



Pre-Qualification of Vendors

The Lycée Français International Jacques Prévert d'Accra, established in 1963, is a French nonprofit International School located in East Legon, affiliated to the Embassy of France in Ghana and owned by the association of parents. The school follows the French curriculum under the strict guidelines of the Ministry of Education in France and receives children from kindergarten through to the senior high school level.

LFIA is seeking to pre-qualify interested reputable and qualified companies for the supply of goods and services through subsequent tenders. Detailed Request for proposal and request for quotation will be shared with bidders who will be prequalified on as needed basis.

CATEGORIES

- Office equipment supplies & accessories
- Office supplies
- IT related equipment/supplies
- Internet services
- Office furniture
- Graphic designing & Printing - brochures, reports, etc
- Promotional materials - T-shirts, caps, umbrellas, etc
- Educational materials
- Vehicle rentals/hire
- Insurance brokerage service
- Security
- Clearing agents
- Travel agents (airline tickets)
- Catering services
- Other office related work - Plumbing, carpentry, electrician, fabrication, etc
- Facilities management

SELECTION CRITERIA

LFIA will perform a desk evaluation on information submitted on the vendor prequalification form. A further technical on all selected pre-qualified vendors.

Desk review criteria

- Detailed company profile with registered address, functional email, telephone numbers and point of contact
- Evidence of company registration (ie certificate of incorporation, VAT certificate, Business certification)
- Evidence of payment of tax (tax clearance certificate and SSNIT clearance certificates)
- Submit three (3) client references for similar services or goods executed in the past (name of company, contact person and contact numbers)

All existing vendors : Consultants are to re-submit their details for updating of vendor database.

Interested parties may contact tender01091963@gmail.com for any further clarification, between the hours of 9am and 4pm.

LFIA reserves the right to accept or reject any proposals without any indication of the grounds for acceptance or rejection.

Closing date for submission of documents is 1st May 2024