



Terms of Reference

SUPPLIER OF PERSONAL PROTECTIVE EQUIPMENT TO WOMEN 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 Terms of Reference is to invite suppliers to furnish proposals for the supply and delivery of a selected range of Personal Protective Equipment (PPE) to the Global Shea Alliance (GSA) in accordance with all applicable terms and conditions and the requirements defined in this RFP. The supplied PPEs are for use in the northern regions of Ghana/Benin under the Shea Business Empowerment



Program (SBEP) Phase 2 being implemented in partnership with the Mastercard Foundation under its Young Africa Works Initiative.

Objective of the Terms of Reference

The Global Shea Alliance (GSA) invites suppliers to submit competitive price and lead time proposals among others for the selected range of PPEs. The successful supplier from this will be given the awards to supply and deliver the PPEs

Please find below the minimum specifications and supplementary information required.

PPEs for Ghana

SN	Product Description	Quantity
01	<p>Branded Raincoat:</p> <ul style="list-style-type: none"> ● PVC coated raincoat ● Waterproof ● Retain Body heat ● Provides excellent protection from the rain 	16,800 pcs
02	<p>Knit Nylon Nitrile-Coated Work Gloves</p> <ul style="list-style-type: none"> ● Impact and cut resistant to keep hands safe from smash and pinch ● Abrasion resistant: sandy nitrile coated palm and improved grip for wet, or dry applications ● Flexible comfort: breathable, seamless, soft knit material for long lasting strength and performance 	16,800 pairs
03	<p>Medium Standard Workplace First Aid Kit</p> <ul style="list-style-type: none"> ● CE certified and BS compliant, the kit must be contained in a sturdy, durable case with a hinged lid that provides easy access to the first aid essentials inside. A grab handle for easy carriage and must be marked 'First Aid' for easy identification <p>The kit must contain:</p> <ul style="list-style-type: none"> ● Disposable Heat Retaining Foil Blankets, Adult ● Microporous Tape ● Sterile Moist Cleansing Wipes ● Non Sterile Disposable Triangular Bandages ● Scissors ● Nitrile Powder Free Gloves, Large (Pairs) ● Dressings 10cm X 10cm ● Large and Medium and Finger HSE Sterile Dressings ● Conforming Bandages ● Wash proof Plasters, Assorted Sizes ● First Aid in an Emergency Booklet 	112 pcs

PPEs for Benin

SN	Product Description	Quantity
01	Branded Raincoat <ul style="list-style-type: none"> ● PVC coated raincoat ● Waterproof ● Retain Body heat ● Provides excellent protection from the rain 	6,000 pcs
02	Knit Nylon Nitrile Coated Work Gloves <ul style="list-style-type: none"> ● Impact and cut resistant to keep hands safe from smash and pinch ● Abrasion resistant: sandy nitrile coated palm and improved grip for wet, or dry applications ● Flexible comfort: breathable, seamless, soft knit material for long lasting strength and performance 	6,000 pairs
03	Medium Standard Workplace First Aid Kit <ul style="list-style-type: none"> ● CE certified and BS compliant, the kit must be contained in a sturdy, durable case with a hinged lid that provides easy access to the first aid essentials inside. A grab handle for easy carriage and must be marked 'First Aid' for easy identification. <p>The kit must contain:</p> <ul style="list-style-type: none"> ● Disposable Heat Retaining Foil Blankets, Adult ● Microporous Tape ● Sterile Moist Cleansing Wipes ● Non Sterile Disposable Triangular Bandages ● Scissors ● Nitrile Powder Free Gloves, Large (Pairs) ● Dressings 10cm X 10cm ● Large and Medium and Finger HSE Sterile Dressings ● Conforming Bandages ● Wash proof Plasters, Assorted Sizes ● First Aid in an Emergency Booklet 	40 pcs

Supplementary Information

GSA will consider quality, cost, delivery, customer service and innovation in determining awards to suppliers. GSA's Quality Assurance (QA) unit will conduct a product qualification exercise for each PPE based on the minimum specifications provided before it can be approved and supplied. 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 prior to distribution.



Evaluation Criteria

- Quotations will be evaluated based on conformity to the Request for Proposal (RFP)
- Quotations must include technical datasheet or catalogue of the type of PPEs and any other supporting documents.

Applicants must review the table below as the evaluation committee 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.

Proposal Requirement
<ul style="list-style-type: none">● Company profile with registered address● Functional email address and telephone number● Point of contact for the applicant

Submission of Request for Proposal

Suppliers should submit their proposals via email to the GSA Secretariat and addressed to Michael Sakyi, Procurement Manager at msakyi@globalshea.com not later than 5pm, 29 May 2026.