

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/PTS/2018/018

Date: 30th January 2018

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 06th February 2018

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	Battery	ABC AA	pcs	30
2	Box file	izi file Black in Color	pcs	100
3	Box file	izi file Blue in Color	pcs	100
4	Box file	izi file Green in Color	pcs	100
5	Counter Book	big A4	pcs	50
6	Envelopes	A3, Khaki	pcs	1,000
7	Envelopes	12 3/4 *9 - A4, Khaki	pcs	2,000
8	Glue Stick	Bostic/Fanta stick	pcs	100
9	Ink	Numbering Machine Ink	pcs	5
10	Insect/mosquito killer	Doom	bottles	20
11	Laminating Pouch Film	Laminating Pouch Film	Rim	10
12	Manila card	White, Blue, Green, Yellow, color, Hard Cover	Ream	30
13	Marker pen permanent	Red, green, black & blue	pcs	20
14	Napkins	Napkins- Rexa	pkt	100
15	Notebook Spiral	Note book spiral A5	pcs	20
16	Plastic Folders (PP folders)	A4 different color	set	200
17	Printing Paper A4, white	Rota trim/Mondi top copier (each box has five reams)	Box	150
18	Pens- Roller tip	Roller tip pen- Blue	pcs	50
19	Pens- Uni Ball Gell	Uni- ball Gell Impact Blue/Black	pcs	50

20	Pens- Nataraj	Nataraj, Surfer fine ballpoint (each box has 50 pens) - Blue	Box	10
21	Pens- Cello	Cello pens (each box has 50 pens) blue	Box	10
22	Ring binders	Ring binders - Black	pcs	100
23	Ruler	Ruler Standard	pcs	20
24	Scissors	Scissors	pcs	10
25	Shorthand note book	Note book small	pcs	100
26	Stick/post it note	Different colors 50 blocks	Pkt	50
27	'Staple Machine	kangaro DS-435	pcs	20
28	Toilet Paper	Royal Classic (50 pcs per carton)	ctn	50
29	Toner cartridge	42A	pcs	5
30	Transparent Binding sheet	Transparent Binding sheet A4	rim	10
31	Sweets	Cadbury Eclairs	pkt	30
32	Writing Pad, A4	A4, Royal	pcs	100

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,



Nouhou Diallo

Deputy Registrar of the Court