

NOTICE TO THE GENERAL PUBLIC

INVITATION TO BID FOR MOVABLE ASSETS

Chartered Institute of Bankers, Ghana invites the public to submit bids for the purchase of some selected Movable Assets in accordance with the Institute's Fixed Asset Disposal and Replacement Policy.

Minimum Bid Amounts below:

ASSET NAME	ASSET DESCRIPTION	CONDITION	QTY	LOCATION	MINIMUM BID AMOUNT FOR 1 (GHS)
Executive Swivel Chair	Leathered Seat and Back Support	Good	9	Accra	1,400.00
Writing Desk	Laminated (Black and Gray)	Good	1	Accra	810.00
Wooden Writing Desk	Formica with leather writing pad	Fair	1	Accra	1,280.00
Wooden Writing Desk	Formica with leather writing pad	Fair	1	Accra	960.00
Writing Desk	Wooden, Sticker Cladded	Fair	1	Accra	1,250.00
Hisense Model: HAS-12CR4SVDTG01	Wall Mounted AC	Good	1	Kumasi	3,600.00
Hisense Model: HAS-12CR4SVDTG01	Wall Mounted AC	Fair	3	Kumasi	1,125.00
Metallic Stand and Veronica Bucket	Metallic stand with bin	Good	1	Kumasi	450.00
Leathered Seat and Back Support, Wooden Arm Rest	Wooden Office Seat	Fair	1	Kumasi	647.50

Submission Guidelines:

1. All bids must be submitted in **sealed envelopes** and clearly indicate the following:
 - The bidder's full name and telephone number;
 - Description of the item
 - The bid amount
2. Sealed bids must be deposited in the designated "**Bids**" box located at the Institute's Reception at East Legon, Accra.
3. Each individual must submit **only one bid per item**. Submission of more than one bid for the same item by the same individual will result in **automatic disqualification** from the bidding process for that item.
4. The **highest bidders** will be declared the winners in accordance with the Institute's Fixed Asset Disposal and Replacement Policy. In the event of a tie, the individuals concerned will be required to submit **fresh bids** at the selection ceremony.

Bidding Period:

Opens: **Thursday, 17th September 2026**

Closes: **Monday, 28th September 2026 at 4:00 p.m.**

Bid Opening:

All bids will be opened on **Monday, 28th September 2026 at 4:15 p.m.**

Venue: Council Room, Chartered Institute of Bankers, Ghana, Trinity Avenue, East Legon, Accra