

## **PREQUALIFICATION OF VENDORS (POV) – PROVISION OF STATIONERY AND ICT ITEMS**

AB & David Africa (ABDA) is a pan-African business law firm headquartered in Accra, Ghana. We operate from 9 cities across 8 jurisdictions in Africa and through “Best Friend” firms in 16 jurisdictions.

AB & David Ghana is by this publication, inviting Ghanaian businesses to supply Stationery and ICT items.

### **The products shall comprise the following:**

- A4 sheets
- Greeting cards (Birthdays, Wedding, Congratulations, Sympathy etc.)
- Envelopes (All sizes)
- Hard files and folders
- Cards dividers for physical files
- Plastic jackets
- Pens
- Pencils
- Tippex
- Erasers, scissors
- Paper clips
- Staplers
- staple pins
- Litigation diary
- Notebooks
- Desktop documents trays
- Comb binders
- Slide binders

### **2. Tonners / Cartridges / Scanners**

### **To qualify to be invited, evidences of the following are mandatory;**

- Supplier shall be a Ghanaian registered company.
- Supplier shall have a valid VAT certificate.
- Demonstrated capability of successfully providing such products/items.

Interested companies should send their duly completed submissions via email to [patricia@abdavid.com](mailto:patricia@abdavid.com) on or before the close of day, **24<sup>th</sup> June 2019**.

**Late submissions will not be accepted.**