

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/2017/16

Date: 06th Feb 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 in their Proforma Invoices for supply of the required items and submit them by hand immediately after received this Request for Quotation and not later than 17:00hrs on 17th February 2017.

The sealed envelopes should be deposited in the Office of Procurement, Travel and Stores services, of the African Court situated at TANAPA, Mwalimu Julius Nyerere Conservancy Centre, Phase II, Dodoma Road. The focal person is Mr. Alex Naing'olah Mollé, Procurement, Travel and Stores Assistant.

Email: alex.mollel@african-court.org

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:

Category I: Stationeries

ANNEX I DETAILS OF THE ITEMS TO BE PURCHASED DURING 44th COURT SESSION				
Category I: Stationeries				
	Item	Description	Unit	Qty
1	Binder clips/paper clips	Paper clips (50 mm) -Medium	Box	10
2	Calculator	Big size, Citizen CT-770ii	Pcs	5
3	Disposable cups	Disposable cups	pcs	5000
4	Dust bin	Dust bin	Ream	10
5	Envelopes	Small khaki	pcs	1,000
6	Envelopes	Small, White	pcs	1,000
7	Flip chart (Presentation paper)	Flip chart (Presentation paper)	Rim	10
8	Glue Stick	Bostic/Fanta stick	pcs	50
9	Plastic Folders (PP folders)	A4 different color	set	100
10	Printing Paper A4, white	Rota trim/Mondi top copier (each box has five reams)	Box	100
11	Pens	Nataraj, Surfer fine ballpoint (each box has 50 pens) - Red	Box	2
12	Pens	Nataraj, Surfer fine ballpoint (each box has 50 pens) - Black	Box	3
13	Pens	Nataraj, Surfer fine ballpoint (each box has 50 pens) - Blue	Box	5
14	Ring binders	Ring binders - Blue	pcs	300
15	Ring binders	Ring binders - Green	pcs	300
16	Scissors	Scissors	pcs	10
17	Staple pins	Rexel No. 56 (26/6)	box	10
18	Toner cartridge	42A	pcs	10
19	Toner cartridge	05A	pcs	10
20	Toner cartridge	53A	pcs	5
21	Toner cartridge	83A	pcs	5
22	Stick/post it note	Different colors 50 blocks	Pct.	50

Category II: Other items.

Category II: Other items (Single Sourcing)				
	Item	Description	Unit	Quantity
1	Air fresher	Air fresher	btl	30
2	Insect/mosquito killer	Doom	bottles	20
3	Sweets	Cadbury Eclairs	pct.	30
4	Toilet Paper	Royal Classic (50 pcs per carton)	Cartons	10
5	Toner Cartridge, MP2000	DSM615/618/618d/2000 Black	pcs	5
6	Toner Cartridge, MP2501	MP 2501 Black	pcs	10
7	Toner MP C2551H	MP C2551H, Black	pcs	5
8	Toner MP C2551H	MP C2551H, Magenta	pcs	3
9	Toner MP 9002	Toner MP 9002, Black	pcs	10

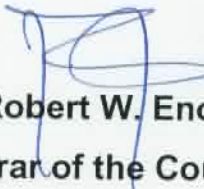
LOCATION OF DELIVERY:

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

