



INVITATION TO QUOTE (ITQ)
SUPPLY OF OFFICE STATIONERY AND PRINTER CONSUMABLES

Ref: NOR/STATIONARY/ITQ/2026/001
(Framework Agreement / Service Level Agreement)

Norsaac is a human-rights, community engagement, and policy influencing organization serving Ghana to promote social transformation and improved living conditions. It works with networks of women, youth, children, excluded groups, and like-minded organizations to strengthen their agency to claim and exercise their rights. Since 2002, Norsaac has become one of Ghana's leading organizations collaborating with communities and target groups to empower individuals through increased knowledge and skills. Norsaac further engages target groups, along with additional stakeholders, to influence community-level change (e.g., provision of quality services; altering community norms, beliefs, and practices; influencing gatekeepers in homes, communities, and formal structures).

NORSAAC invites sealed quotations from eligible and qualified suppliers for the supply of office stationery and printer consumables under a Framework Agreement arrangement.

1. Items Required:

- a) A4 Copy Paper
- b) Printer Cartridge 107A
- c) Printer Cartridge 207A
- d) Printer Cartridge 216
- e) Printer Cartridge 59A
- f) Printer Cartridge 05A
- g) Arch/Art Files
- h) Marker Pens
- i) Flipcharts

Suppliers must quote unit prices and clearly indicate product specifications and brand details (where applicable). All printer cartridges supplied must be genuine and compatible with specified models.

2. Nature of Engagement

The successful bidder(s) will enter into a Service Level Agreement (SLA) with NORSAAC for a specified period.

The SLA will outline:

1. Agreed pricing structure
2. Delivery timelines
3. Quality standards
4. Order processing procedures
5. Performance expectations



6. Payment terms

The organization reserves the right to engage one or multiple suppliers where deemed necessary.

3. Eligibility Requirements

Interested Supplier must submit:

1. Company profile
2. Valid Business Registration Certificate
3. Valid Tax Clearance Certificate
4. Evidence of similar supply experience
5. Itemized quotation with clear unit prices
6. Delivery lead time after receipt of Purchase Order

Failure to provide required documentation may result in disqualification.

4. Submission of Quotations

Quotations should be submitted electronically or in sealed envelopes clearly marked:

“Supply of Office Stationery – ITQ”

Submission Address:

Physical Location: Shishegu-Plot No. 342 • NS-063-4709, Tamale
Quotes can be submitted electronically via recruitments@norsaac.org

Deadline: March 12, 2026

For enquiries, please contact

Head of People Culture and Administration

Norsaac

P. O. Box TL 2425,

Tamale

Tel: 0244425256/0593951602.

NORSAAC reserves the right to accept or reject any quotation and is not bound to award the contract to the lowest bidder.

Late submissions will not be considered.