

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

Ref: AFCHPR/PROC/2017/145

Date: 11th September 2017

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 their Requests for Quotations by providing a priced offer for supplying the required items as indicated below.

This should be submitted by either sealed envelope or email not later than 17:00hrs on 18th September 2017

The emails should bear the subject "**THE SUPPLY OF OFFICE SUPPLIES**" and should be addressed and sent to the email address below;

Procurement@african-court.org

**The Registrar,
African Court on Human and Peoples' Rights
P.O. BOX 6274
Arusha, Tanzania**

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:

Stationeries

DETAILS OF THE ITEMS TO BE PURCHASED				
	Item	Description	Unit	Qty
1	A4 Clip Typing Paper Holder	Document Adjustable Copy Paper Reading Stand	pcs	20
2	Battery	ABC AA	pcs	20
3	Box file	izi file Black in Color	pcs	100
4	Box file	izi file Blue in Color	pcs	100
5	Box file	izi file Green in Color	pcs	100
6	Clip Board	Clip/Pin Board	pcs	10
7	Duster	Small Towel	pcs	20
8	Envelopes	Small khaki	pcs	1,000
9	Envelopes	Small, White	pcs	1,000
10	Envelopes	A3, Khaki	pcs	1,000
11	Envelopes	12 3/4 *9 - A4, Khaki	pcs	2,000
12	Envelopes	A5, Khaki	pcs	1,000
13	Expanding wallet/file	Eagle, Executive	pcs	50
14	File Box	Comix A1083	pcs	20
15	Flip chart (Presentation paper)	Flip chart (Presentation paper)	Rim	20
16	Glue Stick	Bostic/Fanta stick	pcs	100
17	Ink	Ink for stamp- Red	pcs	5
18	Laminating Pouch Film	Laminating Pouch Film	Rim	10
19	Liquid Soap	5Ltrs	Gallons	5
20	Magazine Rack	Eagle/Comix	pcs	20

	Item	Description	Unit	Qty
21	Manila card	White color, Hard Cover	Ream	10
22	Marker pen permanent	Red, green, black & blue	pcs	20
23	Notebook Spiral	B5 5-Subjects, 5full-Size pockets inside A10-5318-1, Spiral lock wire-Won't Snag	pcs	20
24	Plastic Folders (PP folders)	A4 different color	set	200
25	Printing Paper A4, white	Rota trim/Mondi top copier (each box has five reams)	Box	100
26	Pen Stand	Comix	pcs	20
27	Pens- Roller tip	Roller tip pen- Green	pcs	50
28	Pens- Roller tip	Roller tip pen- Blue	pcs	100
29	Pens- Uni Ball Gell	Uni- ball Gell Impact Blue/Black	pcs	50
30	Pens- Nataraj	Nataraj, Surfer fine ballpoint (each box has 50 pens) - Black	Box	3
31	Pens- Cello	Cello pens (each box has 50 pens) blue	Box	5
32	Pens- Nataraj	Nataraj, Surfer fine ballpoint (each box has 50 pens) - Blue	Box	5
33	Ring binders	Ring binders - Blue	pcs	100
34	Ring binders	Ring binders - Green	pcs	100
35	Ruler	Long ruler 50cm	pcs	5
36	Scissors	Scissors	pcs	10
37	Shorthand note book	Note book small	pcs	100
38	Solo tape	Parking tape	pcs	20
39	'Staple Machine	kangaro DS-435	pcs	20
40	Insect/mosquito killer	Doom	bottles	50
41	Sweets	Cadbury Eclairs	pkt	30
42	Toilet Paper	Royal Classic (50 pcs per carton)	Cartons	10
43	White Board duster	White Board duster	pcs	10

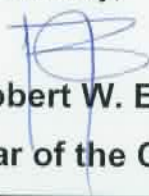
LOCATION OF DELIVERY:

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 W. Eno
Registrar of the Court