible suppliers who meet the following requirements unless otherwise indicated in the Tender Data Sheet.
- Valid SSNIT Clearance Certificate
 - Valid GRA Clearance Certificate
 - VAT Registration Certificate
 - Valid Public Procurement Authority (PPA) Registration Certificate
 - Business Registration Certificate with valid renewal receipt
- 3.2 State owned enterprises may participate only if they are legally and financially autonomous and are not a dependent agency of the Purchaser.
- 3.3 Tenderers should not be associated or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of goods to be purchased under this Invitation for Tenders.
- 3.4 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices as issued by the Public Procurement Authority in accordance with sub-clause 38.1.
- 4. Eligible Goods and Services**
- 4.1 All goods and related services to be supplied under the contract shall have their origin in eligible source countries, as specified in the ITT Clause 3.1 and all expenditures made under the contract will be limited to such goods and services.
- 4.2 For purposes of this clause, “Origin” means the place where the goods are mined, grown, or produced, or the place from which the related services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially-Recognized product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 4.3 The origin of goods and services is distinct from the nationality of the Tenderer.
- 5. Cost of Tender**
- 5.1 The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Purchaser will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

B. THE TENDER DOCUMENTS

6. Content of Tender Documents

- 6.1 The goods required, Tender procedures and contract terms are prescribed in the Tender Documents. In addition to the Invitation for Tenders, the Tender Documents include:
- a. Instruction to Tenderers (ITT);
 - b. Tender Data Sheet;
 - c. General Conditions of Contract (GCC);
 - d. Special Conditions of Contract (SCC);
 - e. Schedule of Requirements;
 - f. Technical Specifications;
 - g. Tender Form and Price Schedules (Bill of Quantities);
 - h. Tender Security Form;
 - i. Contract Form and Contract Data Sheet;
 - j. Performance Security Form;
 - k. Bank Guarantee for Advance Payment Form;
 - l. Manufacturer's Authorization Form.
- 6.2 The Tenderer is expected to examine all instructions, forms, terms and specifications in the Tender Documents. Failure to furnish all information required by the Tender Documents or submission of a Tender not substantially responsive to the Tender Documents in every respect will be at the Tenderer's risk and may result in the rejection of its Tender.

7. Clarification of Tender Documents

- 7.1 A prospective Tenderer requiring any clarification of the Tender Documents may request the Purchaser in writing or by fax at the Purchaser's address indicated in Tender Data Sheet. The Purchaser will respond in writing or by fax or by email to any request for clarification of the Tender documents which it receives no later than fourteen (14) days prior to the deadline for the submission of Tenders. The Purchaser's response (including an explanation of query without identifying the source of inquiry) will be sent in writing or fax or email to all prospective Tenderers, who have purchased the Tender Documents.

8. Amendment of Tender Documents

- 8.1 At any time prior to the deadline for submission of Tenders, the Purchaser may, for any reason, modify the Tender Documents by issuing Addenda.
- 8.2 Any Addendum will be notified in writing or fax to all prospective Tenderers which have purchased the Tender Documents and shall be a part of the Tender document.

- 8.3 Where the Purchaser issues the Addendum very close to deadline for submission of Tenders, the Purchaser may extend the deadline for submission of Tenders in accordance with sub-clause 20.2 in order to afford prospective Tenderers a reasonable time to take the Addendum into account in preparing their Tenders.

C. PREPARATION OF TENDERS

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| 9. Language of Tender | 9.1 The Tender prepared by the Tenderer and all correspondence and supporting documents relating to the Tender exchanged by the Tender and the Purchaser, shall be written in the English language. |
| 10. Documents Comprising the Tender | 10.1 The Tenderer's Tender shall comprise the following components: <ul style="list-style-type: none">a. A Tender Form and a price schedule completed in accordance with clauses 11,12 and 13.b. Documentary evidence established in accordance with Clause 14 that the Tenderer is eligible to Tender and is qualified to perform the contract if its Tender is accepted;c. Documentary evidence established in accordance with Clause 15 that the goods to be supplied by the Tenderer are genuine and newly manufactured goods and conform to the Tender Documents; andd. Tender security furnished in accordance with Clause 16 and in the form specified in Section VII. |
| 11. Tender Form | 11.1 The Tenderer shall complete the Tender Form and the appropriate price schedule furnished in the Tender Documents, indicating the goods to be supplied, a brief description of the goods, their country of origin quality and prices. |
| 12. Tender Price | 12.1 The Tenderer shall indicate on the appropriate Price Schedule the unit prices (where applicable) and total Tender price of the goods it proposes to supply under the contract. This form must be completed without any alteration to its format, and no substitute shall be accepted. Prices indicated on the Price Schedule shall be entered separately in the following manner: |

- i. the price of the goods quoted EXW (ex-works, ex-factory,