

Invitation to Bid

Date: October 8th, 2025

SUBJECT: INVITATION TO BID – Project HOPE Ghana – ITB GH-ACC-25-09-015

Project HOPE invites your company/firm to submit a bid based on the conditions stated in this Invitation to Bid (ITB). Please carefully read the instructions and conditions (including all annexures) before quoting.

For your quotation to be considered, you should consider the following points:

1. Use your company letterhead when you submit your offer, including VAT if applicable.
2. An offer should be complete and dated and include payment terms even if they don't comply with Project HOPE's preferred payment terms. (30 days net from invoice issuance)
3. An offer should include a preferred payment modality (Wire Transfer, Check, Cash Payment)
4. Submit your lead/delivery time in days from the offer acceptance.
5. Please ensure that any applicable delivery charges are included in your quotation should the delivery not be free of charge.
6. All prices shall be quoted in Local Currency, if not possible feel free to share quotations in USD.
7. If possible, quotations should be valid for 60 days from the date of publishing.
8. Where possible ensure items have HS Code as they will be needed for importation purposes.

Special Requirement: Kindly indicate the sourcing location of the Pharmaceuticals. In the event that Project HOPE proceeds with procurement, please confirm the country of origin or dispatch point for shipment to Ghana.

Shipping Instructions:

- ✓ **For international vendors:** Delivery terms should be CIP Accra International Airport (ACC), Ghana, in accordance with INCOTERMS 2020.
- ✓ **For local Ghanaian suppliers:** Goods should be delivered directly to the Project HOPE office/warehouse in Accra. The exact delivery location will be shared with the selected vendor. Please ensure that shipping costs are included in your quotation.

Response Deadline:

Pre-Bid Questions Deadline: For any questions, email tsiprak@projecthope.org by **October 17th, 2025**



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All questions related to this Invitation to Bid (ITB) will be collected and addressed collectively. Responses will be shared with all vendors participating in the ITB process to ensure transparency and equal access to information. Kindly submit your notice of intent to participate.

Quotations must be submitted no later than **October 23, 2025**, to

gh-tender@projecthope.org

Required Items: See Annex A

Item #	Item Name	Quantity	Unit
1	Amoxycillin 125mg/5ml suspension	50000	piece
2	Amoxycillin 250mg Capsules	80000	caps
3	Chlorhexidine 7.1% Gel 25g	20000	piece
4	Dexamethasone 4mg/ml injection	1000	piece
5	Gentamycin 40mg/ml injectable solution 2ml	20000	piece
6	Magnesium Sulphate 50% injection	5000	piece
7	Misoprostol 200mcg tablet (Cytotec)	30000	tab
8	Oxytocin 10 IU injectable solution	20000	piece
9	Zinc Sulphate 20mg Dispersible tablet	200000	tab
10	Oral Rehydration Salt (Plain)	200000	piece
11	Delivery to Project HOPE location in Accra, Ghana or to Accra Airport	1	Service

All medicines and medical supplies must comply with relevant set quality standards, principles of Good Manufacturing Practices (GMP), Good Storage Practices (GSP) and Good Distribution Practices (GDP).

Selection Criteria: Based on the Lowest Price Technically Acceptable Source Selection Process, the award will be made to the bidder submitting the lowest evaluated price that meets or exceeds the technical acceptable standards while respecting the determined timeline.

Special Requirement: Kindly indicate the sourcing location of the Pharmaceuticals. In the event that Project HOPE proceeds with procurement, please confirm the country of origin or dispatch point for shipment to Ghana.

Source means the country from which shipment are shipped to the recipient country (Ghana) or the cooperating/recipient country itself if the commodity is located therein at the time of the purchase, irrespective of the place of manufacture or production. Where, however, a commodity is shipped from a free port or bonded warehouse in the form in which received therein, "source" means the country from which the commodity was shipped to the free port or bonded warehouse.



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PARTIAL QUOTATIONS WILL BE ACCEPTED

MULTIPLE VENDORS, MIGHT BE AWARDED

Quotations must Quote Submission Options:

- ✓ **Option A)** Submit official quotation please adhere to the following guidelines (below) making sure to capture all necessary information.
 - Use your company letterhead when you submit your offer, including VAT.
 - An offer should be complete and dated and include payment terms even if they don't comply with Project HOPE's preferred payment terms. (30 days net from invoice issuance)
 - An offer should include a preferred payment modality (Wire Transfer, Check, Cash Payment)
 - Submit your lead/delivery time in days from the offer acceptance.
 - Please ensure that any applicable delivery charges are included in your quotation should the delivery not be free of charge.
 - All prices shall be quoted in Local Currency, if not possible feel free to share quotations in USD.
 - Quotations should ideally be valid for 60 days from the publication date. If not specified, Project HOPE will assume a 60 day validity.
 - Please indicate sourcing location for the shipment, from where the shipment will be dispatched.
- ✓ **Option B)** Project Hope invites your esteemed company to submit a quotation by populating attached **Annex A - GH-ACC-25-09-015 (Option B)**

Both submission options are acceptable and will be reviewed

Feel free to proceed with a single option; there's no need to implement both.

The products provided shall be identical to those quoted in the supporting documents (specifications/certifications). Authorization of substitution shall be at Project HOPE's sole discretion. In the case of an authorized substitution, the substituted product(s) shall be of equal or higher quality than the product(s) originally offered in the bid. It shall have all initially required supporting documents. Project HOPE reserves the right to cancel the contract if the original products offered are not available.

INVITATION TO BID KEY INFORMATION	
ITB Name:	Pharmaceuticals
ITB Number:	GH-ACC-25-09-015
Procuring Entity:	Project HOPE
Objective of this project:	Humanitarian Assistance to Ghana
Delivery Timeline:	December 15 th , 2025, or later
Manner of Bid Submission:	The e-mail containing the bid must be sent to e-mail and be addressed to the Procuring Entity mentioning the Bid Ref. and Bid Name. Bids must be placed no later than the closing date and time.
Last date for submission of Bid:	October 23, 2025, to GH-tender@projecthope.org
Pre-Bid Questions Deadline:	For any questions send an email to: tsiprak@projecthope.org October 17th, 2025
Eligibility Criteria:	The Vendor shall be duly licensed (business permit). All Pharmaceuticals must comply with relevant set quality standards, principles of Good Manufacturing Practices (GMP), Good Storage Practices (GSP) and Good Distribution Practices (GDP).
Delivery Location:	For international vendors: Delivery terms should be CIP Accra International Airport (ACC), Ghana, in accordance with INCOTERMS 2020. For local Ghanaian suppliers: Goods should be delivered directly to the Project HOPE Warehouse in Accra. The exact delivery location will be shared with the selected vendor. Please ensure that shipping costs are included in your quotation.
Procurement Focal Point:	Toma Šiprak, Global Supply Chain Manager

Annexure- 1: INSTRUCTIONS TO VENDOR

Clarification of Bidding Document:	A prospective Vendor requiring any clarification of the Bidding Document may notify Project HOPE by e-mail at the organization's e-mail address indicated in the ITB. Project HOPE will respond by e-mail to any request for clarification of the Bid Document that it receives earlier than three days prior to the deadline for the submission of Bid. E-mail copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Vendors that has received the Bidding Documents.
Amendments of Bidding Document:	At any time prior to the deadline for submission of Bid, Project HOPE may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Vendor, modify the Bidding Document by amendment. All prospective Vendors that have received the Bidding Documents will be notified by e-mail of all amendments to the Bidding Documents. Any addendum issued shall be part of the bidding document. To afford prospective Vendors' reasonable time in which to take the amendments into account in preparing their Bids, Project HOPE may, at its discretion, extend the deadline for the submission of Bids.
Language of the Bid:	The Bid prepared by the Vendor and all correspondence and documents relating to the Bid exchanged by the Vendor and Project HOPE shall be written in the English language.
Bid currency:	All prices shall be quoted in local currency or USD
Late Submission of Bid:	Any Bid received by Project HOPE after the deadline for submission of Bid, pursuant to clause Deadline for the submission of Bids, will be rejected.
Modification and withdrawal of Bid:	The Vendor may withdraw its Bid after the Bid submission, if e-mail notice of the withdrawal is received by Procuring Entity prior to the deadline prescribed for submission of Bid. No Bid may be modified after the deadline for submission of Bids. No Bid may be withdrawn in the interval between the deadline for submission of Bid and the expiration of the period of Bid validity.
Clarification of Bids:	To assist in the examination, evaluation and comparison of Bids, Project HOPE may at its discretion, Ask the Vendor for clarification of its Bid. The request for clarification and the response shall be by e-mail and no change in price or substance of the Bid shall be sought, offered, or permitted.
Signing of Bid:	Proprietor/ Managing Partner/ Managing Director (wherever applicable) or an authorized representative of the Vendor must sign the bid.
Preliminary examination	Project HOPE will examine the Bids to determine whether they are complete, whether any computational errors have been made, whether

	the documents have been properly signed, and whether the Bid is generally in order. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Vendor does not accept the correction of errors, its Bid will be rejected. If there is a discrepancy between words and figures the amount in words will prevail. Prior to the detailed evaluation, the Procuring Entity will determine the substantial responsiveness of each Bid. For purposes of these Clauses, a substantially responsive Bid is one which conforms to all the terms and conditions of the ITB without material deviations. A Bid determined as not substantially responsive will be rejected by Project HOPE and may not subsequently be made responsive by the Vendor by correction of the non-conformity.
Evaluation of Bids:	Bids shall be evaluated based on eligibility criteria, quoted price, analyzing all relevant costs, risks, and benefits of each bid throughout the whole life cycle of the goods and in the context of the project, and all other factors as stated in the ITB following the principle of value for money and highest benefit Project HOPE. The lowest priced bid will not necessarily be accepted.
Post Qualification:	Project HOPE at any stage of bid evaluation having credible reasons or prima facie evidence of any defect in Vendors' capacities may require the Vendor to provide information concerning their professional, technical, financial, legal, or managerial competencies whether already pre-qualified or not. The determination will consider the Vendor financial and technical capabilities, it will be based up on the documentary evidence of the Vendors.
Letter of regret:	If you do not wish to quote, please endorse the reason on this form and return it, otherwise, your name will be deleted from Project HOPE Vendors listed here on.
Quality inspection:	Inspection (at Project HOPE's expense or unless negotiated as Vendor's expense) may be applicable and will be advised at time of issuing of Contract and arranged by Project HOPE or the Vendor.

Annexure- 2: TERMS AND CONDITIONS

1.	Validity of Bid:	The bid shall remain valid for 60 (sixty) days from the closing date of receiving of bids. If that is not feasible, please list your preferred Validity terms.
2.	Payment Terms:	Project HOPE shall affect payments in 30 days net upon receipt of invoices submitted by the Vendor, upon satisfactory delivery of all goods and related services. If that is not feasible, please list your preferred Payment Terms.
3.	Acceptance of Offer:	Project HOPE authority reserves the right to accept the partial or whole or part of your offer. Project HOPE authority reserves the right to impose penalty or cancel the entire or partial contract if Vendor fails to maintain the quality, specification, and delivery date. Project HOPE authority reserves the right to accept or reject any or all the bids in part or full or alter any of the provisions as deemed necessary, without showing any reason whatsoever at any time and acceptance of any liability. Project HOPE reserves the right to accept the whole or part of your bid.
6.	Payment of Inducement:	Making a payment to any employee as an inducement or any canvassing to enable you wins this bid will result in automatic disqualification participating in this bidding process or any other bidding processes. Any solicitation/ influence/ non-compliance of the Terms & Conditions of this bid, will lead to disqualification of the submitted Bid and will be treated informal/rejected.
7.	Offered price:	Bid must indicate final price, which includes all cost (transport, labor, packing, transshipments) for delivery at designated locations, discount, Income Tax, VAT. All kind of charges including applicable Taxes/ VAT will be deducted at source from the total bill as per Govt. Rules & Regulations. Vendor must quote item wise rate separately as per attached schedule. All the columns/requirements in this form must be properly completed. Quote for each item separately, and in units as specified. Incomplete bid that does not comply with any of our bid conditions will not be considered.

8.	Liquidated damage:	The work shall be completed in all respects within the completion date mentioned in the Contract. If Vendor fails to deliver product and related services within the scheduled timeframe, liquidated damage will be imposed @ 0.5% (zero-point five percent) only of the total Contract value for each day delayed from the expected date of completion till the actual date of completion unless the delay shall be agreed upon by the PRINCIPAL in writing prior to the completion cut-off date. Project HOPE reserves the right to
		deduct this amount from the bill. The total amount of liquidated damages shall not exceed ten percent (10%) of the amount of the contract.
9.	Right of decision:	In all cases, the decision of Project HOPE Management will be final.

I/We hereby agree to execute the work specified in the above memorandum strictly and fully in accordance with all the terms and conditions of the contract (if awarded) described above and in the annexure hereafter and will abide by and fulfill all such Terms & Conditions.

Name & Signature of the Vendor: _____

Name of the Company: _____

Date with Seal of the Company: _____



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Annexure-3: VENDOR'S PRIMARY INFORMATION COLLECTION SHEET

Company/Firm Name:

SL#	Description of Requirements	Information to be Provided here
1	Trade License Number	
2	Tax Identification Number (TIN)	
3	VAT Registration Number	
4	Address of Business Center	
5	Contact Telephone Number	
6	Contact Mobile Number	
7	FAX Number (Optional)	
8	Email Address	
9	Webpage Address (Optional)	
10	Contact Person's Name	

Annexure-4: DECLARATION OF CONFLICT OF INTEREST

Having examined my relationships with other organizations and employees of Project HOPE to the best of my knowledge, and nothing that if in doubt a relationship should be disclosed for further discussion, I have carefully reviewed each of the four statements below and marked either "yes" or "no" for each with additional information where necessary.

☐ Circle the appropriate

Answer for each

1. YES NO I/My Business Entity have/has a financial interest in or otherwise involved with, an organization or person with which Project HOPE or any of its office has business or ministry dealings.

Sl.	Name of Organization	Office or Interest in Organization

2. YES NO I/My Business Entity am/is involved in any dispute with, Project HOPE or any of its office has business or ministry dealings.

If Yes, explain: _____

3. YES NO The following staff employed by Project HOPE or, other Project HOPE entities are related to me/my Business Entity. This is a complete list of individuals related to me/my Business Entity who are employed by Project HOPE/other Project HOPE entities.

Sl.	Name of Project HOPE Employee	Position held in Project HOPE	Relation

4. YES NO I have relationships, business affiliations, involvements, associations, positions, financial interests, gifts, loans, or other transactions to disclose.

I hereby certify that my answers to statements 1-4 above are accurate and that all the information I have declared above is true and is fully updated to the best of my knowledge.

Signature with Seal