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**Company Profile:**

**GSteps Properties & Logistics Limited** is a private limited liability which was incorporated in August 2012 under the COMPANY ACT, 1963 (ACT179). GSteps has its registered office at Sefakor House, Dansoman-Accra. Ghana. The Company is duly registered as a Fully Indigenous Ghanaian Company in accordance with the Petroleum Commission Regulations 2015 (L.I 2221) and issued a Registration Permit to undertake the following;

1. **Haulage / Freight / Clearing & Forwarding**
2. **Equipment / Material Supply Services**

Within the scope of work above, **GSteps** is well positioned to effectively undertake the under-listed activities

**a. Supply and Installation of Computers, Accessories & Consumables**

**b. Supply of Office Stationary, Printing, Communication & Security Equipment**

**c. Supply of Office Furniture & Equipment & Household Appliances.**

**d. Supply of Personal Protective Equipment (PPE),**

**d. Provision of CCUs, Gas & Chemical supply services**

**e. Provision of Domestic & International Freight Forwarding Services**

**f. Provision of Destination Services, Customs Brokerage & Warehouse Services**

**GSteps** is committed to providing its services efficiently, effectively and with integrity and dedication to achieve timely and satisfactory results. **GSteps** provides timely and superior services for the best outcome in the Ghanaian Offshore Oil & Gas industry.

* Procurement Agent with local experience and know how
* Offering a complete procurement solution from sourcing to supplying
* Knowledge and Experience of materials and equipment supplies in the Oil & Gas industry.
* Trusted supplier base to meet the standards and needs of our clients
* **GSteps** emphasizes building a cohesive relationship with our clients and suppliers
* Customize to our client needs and environment
* Offer the best quality service, safety, reliability & affordability aimed at Value added growth and sustainability
* 3rd Party Procurement Agents

**GSteps** offers a fresh and innovative approach to procurement management & the supply of goods in a timely fashion. We have qualified and certified staff well trained on current and latest procurement procedures to ensure full compliance with your specification. With a structured and continuous training programme for staff, we are committed to continuously updating staff knowledge on innovativeness and new developments in the industry.

We the employers and our employees are distinguished by our functional and hands-on experience, thereby ensuring that our clients receive the most effective and professional service. Our goal is to exceed the expectations of every client by offering outstanding competitive prices for jobs that would be perfectly finished, good customer service offered and greater work input for maximum satisfactory results.

**GSteps Properties & Logistics** **Limited** has plans to promote **Local Content** by developing and adhering to a comprehensive local content plan which aims at gradually increasing the expertise and experience of the Ghanaian indigenes. We will adopt a methodical, dedicated and serious approach towards staff training and development to tackle challenges facing the Offshore Oil & Gas industry. Our current structure reflects 100% full time Ghanaian staff.

**Shareholding Structure;**

The Company was founded by Francis Bus-Moses (Chartered Accountant & Banker) and Harriet Bus-Moses (Investment Banker) who are actively involved in the management of the company.

1. Francis Bus-Moses - 50%
2. Harriet Bus-Moses - 50%

**Directors;**

1. Francis Bus-Moses - Chartered Accountant & Banker
2. Harriet Bus-Moses - Investment Banker
3. Theodora Morveh - Administrator
4. Frank Gyima Boakye - Operations Officer
5. Bartholomew Angyuum - Accountant

**Management Team**

In order to meet the individual tailored needs of clients, **GSteps** management team maintains a wide range of experience in the facilities management industry.

**Mr. Francis Bus-Moses,** is the Managing Director of **GSteps**, a Chartered Accountant and a Banker by profession. In his last employment with the International Finance Corporation (World Bank Group), he was responsible for Finance, Procurement and Facilities Management.

**Mrs. Theodora Morveh**, is the current substantive officer responsible for Procurement and Facilities Management at the International Finance Corporation (World Bank Group) and also the Administrator. She formally worked at the Food and Agricultural Organization (FAO) of the United Nations in various departments and has wide experience in facilities management.

**Mrs. Sarah Johnson,** is the current supervisor of Danabus Cleaning Services, the parent company of **GSteps** Properties & Logistics. She has extensive expertise in the cleaning industry.

**Mr. Frank Gyimah,** is the current supervisor and operational manager of GSteps Properties & Logistics.

**Mr. Bartholomew Angyuum,** is the Accountant of GSteps Properties & Logistics.

**Organizational Structure**

**Board of Directors**

External Auditors

**C**hief **E**xecutive **O**fficer

Procurement Officer Marketing Officer Operational Officer Finance Officer

**References:** Currently **GSteps** have excellent working relationship with the under-listed Institutions/Companies**.**

1. Korle-Bu Teaching Hospital **Felicity** (Head/Procurement) 0244 288 688
2. Ridge Regional Hospital **Emmanuel** (Procurement) 0247 422648
3. School of Allied & Health Sciences **Evelyn** (Head/Procurement) 0503 033 689
4. University of Ghana Medical School **Lydia** (Head/Procurement) 0273 320 253
5. Gridco **Ben Effah**(Head/Procurement) 0244 686 231
6. Metro Mass Transit **Isaac** (Head/Procurement) 0501 282 728
7. Mechanical Lloyd **Joe Hyde** (Director/Operations) 0244 341 111
8. National Petroleum Authority **Theresa**  (Head/Procurment) 0244 684854
9. Petroleum Commission **Kuditey** (Head/Procurement) 0244 750237
10. High Networth Individuals Various Residences

**Some Previous Jobs Executed:**

**Type of Service/ Contract Year Name of Company/(Customer)**

1. Supply of IT Consumables 2018 Ridge Hospital
2. Supply of IT Equipment 2018 Petroleum Commission
3. Printing Services 2018 National Petroleum Authority
4. Supply of Electrical Items 2017 University of Ghana Medical Sch.
5. Supply of Office Stationary 2017 Ridge Hospital
6. Supply of Office Stationary 2016 Ridge Hospital
7. Supply of Plumbing & Carpentry Items 2016 Korle-Bu Teaching Hospital
8. Renovation Works 2015 Mechanical Lloyd

**GSteps** aims to set and maintain high standards in our industry. We provide specifications tailored to your individual requirements. We provide all necessary machinery, equipment and materials needed to effectively execute this job. Our exceptional functional and professionally trained staff coupled with extensive industry knowledge makes **GSteps** the ideal choice for your Procurement of timely and quality goods and services.

**Contact us now for perfect and excellent services.**

**Call Francis 0244 622087 or Theodora 0244 334534.**

**Email:** [**info@gstepsghana.com**](mailto:info@gstepsghana.com)

**Email:** [**www.gstepsghana.com**](http://www.gstepsghana.com)

**Bank Details:**

**GSteps Properties & Logistics Limited**

P.O. BOX AN 5148, Accra North

1. National Investment Bank **2.** Republic Bank

Accra – Main Branch Dansoman Branch

**1000101192101 0293458501014**

**3** Prudential Bank

Mataheko – Branch

**0302000650014**

**Professional Membership**

1. Invest in Africa (African Partner Pool)