

# Invest in Africa

Tel: +233 (0) 303 938751 or +233 (0)302797911

2nd floor, Mabani Plaza

4<sup>th</sup> Norla Street, Peter Ala Adjetey Avenue, Labone

P.O. Box CT 7184, Cantonments, Accra, Ghana



Ref. No: IIA/BLP/NS/2018/01.

Your Ref. No: .....

11<sup>th</sup> December, 2018.

Dear Sir/ Madam,

## **PROCUREMENT OF BRANDED TRAINING MATERIALS.**

Invest in Africa Ghana, a non-profit organization, has received grant funds from the African Development Bank Fund for African Private Sector Assistance (FAPA) towards the cost of establishing a Business Linkage Programme, intends to apply part of the proceeds of this grant for eligible payments under the contract for which this invitation for quotations is issued.

1. You are invited to submit your most competitive quotation for the following goods:

No	Brief Description of the Goods	Specifications	Quantity	Delivery Period	Place of Delivery	Installation Requirement if any
1	Plastic rulers	Big sized	10pcs		IIA, Accra	N/A
2	Flip chart		10pcs			
3	Glue sticks	Big sized	10pcs			
4	A 4 Papers	Ream	4pcs			
5	Board makers	Packets	10			
6	Note pads	Branded A5 size, full colour card cover, one colour bond pages, 50 sheets front and back printing, ring binding	100pcs			
7	Masking Tapes	Medium sized	10pcs			
8	Scissors	Medium sized	12pcs			

## Invest in Africa

Tel: +233 (0) 303 938751 or +233 (0)302797911

2nd floor, Mabani Plaza

4<sup>th</sup> Norla Street, Peter Ala Adjetey Avenue, Labone

P.O. Box CT 7184, Cantonments, Accra, Ghana



9	Training Manuals	Branded full colour card cover and bond pages, 25 sheets-front and back	50pcs			
---	------------------	---	-------	--	--	--

1. The quotation shall be fixed and shall include the supply and delivery of the goods to Invest in Africa, Business Linkage Programme office at Accra
2. The quotation shall be valid for a period of 90 days.
3. Payment shall be made as follows: 100% shall be paid on successful supply and acceptance of the goods.
4. Deadline for submission of quotation shall be 25<sup>th</sup> January, 2019 at by email to BLP@investinafrica.com or at the office of IIA, Accra at 10.00am.

Counting on your usual cooperation

Thank you

**ANGELINA DIYUOH**  
**BLP COORDINATOR**