

AFRICAN UNION

الاتحاد الأفريقي



UNION AFRICAINE

UNIÃO AFRICANA

AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS  
COUR AFRICAINE DES DROITS DE L'HOMME ET DES PEUPLES  
P.O Box 6274 Arusha, Tanzania, Tel: +255 732 979506/9; Fax: +255 732 979503

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Ref:

AfCHPR/PROC/2017/120

Date: 7<sup>th</sup> August 2017

**TO: ALL INTERESTED SUPPLIERS**

**REQUEST FOR QUOTATIONS (RFQ)**  
**SUPPLY OF CALENDARS, DIARIES AND SEASONAL GREETING CARDS**

**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 Calendars, Diaries and Seasonal Greeting Cards (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 request for quotation by providing a priced offer for supply of the required items and submit them either by hand or email not later than 17:00hrs on 25<sup>th</sup> August 2017.

The emails should have the subject "REQUEST FOR QUOTATION FOR CALENDARS, DIARIES AND SEASONS GREETING CARDS FOR 2018" and should be addressed to the email address: [Procurement@african-court.org](mailto:Procurement@african-court.org)

Hand delivered envelopes should have the subject **“REQUEST FOR QUOTATION FOR CALENDARS, DIARIES AND SEASONS GREETING CARDS FOR 2018”** and should be addressed to:

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

The sealed envelopes should be deposited in the Tender Box at the Reception of the African Court offices situated at TANAPA, Mwalimu Julius Nyerere Conservancy Centre, Phase II, Dodoma Road. The focal point is Mr. Alex Mollel, Procurement, Travel and Stores Officer.

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 SERVICE:**

ITEM	DESCRIPTION	QUANTITY	DELIVERY TIME
<b>Wall Calendars for the Year 2018</b>	<input type="checkbox"/> <b>Size: A2</b> <input type="checkbox"/> <b>Pages: 12 pages +1page for 12months (2015)</b> <input type="checkbox"/> <b>Colors: Full Color</b> <input type="checkbox"/> <b>Paper: Art Paper, 150 gms or above</b>	<b>600 pcs-English</b> <b>400 pcs - French</b>	<b>30<sup>th</sup> October 2017</b>
<b>Desk Calendars for the Year 2018</b>	<input type="checkbox"/> <b>Size: A5 or 27X18 cm</b> <input type="checkbox"/> <b>Pages: 24 pages</b> <input type="checkbox"/> <b>Colors: Full Color</b> <input type="checkbox"/> <b>Paper: Art Board, 250 gms or above</b> <input type="checkbox"/> <b>Binding: Spiral</b>	<b>600 pcs-English</b> <b>400 pcs- French</b>	<b>30<sup>th</sup> October 2017</b>
<b>Diaries for the Year 2018</b>	<input type="checkbox"/> <b>Size: B5</b> <input type="checkbox"/> <b>Pages: One page per day</b> <input type="checkbox"/> <b>Colors: Printed Two (2)Colors</b> <input type="checkbox"/> <b>Cover: embossed with Logo in gold</b> <input type="checkbox"/> <b>Interior: 3 pages with the African Court Address and other details both in French and English</b> <input type="checkbox"/> <b>Logo (Light Watermark) on each page</b>	<b>500 pcs</b>	<b>30<sup>th</sup> October 2017</b>
<b>Season Greetings for the Year 2018</b>	<input type="checkbox"/> <b>Size: A4</b> <input type="checkbox"/> <b>Folding: Folded to A5 Size</b> <input type="checkbox"/> <b>Colors: Full Color on one side</b> <input type="checkbox"/> <b>Paper: Art Board, 250 gms or above</b> <input type="checkbox"/> <b>Supplied with envelopes</b>	<b>200 pcs</b>	<b>30<sup>th</sup> October 2017</b>



## 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 and most technically 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 cheque or 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 items, technical requirements or conditions stipulated in this RFQ shall communicate in writing with African Court office to Sukhdev Chhatbar, Senior Information and Communication Officer
Submission of Quotes	If by Hand to the Headquarters of African Court on Human and Peoples' Rights Offices situated at the Julius Nyerere Conservation Centre, Phase II, TANAPA building.

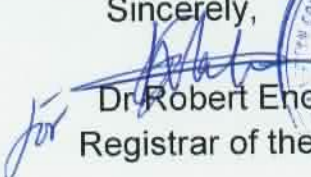
## LOCATION OF DELIVERY:

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

