



Ref: AFCHPR/IPC/2016/57

Date: 24<sup>th</sup> October 2016**TO: ALL INTERESTED SUPPLIERS****REQUEST FOR QUOTATIONS (RFQ)****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 Promotional Materials listed below 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 Promotional Materials and submit them by hand immediately after received this Request for Quotation and not later than 17:00hrs on 04<sup>th</sup> November 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 point is Mr. Alex Naing'olah Mollé, Procurement, Travel and Stores Assistant.

Email: alex.molle@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:**

<b>VOL.</b>	<b>PARTICULRS</b>	<b>MIN. QTY</b>
01.	Branded flash disks with Key rings	500 PCs
02.	Branded Coffee Mugs - Plain white	200 PCs
03.	Polo T-Shirts - Branded with logo in front and wording at the back (Digital printing)	300PCs
04.	Branded Caps - Standard size (Various colors) Digital print	300PCs
05.	Branded car stickers [Bumper stickers in pvc material] - Standard size	1,000PCs
06.	Branded Lapel pins [Round shape – metal]	500PCs
07.	Branded Pens - Executive pens - Standard plastic material printable pens	200PCs 1000PCs
10.	Branded Men Tie	200PCs
11.	Branded Women scarf's	200PCs

**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**

