

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/2016/52

Date: 20th October 2016

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 25th October 2016.

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 Mollel, 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 43 rd COURT SESSION | | |
|--------------------------|------------------------------|--|-------|-------|
| Category I: Stationeries | | | | |
| | Item | Description | Unit | Qty |
| 1 | Binding rings | Binding rings, 12mm | Box | 5 |
| 2 | Binding rings | Binding rings, 14mm | Box | 5 |
| 3 | Binding tape | Binding tape/tape binding | pcs | 10 |
| 4 | Certificate hard paper | gross paper cream | rim | 5 |
| 5 | Envelopes | A3 khaki | pcs | 1,000 |
| 6 | Envelopes, A4 | 12 3/4 *9 - A4 | pcs | 2,000 |
| 7 | Glue Stick | Bostic/Fanta stick | pcs | 50 |
| 8 | Heavy duty punch machine | Heavy duty punch machine | pcs | 10 |
| 9 | Heavy duty stapler machine | Heavy duty stapler machine | pcs | 10 |
| 10 | Highlighters | Flamingo, 30 green, 30 pink, 40yellow | boxes | 150 |
| 11 | Manila card | White color | Ream | 5 |
| 12 | Manila card, Green | Green color | Ream | 5 |
| 13 | Manila card, Blue | Blue color | Ream | 5 |
| 14 | Manila card, Blue | Yellow Color | Ream | 5 |
| 15 | Printing Paper A4, white | Rota trim/Mondi top copier (each box has five reams) | Box | 150 |
| 16 | Pen | Nataraj, Surfer fine ballpoint pens (each box has 50 pens) - Red | Box | 5 |
| 17 | Pen | Nataraj, Surfer fine ballpoint pens (each box has 50 pens) - Black | Box | 5 |
| 18 | Pen | Nataraj, Surfer fine ballpoint pens (each box has 50 pens) - Blue | Box | 10 |
| 19 | Plastic Folders (PP folders) | A4 different color | set | 100 |
| 20 | Sharp blade | Sharp blade | pcs | 10 |
| 21 | Shorthand Notebook | Sinar Line | pcs | 300 |
| 22 | Toner cartridge | 42A | pcs | 5 |
| 23 | Stick/post it note | Different colors 50 blocks | Pkt | 100 |
| 24 | Writing Pad, A4 | A4, Royal | pcs | 300 |

Category II: Other items.

| Category II: Other items (Single Sourcing) | | | | |
|--|-----------------------------|-----------------------------------|---------|----------|
| | Item | Description | Unit | Quantity |
| 1 | Drinking water Kilimanjaro | 0.5ltrs Kilimanjaro water | Carton | 150 |
| 2 | Drinking water dispenser | 20ltrs Meru Spring water | pcs | 100 |
| 3 | Air fresher | | bll | 30 |
| 4 | Insect/mosquito killer | Doom | bottles | 20 |
| 5 | Napkins, Rexa | Napkins, Rexa | packets | 100 |
| 6 | Liquid Soap | Jet fresh 5lts | bll | 5 |
| 7 | Toilet Paper | Royal Classic (50 pcs per carton) | Cartons | 25 |
| 8 | Toner MP C2051/2551H, Black | MP C2051/2551H, Black | pcs | 2 |
| 9 | Toner MP 9002 | Toner MP 9002, Black | pcs | 3 |

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