CPCO
Comité des Pêches du Centre Ouest du Golfe de Guinée

FCWC
Fisheries Committee for the West Central Gulf of Guinea

FISHERIES COMMITTEE FOR THE WEST CENTRAL GULF OF GUINEA (FCWC)

TENDER DOCUMENT

FOR

PROCUREMENT OF COMMUNICATION MATERIALS FOR THE 17TH CONFERENCE OF MINISTERS OF THE FCWC

September 2026

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Section I. Invitation for Sealed Quotation

Name of Contracting Authority: ***Fisheries Committee for the West Central Gulf of Guinea (FCWC)***

Address of Contracting Authority: ***P. O. Box BT 62, Tema***

Sealed Quotation No: **FCWC-CPCO/PQ/2026/004**

Date of Invitation: *1st September 2026*

1. The ***Fisheries Committee for the West Central Gulf of Guinea, Ghana*** invites sealed quotations from eligible registered Suppliers for the supply and delivery of the following items;

Lot No.	DESCRIPTION OF ITEM	QUANTITY
1	*Name Tags with lanyard and plastic pouches*	*80*
	Name Tents	*80*
	Branded A4 Flap folders	*150*
	Flexy Banners with eyelets	*2*
	Cotton Tote Bags	*200*
	Branded lacoste/polo shirts	*300*
	Branded t-shirts	*300*
	Theme of the year leaflets	*80*
	Theme of the year pull-up banners	*2*
	FCWC Branded pull-up banners	*2*
	Customised Gift Boxes/Packages with FCWC Logo	*20*

2. Sealed quotations must be delivered to the above office on or before ***10am* on *22nd September 2026.***
*In addition to the sealed quotations, tenderers **shall** provide **mock-ups/designs and physical samples** of their recommended designs*

3. Tenders shall be valid for ***21 days*** from the date of tender submission.

4. Quotation for the goods may be in Ghana Cedis (GH₵) or in any other convertible currency.

5. Tenders will be evaluated using the following criteria:
a. Delivery period
b. Conformity to technical specifications
c. Price
d. Quality and acceptability of samples provided

6. Sealed quotations will be opened in the presence of Supplier's Representatives however; copies of the opening document would also be available to be collected at any time before the expiry of the validity at the Fisheries Committee for the West Central Gulf of Guinea, 4th Floor of Fisheries Scientific Survey Division (FSSD), Community 2, Tema.

7. Your attention is being drawn to section 9.2 of this document which states that payment for the goods shall be made after delivery, installation and commissioning of the goods to the satisfaction of the Contracting Authority

8. Deadline for submission of quotations to the undersigned in a sealed envelope is ***Tuesday, September 22nd, 2026*** at the Fisheries Committee for the West Central Gulf of Guinea, 4th Floor of Fisheries Scientific Survey Division (FSSD), Community 2, Tema on or before ***10h00 GMT***. All late submissions will be rejected outright.

Yours faithfully,

Dr. Antoine Gaston Djihinto
Secretary General, FCWC

Section II. Conditions of Contract

1. Definitions 1.1 In this contract, the following terms shall be interpreted as indicated:

a. "The Contract" means the agreement entered into between the Contracting Authority and the Supplier, as recorded in the Contract Form Signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;

b. "The Contract Price" means the price payable to the Supplier under the contract for the full and proper performance of its contractual obligation;

c. "The Goods" means Equipment and related Accessories and spare-parts which the Supplier is required to supply to the Contracting Authority under the contract;

d. "Services" means services ancillary to the supply of the goods such as transportation and insurance including the installation, commissioning and the operational and maintenance training of the supplied equipment.

e. "The Contracting Authority" means the organization purchasing the goods;

f. "The Supplier" means the organization supplying the goods and services under this contract.

2. Technical Specification 2.1 The goods supplied under this contract shall conform to the standards mentioned in the Technical Specification.

3. Patent Right 3.1 The Supplier shall indemnify the Contracting Authority against all third party claims of infringement of patent, trademark or industrial design rights arising from use of goods or any part thereof in the Contracting Authority's country.

4. Inspection and Tests 4.1 The Contracting Authority or its Representative shall have the right to inspect and/or test the goods to confirm their conformity to the Technical Specification and the quality of performance after the supply and delivery of good to Contracting Authority's premises.

5. Packing	5.1	The Supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the contract.
	5.2	The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage.
	5.3	Packing case, size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
	5.4	The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided in accordance with international standard and practice.
6. Delivery of Goods	6.1	Delivery of the goods shall be made by the Supplier in accordance with the terms specified by the Contracting Authority in its schedule of requirements.
	6.2	For purposes of the contract "FOB", "C&F", "CIF", "CIP" and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of the International Rules for the Interpretation of the Trade Terms (INCOTERMS) published by the International Chamber of Commerce (ICC), Paris.
7. Insurance	7.1	The goods supplied under the contract shall be fully insured in the currency of the bid price against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.
	7.2	Where delivery of the goods is required by the Contracting Authority on a CIF or CIP basis to a specified destination, the Supplier shall arrange and pay for insurance, naming the Contracting Authority as the Beneficiary and the Supplier shall be required to meet all transport and storage expenses until delivery.
8. Warranty	8.1	The Supplier warrants that all the goods supplied under the contract shall fully comply with the specification laid down in the contract.

8.2 The warranty shall remain valid for one year after the goods have been delivered to the final destination indicated in the contract, and accepted by the Contracting Authority after installation and commissioning of equipment by the Supplier.

8.3 The Contracting Authority shall promptly notify the Supplier in writing of any claims arising under this warranty.

8.4 Upon receipt of such notice, the Supplier shall, within 30 days replace the defective goods without cost to the Contracting Authority. The Supplier will be required to remove, at its own risk and cost, the defective goods.

9. Payment

9.1 Payment shall be made in the currency in which the contract price has been stated in the Supplier's tender.

9.2 Payment of the goods supplied from within Ghana shall be made in Ghanaian Cedis after the delivery and installation and commissioning of goods to the satisfaction of the Contracting Authority.

9.3 Payment of the goods to be supplied from abroad shall be made in the following manner:

a. On shipment: Eighty (80) percent of the contract price of the Goods shipped shall be paid through irrevocable confirmed letter of credit opened in favour of the Supplier in a bank in its country, upon submission of documents.

b. On acceptance: Twenty (20) percent of the contract price of goods received shall be paid within thirty (30) days of receipt of the goods upon submission of claim supported by the acceptance certificate issued by the Contracting Authority.

Or

c. Full payment on satisfactory delivery and acceptance of goods.

10. Prices

10.1 Prices charged by the Supplier for goods delivered under the contract shall not vary from the prices quoted by the Supplier in its sealed quotation.

11. Liquidated Damages	11.1	If the Supplier fails to deliver any or all of the goods within the time period specified in the contract, the Contracting Authority shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 1.0 percent of the contract price of delayed goods for each week of delay until actual delivery, up to a maximum deduction of 10 percent of the delayed goods' contract price. Once the maximum is reached, the Contracting Authority may consider termination of the contract.
12. Resolution of Disputes	12.1	The Contracting Authority and Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.
	12.2	If, after thirty (30) days from the commencement of such informal negotiation, the Contracting Authority and Supplier have been unable to resolve amicably a contract dispute, it shall be referred by either party to an adjudicator agreed by the parties. In the event of disagreement, the adjudicator shall be appointed in accordance with the Laws and Rules of Ghana.
13. Governing Language	13.1	The Governing Language shall be English
14. Applicable Law	14.1	The applicable law shall be the Laws of Ghana.
15. Notices	15.1	Contracting Authority's address for notice purposes: ***Fisheries Committee for the West Central Gulf of Guinea*** ***P.O. Box BT 62, Tema.*** **[Attention: Antoine Gaston Djihinto]**
	15.2	Supplier's address for notice purposes: _____ _____
16. Taxes and Duties	16.1	The Supplier shall be entirely responsible for all taxes, duties, licence fees for the initial period of purchase covered by warranty and other such levies imposed by the Government of Ghana.
17. Operation, Maintenance and Spare-parts Manuals	17.1	The successful Supplier shall supply 2 copies of manufacturer's operation, maintenance and spare-part manuals of the goods (Equipment).

Section III. Form of Contract

THIS AGREEMENT made the _____ day of _____ 20_____ between *[name of Contracting Authority]* (hereinafter called "the Contracting Authority") of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called "the Supplier") of the other part:

WHEREAS the Contracting Authority invited bids for certain goods and ancillary services, viz.,

_____

_____

[brief description of goods and services]

and has accepted a tender by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

a. Tender Form and the Price Schedule submitted by the Supplier;

b. The Schedule of Requirements;

c. The Technical Specifications;

d. The Conditions of Contract; and

e. The Contracting Authority's Notification of Award.

3. In consideration of the payments to be made by the Contracting Authority to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Contracting Authority to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. The Contracting Authority hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

On behalf of the Contracting Authority	On behalf of the Supplier
Name:	Name:
Designation:	Designation:
Sign:	Sign:
Seal:	Seal:

Section IV. Sample Forms

1. Tender and Price Schedules

Date:

To: *[name and address of Contracting Authority]*

Gentlemen and/or Ladies:

Having examined the tender documents, we the undersigned, offer to supply and deliver

_____

_____

[description of goods and services]

in conformity with the said tender documents for the sum of _____, _____ *[total tender amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

We undertake, if our Tender is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Tender is accepted, we will obtain the guarantee of a bank in a sum equivalent to _____ percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Contracting Authority.

We agree to abide by this Tender for a Period of _____ *[number]* days from the date fixed for Tender opening it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ 20_____.

_____ _____

[Signature] *[In the capacity of]*

Duly authorized to sign Tender for and on behalf of _____

Price Schedule for Goods Offered from Abroad (Not applicable)

Name of Supplier _____ Page _____ of _____

1	2	3	4	5	6	7	8
Item	Description	Country of origin	Quantity	Unit price FOB port or place of loading (specify port or place	Unit price CIF port of entry (specify port) or CIP named place (specify order point or place of destination)	Total CIF or CIP price per item (col. 4 x 6)	Unit price of inland delivery to final destination and unit price of other incidental services

Total CIP (place of destination) Price …… (in words)

Signature of Tenderer _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

Price Schedule for Domestic Goods Offered from within Ghana

Name of Supplier _____ Page _____ of _____

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price EXW per item	Cost of local labour, raw material and component **N/A**	Total price per item (col. 4 x 5)	Unit price per item to final destination and unit price of other incidental services	VAT and other taxes payable if Contract is awarded

Total Price to final destination …… (in words)

Signature of Tenderer _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

Section V. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery (i) at EXW premises, or (ii) to the carrier at the port of shipment when the contract is placed on FOB or CIF terms, or (iii) to the first carrier when the contract is placed on FCA or CIP terms. In order to determine the correct date of delivery hereafter specified, the Contracting Authority has taken into account the additional time that will be needed for international or national transit to the Project Site or to another common place.

LOT NO	DESCRIPTION	QUANTITY	DELIVERY SCHEDULE IN WEEKS
1	*Name Tags with lanyard and plastic pouches*	*80*	***Within 1 week to the FCWC, FSSD Building, Tema, Comm. 2, Near Agbamami Restaurant***
	Name Tents	*80*	
	Branded A4 Flap folders	*150*	
	Flexy Banners with eyelets	*2*	
	Cotton Tote Bags	*200*	
	Branded lacoste/polo shirts	*300*	
	Branded t-shirts	*300*	
	Theme of the year leaflets	*80*	
	Theme of the year pull-up banners	*2*	
	FCWC Branded pull-up banners	*2*	
	Customised Gift Boxes/Packages with FCWC Logo	*20*	

Section VI. Technical Specification

PROCUREMENT OF COMMUNICATION MATERIALS FOR THE 17TH CONFERENCE OF MINISTERS OF THE FCWC

MINIMUM REQUIRED SPECIFICATION	OFFERED SPECIFICATION
Name Tags with lanyard and plastic pouches • Size: 10cm x 5cm • Print Type: Full colour • Finishing Type: Glossy lamination	
Name Tents • Print Type: Full colour • Finishing Type: Glossy lamination	
Branded A4 Flap folders • Print Type: Full colour • Finishing Type: Glossy lamination	
Flexy Banners with eyelets • Print side: Front only • Eyelets in the top left, top centre and top right • Size: 1.5m x 3m	
Cotton Tote Bags (With theme of the year) • Size: 6-inch width, 14-inches length, 16-inches height, 12-inch straps	
Branded lacoste/polo shirts • Material: 100% cotton • Quality: Min of 800 GSM • Inscription type: Embroidery (front and back) • Language (180 English, 120 French) • Colour: 150 No. grey, 150 No. navy blue • Sizes: M – 25 units L – 25 units XL – 60 units XXL – 60 units XXXL – 100 units XXXXL – 30 units	
Branded t-shirts • Material: 100% cotton • Quality: Min of 300 GSM • Inscription type: Direct Heat Transfer (front and back) • Language (180 English, 120 French) • Colour: 150 No. navy blue, 150 No. off-white • Sizes: M – 25 units L – 25 units XL – 60 units XXL – 60 units XXXL – 100 units XXXXL – 30 units	
Theme of the year leaflets • Language (English 50, 30 French)	

• Size: A5 • Number of pages: 4 • Print Type: Full colour • Finishing Type: Glossy Lamination	
Theme of the year pull-up banners • Size: 85cm x 200cm • Print side: Front side only	
FCWC Branded pull-up banners • Size: 85cm x 200cm • Print side: Front side only	
Customized Gift Boxes/Packages • Elegant/Classy aesthetic • Must contain the following items: Thermal flask, diary, keyholder, pen drive and pen • All items must be branded	

*all items and designs must be approved by the client prior to the start of production

The theme for the 17th Conference of Ministers is as follows:

English: **Sustainable Fisheries and Aquaculture amid Climate and Security Challenges in the Gulf of Guinea**

French: **Gouvernance intégrée et durables des pêches et de l'aquaculture face aux défis climatiques et sécuritaires dans le Golfe de Guinée**

PHOTOS IDEAS OF GOODS

Gift Boxes

Lacoste/Polo shirt (navy blue)

Lacoste /Polo shirt (grey)

T-Shirt (navy blue)

T-Shirt (off-white)

Tote bags

Section VII. Schedule of Distribution

Lot No.	Description	FCWC Office, 4th Floor, Fisheries Commission (FSSD), Tema, Community 2	Total
1	*Name Tags with lanyard and plastic pouches*	*80*	*80*
	Name Tents	*80*	*80*
	Branded A4 Flap folders	*150*	*150*
	Flexy Banners with eyelets	*2*	*2*
	Cotton Tote Bags	*200*	*200*
	Branded lacoste/polo shirts	*300*	*300*
	Branded t-shirts	*300*	*300*
	Theme of the year leaflets	*80*	*80*
	Theme of the year pull-up banners	*2*	*2*
	FCWC Branded pull-up banners	*2*	*2*
	Customised Gift Boxes/Packages with FCWC Logo	*20*	*20*