



Republic of Ghana

GHANA STATISTICAL SERVICE (GSS)

**INVITATION FOR TENDERS
(PRIMARY PROCUREMENT)**

Procurement Entity: GHANA STATISTICAL SERVICE
Framework Agreement Title: FRAMEWORK CONTRACT FOR PROVISION
OF CONFERENCE AND HOTEL SERVICES
Package No.: GH/GSS/HISWAP/NCS/C&HS/NCT/001/25
IFT Issued on: 11TH JUNE, 2025

1. The **Ghana Statistical Service (GSS)** has received financing from the World Bank toward the cost of the Harmonizing and Improving Statistics in West Africa (HISWA) Project, and intends to apply part of the proceeds to fund eligible payments under Call-off Contracts that may be awarded under **Framework Contract for Provision of Conference and Hotel Services** concluded through this IFT Primary Procurement process.
2. The **GSS** is undertaking the Primary Procurement with a view to concluding Framework Agreements. The GSS is the sole Entity under the Framework Agreements, and now invites sealed Tenders from eligible Tenderers (**Suitable Hotel Facilities/Venues**) from the **Greater Accra Region, Ashanti Region, Eastern Region, Ahafo Region, Bono Region, Bono East Region, Central Region, Volta Region, Western Region, Western North Region, Oti Region, Northern Region, North East Region, Savannah Region, Upper East Region, Upper West Region**, for the provision of Conference and Hotel Services over a period of two (2) years as follows:

Hotel Name:				
Room Capacity:				
Number of Conference Halls available in the facility:				
	Quantity	No. of Days	Rate (GH¢)	Total Amount (GH¢)
Standard Room Single occupancy:				
Full Board per person	1	1		
Half Board per person	1	1		
Bed and Breakfast per person	1	1		
Accommodation and Dinner on arrival per person	1	1		

	Quantity (Participants)	No. of Days	Rate (GH¢)	Total Amount (GH¢)
Full day Conference Package: (Bed & Breakfast + Hall + 2 (750ml) bottled water + 2 Snack Breaks + Lunch)	50	14		
	100	21		
	200	30		
	300	30		
	400 and above	30		
Half Day Conference: (Hall + 2 (750ml) bottled water + 1 Snack Break + Lunch)	50	14		
	100	21		
	200	30		
	300	30		
	400 and above	30		
Non-Residential Conference Package: (Conference Hall + 2 (750ml) bottled water + 2 Snack Breaks + Lunch)	50	14		
	100	21		
	200	30		
	300	30		
	400 and above	30		
Conference Equipment/Facilities:				
Hire of Projector and Screen	1	1		
Hire of Public Address (PA)	1	1		
Hire of breakout rooms	1	1		

3. The Framework Agreement to be concluded will be Single -User. The Single-User entitled to procure under the Framework Agreement is the Ghana Statistical Service.
4. The Framework Agreement to be concluded will be Multi-Supplier.
5. The selection of a FWA Service Provider to be awarded a Call-off Contract will be done through a Secondary Procurement process as defined in the Framework Agreement. However, the conclusion of a Framework Agreement shall not impose any obligation on the Procurement Entity to procure Technical Services under a Call-off Contract. The conclusion of a Framework Agreement does not guarantee that an FWA Service Provider will be awarded a Call-off Contract. Tendering will be conducted through the National Competitive Tendering procedures specified in the Public Procurement Act, 2003 (Act 663) as amended.
7. Tenderers may submit Tenders for one or more items.
8. The Framework Agreement(s) shall be concluded for a Term of **two (2) years** from the commencement date of signing the Framework Agreement.
9. The Primary Procurement shall establish a Closed Framework Agreement(s). This means no new firm (s) may conclude Framework Agreement during the Term of Framework Agreement
10. Interested eligible Tenderers may obtain further information from Ghana Statistical Service, Procurement Unit, Room 241, Ministries, Accra.
11. The Eligibility requirements include:

- Valid GRA Tax Clearance Certificate
 - Valid SSNIT Clearance Certificate
 - Valid VAT Registration Certificate
 - Valid Business Registration Certificate
 - Valid Certificate of Incorporation
 - Valid Certificate to Commence Business
 - Valid Registration Certificate from PPA
 - Valid Tourism Certificate
12. The complete tender documents may be downloaded free of charge from the **Ghana Statistical Service Website: www.statsghana.gov.gh**.
13. Tenders must be delivered to the address below on or before 5:00 pm, on **30th June, 2025**. Electronic Tendering **will not** be permitted. Late Tenders will be rejected. Tenders will **not** be publicly opened.
14. The address(es) referred to above is (are):

Attention: Head of Procurement

Address: Ghana Statistical Service, P. O. Box GP 1098, Accra

Floor/ Room number: Second Floor, Room 241

City: Accra

Ghana Post GPS Code: GA- 144-0036,

Country: Ghana