



Ref: AFCHPR/PROC/2017/39

Date: 15 March 2017

TO: ALL INTERESTED SERVICE PROVIDES

REQUEST FOR PROPOSALS (RFP)
FOR THE PROVISION OF JANITORIAL SERVICES

1. BACKGROUND:

The African Court on Human and Peoples' Rights (AfCHPR) whose headquarters is located in Arusha, Tanzania is an Organ of the African Union. In its effort to carry out its mandate, the Court is seeking applications from qualified companies for the provision of Janitorial services.

The court hereby invites interested and qualified Suppliers to submit their proposals.

2. Objective:

The overall objective of the Service provider is to provide effective janitorial services which includes cleaning, maintenance and gardening to the Court offices, President Residence and Registrar residence.

3. The Specific Objectives Shall be;

- Provide all necessary supervision and monitoring of tasks rendered by its staff on a daily basis, and to attend from time to time to any monitoring meeting requested by the Court;
- Supply uniforms to its aforementioned staff and all required cleaning and gardening materials for the required services;
- Provide the required continuous training to its staff to render the required services to the Court;
- Ensure the strict discipline and quarterly rotation of its staff supplied to the Court;
- Make sure that all office fittings and fixtures therein including roofs, windows, tables, air cleaners, floors, shelves, chairs, verandas, washrooms and all open areas are cleaned daily and maintained in clean state always;

- Ensure that its staff working in the Court's Offices report for duty during weekdays from 7:00 to 16:00 and to report during weekends and public holidays as and when required;
- Ensure that its staff working in the Residences report for duty during weekdays from 8:00 to 17:00 and beyond these hours on request of the Court, and to report during weekends and public holidays as and when required;
- Pay a reasonable wage to its staff taking account of their duties, responsibilities and working hours in their respective duty station. A breakdown of the list of its staff and the wage paid to each of them should be attached to each invoice submitted to the Court to verify the level of wage;
- Supply its staff with the appropriate protective gear and safe cleaning materials/agents for each specific task, such as gloves for cleaning the washrooms, etc.;
- Take full responsibility for the care and safe keeping of all cleaning materials required to carry out the services;
- Be responsible for any items damaged or stolen by its staff, if any.

4. Terms and Conditions:

Interested Service providers should submit their proposals by providing a detailed description of their services and products with quotations for provision of the Janitorial Services.

These should be submitted by either sealed envelope or email not later than 17:00hrs on 3rd April 2017. The emails should bear the subject "**PROPOSALS FOR THE PROCUREMENT OF JANITORIAL SERVICES**" and should be addressed and sent to the email address below;

Procurement@african-court.org

Sealed envelope bids should have the subject "**PROPOSALS FOR THE PROCUREMENT OF JANITORIAL SERVICES**" and should be addressed to:

**Chairperson,
The Internal Procurement Committee (IPC)
African Court on Human and Peoples' Rights,
P.O. BOX 6274,
Arusha, Tanzania.**

You are hereby invited to submit your proposal only if you are capable of providing the above services.

The African Court on Human and Peoples' Rights will not in any way be obliged to accept the lowest priced quotation.

The African Court on Human and Peoples' Rights reserves the right to reject any offer without offering any reason thereto, to waive any defect or informality

therein, and to award any Service Provider whose Proposal which will provide best value for money to the Court without incurring any liability whatsoever to the losing Service Provider who may be adversely affected by such award or rejection.

The African Court assumes no obligation for whatever expenses or losses that may be incurred by any Provider in the preparation of the request for quotation, nor does it guarantee that an award shall be made.

5. Qualifications

The awarded Service Provider shall have extensive experience in providing janitorial services and has effectively worked with organizations similar to the Court by carrying out a number of the same assignment.

In order to be considered as a potential supplier, interested Service Providers should submit their Proposal including the following information;

- a) Brief presentation of the company including number of staff, turnover and years in business.
- b) Proof of registration and tax compliance and any other related document for this purpose within the laws of the country.
- c) Documented experience of providing corporate janitorial services to similar entities.
- d) Contact information, registered name and address, Country, Telephone, E-mail address, website and contact person.

6. Number of the required staff

The awarded Service Provider shall provide to the Court ten (10) staff as follows:

- 7 qualified staff at the Court's Offices;
- 1 qualified staff (gardener) at the Residence of the President;
- 1 qualified staff (cleaner/gardener) at the Residence of the Registrar;
- 1 qualified supervisor staff.

7. Scope of Services:

The janitorial services required should be done to the following areas;

- (i) Offices of the African Court situated at TANAPA, Mwalimu Julius Nyerere Conservancy Centre, Phase II, Dodoma Road.
- (ii) Residence of the President of the Court situated at PPF Olorieni Plot/Block: PL304/16 BLKK
- (iii) Residence of the Registrar of the Court situated at PPF Olorien Block 256

8. Site Visit

The bidders are advised to do site visit Monday to Wednesday from 10:00 hours to 12:00 hours in order to know the scope of the required services.

9. Special Conditions:

Warranty/Guarantee of Goods	A guarantee of services mentioned in the quote will be provided.
Language	The quotations shall be in English
Currency of quotations/offer	Offer must be submitted in Tanzania shillings
Award criteria for award of contract	The contractor that offer the competitive, the best value for money and compliant quote as per specifications and features stipulated above and that meets the evaluation criteria will be offered the contract
Payments Terms	Payment will be made by Bank Transfer within 30 days upon receipt of invoices and certification of satisfactory completion of services by African Court.
Request for clarification	Bidders requesting clarification of the service, technical requirements or conditions stipulated in this RFP shall communicate in writing with African Court office to Mr Ngarhasta Neldjingar, Senior Human Resources and Administration Officer of the Court.
Submission of Quotes	Sealed envelope should be dropped at the reception of the headquarters of African Court on Human and Peoples' Rights Offices situated at the Julius Nyerere Conservation Centre, Phase II, TANAPA building. Address by Email: procurement@african-court.org

10. Location and Delivery:

The Headquarters of the African Court on Human and Peoples' Rights, situated at TANAPA, Mwalimu Julius Nyerere Conservancy Centre, Phase II, Dodoma Road.

11. Duration of the Service

The initial contract for the service required will be for one year and may be renewed subject to satisfactory on performance.

Sincerely,

Dr Robert W. Eno
Registrar of the Court

