



Ref: AfCHPR/IPC/2016/296

Date: 15th July 2016

TO: ALL INTERESTED SERVICE PROVIDERS.

REQUEST FOR QUOTATIONS (RFQ)
PROVISION OF CATERING SERVICES

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 engage qualified and interested bidders to provide catering services during its 42 Ordinary Court Sessions. (See table overleaf for specifications), and hereby invites interested and qualified bidders to submit their priced quotations in Tanzanian Shillings.

TERMS AND CONDITIONS:

Interested Providers should submit their Request For Quotation by providing a priced offer for supply of the required service, and submit either by hand or email not later than 17:00hrs on 29th July 2016

The emails should bear the subject "**PROVISION OF CATERING SERVICES**" and should be addressed to the email address: tenders@african-court.org or alex.mollel@african-court.org

Hand delivered envelopes should have the subject **“PROVISION OF CATERING SERVICES”** and should be addressed to:

**Procurement Office
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, Mwalimu Julius Nyerere Conservancy Centre, Phase II, Dodoma Road.

You are hereby requested to make an offer only if you can provide the services within the terms and conditions stipulated.

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 services to be rendered 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 Provider whose offer is deemed most advantageous to the Court without incurring any liability whatsoever to the losing Provider who may be adversely affected by such award or rejection.

The African Court assumes no obligation for whatever expenses or losses that may be incurred by any Provider in the preparation of the request for quotation, nor does it guarantee that an award shall be made.

DETAILS OF THE REQUIRED SERVICE/MENU

The service required is for 80 pax with the following proposed Menu:

1. TEA BREAK.

➤ Beverages

- Tea
- Coffee
- Milo
- Chocolate/Juice
- Fresh juice/Carrot

➤ Choice of snacks:

- Meat Samosa
- Vegetable Samosa
- Grilled beef sausage
- Chicken gizzards
- Toasted bread
- Boiled eggs

2. LUNCH

➤ Choice of two starches:

- Steam rice
- Vegetable rice
- Ugali
- Bananas
- Rosemary potatoes
- Roasted potatoes
- Arrow roots/Cassava
- Pilau
- Chapatti

➤ Choice of two/three meat dishes:

- Beef stew
- Chicken stew
- Grilled chicken
- Grilled beef
- Grilled fish
- Grilled goat
- Lamb
- Lamb curry.
- Beans

➤ Accompaniments:

- Seasonal vegetables
- Steamed vegetables
- Green vegetables
- Mixed salad/Green salad

- *Desert*
 - *Kachumbali*
 - *Ice Cream*
 - *Mixed Fruits salad*
 - *Fruit platter*
- *Accompaniments*
 - *Mustard*
 - *Salt/Black paper*
 - *Crushed fresh chillies, Vinaigrette*

MENU

Breakfast

Tea, Coffee or Milk
Carrot/Fruit juice
Boiled Egg
Meat Samosa
Toasted Bread
Fruits

LUNCH

Vegetable Rice
Rosemary Potato
Ugali

Chicken stew
Grilled Beef/Lamb
Grilled Fish
Beans

Seasonal Vegetables
Mixed Salad/Green Salad

Fruit Platter
Fruit Juices

MENU

Breakfast

Tea, Coffee, milo or Milk
Fresh Juice
Meat Samosas/vegetable samosa
Toasted Bread
Spanish Eggs
Bacon
Grilled Sausage
Fruits
Lunch
Steamed Rice

Ugali

*Beef Stew
Grilled Chicken
Grilled Fish
Beans*

*Green vegetables
Seasonal Vegetables
Mixed Salad/Green Salad
Kachumbali*

*Ice Cream
Mixed Fruit Salad*

SPECIAL CONDITIONS:

Warranty/Guarantee of Goods	A guarantee for the services mentioned in the quote will be provided.
Language	The quotations shall be in English
Currency of quotations/offer	Offer must be submitted in Tanzania shillings
Award criteria for award of contract	The Contractor who offers the most competitive and technically compliant quote as per specifications and features stipulated above and that which meets the evaluation criteria will be offered the contract
Payments Terms	Payment will be made by Bank Transfer within 30 days upon receipt of invoices and certification of satisfactory completion of services by the African Court.
Request for clarification	Bidders requesting clarification of the items, technical requirements or conditions stipulated in this RFQ shall communicate in writing with the Court through the Procurement Officer of the Court Email: alex.mollel@african-court.org
Submission of Quotes	If by Hand delivered: to the Headquarters of African Court on Human and Peoples' Rights Offices situated at the Julius Nyerere Conservation Centre, Phase II, TANAPA building.

CONTRACT DURATION:

The total term of Contract Agreement will be only during 42nd Court Session. This period may be extended subject to the need of service and delivery of satisfactory services in accordance with African Union Procurement regulations.

Sincerely,



for **Dr. Robert W. Eno**
Registrar of the Court

