



**GOLDBOD**  
GHANA GOLD BOARD

**CONTRACT**

*FOR*

**PROCUREMENT AND INSTALLATION OF OFFICE FURNITURE**

*BETWEEN*

**THE CLIENT:  
GHANA GOLD BOARD (“GOLDBOD”)**

*AND*

**THE SUPPLIER:  
MESSRS GRACE-FILLED VENTURES**

**NOVEMBER 2025**

## FORM OF CONTRACT

THIS CONTRACT IS MADE THIS 12<sup>th</sup> day of December 2025

BETWEEN

**THE GHANA GOLD BOARD (“GOLDBOD”)** whose registered office is at **ACCRA HIGH STREET, 1 THORPE ROAD IN THE GREATER ACCRA REGION OF THE REPUBLIC OF GHANA** and whose postal address is **P. O. BOX M 108, ACCRA** (hereinafter called the “Client”) of the ONE PART;

AND

**MESSRS GRACE-FILLED VENTURES** whose postal address is **P. O. BOX 294, SUNDAY STREET- WEST, LEGON, ACCRA** (hereinafter called “the Supplier”) of the OTHER PART.

WHEREAS the Purchaser invited quotation for the supply of the following:

No.	Description	Quantity	Unit Cost (GHS)	Total Cost (GHS)
1.	Executive Swivel Chair	14	4,200.00	58,800.00
2.	Ergo Lite Mesh Chair	66	2,850.00	188,100.00
3.	Visitor’s Chair	16	2,400.00	38,400.00
4.	Visitor’s Chair	34	1,450.00	49,300.00
5.	Executive Office Desk	5	9,500.00	47,500.00
6.	Exec L-Shaped Desk (1800W x 1600D x 750H)	12	8,950.00	107,400.00
7.	1.6m Executive L-Shaped Desk	8	8,200.00	65,600.00
8.	Executive L-Shaped Desk ( 1600 x 750 x 1600)	20	7,500.00	150,000.00
9.	Office Desk with Pedestal Cabinet	15	3,500.00	52,500.00
10.	Office Desk (1400 x 1200 x 750mm)	8	3,850.00	30,800.00
11.	4-in-1 Workstation	10	15,700.00	157,000.00
12.	2-in-1 Workstation	4	8,350.00	33,400.00
13.	Wooden Bookshelf (W1200 x 400 x 2000)	6	6,850.00	41,100.00
14.	Wooden Bookshelf (800W x 400D x 2000H)	10	4,850.00	48,500.00
15.	Three-Seater Sofas	4	12,500.00	50,000.00
16.	Two-Seater Sofas	3	9,500.00	28,500.00
17.	Single Sofa	3	6,350.00	19,050.00
<b>Subtotal</b>				<b>1,165,950.00</b>
<b>VAT/NHIL</b>				<b>46,638.00</b>
<b>Total Amount</b>				<b>1,212,588.00</b>

And has accepted the quotation by the Supplier for the procurement and installation of Laptop Computers for the sum of **ONE MILLION, TWO HUNDRED AND TWELVE THOUSAND, FIVE HUNDRED AND EIGHTY-EIGHT GHANA CEDIS ONLY (GH¢1,212,588.00)**, (hereinafter called “the Contract Price”) **Inclusive of all relevant taxes.**

**Conditions of Contract.**

1. Delivery and Installation period: Ten (10) days after contract signing.
2. Payment terms: Within 30 days after satisfactory delivery and submission of invoice.
3. GoldBod has the right to reject the goods if the goods are not fit for purpose, and do not conform to the specification in the contract and the submitted quotation by the Supplier.
4. Incoterm - DDP, GoldBod.
5. The Contract Prices in this Agreement shall not be varied.
6. Warranty – Twelve (12) months.

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) The Tender Form and the Price Schedule submitted by the Tenderer;
- (b) The Schedule of Requirements;
- (c) The Technical Specifications of the Office Furniture shall conform to all technical specifications requested by the Ghana Gold Board.
- (d) The General Conditions of Contract;
- (e) The Special Conditions of Contract;

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

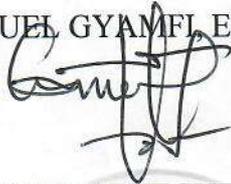
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

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 Purchaser**

Name: SAMUEL GYAMFI, ESQ.

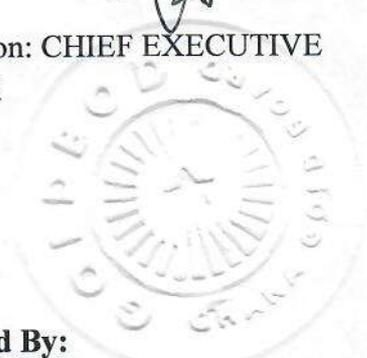
Signature:



Designation: CHIEF EXECUTIVE OFFICER

Seal:

Date:



**Witnessed By:**

Name: Richard Nweldyaku

Signature:

Designation: CEO

Date: 12/12/12

**On behalf of the Supplier**

Name: Gloria Ansonaa Agyei

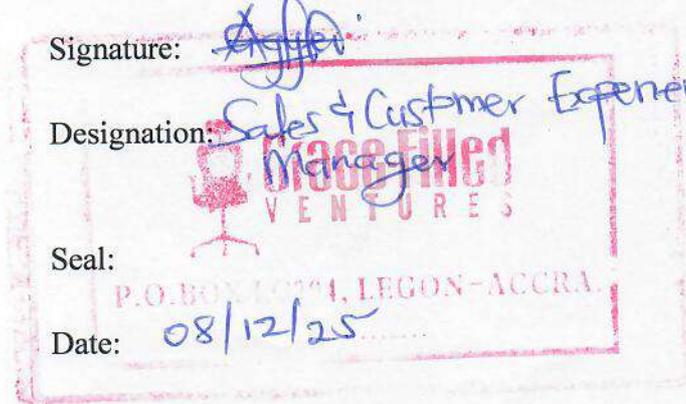
Signature:



Designation: Sales & Customer Experience Manager

Seal:

Date:



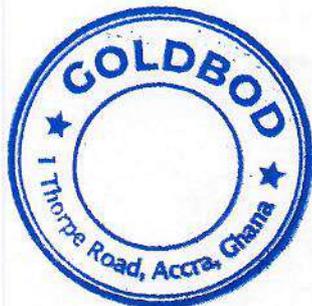
**Witnessed by:**

Name: Gifty Odu

Signature:

Designation: Showroom Assistant

Date: 08/12/25



## Section III. General 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 Purchaser 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 Furniture, related Accessories, spare-parts and/or other materials which the Supplier is required to supply to the Purchaser under the contract;
  - d. "The Services" means services ancillary to the supply of the goods such as transportation and insurance and any other incidental services, such as installation, commissioning, the operational and maintenance training of the supplied equipment and other such obligations of the supplier covered under the Contract.
  - e. "The Purchaser" means the Procurement Entity of the Republic of Ghana purchasing the goods.
  - f. "The Supplier" means the individual or organization supplying the goods and services under this Contract.
  - g. "The Purchaser's Country" is Ghana.
  - h. "The Delivery Site" where applicable, means the place or places where supply of goods to deliver and performance of services to be complete.
  - i. "Day" means calendar day.
  - j. "Public funds" include:

- (i) funds from Government budget, Metropolitan Assembly budgets, Municipal Assembly budgets or District Assembly budgets;
- (ii) funds from Government Foundations;
- (iii) funds from Government Trust Funds;
- (iv) funds from domestic loans and foreign loans taken or guaranteed by Government;
- (v) funds from State foreign aid;
- (vi) revenue received from the economic activity of State or local Government agencies or other legal persons in public law financed from the Government budget, Metropolitan Assembly budgets, District Assembly budgets or Government foundations;

**2. Application**

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

**3. Country of Origin**

3.1 All goods and services supplied under the Contract shall have their origin in Ghana or in eligible countries as specified in Special Conditions of Contract.

3.2 For purposes of this clause "origin" means the place where the goods are mined, grown, produced or manufactured, or from which the Services are supplied. Goods are produced when, through manufacturing, processing, or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

3.3 The origin of Goods and Services is distinct from the nationality of the Supplier.

**4. Standards**

4.1 The Goods supplied under this Contract shall be fit for intended purpose and conform to the standards mentioned in the Technical Specifications, and, when no applicable standard is mentioned, to the authoritative standards appropriate to the Goods' country of origin, such standards shall be the latest issued by the concerned institution.

4.2 Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest current edition or revision of the relevant shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

**5. Use of Contract Documents and Information**

5.1 The Supplier shall not, without the Purchaser's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The Supplier shall not, without the Purchaser's prior written consent, make use of any document or information enumerated in sub-clause 5.1 except for purposes of performing the Contract.

5.3 Any document, other than the Contract itself, enumerated in sub clause 5.1 shall remain the property of the Purchaser and shall be returned (all copies) to the Purchaser on completion of the Supplier's performance under the Contract if so required by the Purchaser.

**6. Patent Rights**

6.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof in the Purchaser's country.

**7. Performance Security**

7.1 Within fourteen (14) days after the Supplier's receipt of notification of award of the Contract, the successful Tenderer shall furnish performance security to the Purchaser in the amount specified in the Special Conditions of Contract and in the form specified in Section VII. N/A

7.2 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the

Supplier's failure to complete its obligations under the Contract.

7.3 The performance security shall be denominated in the currency of the Contract or in a freely convertible currency acceptable to the Purchaser and shall be in the form of an unconditional bank guarantee issued by a bank in Ghana acceptable to the Purchaser and in the form provided in the Tender Documents or another form acceptable to the Purchaser.

7.4 The performance security will be discharged by the Purchaser and returned to the Supplier not later than 28 days after expiry of one year of warranty period following the date of issue of certificate of final acceptance of equipment after installation and commissioning of equipment at the final destination.

**8. Inspections and Tests**

8.1 The Purchaser or its Representative shall, at no extra cost, have the right to inspect and/or to test the goods to confirm their conformity to the Contract. The Special Conditions of Contract and/or the Technical Specifications shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall notify the Supplier in writing of the identity of any representatives retained for these purposes within 21 days after award of the Contract.

8.2 The inspections and tests may be conducted on the premises of the Supplier or its sub-Supplier(s), at point of delivery, and/or at the Goods' final destination. If conducted on the premises of the Supplier or its sub-Suppliers(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.

8.3 Should any inspected or tested Goods fail to conform to the Specifications, the Purchaser may reject the Goods, and the Supplier shall either replace the rejected Goods or make alterations necessary to meet specification requirements free of cost to the Purchaser.

8.4 The Purchaser's right to inspect, test and, where necessary, reject the goods after the goods' arrival in the Purchaser's country shall in no way be limited or waived by reason of the goods having previously been inspected, tested and passed by

the Purchaser or its Representative prior to the goods' shipment from the country of origin.<sup>1</sup>

8.5 Nothing in GCC Clause 8 shall in any way release the Supplier from any warranty or other obligations under this Contract.

8.6 A Certificate of Acceptance shall be issued by the Purchaser after necessary inspection and tests of the Goods supplied as specified in SCC.

**9. Packing**

9.1 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. 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. 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.

9.2 The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, as Specified in the Special Conditions of Contract (SCC), and in any subsequent instructions issued by the Purchaser.

**10. Delivery and Transfer of Risk**

10.1 Delivery of the goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in its Schedule of Requirements. The details of shipping and/or other documents to be furnished by the Supplier are specified in the Special Conditions of Contract.

10.2 For purposes of the Contract, "FOB," "C&F," "CIF", "CIP", "EXW" 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)<sup>2</sup> published by the International Chamber of Commerce (ICC), Paris.

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- 10.3 Documents to be submitted by the Supplier are specified in Special Condition of Contract.
- 11. Insurance**
- 11.1 The goods supplied under the Contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the Special Conditions of Contract. Such insurance shall be arranged and paid for by the Supplier.
- 11.2 Where delivery of the goods is required by the Purchaser on a CIF, CIP basis, the Supplier shall arrange and pay for marine insurance, naming the Purchaser as the beneficiary. Where delivery is on an FOB or C&F basis, marine insurance shall be the responsibility of the Purchaser.
- 12. Transportation**
- 12.1 Where the Supplier is required under the Contract to deliver the goods FOB, transport of the goods, up to and including the point of putting the goods on board the vessel at the specified port of loading, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.
- 12.2 Where the Supplier is required under the Contract to deliver the goods C&F, CIP or CIF or to a specified destination within the Kingdom of Nepal, transport of the goods to the port of discharge or such other point in the country of destination including insurance and storage, as shall be specified in the Contract shall be arranged and paid for by the Supplier, and the related cost thereof shall be included in the Contract Price.
- 12.3 Where the Supplier is required to effect delivery under any other terms, the Supplier shall be required to meet all transport and storage expenses until delivery.
- 12.4 In all of the above cases, transportation of the goods after delivery shall be the responsibility of the Purchaser.
- 12.5 Where the Supplier is required under the Contract to deliver the goods CIF or CIP or C&F, no further restriction shall be placed on the choice of the ocean carrier. Where the Supplier is required under the Contract (i) to deliver the goods FOB, and (ii) to arrange on behalf and at the expense of the Purchaser for ocean transportation on specified conference vessels or on national flag carriers of the Purchaser's country,

the Supplier may arrange for such transportation on alternative carriers if the specified conference vessels or national flag carriers are not available to transport the goods within the time period(s) specified in the Contract.

**13. Incidental Services**

13.1 The Supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- a. performance or supervision of on-site assembly and/or startup of the supplied Goods;
- b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- c. furnishing of a detailed operations and maintenance manual for each, appropriate unit of the supplied Goods;
- d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- e. training of the Purchaser's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

**14. Spare Parts**

14.1 As specified in SCC, the Supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

- a. such spare parts as the Purchaser may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract;  
and
- b. in the event of termination of production of the spare parts:
  - i. advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed requirements;  
and

- ii. following such termination, furnishing at no cost to the Purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

**15. Warranty**

- 15.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Supplier further warrants that all Goods supplied under this Contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or materials is required by the Purchaser's specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 15.2 The warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to the final destination indicated in the Contract and installed and commissioned to the satisfaction of the Purchaser.
- 15.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the Supplier shall, within the period as specified in SCC and with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Purchaser other than, where applicable, the cost of inland delivery of the repaired or replaced Goods or parts from EXW or to the final destination.
- 15.5 If the Supplier, having been notified, fails to take remedial action within forty-two (42) days from date of receipt of notice, the Purchaser may proceed to take such action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

**16. Payment**

- 16.1 The method and conditions of payment to be made to the Supplier under the Contract shall be specified in the Special Conditions of Contract.

- 16.2 The Supplier's request(s) for payment shall be made to the Purchaser in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and Services performed, and by documents submitted pursuant to GCC Clause 10, and upon fulfilment of other obligations stipulated in the Contract.
- 16.3 Payments shall be made promptly by the Purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the Supplier.
- 17. Prices**
- 17.1 Prices charged by the Supplier for goods and services delivered and services performed under the Contract shall not vary from the prices quoted by the Supplier in its Tender, with the exception of any price adjustments authorized in Special Conditions of Contract or in the Purchaser's request for Tender validity extension, as the case may be.
- 18. Change Orders**
- 18.1 The Purchaser may at any time, by a written order given to the Supplier pursuant to GCC Clause 31, make changes within the general scope of the Contract in any one or more of the following:
- a. drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
  - b. the method of shipment or packing;
  - c. the place of delivery; and/or
  - d. the Services to be provided by the Supplier.
- 18.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment may be made in the Contract Price or delivery schedule, or both, and the Contract may accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within twenty eight (28) days from the date of the Supplier's receipt of the Purchaser's change order.
- 19. Contract Amendments**
- 19.1 Subject to GCC Clause 18, no variation in or modification of the terms of the Contract shall be made, except by written amendment signed by the parties.

- 20. Assignment** 20.1 The Supplier shall not assign, in whole or in part, its obligations to perform under the Contract, except with the Purchaser's prior written consent.
- 21. Subcontracts** 21.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under this Contract if not already specified in the Tender. Such notification, in the original Tender or later, shall not relieve the Supplier from any liability or obligation under the Contract.
- 21.2 Subcontracts must comply with the provisions of GCC Clause 3.
- 22. Delays in the Supplier's Performance** 22.1 Delivery of the goods and performance of services shall be made by the Supplier in accordance with the time schedule specified by the Purchaser in the Schedule of Requirements.
- 22.2 Except as provided under GCC clause 25, an unexcused delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to any or all of the following sanctions: forfeiture of its performance security, imposition of liquidated damages, and/or termination of the Contract for default.
- 22.3 If at any time during performance of the Contract, the Supplier or its sub-supplier(s) should encounter conditions impeding timely delivery of the goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may, at its discretion, extend the Supplier's time for performance, with or without liquidated damages, in which case, the extension shall be ratified by the parties by amendment of the Contract.
- 23. Liquidated Damages** 23.1 Subject to GCC Clause 25, if the Supplier fails to deliver any or all of the goods or to perform within the time period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to (0.5%) of the contract price of the 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 Purchaser may

consider termination of the Contract pursuant to GCC Clause 24.

**24. Termination for Default**

24.1 The Purchaser may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, terminate the Contract in whole or in part:

- a. if the Supplier fails to deliver any or all of the goods within the time period(s) specified in the Contract, or any extension thereof granted by the Purchaser pursuant to GCC Clause 22; or
- b. if the Supplier fails to perform any other obligation(s) under the Contract.

24.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC para. 24.1 and 24.3 below, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, goods or services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar goods or services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

24.3 Termination for Corrupt or Fraudulent Practices

The Purchaser may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, terminate the Contract in whole or in part if the Supplier, in the judgement of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

For the purpose of this clause:

“corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and

“fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract, and includes collusive practice among Tenders (prior to or after Tender submission) designed to establish Tender prices at

artificial non-competitive levels and to deprive the benefits of free and open competition;

- 25. Force Majeure**
- 25.1 For purposes of this Contract, "Force Majeure" means an event beyond the control of the parties to the Contract and not involving either party's fault or negligence and not foreseeable.
- 25.2 If, at any time during the existence of the Contract, either party is unable to perform in whole or part any obligation under this Contract because of such events which include, but are not restricted to, acts of God, acts of Government in its sovereign capacity, war, revolutions, hostility, civil commotions, strikes, fires, floods, epidemics, quarantine restrictions, freight embargoes, explosions, then the date of fulfillment of Contract shall be postponed during the period when such circumstances are operative.
- 25.3 The party which is unable to perform its obligations under the present Contract shall, within fourteen (14) days of occurrence of the Force Majeure event, inform the other party with suitable documentary evidence. Non-availability of raw materials from regular sources shall not be an excuse for the Supplier for not performing its obligations under this clause.
- 25.4 Any waiver/extension of time in respect of the delivery/acceptance of any instalment or part of the goods shall not be deemed to be a waiver/extension of time in respect of the remaining deliveries.
- 25.5 If such inability to perform continues for a period of more than three (3) months, each party shall have the right to be released from further performance of the Contract, in which case, neither party shall have the right to claim damages from the other. All prior performance shall be subject to Contract terms.
- 25.6 Notwithstanding the provisions of GCC Clauses 22, 23, and 24, the Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of Force Majeure.
- 25.7 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause



are not restricted to, conciliation mediated by a third party, adjudication in an agreed national or international forum, and/or national and international arbitration.

- |                               |      |  |
|-------------------------------|------|--|
| <b>29. Governing Language</b> | 29.1 | The Contract shall be written in the language as specified in SCC. Subject to GCC Clause 30, the version of the Contract written in English language shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the English language. |
| <b>30. Applicable Law</b>     | 30.1 | The Contract shall be interpreted in accordance with the laws of Ghana unless otherwise specified in the Special Conditions of Contract.   |
| <b>31. Notices</b>            | 31.1 | Any notice given by one party to the other pursuant to the Contract shall be sent to the other party in writing or by facsimile and confirmed in writing to the other party's address specified for that purpose in the Special Conditions of Contract.  |
|                               | 31.2 | A notice shall be effective when delivered or on the notice's effective date, whichever is later.  |
| <b>32. Taxes and Duties</b>   | 32.1 | A Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the final destination.  |

## Section IV. Special Conditions of Contract

The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in General Conditions of Contract. The corresponding clause number in the General Conditions is indicated in parentheses.

1. **Definitions** (GCC Clause 1)
  - 1.1 a. The Purchaser is:  
**Ghana Gold Board**  
**P. O. Box M 108**  
**1 Thorpe Road, Accra High Street**
  - b. The Supplier is: **Messrs Grace-Filled Venture**
  - c. The Delivery site is:  
**Gold Board Stores**
2. **Country of Origin** (GCC Clause 3)
  - 2.1 **China**
3. **Performance Security** (GCC Clause 7)
  - 3.1 The performance security will be as follows:
    - i. The amount of performance security as a percentage of the Contract price, shall be 10 percent (10%) of the Tender Price in the currency of the Tender price (**Not applicable**)
  - 3.2 The validity of Performance Security shall be one (1) month after the final delivery of the Goods and the issue of final acceptance to the Supplier (**Not applicable**)
4. **Delivery and Documents**
  - 6.1 For Goods Supplied from abroad:

**(GCC Clause 10)**

- a. Upon shipment, the Supplier shall notify the Purchaser and the Insurance Company by email the full details of the shipment, including Contract number, description of Goods, quantity, the vessel, (or the flight number), the Bill of Lading number and date, port of loading, date of shipment, port of discharge, etc. The Supplier shall mail the following documents to the Purchaser, with a copy to the Insurance Company:
- i. Copies of the Supplier's invoice showing Good's description, quantity, unit price and total amount;
  - ii. **Original** and **two (2) other copies** of the negotiable, clean on board, bill of lading (Consignment note) marked "freight prepaid" and **four (4) copies non-negotiable *Bill of lading***.  
(Consignment note)
  - iii. Three (3) copies of the packing list identifying contents of each package;
  - iv. Insurance Certificate;
  - v. Manufacturer's or Supplier's Warranty Certificate;
  - vi. Inspection Certificate, issued by the nominated inspection agency, and the Supplier's factory inspection Report; and
  - vii. Certificate of origin, certified/verified by the manufacturing company in case of Goods manufactured locally.

6.2 The documents as per clause 6.1 shall be received by the Purchaser at least one week before arrival of Goods at the port or place of arrival and, if not received, the Supplier shall be responsible for any consequent expenses.

6.3 For Goods within Nepal: Upon delivery of the goods to the transporter, the Supplier shall notify the Purchaser and mail the following documents to the Purchaser:

- i. Copies of the Supplier's invoice showing Goods' description, quantity, unit price and total amount;

- ii. Delivery note, transport receipt, railway receipt;
- iii. Manufacturer's or Supplier's Warranty Certificate;
- iv. Inspection Certificate issued by the nominated inspection agency, and the Supplier's factory inspection report; and
- v. Certificate of Origin.

6.4 The documents as per sub-clause 6.3 shall be received by the Purchaser before arrival of the goods and, if not received, the Supplier shall be responsible for any consequent expenses.

**5. Insurance  
(GCC Clause 11)**

7.1 The insurance shall be in an amount equal to 110 percent (110%) of the CIP value of the Goods from "Warehouse" to "Warehouse" on "All Risks" basis, including War Risks and Strikes.

**6. Incidental Services  
(GCC Clause 13)**

8.1 Incidental services to be provided are:

- i. Installation of laptop as per technical specification.

**7. Spare Parts  
(GCC Clause 14)**

9.1 Additional spare parts requirements are: Not Applicable

**8. Warranty  
(GCC Clause 15)**

10.1 In partial modification of the provisions, the **warranty period shall be twelve (12) months** from date of acceptance of the Goods. The supplier shall in addition, comply with the performance and/or consumption guarantees specified under the Contract.

If, for reasons attributable to the Supplier, these guarantees are not attained in whole or in part, the Supplier shall, at its discretion, either:

- a. make such changes, modification, and/or additions to the Goods or any part thereof as may be necessary in order to attain the contractual guarantees specified in the Contract at its own cost and expense and to carry out further performance tests in accordance with SCC 4.1 or

- b. Pay liquidated damages to the Purchaser with respect to the failure to meet the contractual guarantees. The rate of

- these liquidated damages shall be **(0.5%) Per week.**
- 9. Payment  
(GCC Clause 16)**
- 10.2 The period for correction of defects in the warranty period is: 50% time of the delivery schedule of the particular goods.
- 11.1 Payment for Goods and Services supplied shall be made in Ghanaian Cedis, as follows;
- i. Full payment of goods and services shall be made after 100% delivery to the satisfaction of the purchaser within **30 days** after the date of acceptance certificate issued by the purchaser.
- 10. Prices  
(GCC Clause 17)**
- 12.1 Tender Prices may be adjusted only in the case of Tender validity extension requested by the Purchaser or by any justifiable means in ensuring successful execution of the Contract by the Purchaser.
- 12.2 Purchaser shall not entertain Contract Price variation due to the effect of any notice of notification of exchange rate variation of any convertible currency.
- 11. Liquidated Damages  
(GCC Clause 23)**
- 13.1 Applicable rate for the Liquidated damages is : **0.5% Per day.**
- 12. Resolution of Disputes  
(GCC Clause 28)**
- 14.1 The dispute resolution mechanism to be applied pursuant to clause 28.2 of the General Conditions of Contract shall be as follow:
- a. in the case of a dispute between the Purchaser and a Supplier which is a national of Ghana, the dispute shall be referred to adjudication/arbitration; and
- b. in the case of dispute between the Purchaser and the Foreign Supplier, the dispute shall be settled by arbitration in accordance with the provisions of the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules.
- 13. Governing Language  
(GCC Clause 29)**
- 15.1 The governing Language shall be **English.**

**14. Notices  
(GCC Clause 31)**

16.1 For the notice purposes Purchaser and Supplier's address shall be as follows:

**Purchaser's address for notice purposes:**

**The Chief Executive Officer  
Ghana Gold Board  
P. O. Box M 108  
1 Thorpe Road,  
High Street, Accra – Ghana**

**Supplier's Address for notice purposes:**

## Section V. Schedule of Requirements

<b>SCHEDULE OF REQUIREMENTS</b>			
<b>No.</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivery</b>
1.	Executive Swivel Chair	14	Ten (10) days after contract signature
2.	Ergo Lite Mesh Chair	66	
3.	Visitor's Chair	16	
4.	Visitor's Chair	34	
5.	Executive Office Desk	5	
6.	Exec L-Shaped Desk (1800W x 1600D x 750H)	12	
7.	1.6m Executive L-Shaped Desk	8	
8.	Executive L-Shaped Desk ( 1600 x 750 x 1600)	20	
9.	Office Desk with Pedestal Cabinet	15	
10.	Office Desk (1400 x 1200 x 750mm)	8	
11.	4-in-1 Workstation	10	
12.	2-in-1 Workstation	4	
13.	Wooden Bookshelf (W1200 x 400 x 2000)	6	
14.	Wooden Bookshelf (800W x 400D x 2000H)	10	
15.	Three-Seater Sofas	4	
16.	Two-Seater Sofas	3	
17.	Single Sofa	3	

**TECHNICAL SPECIFICATIONS**

ITEM DESCRIPTION	SPECIFICATION
Executive Swivel Chair	<ul style="list-style-type: none"> <li>• High quality leather upholstery</li> <li>• Has an hydraulic lift or approved equal for adjusting the height of the chair</li> <li>• Has a five-star base made in steel with non-slip castor</li> <li>• Well-padded seat, arm rests and back rests (firm padding)</li> <li>• Backrest which tilts or whose angle can be adjusted.</li> <li>• Easily accessible adjustment controls</li> </ul>
Mesh Swivel Chair	<ul style="list-style-type: none"> <li>• Ergo Lite Mesh Swivel Chair.</li> <li>• This chair features a built-in lumbar support that contours to the shape of your spine, providing essential back support and reducing lower back pain.</li> <li>• It's a versatile and budget-friendly option that doesn't compromise on essential ergonomic features.</li> <li>• It's perfect for tall individuals seeking a comfortable and supportive office chair that adapts to their needs.</li> <li>• The headrest can be adjusted to support your neck and head, which is especially beneficial during long working hours.</li> </ul>
Visitor's Chairs	<ul style="list-style-type: none"> <li>• Leather padded back.</li> <li>• Padded Armrest</li> <li>• Stainless Steel base</li> </ul>
Executive Tables	<ul style="list-style-type: none"> <li>• 2.0m</li> <li>• L-shaped extension is equipped with lock and key.</li> <li>• Movable L-Shaped extension</li> <li>• Made from high quality MDF.</li> <li>• Desk grommets for electronics</li> <li>• Matching pedestal cabinet with 3 drawers</li> </ul> <p><b>Pedestal Cabinet</b></p> <ul style="list-style-type: none"> <li>• Designed to tuck under desk.</li> </ul>

	<ul style="list-style-type: none"> <li>• Designed to store letter, A4 and</li> <li>• Plastic wheels</li> </ul>
Executive L-Shaped Desk	<p>Equipped with lock and key</p> <ul style="list-style-type: none"> <li>• 1.8m</li> <li>• L-shaped extension is equipped with lock and key.</li> <li>• Movable L-Shaped extension</li> <li>• Made from high quality MDF.</li> <li>• Desk grommets for electronics</li> <li>• Matching pedestal cabinet with 3 drawers</li> </ul> <p><b>Pedestal Cabinet</b></p> <ul style="list-style-type: none"> <li>• Designed to tuck under desk.</li> <li>• Designed to store letter, A4 and</li> <li>• Plastic wheels</li> </ul>
Executive L-Shaped Desk	<p>Equipped with lock and key</p> <ul style="list-style-type: none"> <li>• 1.6m</li> <li>• L-shaped extension is equipped with lock and key.</li> <li>• Made from high quality MDF.</li> <li>• Desk grommets for electronics</li> <li>• Matching pedestal cabinet with 3 drawers</li> </ul> <p><b>Pedestal Cabinet</b></p> <ul style="list-style-type: none"> <li>• Designed to tuck under desk.</li> <li>• Designed to store letter, A4 and</li> <li>• Plastic wheels</li> </ul>
Executive L-Shaped Desk	<p>Equipped with lock and key</p> <ul style="list-style-type: none"> <li>• 1.6m</li> <li>• L-shaped extension is equipped with lock and key.</li> <li>• Movable L-Shaped extension</li> <li>• Made from high quality MDF.</li> <li>• Desk grommets for electronics</li> <li>• Matching pedestal cabinet with 3 drawers</li> </ul> <p><b>Pedestal Cabinet</b></p> <ul style="list-style-type: none"> <li>• Designed to tuck under desk.</li> <li>• Designed to store letter, A4 and</li> </ul>

	<ul style="list-style-type: none"> <li>• Plastic wheels</li> <li>• Equipped with lock and key</li> </ul>
Office Desk	<ul style="list-style-type: none"> <li>• 1.4m</li> <li>• L-shaped extension is equipped with lock and key.</li> <li>• Made from high quality MDF.</li> <li>• Desk grommets for electronics</li> <li>• Matching pedestal cabinet with 3 drawers</li> </ul> <p><b>Pedestal Cabinet</b></p> <ul style="list-style-type: none"> <li>• Designed to tuck under desk.</li> <li>• Designed to store letter, A4 and</li> <li>• Plastic wheels</li> <li>• Equipped with lock and key</li> </ul>
Office Desk	<ul style="list-style-type: none"> <li>• 1.4m</li> <li>• L-shaped extension</li> <li>• Made from high quality MDF.</li> <li>• Desk grommets for electronics</li> <li>• Matching pedestal cabinet with 3 drawers</li> </ul> <p><b>Pedestal Cabinet</b></p> <ul style="list-style-type: none"> <li>• Designed to tuck under desk.</li> <li>• Designed to store letter, A4 and</li> <li>• Plastic wheels</li> <li>• Equipped with lock and key</li> </ul>
4in1 Workstation	<ul style="list-style-type: none"> <li>• 2.4mL x 1.2mW x 1.2mH</li> <li>• Hardwood/laminated woodwork surface</li> <li>• Has a partition which offers privacy from the opposite facing desk</li> <li>• Has wire management grommets</li> <li>• No keyboard pull-out tray</li> <li>• Ample leg space below each desk</li> <li>• Sturdy construction</li> <li>• With matching 3-drawer pedestal cabinet</li> </ul> <p><b>PEDESTAL CABINET</b></p> <ul style="list-style-type: none"> <li>• Designed to tuck under desk</li> <li>• Similar finish and color as desk</li> </ul>

	<ul style="list-style-type: none"> <li>• Designed to store letters, A4</li> <li>• Equipped with lock and key</li> </ul>
Office Sofa	<ul style="list-style-type: none"> <li>• 3in1 , 2in1 and Single</li> <li>• High quality leather upholstery</li> <li>• Sturdy legs</li> </ul>
Wooden Bookshelf	<ul style="list-style-type: none"> <li>• Three Door Cabinet</li> <li>• 1.2m x 0.4m x 2.0m</li> <li>• Top -Glass</li> <li>• Made from high quality MDF</li> <li>• Equipped with lock and key</li> </ul>
Wooden Bookshelf	<ul style="list-style-type: none"> <li>• Double Door Cabinet</li> <li>• 0.8m x 0.4m 2.0m</li> <li>• Top – Glass</li> <li>• Made from high quality MDF</li> <li>• Equipped with lock and key</li> </ul>
2in1 Workstation	<ul style="list-style-type: none"> <li>• 1.2m x 0.6 x 1.2m</li> <li>• Hardwood/laminated woodwork surface</li> <li>• Has a partition which offers privacy from the opposite facing desk</li> <li>• Has wire management grommets</li> <li>• No keyboard pull-out tray</li> <li>• Ample leg space below each desk</li> <li>• Sturdy construction</li> <li>• With matching 3-drawer pedestal cabinet</li> <li>• <b>PEDESTAL CABINET</b></li> <li>• Designed to tuck under desk</li> <li>• Similar finish and color as desk</li> <li>• Designed to store letter, A4</li> <li>• Plastic wheels</li> <li>• Equipped with lock and key</li> </ul>



REPUBLIC OF GHANA

P0002298368

The Registration of Business Names Act, 1962 (No. 151)

## Certificate of Registration

I hereby certify that the following Business Name has been registered under the above-mentioned Act as

No. **BN404012013**, viz

**GRACE-FILLED VENTURES**

Dated this 22<sup>nd</sup> day of July 2013

For: Registrar of Business Names

0033745



# GRA

VALUE ADDED TAX

## VAT

**CERTIFICATE  
OF REGISTRATION**  
*P0002298368*

\*TIN \_\_\_\_\_

This is to certify that

*ASMAH BERNARD*

*Trading as GRACE-FILLED VENTURES*

---

*has been duly registered as an  
agent for VAT collection  
under*

**THE VALUE ADDED TAX ACT 2013  
(ACT 870)**

Dated this 24<sup>th</sup> day of JULY, 2015

A handwritten signature in black ink, appearing to be "EK Nti".

**EMMANUEL KOFI NTI**  
COMMISSIONER-GENERAL

A small, solid grey square logo with the letters "GRA" in white, bold, sans-serif font.

\* TIN (Taxpayer Identification Number) should be quoted on all tax invoices, receipts and correspondence.

**REPUBLIC OF GHANA**



**Public Procurement Authority**

Improving efficiency and transparency  
in public procurement

SUPPLIER NO

306948

DATE ISSUED

18 SEP 2025

EXPIRY DATE

17 SEP 2026

SUPPLIER, CONTRACTOR, CONSULTANT REGISTRATION CERTIFICATE

*This is to certify that*

**GRACE-FILLED VENTURES**

*is duly registered with the Public Procurement Authority to engage in Government tenders as mandated by Section 3(p) of the Public Procurement Act, 2003 (Act 663) as amended.*



Frank Mante  
Chief Executive

Cert No. 20181100725009



**SOCIAL SECURITY AND NATIONAL INSURANCE TRUST**

National Pensions Act 2008, Act 766

# Clearance Certificate

For

**TRANSACTING BUSINESS WITH UNIVERSITY OF GHANA**

We hereby certify that

## **GRACE-FILLED VENTURES**

(ERNo. 201811007, Covered from 1st October, 2018 )

with Business Reg. No. **BN404012013**, TIN **P0002298368**,

and has **Seven (7) workers as at Sep 2025**

has fulfilled all obligations under the Law for the period.

Certified on this **12th day of September, 2025**

at **LEGON BRANCH.**

This certificate expires on **12th October, 2025.**



Scan code to  
verify authenticity

Branch Mgr: **GEORGE FRED KUMAH**  
For: Director General

NB: Any alterations or falsification of this document is a crime and offender(s) SHALL be prosecuted Printed on 12th September, 2025



REPUBLIC OF GHANA



GHANA REVENUE AUTHORITY

**GRA**



SCAN ME TO VERIFY

DATE 27/08/2025

**TAX CLEARANCE  
CERTIFICATE**

Issuing Office MADINA TSC

1. TIN GHA-712085680-7 Name **BERNARD ASMAH**

Address

Year of Assessment **2025**

This Tax Clearance Certificate is issued in compliance with section 14 of Revenue Administration Act, 2016 (Act 915)

Purpose: **TO APPLY FOR AWARD OF CONTRACTS**

2. This certificate covers:

- a. PAY AS YOU EARN - PAYE
- b. PERSONAL INCOME TAX-PIT
- c. VALUE ADDED TAX (VAT)-FLAT RATE
- d. VAT FLAT/COVID19

3. Below is a summary of Income Tax Position for three years:

YEAR OF ASSESSMENT	TURNOVER	CHARGEABLE INCOME	TAX CHARGED	TAX PAID	TAX OUTSTANDING
2023	1,823.00	1,823.00	0.00	79,976.70	-79,976.70
2024	6,906.00	6,906.00	51.30	128,058.45	-128,007.15
2025	N/A	3,176.40	0.00	54,376.47	-54,376.47

4. Valid until: **24/09/2025**

**ANTHONY KWASI SARPONG  
COMMISSIONER - GENERAL**

SN: TMAD25002128



**Grace-filled Ventures**  
 2 John Nii Owoo Street  
 Kissieman  
 Accra  
 Ghana  
 0302436218; 0501672777;  
 0501672776  
 www.gracefilledventures.com  
 info@gracefilledventures.com

**Sales Quote**



**Order number** SQ-003566  
**Date** Oct 27, 2025

**Billing Address**

Ghana Gold Board

**Date**

Oct 27, 2025

Image	Product	Quantity	Unit Price	Subtotal
	<b>SC1980</b> Executive Swivel Chair	14 pcs.	GHC4,200.00	GHC58,800.00
	<b>SC3008</b> Ergo Lite Mesh Swivel Chair. This chair features a built-in lumbar support that contours to the shape of your spine, providing essential back support and reducing lower back pain. It's a versatile and budget-friendly option that doesn't compromise on essential ergonomic features. It's perfect for tall individuals seeking a comfortable and supportive office chair that adapts to their needs. The headrest can be adjusted to support your neck and head, which is especially beneficial during long working hours.	66	GHC2,850.00	GHC188,100.00
	<b>VC1980</b> Visitor's Chair	16 pcs.	GHC2,400.00	GHC38,400.00
	<b>VC6473</b> Visitor's Chair	34 pcs.	GHC1,450.00	GHC49,300.00
	<b>ET3728-2.0</b> Executive Office Desk(W2000*D900*H750)	5	GHC9,500.00	GHC47,500.00
	<b>ET2049-1.8</b> Executive L-Shaped Desk(1800W x 1600D x 750H)	12 pcs.	GHC8,950.00	GHC107,400.00
	<b>ET1222-1.6</b> 1.6m Executive L- Shaped Desk	8 pcs.	GHC8,200.00	GHC65,600.00
	<b>ET8787-1.6</b> Executive L-Shaped Desk(1600*750*1600 )	20 pcs.	GHC7,500.00	GHC150,000.00
	<b>RT6607-1.4</b> Office Desk with Pedestal cabinet (W1400*D700*H750mm)	15	GHC3,500.00	GHC52,500.00
	<b>RT5577-1.4</b> Office Desk (1400*1200*750mm)	8 pcs.	GHC3,850.00	GHC30,800.00
	<b>WT1244</b> 4-in-1 Workstation. Dimension 2400*1200*1200	10	GHC15,700.00	GHC157,000.00
	<b>WT1212</b> 2-in-1 Workstation	4	GHC8,350.00	GHC33,400.00
	<b>CB3712</b> Wooden Bookshelf (W1200*400*2000)	6	GHC6,850.00	GHC41,100.00
	<b>CB1231</b> Wooden Bookshelf (800W * 400D * 2000H)	10 pcs.	GHC4,850.00	GHC48,500.00
	<b>SF2352A</b> Three Seater Sofa	4	GHC12,500.00	GHC50,000.00
	<b>SF2352B</b> Two Seater Sofas	3	GHC9,500.00	GHC28,500.00
	<b>SF2352C</b> Single Sofa	3	GHC6,350.00	GHC19,050.00

Subtotal GHS 1,165,950.00  
 VAT/NHIL GHS 46,638.00  
**Total GHS 1,212,588.00**



November 25, 2025.

Chief Executive Officer  
Ghana Gold Board  
1 Thorpe Road,  
Accra-High Street.

Dear Sir/Madam,

**Supplier's Account Details**

I am writing to inform you of the Bank Account details of Grace-Filled Ventures and the relevant information required to facilitate all payment of supplies.

Kindly find below the Account details:  
Bank: OmniBsic Bank  
Account Name: Grace-Filled Ventures  
Account Number: 0010225882017  
Branch: Osu

Owner's Name: Bernard Asmah  
Ghana Card Number: GHA-712085680-7  
House Address: 29 J Alabi Street, West Trassaco, Accra

Thank you for your continued support and cooperation.

Kind regards,

Bernard Asmah  
Managing Director

  
+233 50 451 2167  
+233 30 243 6218

  
| info@gracefilledventures.com

  
| www.gracefilledventures.com

  
| GA-387-0220