



Ref: AFCHPR/IPC/2016/60

Date: 7 November 2016

TO: ALL INTERESTED TRAINING INSTITUTIONS**REQUEST FOR PROPOSAL (RFP)**
SAP/ERP SHORT TRAINING COURSE**I. BACKGROUND:**

The African Court whose headquarters is located in Arusha, Tanzania is an Organ of the African Union.

The African Court has recently revamped its IT infrastructure to host SAP/ERP with a view to ensuring adequate information and data management technology support for its administrative and financial activities.

In the framework of strengthening its staff capacity to smoothly use, maintain SAP/ERP and as well as to acquire capabilities of transferring skills to other users, the Court would like to offer a short course training on SAP/ERP to a team of eight staff, and hereby invites interested and qualified Training Institutions to submit their technical and financial proposals in a separated sealed envelope.

II. TERMS AND CONDITIONS:

Interested Training Institutions should develop their detailed technical and financial offers, and submit them either by hand or email not later than 17:00hrs on 22 November 2016.

The emails should have the subject **"REQUEST FOR PROPOSAL FOR SAP/ERP SHORT TRAINING COURSE"** and should be addressed to the email address: procurement@african-court.org or Alex.Mollel@african-court.org

A handwritten signature in blue ink, appearing to be 'A.M.', located at the bottom right of the page.

Hand delivered envelopes should have the subject “**REQUEST FOR PROPOSAL FOR SAP/ERP SHORT TRAINING COURSE**” and should be addressed to:

**The Secretary
Tender 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 Building, Mwalimu Julius Nyerere Conservancy Centre, Phase II, Dodoma Road.

You are hereby requested to make an offer only if you can supply the service within the terms and conditions stipulated, and within the prescribed dates.

The African Court will not in any way be obliged to accept the lowest priced quotation, or any low prices as quality of the service supplied shall be one of the major considerations.

The African Court 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.

III. DETAILS OF THE REQUIRED SERVICE:

Scope of services, venue and dates

The main service is to provide a 5-days Instructor-led classroom SAP training for 8 staff with the main area of focus being **SAP/ERP overview with emphasis on Financial and Controlling, HR and Payroll, Material Management, Travel Management and IT Support /BASIS.**

The training is scheduled to take place from 12 to 16 December 2016 in the training center of the awarded Training Institution.

The training will comprise of lectures, demonstration and hands on skills on using this software.

Expected outcomes

By the end of the training, it is expected that the trainees shall:

- i) Acquire the appropriate knowledge and skills on SAP/ERP in their respective fields of competence;
- ii) Be able to utilize the competence gained to operate with a minimum supervision;
- iii) Be able to assist other users and/or to provide IT Support.

Qualification of Service Provider Experts

The Training Institution should have a proven track records of providing similar training and should provide SAP Trainers with the following qualification:

- i) SAP certified Trainers in the respective SAP Module/Technical areas required for training;
- ii) At least a Bachelor's degree in their respective area of specialization;
- iii) At least 5 years of experience in the respective area for training.

IV. SPECIAL CONDITIONS

Language	The technical and financier offer shall be in English
Training material	The contractor should provide the training material in soft copy at least five days before starting date
End of training report	The contractor should submit an end of training report to the Court within one week after the training.
Certificate of completion	At the end of the course, the contractor should issue certificate to the participants.
Training cost	The component of the training cost should be detailed in the financial offer if any. All travel and living expenses for the trainees will be directly borne by the Court and should not be included in the financial offer.
Currency of quotations/offer	Offer must be submitted in United States Dollars
Award criteria for award of contract	The contractor that offers the competitive and most technically compliant quote as per the details of the required services stipulated above and that meets the evaluation criteria will be offered the contract
Payments Terms	Payment will be made by cheque or Bank Transfer as follows: <ul style="list-style-type: none"> - 30 per cent at the commencement; - 70 per cent upon receipt of invoices and the final training report approved by the Court.

Request for clarification	Bidders requesting clarification of the technical requirements or conditions stipulated in this RFP shall communicate in writing with the Court, through Mr. Alex Mollel. Email: Alex.Mollel@african-court.org
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.

Sincerely,

Dr. Robert W. Eno
Registrar of the Court

