

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 Telephone: +255 27 2970 430 /431/432/433/434

Web site www.african-court.org Email. registrar@african-court.org

Ref: AfCHPR/PROC/2017/97

Date: 03rd July 2017

TO: ALL INTERESTED SUPPLIERS

**REQUEST FOR QUOTATIONS (RFQ) FOR CONFERENCING AND
ACCOMODATION IN ARUSHA**

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 hereby requests for conferencing and accommodation quotations from Hotels within Arusha.

TERMS AND CONDITIONS:

Interested suppliers should submit their Request for Quotation by providing a priced offer for the services.

This should be submitted by either sealed envelope or email not later than 17:00hrs on 14th July 2017.

The emails and sealed envelopes should bear the subject "**ACCOMODATION AND CONFERENCE, AUGUST 2017**" and should be addressed and sent to the email address below;

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

Procurement@african-court.org

You are hereby requested to make an offer only if you can provide the services 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 the quality and specification of the conference and accommodation standards 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 African Union Advisory Board on Corruption and 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.

REQUIREMENTS FOR THE CONFERENCE AND ACCOMODATION PACKAGE

a. ACCOMMODATION REQUIREMENTS

1. Single Standard Room with Breakfast
2. Single Standard Room half board (with breakfast and lunch)

b. CONFERENCE SERVICE PACKAGE

Conference rooms which can accommodate at least 60 – 70 participants. The conference service should include Conference hall, Conference materials (Stationeries) and conference equipment.

The bid to provide the services should clearly indicate the availability of following services either as part of the package or at an additional cost.

1. Secretariat room
2. Breakout rooms
3. Flip Charts, with Marker and Screen or White Board with Marker
4. Overhead Projector
5. Stationeries (Note pad and Pen)
6. Interpretation Equipment for four languages (English, French, Portuguese and Arabic), outsourcing this service is allowed.
7. Full sound system with Microphones
8. Printer and Heavy Duty Photocopier with toner and paper (Or Business Centre package)
9. Internet and Wi-Fi.

The Conference Service Package should include the following Catering Service.

1. Tea/ Coffee Breaks two times (Morning and Afternoon)
2. Small Water (0.50ml),
3. Lunch Buffet with soft drinks, water and tea/coffee

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 detailed quotation and confirm the availability of the venue on the dates required.

Sincerely,



Mr. Nouhou Diallo
Deputy Registrar of the Court