



Terms of Reference:

Supplier and Distributor of Tricycles to Women's Shea Co-operatives

INTRODUCTION

Established in 2011, The Global Shea Alliance (GSA) is a non profit industry association based in Accra, Ghana. GSA currently has 901 members from 39 countries, including food and cosmetic brands, suppliers, women's groups, non profit organisations, affiliates and national associations. The GSA's mission is to design, develop and deliver strategies that drive a competitive and sustainable shea industry worldwide, improving the livelihoods of rural African women and their communities.

Through public private partnerships, the GSA promotes industry sustainability, quality practices and standards and demand for shea in food and cosmetics. We implement the following activities:



- Quality trainings for women's groups on kernel collection, processing, and storage.
- Implementation of kernel quality standards in collaboration with members and national/regional standards bodies.
- Small business trainings including accounting, marketing, packaging and formulation workshops.



- Annual international conferences in West Africa, Europe, and the United States.
- Annual African cosmetics brand exhibition.
- International policy analysis and advocacy to remove trade barriers.
- Research on shea benefits in food and cosmetics.
- African national association development.
- International consumer and industry media engagement.



- Implementation of multi-stakeholder guidelines for sustainable business practices.
- Large-scale development projects including warehouse construction, business development trainings, health and safety initiatives, parkland management, improved planting materials, and conservation pilot projects.

ABOUT THIS RFP

The purpose of this Request for Proposal (RFP) is to invite suppliers to submit proposals for the supply and distribution of tricycles to the Global Shea Alliance (GSA) in accordance with all applicable terms and conditions and the requirements defined in this RFP. The supplied tricycles are for use in the northern regions of Ghana and Benin under the Shea Business Empowerment Program (SBEP) Phase 2, being implemented in partnership with the Mastercard Foundation under its Young Africa Works Initiative.



The GSA is hereby seeking qualified and interested service providers to procure tricycles for co-operatives in northern Ghana and Benin. Please find below the minimum specification and other information required.

TRICYCLES FOR GHANA

Description	Technical Specifications	Qty Required
Tricycle	<ul style="list-style-type: none"> • Engine type: Air cooled, 4 stroke, single cylinder • Displacement: 200ml • Starter type: Electric and kick • Ignition type: CDI • Transmission type: 5 gear non recycle • Final transmission: Shaft driven • Max speed: 80km/h • Clutch: Manual multi-chip • Battery: 12V, 12AH • Fuel tank capacity: 19L • Max loading capacity: 1000Kg • Front tyre: 5.00 – 12 – 8PR • Back type: 5.00 – 12 – 8PR • Bucket size L*W*H: 2000*1300*560 • Overall size L*W*H: 3620*1350*1980 	112 units

TRICYCLES FOR BENIN

Description	Technical Specifications	Qty Required
Tricycle	<ul style="list-style-type: none"> • Engine type: Air cooled, 4 stroke, single cylinder • Displacement: 200ml • Starter type: Electric and kick • Ignition type: CDI • Transmission type: 5 gear non recycle • Final transmission: Shaft driven • Max speed: 80km/h • Clutch: Manual multi chip • Battery: 12V, 12AH • Fuel tank capacity: 19L • Max loading capacity: 1000Kg • Front tyre: 5.00 – 12 – 8PR • Back type: 5.00 – 12 – 8PR • Bucket size L*W*H: 2000*1300*560 • Overall size L*W*H: 3620*1350*1980 	40 units



EVALUATION CRITERIA

Service providers should ensure that all the requested information below is included in the submission. Proposals will be evaluated based on conformity to proposal requirements as listed below, registration and insurance, warranty terms, delivery timeline, price and payment terms. To allow the evaluators to make informed selection decisions, please include in your submission the brochure/manual of the tricycle you intend to supply. Suppliers may apply to supply for Ghana, Benin, or both countries. The targeted regions for delivery will be given; the list of co-operative locations will be shared before distribution.

Please review the table below for the required components of all proposal submissions. Evaluators will neither make assumptions nor draw inferences regarding missing or incomplete information. The submission of incomplete information could result in the rejection of the proposal.

S/N	Proposal Requirement
1.	Company profile with registered address, functional email address and telephone number, point of contact for the entity
2.	Provide logistical support to supply the tricycles to the program sites
3.	Service providers are required to submit technical datasheets or catalogs of the type of tricycle and helmet they are proposing.

SUBMISSION OF REQUEST FOR QUOTATION

Service providers must submit the Quotations via email to the GSA Secretariat and addressed to Michael Sakyi, Procurement Manager at msakyi@globalshea.com, not later than 5 pm on **29 May 2026**.