

# GHANA EDUCATION SERVICE

In case of reply,  
the number and date of this  
letter should be quoted.

My Ref. No.: GES/S&ID/MSCL/2026/127

Your Ref. No: .....



HEADQUARTERS  
Ministry Branch Post Office  
P.O. Box M 45  
Accra

24<sup>th</sup> June, 2026

**ALL REGIONAL DIRECTORS OF EDUCATION**

## **SUPPLY OF SCHOOL UNIFORMS, SCHOOL CLOTH AND HOUSE DRESS FOR FIRST YEAR STUDENTS- 2024/ 2025 ACADEMIC YEAR**

This is to inform you that, the above-mentioned as communicated to you in a letter referenced GES/S&ID/MSCL/2025/138 and dated 24<sup>th</sup> June, 2025 has been updated.

In this regard, Management of the Ghana Education Service (GES) wishes to inform you about the approved quantities and prices for the procurement of school uniforms, school cloth and house dress for first year students for the 2024/ 2025 academic year.

S/N	Item Description	Quantities	Price (Gh¢) – 2024/ 2025
1	School Uniform	Two (2) Sets	180.00
2	House Dress	Two (2) Sets	150.00
3	School Cloth	One (1) Set	100.00

Accordingly, Regional Directors of Education are requested to bring this all-important information to heads of Second Cycle Schools to engage suppliers for the above-listed items in line with the necessary regulations in the Public Procurement Act, 2023 as Amended with (Act 914) and the Public Financial Management Act, 2016 (Act 921).

Heads of schools are to ensure that the quantities procured for each of the above-mentioned items are informed by their validated enrolment for first-year students.

Please find attached a revised sample contract agreement form to serve as a guide.

**Kindly note that this communique supersedes the previous letter.**

Thank you.

**PRINCE C. AGYEMANG-DUAH (MR.)**  
**DIRECTOR, SCHOOLS AND INSTRUCTIONS DIVISION**  
**For: DIRECTOR-GENERAL**

cc: The Chairman, GES Council, Accra  
The Director-General, GES HQ, Accra  
The Ag. Deputy Director-General (MS), GES HQ, Accra  
The Ag. Deputy Director-General (Q&A), GES HQ, Accra  
The National Coordinator, Free SHS Secretariat, MoE, Accra

(Note: This document must be on school letter head)

THE MANAGING DIRECTOR  
..... CO. LTD  
P.O.BOX .....  
ACCRA

Dear Sir/ Madam,

**NOTIFICATION OF AWARD FOR THE SUPPLY OF (Items to Be Supplied)**

This is to notify you that your Tender dated March 28, 2018 for execution of the contract for supply of (*description of items*) is hereby accepted.

S/N	DESCRIPTION	UNIT PRICE GH¢	QTY	TOTAL PRICE (GH¢)
1				
2				
3				
TOTAL AMOUNT				

As per specifications provided in your Bid dated ....., 2018, and accepted a Tender by the Supplier for the supply of (*description of items*) in a total contract sum not exceeding ..... Ghana cedis only (GH¢....) inclusive of delivery cost to ..... within two (2) weeks.

**PAYMENT**

Payment shall be made in Ghanaian Cedis in the following manner:

**On Delivery of 100% of Goods**

Hundred percent (100%) of the Contract Price shall be paid to the supplier after 100% delivery of Goods to specified destination(s) upon submission of Original Copies of claim letter, supported by Original Supplier's Invoice, Original Store Receipt Advice/Vouchers from the Stores.

- a. Sign by Stores (Officer-In-Charge) and an acceptance certificate issued by the Purchaser.
- b. Countersign by the Head of the School.
- c. Verify by Internal Auditor/Accountant.

**PRICE (GCC Clause 17)**

The contract price is fixed and not subject to any variation in the cost of labour and material components or any other factors during the course of the contract.

**DELIVERY**

Any unexcused delay or non-delivery by the supplier in the performance of its obligations shall render the supplier liable to forfeiture of its performance security and or termination of the contract for default

On termination of the contract in whole or in parts the Purchaser may procure upon such terms and in such manner as it deems appropriate goods similar to those undelivered and the Supplier shall be liable to the Purchaser for any excess cost.

Failure to sign the contract agreement form within fourteen (14) days of receipt of this notification will constitute a unilateral withdrawal of your tender.

Yours faithfully,

.....

**(HEADMISTRESS)**

(Note: This document must be on school letter head)

### CONTRACT AGREEMENT

THIS AGREEMENT made the ..... Day of ....., 2018 between .../.....  
SHS, Republic of Ghana (hereinafter called "the Purchaser") of the one part and  
..... CO. LTD P.O.BOX ..... (Hereinafter called "the Supplier") of the  
other part:

WHEREAS the Purchaser invited Tenders for certain goods and ancillary services,  
viz.,

S/N	DESCRIPTION	UNIT PRICE GH¢	QTY	TOTAL PRICE (GH¢)
1				
2				
3				
TOTAL AMOUNT				.00

As per specifications provided in your Bid dated ....., 2018, and accepted a  
Tender by the Supplier for the supply of .....in a total contract sum not  
exceeding ..... Ghana cedis only (GH¢.....) inclusive of delivery cost to  
(Name of School) within (State delivery period).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as  
are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part  
of this Agreement, viz.:
  - (a) The Tender Form and the Price Schedule submitted by the Tenderer;
  - (b) The Schedule of Requirements;
  - (c) The Technical Specifications;
  - (d) The General Conditions of Contract;
  - (e) The Special Conditions of Contract;
  - (f) The Purchaser's Notification of Award; and
  - (g) Contract Data Sheet (to be used only when there are corrections to the  
original price schedule submitted by the supplier).

3. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the Provisions of the Contract.

4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.

5. Any unexcused delay or non-delivery by the supplier in the performance of its obligations shall render the supplier liable for forfeiture of its performance security and or termination of the contract for default

On termination of the contract in whole or in parts the Purchaser may procure upon such terms and in such manner as it deems appropriate goods similar to those undelivered and the Supplier shall be liable to the Purchaser for any excess cost.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by the  
Said ..... SHS

.....  
(For the Purchaser)

In the presence of

.....

Signed, sealed, delivered by the  
Said ..... CO. LTD

.....  
(For the Supplier)

In the presence of

.....