



Ref: AFCHPR/PROC/2016/187

Date: 3rd May 2016**TO: ALL INTERESTED SUPPLIERS**

REQUEST FOR QUOTATIONS (RFQ)
OFFICE SUPPLIES

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 would like to purchase Office Stationeries and other items, (see table overleaf for specification), and hereby invites interested and qualified Suppliers to submit their priced quotations in Tanzanian Shillings.

TERMS AND CONDITIONS:

Interested suppliers should submit in their Proforma Invoices for supply of the required items and submit them by hand immediately after received this Request for Quotation and not later than 17:00hrs on 10th May 2016.

The sealed envelopes should be deposited in the Office of Procurement, Travel and Stores services, of the African Court situated at TANAPA, Mwalimu Julius Nyerere Conservancy Centre, Phase II, Dodoma Road. The focal person is Mr. Alex Naing'olah Mollé, Procurement, Travel and Stores Assistant.

Email: alex.molle@african-court.org

You are hereby requested to make an offer only if you can supply the items within the terms and conditions stipulated, and within the prescribed dates.

The African Court on Human and Peoples' Rights will not in any way be obliged to accept the lowest priced quotation, or any low prices as quality of the items supplied shall be one of the major considerations.

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 Supplier whose offer is deemed most advantageous to the Court without incurring any liability whatsoever to the losing Supplier who may be adversely affected by such award or rejection.

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

DETAILS OF THE REQUIRED ITEMS:

Category I: Stationeries

ANNEX I				
DETAILS OF THE ITEMS TO BE PURCHASED DURING 41 COURT SESSION				
Category I: Stationeries				
	Item	Description	Unit	Qty
1	Box file	izi file Black in Color	pcs	100
2	Box file	izi file Blue in Color	pcs	100
3	Desk Organizer	Desk Organizer	box	10
4	Glue Stick	Bostic/Fanta stick	pcs	50
5	Insect/mosquito killer	Doom	bottles	15
6	Printing Paper A4, white	Rota trim/Mondi top copier (each box has five reams)	Box	100
7	Printing Paper A3, white	Rota trim/Mondi top copier (each box has five reams)	Box	2
8	Pen	Cello pen finger gripper (each box has 50 pens)	Box	10
9	Paper Tray	Paper Tray	pcs	10
10	Permanent Marker	Ever Mark, All colors	pcs	50
11	Plastic Folders (PP folders)	A4 different color	set	100
12	Pocket Files (E&Gle)	Expanding file	pcs	15
13	Ring binders	Ring binders - Blue	pcs	300
14	Ring binders	Ring binders - green	pcs	300
15	Shorthand Notebook	Sinar Line	pcs	100
16	Stapler Machine	DS-435	pcs	10
17	Sweets	Cadbury Eclairs	pkt	30
18	Tonner	05A	pcs	5
19	Toner cartridge	42A	pcs	10
20	Tonner	53A	pcs	3
21	Toilet Paper	Royal Classic (50 pcs per carton)	Cartons	25
22	Whiteboard Marker	All colors	pcs	50
23	Writing Pad	A4, Royal	pcs	100

Category II: Other items.

Category II: Other items (Single Sourcing)				
	Item	Description	Unit	Quantity
1	Drinking water Kilimanjaro	0.5ltrs Kilimanjaro water	Catton	150
2	Drinking water dispenser	20ltrs Meru Spring water	pcs	100
3	Jik bleach	Jik bleach	btl	10
4	Toner Cartridge DSM	DSM615/618/618d	pcs	5
5	Toner MP C2551H	Toner Black	pcs	5
6	Toner MP C2051/2551H, Black	Toner MP C2051/2551H, Black	pcs	2
7	Toner MP C2051/2551H, Yellow	Toner MP C2051/2551H, Yellow	pcs	2
8	Toner MP C2051/2551H, Blue	Toner MP C2051/2551H, Cyan	pcs	2
9	Toner MP C2051/2551H, Red	Toner MP C2051/2551H, Magenta	pcs	2

LOCATION OF DELIVERY:

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

FINANCIAL INFORMATION:

Suppliers' should provide a separate quotation for the transportation or delivery charges for the items to the Court, if any. Supplies should also indicate actual time of delivery of the items and mode of payment.

Sincerely,

Dr. Robert Eno
Registrar of the Court

