



Ref: AfCHPR/PROC/2017/41

Date: 20th March 2017**TO: ALL INTERESTED SUPPLIERS**

REQUEST FOR QUOTATIONS (RFQ)
INFORMATION /PROMOTIONAL 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 Information/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 present in their Proforma Invoices for supply of the required items and submit to the Court not later than 17:00hrs on 7th April 2017.

The sealed envelopes should be deposited at the Reception Office of the African Court situated at TANAPA, Mwalimu Julius Nyerere Conservancy Centre, Phase II, Dodoma Road.

Email should be addressed to: procurement@african-court.org and in case of clarification you can contact the focal point Mr Sukhdev Chhatbar, Senior Information Communication Officer of the Court.

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 the best value for money 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 ARE AS FOLLOW;

1. **500 African Court lapel pins**
2. **500 branded pens**
3. **500 branded note books**
4. **8 roll up banners in French and Arabic (four in French and four in Arabic, texts are ready and available)**
5. **1000 copies of Basic Facts in French (the text are ready in word format)**
6. **1000 copies of Basic Facts in Arabic (the text are ready in word format)**
7. **1000 copies of Basic Facts in English (the text are ready in word format)**
8. **1000 branded paper bags**
9. **100 branded Executive pens**
10. **500 each African Court flyers in English, French, Arabic and Portuguese (2,000 in total)**

NB: All Bidders are requested to provide sample of the items above (except for items number 5-7 above)

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. Suppliers should also indicate actual time of delivery of the items.

Sincerely,
Dr Robert Eno
Registrar of the Court

