

Specific Procurement Notice Template

Request for Bids Non-Consulting Services

Employer: Ministry of Communications, Digital Technology and Innovations

Project: Ghana Digital Acceleration Project

Contract title: Reformation of the Public Records & Archives Administration Department Through Digitization

Country: Republic of Ghana

Credit No. GH 70960-IDA

RFB No: GDAP/Comp 2.1.13- GH-MOCDTI-474467-NC-RFB

Issued on: 17th April, 2026

1. The Government of the Republic of Ghana has received financing from the World Bank toward the cost of the Ghana Digital Acceleration Project (GDAP), and intends to apply part of the proceeds toward payments under the contract for **REFORMATION OF THE PUBLIC RECORDS & ARCHIVES ADMINISTRATION DEPARTMENT THROUGH DIGITIZATION**. For this contract, the Borrower shall process the payments using the Direct Payment disbursement method, as defined in the World Bank's Disbursement Guidelines for Investment Project Financing.
2. The Ministry of Communication, Digital Technology and Innovation (MoCDTI) now invites sealed Bids from eligible Bidders for the following:

No.	Description	Quantity	Bid Security
1	Reformation Of The Public Records & Archives Administration Department Through Digitization	1	GHC600,000.00 for bank guarantee or GHC1,800,000.00 in the case of bonds.

3. Bidding will be conducted through National competitive procurement using a Request for Bids (RFB) as specified in the World Bank's "Procurement Regulations for IPF Borrowers - Procurement Regulations for IPF Borrowers 7th Edition, September 2025 ("Procurement Regulations"), and is open to all eligible Bidders as defined in the Procurement Regulations.
4. Interested eligible Bidders may obtain further information from the address below and inspect the bidding document during office hours from 0900 to 1700 at the address given below.

5. The bidding document in English may be purchased by interested eligible Bidders upon the submission of a written application to the address below and upon payment of a nonrefundable fee of GH¢1,000.00. The method of payment will be either cash or bank draft in the name of the Ministry of Communication, Digital Technology and Innovation. Interested bidders can inspect the bidding document either on (www.moc.gov.gh) or the PCU office at the address below. The document will be sent by either email, courier or pickup. The cost of courier service shall be borne by prospective bidder.
6. Bids must be delivered to the address below on or before **10:00 a.m., 19th May, 2026**. Electronic Bidding **will not** be permitted. **Late Bids will be rejected**. Bids will be publicly opened in the presence of the Bidders' designated representatives and anyone who chooses to attend at the address below on the sixth floor, conference room of the ministry at **10:00 a.m., 19th May, 2026**.
7. All Bids must be accompanied by a Bid Security in the sum of GH¢600,000.00 for bank guarantee or GH¢1,800,000.00 in the case of insurance bonds.
8. Attention is drawn to the Procurement Regulations requiring the Borrower to disclose information on the successful bidder's beneficial ownership, as part of the Contract Award Notice, using the Beneficial Ownership Disclosure Form as included in the bidding document.
9. The address(es) referred to above is (are):

Address for Download and/or Purchase of Bidding Documents	Address for Submission of Bids
The Chief Director Attn: The Project Coordinator: Ghana Digital Acceleration Project (GDAP) Project Rooms 39 Fifth Floor, Ministry of Communication, Digital Technology and Innovation Office Complex Abdul Diouf Street, near Kofi Annan ICT Centre of Excellence P.O. Box M.38, Ministries, Accra Ghana Digital Address: GA-079-0539 To Email: pcu.gdap@moc.gov.gh URL.: www.moc.gov.gh	The Chief Director Attn: The Project Coordinator: Ghana Digital Acceleration Project (GDAP) Six Floor Conference Room Ministry of Communication, Digital Technology and Innovation Office Complex Abdul Diouf Street, near Kofi Annan ICT Centre of Excellence P.O. Box M.38, Ministries, Accra Ghana Digital Address: GA-079-0539