



ASHESI UNIVERSITY LBG

1 University Avenue, Berekuso, Ghana
PMB CT 3, Cantonments Accra, Ghana

REQUEST FOR PROPOSALS (RFP)

for the

Supply, Delivery, Commissioning and Maintenance of an Advanced Life Support (ALS) Ambulance

Reference No.	ASH/PROC/RFP/26/001
Submission Deadline	Wednesday, 18th November 2026 at 4:00 PM GMT
Submit to	proposals@ashesi.edu.gh

October 2026

Ashesi University LBG invites proposals from suitably qualified and experienced companies for the supply, delivery, commissioning and after-sales maintenance of one (1) new, fully equipped Advanced Life Support (ALS) ambulance.

The University seeks to engage a competent supplier with demonstrated technical expertise and reliable after-sales support arrangements in Ghana, particularly for the maintenance and servicing of both the ambulance vehicle and its onboard medical equipment.

1. SCOPE OF REQUIREMENTS

The engagement shall cover:

- a. Supply and delivery of one (1) new, fully equipped ALS ambulance meeting the University's technical specifications.
- b. Installation, testing and commissioning of all onboard medical equipment, including operational training for designated personnel.
- c. Provision of warranty, preventive maintenance, repairs and technical support for the ambulance vehicle.
- d. Preventive and corrective maintenance, calibration where applicable, repairs, spare parts and technical support for onboard ALS medical equipment, either directly or through established technical service partnerships.
- e. Availability of qualified technical personnel, spare parts and reliable after-sales support arrangements in Ghana.

2. MINIMUM TECHNICAL SPECIFICATIONS

The proposed ambulance shall be configured to support advanced emergency treatment, patient stabilisation and safe transport.

A. Emergency and Resuscitation Equipment

- Oxygen supply and delivery systems.
- Suction equipment.
- Basic airway management equipment, including Bag-Valve-Mask (BVM).
- Advanced airway management and intubation equipment.
- Automated External Defibrillator (AED).
- CPR and resuscitation equipment.

B. Advanced Cardiac and Patient Monitoring

- Advanced ECG/cardiac monitoring.
- Manual defibrillation and cardioversion capability.
- External cardiac pacing.
- Pulse oximetry and blood pressure monitoring.
- Advanced multi-parameter patient monitoring.
- Capnography (EtCO₂), where clinically indicated and within the approved clinical scope.

C. Emergency Treatment and Patient Care

- Intravenous (IV) access and fluid administration equipment.
- Intraosseous (IO) access equipment.
- Trauma and bleeding management equipment.
- Patient immobilisation equipment.
- Stretcher and patient restraint systems.
- Obstetric and paediatric emergency equipment.
- Personal protective equipment (PPE) and infection control supplies.
- Provision for ALS emergency medications, subject to approved clinical protocols.

D. Ventilatory and Critical Care Support

- Continuous ventilatory support capability.
- Advanced emergency monitoring during patient transport.

Optional Equipment: Mechanical ventilator, infusion pumps and syringe pumps. Optional equipment shall be priced separately and shall not form part of the evaluated price.

Bidders shall confirm in their Technical Proposal that the offer complies with each specification above and clearly state any deviations. The final technical specifications shall be subject to validation by the University's Health Centre and applicable regulatory requirements.

3. KEY CONTRACT REQUIREMENTS

Proposals shall comply with the following minimum requirements:

Warranty	A minimum warranty of two (2) years or 100,000 km, whichever comes first, for the ambulance vehicle, and a minimum of two (2) years for all onboard medical equipment, from the date of commissioning. Warranty shall cover parts, labour and scheduled preventive maintenance.
Delivery Period	Delivery, installation and commissioning shall be completed within a maximum of twelve (12) weeks from the date of contract signing. Bidders shall state their proposed delivery period.
Payment Terms	Bidders shall state their proposed payment terms. Any advance payment shall not exceed 50% of the contract price and shall be secured by an advance payment guarantee from a reputable bank or insurance company, for the full amount of the advance. The balance shall be payable upon delivery, installation, commissioning and training, as certified by the University.
Currency	All prices shall be quoted in Ghana Cedis (GH¢), with VAT and all applicable taxes and levies shown separately.
Proposal Validity	Proposals shall remain valid for ninety (90) days from the submission deadline.
Performance Security	The successful bidder may be required to provide a performance security.

Inspection	The University reserves the right to inspect the proposed ambulance, or a comparable reference ambulance supplied by the bidder, before contract award.
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4. ELIGIBILITY REQUIREMENTS

Bidders shall submit copies of the following documents. These requirements will be assessed on a pass/fail basis, and only proposals that meet all of them will proceed to technical evaluation.

a. Valid statutory documents:

- Certificate of Incorporation and, where applicable, Certificate to Commence Business;
- Company registration particulars showing directors and shareholders;
- Valid Tax Clearance Certificate issued by the Ghana Revenue Authority (GRA);
- VAT Registration Certificate issued by the Ghana Revenue Authority (GRA);
- Valid SSNIT Clearance Certificate;
- Valid Business Operating Permit from the relevant Metropolitan, Municipal or District Assembly;
- Valid Food and Drugs Authority (FDA) Ghana licence for the storage and distribution of medical devices.

b. Manufacturer's Authorisation from the ambulance and/or principal ALS equipment manufacturer(s), confirming the bidder as an authorised supplier or service agent in Ghana.

c. Signed Proposal Submission Form (see Annex).

Note: All statutory certificates and licences submitted must be valid as at the submission deadline. Proposals that do not include all eligibility requirements will not be considered.

5. CONTENT OF PROPOSALS

Each proposal shall consist of a Technical Proposal and a separate Financial Proposal.

5.1 Technical Proposal

The Technical Proposal shall include:

- a. Company name, postal and physical addresses, telephone numbers and email address.
- b. Company profile, including relevant business activities and technical capabilities.
- c. Verifiable evidence of relevant experience in the supply of ambulances or comparable specialised medical vehicles, including experience of the proposed manufacturer or established technical partners, where applicable.
- d. Detailed technical specifications of the proposed ambulance and all onboard ALS medical equipment, including manufacturer, make, model and country of origin, with product brochures or data sheets.
- e. Confirmation of compliance with each specification in Section 2, with any deviations clearly stated.
- f. Verifiable evidence of after-sales support capacity in Ghana for both the ambulance vehicle and onboard ALS medical equipment, including details of qualified technical personnel, service facilities, spare parts availability and documented maintenance partnerships, where applicable.

- g. Details of warranty coverage, preventive maintenance schedule, spare parts availability and technical support, including guaranteed response times for breakdowns.
- h. Proposed delivery period and implementation plan, including the training plan for designated personnel.
- i. Details of relevant previous assignments, including client references and contact information for verification.
- j. Evidence of compliance with applicable vehicle, ambulance conversion and medical equipment standards and regulatory requirements.

The Technical Proposal shall not contain any pricing information.

5.2 Financial Proposal

The Financial Proposal shall be a formal quotation, inclusive of delivery to Ashesi University, Berekuso, and all costs required to fulfil the scope of this RFP. It shall show, at a minimum:

- a. the price of the ambulance vehicle, including conversion;
- b. the price of the onboard ALS medical equipment, itemised;
- c. delivery, installation, commissioning and training costs;
- d. VAT and all applicable taxes and levies, shown separately;
- e. the total price; and
- f. separately, the price of optional equipment and the annual cost of maintenance after the warranty period. These will not form part of the evaluated price.

6. EVALUATION OF PROPOSALS

Proposals will be evaluated in three stages:

- a. **Eligibility** (pass/fail), against the requirements in Section 4.
- b. **Technical evaluation** (40%), on: compliance with technical specifications; after-sales support capacity in Ghana; relevant experience and references; warranty and maintenance offer; and delivery and training plan.
- c. **Financial evaluation** (60%).

The proposal with the highest combined score will be recommended for award, subject to verification of references and, where applicable, inspection under Section 3.

7. METHOD OF SUBMISSION

Proposals should be submitted electronically to:

Email	proposals@ashesi.edu.gh
Subject	RFP – Supply and Maintenance of ALS Ambulance
Deadline for Submission	Wednesday, 18th November 2026 at 4:00 PM GMT

The Technical Proposal and Financial Proposal shall be submitted as separate PDF files, clearly labelled "Technical Proposal" and "Financial Proposal", with file names including the company name. Documents

should be arranged in the order set out in Sections 4 and 5. Where the total attachment size exceeds 20MB, the proposal may be sent in more than one email using the same subject line, numbered accordingly (e.g. "1 of 2", "2 of 2").

Enquiries and requests for clarification should be sent to proposals@ashesi.edu.gh no later than Wednesday, 11th November 2026.

Proposals received after the deadline will not be considered.

8. GENERAL INFORMATION

The University is not bound to accept the lowest priced or any proposal, and reserves the right to amend, suspend or cancel this procurement process at any stage without incurring any liability to participating companies.

The University may request clarification from bidders during evaluation, and may negotiate with the highest-ranked bidder before contract award.

The University will reject any proposal where the bidder is found to have engaged in corrupt, fraudulent, collusive or coercive practices, and may declare such a bidder ineligible for future University contracts.

The successful bidder will be notified in writing and invited to enter into a contract based on the terms of this RFP and its proposal.

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ANNEX
PROPOSAL SUBMISSION FORM

To: The Chairperson, Procurement Committee
Ashesi University LBG
1 University Avenue, Berekuso, Ghana

RFP Ref: ASH/PROC/RFP/26/001 – Supply, Delivery, Commissioning and Maintenance of an Advanced Life Support (ALS) Ambulance

We, the undersigned, having examined the Request for Proposals, offer to supply, deliver, commission and maintain one (1) Advanced Life Support (ALS) ambulance in accordance with the requirements of the RFP for the total sum of:

GH¢ _____ (in figures)

_____ (in words)

inclusive of VAT and all applicable taxes and levies, as set out in our Financial Proposal.

We confirm that:

- a. our proposal shall remain valid for ninety (90) days from the submission deadline;
- b. we accept the warranty, delivery, payment and other terms set out in Section 3 of the RFP;
- c. all information and documents submitted are true and accurate; and
- d. we understand that the University is not bound to accept the lowest or any proposal.

Name of Company: _____

Name of Authorised Signatory: _____

Position: _____

Signature: _____ Date: _____