مركز العون اليقين
للخدمات الإنسانية
MARKAZ ALEAWN ALYAQIN
HUMANITARIAN SERVICE

# REQUEST FOR QOUTATION OF 7,500 SETS OF FOOD PRODUCTS (FOOD ITEMS) IN GHANA

## 1. Introduction to NGO

Markaz Aleawn Alyaqin Humanitarian Services (MAA) is a Ghanaian national non-governmental organization established in 2018 and legally registered with the Registrar General's Department of Ghana on 26 July 2018 under the Companies Act, 1963 (Act 179). The organization is licensed as a National Non-Profit Organization by the Non-Profit Organizations Secretariat (NPOS), under the Ministry of Gender, Children and Social Protection, Ghana.

MAA is headquartered at the Top Floor, Old Tafo Post Office Building, Kumasi, Ashanti Region, Ghana. The organization works to improve the living conditions of vulnerable individuals and communities through humanitarian assistance and sustainable development interventions.

Its key areas of intervention include food security, orphan support, education, access to safe drinking water, livelihood development, assistance to widows and vulnerable households, healthcare outreach and community development.

MAA is an implementing partner of the King Salman Humanitarian Aid and Relief Centre (KSrelief) in Ghana and has implemented several humanitarian and development projects in collaboration with the Centre.

For further information, please visit: **www.aleawnalyaqin.org**

## 2. SPECIFIC TERMS AND CONDITIONS

### 2.1 COMMODITIES

#### a. Food commodities

The procurement concerns 7,500 sets of food products (food baskets), each comprising five essential food commodities, as specified in Annex I.

**Country of origin:** Republic of Ghana. All commodities must be procured locally within Ghana.

**b. General Quality Requirements**

The supplier shall guarantee that all commodities supplied are fit for human consumption, of good and marketable quality, free from abnormal odour, pests, contamination and foreign materials, and comply with applicable food safety and public health regulations in force in the Republic of Ghana.

All food items must be properly processed, packaged, labelled and suitable for distribution to beneficiary households.

Products must be delivered in good condition, with appropriate production and expiry dates. At least 75% of the indicated shelf life must remain at the time of delivery.

MAA reserves the right to inspect, sample and reject any commodity that does not meet the required quality specifications.

**c. Delivery food as follows:**

| Quantity | Delivery Terms | Delivery Period | Destination |
|---|---|---|---|
| 7,500 food baskets | Complete delivery of the food baskets to the designated central warehouse in Kumasi, Ashanti Region, in coordination with MAA. | Within 30 days of signing the Purchase Order, subject to the agreed delivery schedule. | MAA-designated central warehouse, Kumasi, Ashanti Region, Ghana |

The supplier shall be responsible for the transportation and safe delivery of all commodities to the designated warehouse.

**2.2 <u>PRICE AND CURRENCY:</u>**

Prices must be quoted in Ghana Cedis (GH), indicating:

- The unit price per food basket.
- The price of each individual commodity.
- The total price for 7,500 complete food baskets.

- Transportation and all other related costs.

All prices quoted must be fixed, firm and final throughout the validity period of the offer and must include all costs associated with procurement, packaging, transportation and delivery to the designated warehouse.

**2.3 PAYMENT TERMS:**

Payment shall be made at **100% upon complete delivery, inspection and acceptance** of the 7,500 food baskets by MAA.

Payment shall be made by bank transfer in Ghana Cedis (GH) to the supplier's registered company bank account, upon submission and verification of the following original documents:

**a.** Original invoice for the total value of the delivered commodities.

**b.** Consolidated delivery receipt, duly issued, signed and stamped by the authorised MAA representative, specifying the total number of food baskets delivered.

**c.** Detailed packing list indicating the commodities and quantities supplied.

**d.** Certificate of Origin confirming that the commodities were procured locally in Ghana.

**e.** Health Certificate issued by the competent authorities, confirming that the food commodities are fit for human consumption and comply with applicable food safety requirements.

**f.** Certificate indicating the production and expiry dates of the supplied commodities, confirming that at least 75% of the indicated shelf life remains at the time of delivery.

MAA shall process payment within thirty (30) days following the presentation and verification of the original invoice and all required supporting documentation.

Payment shall be made directly into the supplier's registered company bank account, details of which must be provided in writing.

Failure to submit the required original documents may delay the processing and settlement of payment.

**<u>Original documents</u> should be Sent by mail to;**

The Executive Director
Markaz Aleawn Alyaqin Humanitarian Services (MAA)
Top Floor, Old Tafo Post Office Building
Kumasi, Ashanti Region, Ghana
Email: info@aleawnalyaqin.org
Website: www.aleawnalyaqin.org

3. **DELIVERY TERMS:**

   The 7,500 food baskets must be procured locally in Ghana, assembled, properly packaged and delivered to the designated central warehouse in Kumasi, Ashanti Region.

   The supplier shall ensure that all commodities are delivered in the required quantities, quality and packaging specifications.

| No | Quantity | Delivery will be in |
|---|---|---|
| 1 | 7,500 food baskets (100%) | Within 30 days of signing the Purchase Order, or according to the delivery schedule agreed with MAA. |

The supplier shall coordinate with MAA regarding the delivery date, warehouse arrangements and inspection procedures.

4. **DELIVERY PERIOD:** The complete delivery of the 7,500 food baskets shall be made within 30 days of signing the Purchase Order, unless otherwise agreed in writing by MAA

5. **ORIGIN**: All food commodities must be procured locally within the Republic of Ghana.

   The supplier shall provide the necessary documentation to confirm the local origin of the supplied commodities.

6. **PACKAGING**: Each food basket shall be packed in a strong, durable, **white-coloured carton made of at least five-ply corrugated cardboard**, suitable for the safe storage, handling, transportation and distribution of food commodities.

   The cartons must be of good quality and sufficiently strong to withstand transportation, stacking and handling without tearing, collapsing or damaging the contents.

   The packaging dimensions, construction, quality and other technical requirements shall conform to the approved specifications.

   All food items must be properly sealed and arranged inside the cartons to prevent damage, leakage, contamination or deterioration during transportation and storage.

7. **MARKING**: The supplier shall ensure that the required **KSrelief logo** and approved project marking specifications are clearly printed on all food basket cartons, sacks and other relevant project packaging materials.

   All marking and branding must comply with the approved marking specifications attached to this Request for Quotation.

   The supplier must obtain approval of the carton artwork and printing design from MAA before commencing mass production.

8. **SUBMISSION OF BIDS:** Interested suppliers are invited to submit their quotations in accordance with the requirements and specifications contained in this Request for Quotation.

   **Bids must include:**

   **A.** A completed supplier quotation form (Annex III).
   **B.** Detailed unit prices for each food commodity.
   **C.** Total price for 7,500 food baskets.
   **D.** Company registration documents.

**E.** Valid tax identification and relevant business permits.

**F.** Bank account details in the registered company's name.

**G.** Samples of the proposed food commodities and packaging for quality assessment.

**H.** Confirmation of acceptance of the delivery, quality, packaging and payment terms.

**Deadline for electronic submission:** 15th November, 2026

**Email for submission:** info@aleawnalyaqin.org

**Physical samples and any requested original documents should be delivered to:**

The Executive Director

Markaz Aleawn Alyaqin Humanitarian Services (MAA)

Top Floor, Old Tafo Post Office Building

Kumasi, Ashanti Region, Ghana.

**Deadline for physical submission of samples:** 17th December, 2026

Late submissions may not be considered.

9. **REQUEST FOR CLARIFICATION**

Bidders requiring clarification concerning this Request for Quotation should submit their questions in writing to:

**The Executive Director**

Markaz Aleawn Alyaqin Humanitarian Services (MAA)

Email: info@aleawnalyaqin.org

Tel: 0201155530

Kumasi, Ghana.

Suppliers are requested to acknowledge receipt of this invitation and confirm whether they intend to submit a quotation.

## 10. ACCEPTANCE OF BIDS

This Request for Quotation is issued in accordance with the procurement procedures and applicable rules and regulations of Markaz Aleawn Alyaqin Humanitarian Services (MAA).

This invitation does not constitute a binding or enforceable contract or agreement between MAA and any invited supplier. It is a request for offers, and MAA shall not be under any obligation to accept any quotation submitted, even where the quotation complies fully with the requirements and conditions stated herein.

MAA reserves the right to evaluate all submissions, request additional information, negotiate with suppliers, reject any or all quotations, or cancel the procurement process where necessary, without incurring liability to any bidder.

The award shall be made based on the overall evaluation of price, quality, compliance with specifications, delivery capacity and the supplier's ability to meet the requirements of this procurement.

## ANNEX I: COMMODITY SPECIFICATIONS AND QUANTITIES

| S/NO | FOOD ITEM | QUANTITIES | | REMARKS |
|---|---|---|---|---|
| **1** | Rice | 25 kg | 187,500 kg | Good quality, suitable for human consumption |
| **2** | Maize | 10 kg | 75,000 kg | Good quality, properly processed and packaged |
| **3** | Salt | 1 kg | 7,500 kg | Food-grade quality |
| **4** | Vegetable oil | 3 litres / 3kg | 22,500 litres /kg | Edible vegetable oil, properly sealed |
| **5** | Sugar | 1 kg | 7,500 kg | Good quality, suitable for human consumption |
| **TOTAL** | | **40 kg** | **300,000 kg** | **7,500 complete food baskets** |

## ANNEX II: MARKING SPECIFICATIONS

The approved marking specifications must be printed on all food basket cartons, sacks and other relevant packaging materials.

The following requirements shall apply:

1. The KSrelief logo must be clearly displayed in accordance with the approved artwork.
2. The approved project title and relevant project identification details must be printed as specified.
3. All printing must be clear, durable and properly positioned.
4. The packaging must comply with the approved specifications.
5. The supplier must submit the proposed artwork and a sample carton for MAA's approval before mass production.

**Note: The MAA logo shall not be printed on the food basket cartons or sacks.**

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## ANNEX III: FORM FOR SUBMITTING SUPPLIER'S QUOTATION

## CONFIDENTIAL

| Particulars | Supplier's Details |
|---|---|
| Name of Company | |
| Registered Address | |
| Telephone Number | |
| Email Address | |
| Company Registration Number | |
| Name of Legal Representative | |
| Name of Contact Person | |
| Bank Name | |
| Bank Account Name | |
| Bank Branch | |

The above-named company hereby submits its quotation for the supply and delivery of **7,500 complete food baskets** in accordance with the specifications and conditions contained in this Request for Quotation.

| S/NO | Commodity | Quantity per Basket | Unit Price (GH) | Total Price per Basket (GH) |
|---|---|---|---|---|
| **1** | Rice | 25 kg | | |
| **2** | Maize | 10 kg | | |
| **3** | Salt | 1 kg | | |
| **4** | Vegetable oil | 3 litres / 3kg | | |
| **5** | Sugar | 1 kg | | |
| **TOTAL** | | **40 kg** | | |

**Total Number of Food Baskets:** 7,500

**Total Quotation Amount (GH):** ……..

**Amount in Words:** …….

The quoted price must include all procurement, packaging, transportation and delivery costs to the designated central warehouse in Kumasi, Ghana.

***As appropriate, tick next to the item below to indicate acceptance of terms as described in the Tender Invitation:***

| | | | |
|---|---|---|---|
| 1. | Quality Specifications: | ☐ Agreed | ☐ Not Agreed* |
| 2. | Packaging Specifications: | ☐ Agreed | ☐ Not Agreed* |
| 3. | Delivery terms and period | ☐ Agreed | ☐ Not Agreed* |
| 4. | Marking Specifications: | ☐ Agreed | ☐ Not Agreed* |
| 5. | Payment Terms: | ☐ Agreed | ☐ Not Agreed* |
| 6. | Performance Bond Terms: | ☐ Agreed | ☐ Not Agreed* |
| 7. | Encashment of Performance Bond: | ☐ Agreed | ☐ Not Agreed* |

**SUPPLIER'S DECLARATION**

We hereby declare that the information provided in this quotation is true and accurate. We confirm that our company has the capacity to supply and deliver the required food commodities in accordance with the specifications, quantities, quality standards and delivery requirements contained in this Request for Quotation.

We further confirm that the prices quoted are fixed, firm and final for the duration of the offer validity period.

**Name of Legal Representative: ……**

**Designation: ……..**

**Signature: ……..**

**Date: ……..**

**Company Stamp:**