



Ref: AFCHPR/PROC/2017/129

Date: 24nd August 2017

TO: ALL INTERESTED SUPPLIERS

REQUEST FOR QUOTATIONS (RFQ)

OFFICE SUPPLIES

PROFILE OF THE AU ABC

The Board is the emanation of The Convention and it was created on 26th May 2009 under Article 22 (1) of The Convention. This organ bases its work on the provisions of this legal instrument and in this regard, it is the unique continental organization mandated by the African Union to deal with corruption and related themes in Africa. Providers are invited to know more about the AU ABC by visiting its website www.auanticorruption.org

PURPOSE

The purpose for this Request for Quotation (RFQ) is to solicit quotations from suppliers to provide stationeries to the African Union Advisory Board on Corruption (AU ABC) Headquarters. AU ABC anticipates to award a contract to the supplier offering the best value to the Board considering quality and price factors.

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 01st September 2017

The emails should bear the subject **"THE SUPPLY OF STATIONERIES FOR AUABC OFFICE"** 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 on behalf of AUABC 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 on behalf of AUABC 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 AUABC without incurring any liability whatsoever to the losing Supplier who may be adversely affected by such award or rejection.

The Court on behalf of AUABC 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.



P.O Box 6071, ARUSHA, TANZANIA -Tel: +255 27 205 0030- Fax: +255 27 205 0031

Email: info@auanticorruption.org*Website: www.auanticorruption.org

AUABC STATIONERY REQUIREMENTS LIST

Description/ Item	Quantity	Remarks
305A HP Cartridges	4 x 3 sets = 12	Yellow, blue, red and black (3 sets)
Toner for Canon 2420 Photocopier	2	Black
85A HP Cartridges	40	
Paper	50 cartons	
Box Files (big)	100	
Files (medium)	100	
Office file (A4 320)	200	With clear front cover
File index/ File separators	200	
Hard Cover Notebooks (A4)	15	
Shorthand Note books (spiral, A5)	40	
Note books (spiral, A4)	15	
Envelopes (A4)	500	
Envelopes (A5)	300	
Envelopes (4.125"x9.5")	500	
Paper Clips (Big)	3 cartons	
Paper Clips (Medium size)	3 cartons	
Paper Clips (Small)	3 cartons	
Blue pens	5 boxes	
Red pens	5 boxes	
Black pens	5 boxes	
Felt pens (mixed colours)	3 boxes	
Pencils	3 boxes	
Erasers	15	
Pencil sharpeners	15	
Highlighters (mixed colours)	5 boxes	
Permanent Markers (black)	2 box	
Permanent Markers (blue)	2 box	
Permanent Markers (red)	2 box	
Permanent Markers (green)	2 box	
Staplers	5	
Stapler (heavy duty)	2	
Punch	5	
Staples (heavy duty)	2 box	
Staples (regular size)	5 boxes	
Extension cables	10	
Cellotape	15	
Glue	15	
Scissors	7	
Sticky notes (small)	50	
Sticky notes (large)	50	

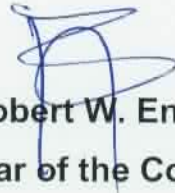
LOCATION OF DELIVERY:

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

