

**African Court on Human and  
Peoples' Rights**

**Request for Quotations**

**OFFICE STATIONARIES**

## African Court on Human and Peoples' Rights

P.O Box 6274 Arusha, Tanzania Web site: [www.african-court.org](http://www.african-court.org); Email [registrar@african-court.org](mailto:registrar@african-court.org)

**Procurement Number:** AFCHPR/PTS/2019/148

To: ALL SUPPLIERS

Date: 10/05/2019

The African Court on Human and Peoples' Rights invites you to submit your quotation for the goods described herein. Partial Quotations may be rejected, and the Purchaser reserves the right to award a contract for selected items only. Any resulting order shall be subject to the General Conditions of Contract for Purchase Orders except where modified by this Request for Quotations (RFQ).

### SECTION A: REQUEST FOR QUOTATION:

- 1) Description of the Goods: Office Stationeries
- 2) Currency of Quotation: Tanzanian shilling (The United Nations operational exchange rate for the month of June 2019 will be used to convert the quotation received in foreign currency).
- 3) Quotations should be based on:  
For companies supplying from within the United Republic of Tanzania; Ex Works – insured and delivered to African Court on Human and Peoples' Rights; **or** for companies supplying from outside of the Country specified for delivery; CIP to African Court on Human and Peoples' Rights.
- 4) The delivery period required is Seven (7) days from date of order.
- 5) Quotations must be valid for two (02) years from the date of entry into force of the Framework Agreement.
- 6) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number above and indicate your acceptance of the terms and conditions.
- 7) Quotations must be received, in sealed envelopes, no later than: 17:00hrs on 11<sup>th</sup> June 2019 (Arusha, Tanzania local time).
- 8) Quotations must be returned to:  
Email: [tender@african-court.org](mailto:tender@african-court.org)  
(The maximum size of attachments is 10 MB. If the size of your attachment exceeds 10 MB, please send it over several emails.)

Or,

Postal address:

**The Registrar,  
African Court on Human and Peoples' Rights  
P.O. BOX 6274  
Arusha, Tanzania**

Or,

Physical address:

**The Headquarters of the African Court on Human and Peoples' Rights, situated at TANAPA, Mwalimu Julius Nyerere Conservancy Centre, Phase II, Dodoma Road.**

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### **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 through the email address: [procurement@african-court.org](mailto:procurement@african-court.org)

- 9) The attached Schedule of Requirements at Section C detail the items to be purchased. You are requested to quote your delivered price for these items by completing and returning Sections B and C in a sealed envelope marked with your name and the Procurement Number.
- 10) Quotations that are responsive, qualified and technically compliant will be ranked according to price. Award of Contract will be made to the lowest priced quotation, and a Framework Agreement will be signed by the two parties for a period of two (02) years, and each order will be done through a Purchase Order issued by the purchaser.
- 11) Payments will be made in accordance with any resulting order within thirty (30) days of receipt of an invoice supported by a delivery receipt or dispatch documentation, and subject to issue of a satisfactory inspection report.





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*Your quotation is to be returned on this Form by completing and returning Sections B and C including any other information/certification required within this RFQ.*

**SECTION B: QUOTATION DETAILS**

- 1) Currency of Quotation: Tanzanian shilling (The United Nations operational exchange rate for the month of June 2019 will be used to convert the quotation received in foreign currency).
- 2) Delivery period offered: 7 days from date of Purchase Order.
- 3) The validity period of this Quotation is two (02) years from the date of entry into force of the Framework Agreement.
- 4) We enclose the following document(s) as required by the Purchaser:
  - Company Profile detailing the company and its services;
  - Valid registration documents;
  - Latest Tax Clearance Certificate;
- 5) We confirm that our quotation is subject to the African Union General Conditions of Contract for Purchase Orders, and is based on the terms and conditions stated in your Request for Quotations referenced above.
- 6) We confirm that the prices quoted are fixed for the duration of the validity period and will not be subject to revision or variation.

**Authorised By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Authorised for and on behalf of:

Company: \_\_\_\_\_

Registered Address:  
.....  
.....

**If any additional documentation is attached, a signature and authorisation at Sections B and C is still required as confirmation that the terms and conditions of this RFQ prevail over any attachments. If the Quotation is not authorised in Sections B and C the quotation may be rejected.**

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Item No	Description of Goods	Unit of Measure	Quantity	Unit Price in TSH
1	Air freshener -Limon	Bottle	1	
2	Avon Spring file-Deluxe	pcs	1	
3	Battery AA	pcs	1	
4	Binder clips big size	Packet	1	
5	Binder clips medium size	Packet	1	
6	Binder clips -size 25 mm	Box	1	
7	Box File- Black	pcs	1	
8	Box file Green	pcs	1	
9	Box File(Lever Arch File)-Blue	pcs	1	
10	Business Card holder	pcs	1	
11	Car log book	pcs	1	
12	Certificate Hard Cover	Ream	1	
13	Clip Typing Paper Holder-Adjustable	pcs	1	
14	Clip/Pin Board	pcs	1	
15	Cloth duster	pcs	1	
16	Copy holder/paper holder	pcs	1	
17	Correction fluid/ white out -edge	pcs	1	
18	Counter book (small)	pcs	1	
19	Counter book -big A4	pcs	1	
20	Desk/table organizer-complete set	Set	1	
21	Dispatch Book	pcs	1	
22	Disposable cups	pcs	1	
23	Dividers Alphabetical	Set	1	
24	Dividers colored not numbered	Set	1	
25	Dividers numbered (1-12)	Set	1	
26	Dividers numbered (1-31)	Set	1	
27	Dust bin	pcs	1	
28	Envelopes (small khaki)	pcs	1	
29	Envelopes 10* 7 (medium size)	pcs	1	
30	Envelopes 12 3/4 *9 (A4)	pcs	1	
31	Envelopes 16*12 (A3)	pcs	1	
32	Envelopes 8.7*4.3 (small whites)	pcs	1	
33	Expanding file with handle	pcs	1	
34	Extension cable office	pcs	1	
35	Film carbon (carbon paper) -pelican	Packet	1	
36	Flip chart (Presentation paper)	Ream	1	
37	Fuel Requisition	pcs	1	



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38	Gloss paper	pcs	1	
39	Glue stick -Bostic 12*36 gm	pcs	1	
40	Heavy duty punch machine	pcs	1	
41	Heavy duty stapler machine-23S20FL	pcs	1	
42	High lighters- Flamingo	pcs	1	
43	Ink Stamp	pcs	1	
44	Insect killer -Doom	Bottle	1	
45	Laminating film	Ream	1	
46	Letter opener	pcs	1	
47	Liquid Glue	Bottle	1	
48	Liquid soap	Bottle	1	
49	Magazine file/Magazine holder	pcs	1	
50	Manila card (hard cover)	RM	1	
51	Marker pen- white board	pcs	1	
52	Marker pen-permanent	pcs	1	
53	Napkins -Rexa	Packet	1	
54	Notebook Spiral	pcs	1	
55	Paper clips (28 mm) -small	Box	1	
56	Paper clips (50 mm) -Medium	Box	1	
57	Paper clips (78 mm)-big	Box	1	
58	Paper tray/file layer	pcs	1	
59	Pen Stand	pcs	1	
60	Pencils	pcs	1	
61	Pens -Fine griper	pcs	1	
62	Pens- Roller Tip	pcs	1	
63	Pens- Uni Ball Gell	pcs	1	
64	Plastic file (PP folder)	Set	1	
65	Plastic ring spiral 51 mm	Box	1	
66	Plastic ring Spiral size 14	Box	1	
67	Plastic ring Spiral -size 18	Box	1	
68	Plastic ring Spiral -size 45	Box	1	
69	Plastic ring Spiral -size 6 mm	Box	1	
70	Pocket Files(E&Gle)-Executive file	pcs	1	
71	Printing paper A3	Ream	1	
72	Printing paper A4 colored	Ream	1	
73	Printing paper A4 Rotatrim	Ream	1	
74	Punch machine-DP 700	pcs	1	
75	Ring binders - Blue	pcs	1	
76	Ring Binders - black	pcs	1	
77	Ring binders - green	pcs	1	
78	Rubber band	Packet	1	
79	Rubber/Eraser	pcs	1	
80	Ruler Long 50cm	pcs	1	
81	Ruler standard	pcs	1	

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82	Scissors	pcs	1	
83	Shape Blade (Knife)	pcs	1	
84	Sharpener	pcs	1	
85	Short hand note (note book small)	pcs	1	
86	Signature book	pcs	1	
87	Solo tape Dura tape	pcs	1	
88	Solo tape paper	pcs	1	
89	Solo tape parking tape	Roller	1	
90	Spiral binder 12 mm	Box	1	
91	Spiral binder 16 mm	Box	1	
92	Spiral Binding 20 mm	Box	1	
93	Spiral Binding 25 mm	Box	1	
94	Spiral Binding 30mm	Box	1	
95	Staple Cartridge 9002	pcs	1	
96	Staple machine [HD 45 HD]	pcs	1	
97	Staple pins - [23/10 - H] (Box of 10 Pac.)	Box	1	
98	Staple pins - [23/13 - H] (Box of 10 Pac.)	Box	1	
99	Staple pins - [23/17 - H] (Box of 10 Pac.)	Box	1	
100	Staple pins - [23/24 - H] (Box of 10 Pac.)	Box	1	
101	Staple pins - [24/6 - Comix] (Box of 10 Pac.)	Box	1	
102	Staple pins - [26/6 - Standard] (Box of 10 Pac.)	Box	1	
103	Staple remover	pcs	1	
104	Stick notes/ post it-different colours	pcs	1	
105	Suspension Files(Alpha)	pcs	1	
106	Sweets	Packet	1	
107	Tape binding/binding tape	Roller	1	
108	Toilet paper Royal classic/Sanyu	pcs	1	
109	Transparent binding sheet ( A4)	Ream	1	
110	Visitors book	pcs	1	
111	White Board Duster	pcs	1	
112	Window cleaner shinex	Bottle	1	
113	Writing pad -classic (A4)	pcs	1	



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Item No	Description of Good	Unit of Measure	Quantity	Unit Price in TSH
1	Toner 05A black	pcs	1	
2	Toner 26A black	pcs	1	
3	Toner 42A/ 4250 black	pcs	1	
4	Toner 53A black	pcs	1	
5	Toner HP 83A black	pcs	1	
6	Toner Dsm 615/618d/ MP 1600	pcs	1	
7	Toner for MPC-2051- Black	pcs	1	
8	Toner for MPC-2051- Cyan	pcs	1	
9	Toner for MPC-2051- Magenta	pcs	1	
10	Toner for MPC-2051- Yellow	pcs	1	
11	Toner MP 9002 black	pcs	1	
12	Toner MP2501 Black	pcs	1	

**Authorised By:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

*(DD/MM/YY)*

Authorised for and on behalf of:

Company: \_\_\_\_\_