



AfCHPR/PROC/2017/181

Date: 26th October 2017

TO: ALL INTERESTED SUPPLIERS

REQUEST FOR QUOTATIONS (RFQ)
SUPPLY OF PROMOTINAL MATERIALS

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 promotional materials (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 request for quotation by providing a priced offer for supply of the required items and submit them either by hand or email not later than 17:00hrs on 10th November 2017

The emails should have the subject "**REQUEST FOR QUOTATION FOR PROMOTIONAL MATERIALS**" and should be addressed to the email address: **Procurement@african-court.org**

Hand delivered envelops should have the subject "**REQUEST FOR QUOTATION FOR PROMOTIONAL MATERIALS**" and should be addressed to:

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

The sealed envelopes should be deposited in the Tender Box at the Reception of the African Court offices situated at TANAPA, Mwalimu Julius Nyerere Conservancy Centre, Phase II, Dodoma Road. The focal point is Mr. Alex Mollel, Procurement, Travel and Stores Officer.

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 SERVICE:

ITEMS	QUANTITY
Branded T-shirts	500
Branded Caps	500
Branded flash disks 4 GB	500
Branded pens	200
Banners (Horizontal)	4
Roll – up banners	7
Branded paper bags	500

SPECIAL CONDITIONS:

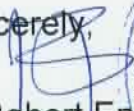
Warranty/Guarantee of Goods	A guarantee of services mentioned in the quote will be provided.
Language	The quotations shall be in English
Currency of quotations/offer	Offer must be submitted in Tanzania shillings
Award criteria for award of contract	The contractor that offer the competitive and most technically compliant quote as per specifications and features stipulated above and that meets the evaluation criteria will be offered the contract
Payments Terms	Payment will be made by cheque or Bank Transfer within 30 days upon receipt of invoices and certification of satisfactory completion of services by African Court.
Request for clarification	Bidders requesting clarification of the items, technical requirements or conditions stipulated in this RFQ shall communicate in writing with African Court office to Sukhdev Chhatbar, Senior Information and Communication Officer
Submission of Quotes	If by Hand to the Headquarters of African Court on Human and Peoples' Rights Offices situated at the Julius Nyerere Conservation Centre, Phase II, TANAPA building.

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 Eno
Registrar of the Court.

