



Ref: AFCHPR/PROC/2016/295

Date: 15th July 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 29th July 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 41 COURT SESSION				
Category I: Stationaries				
	Item	Description	Unit	Qty
1	Box file	izi file Black in Color	pcs	100
2	Box file	izi file Blue in Color	pcs	100
3	Dividers	With number (1-12)	set	500
4	Envelopes	A5 khaki	pcs	1,000
5	Envelopes, A4	12 3/4 *9 - A4	pcs	1,000
6	Glue Stick	Bostic/Fanta stick	pcs	50
7	Highlighters	Flamingo, 30 green, 30 pink, 40yellow	boxes	150
8	Manila card	White color	Ream	5
9	Manila card, Green	Green color	Ream	10
10	Manila card, Blue	Blue color	Ream	5
11	Manila card, Blue	Yellow Color	Ream	10
12	Printing Paper A4, white	Rota trim/Mondi top copier (each box has five reams)	Box	150
13	Printing paper A4	Photocopy paper, color pink,(each box has five reams)	Box	5
14	Pen	Cello pen finger gripper (each box has 50 pens) - Red	Box	3
15	Pen	Cello pen finger gripper (each box has 50 pens) - Black	Box	3
16	Pen	Cello pen finger gripper (each box has 50 pens) - Blue	Box	4
17	Plastic Folders (PP folders)	A4 different color	set	100
18	Ring binders	Ring binders - Blue	pcs	300
19	Ruler	Standard ruler	pcs	20
20	Shorthand Notebook	Sinar Line	pcs	100
21	Solo tape (Dura tape)	Solo tape (Dura tape)	pcs	50
22	Solo tape - parking tape	Solo tape - parking tape	pcs	20
23	Toner cartridge	42A	pcs	5
24	Stick/post it note	Different colors 50 blocks	Pkt	50
25	Writing Pad, A4	A4, Royal	pcs	100

Category II: Other items.

Category II: Other items (Single Sourcing)				
	Item	Description	Unit	Quantity
1	Drinking water Kilimanjaro	0.5ltrs Kilimanjaro water	Catton	150
2	Drinking water dispenser	20ltrs Meru Spring water	pcs	100
3	Air fresher		btl	30
4	Duster	Small Towel	pcs	20
5	Insect/mosquito killer	Doom	bottles	20
6	Napkins, Rexa	Napkins, Rexa	packets	100
7	sweets	Cadbury Eclairs	pkt	40
8	Toilet Paper	Royal Classic (50 pcs per carton)	Cartons	25
9	Toner Cartridge DSM	DSM615/618/618d, Black	pcs	5
10	Toner MP C2551H	DSM615/618/618d, Yellow	pcs	5
11	Toner MP C2051/2551H, Black	DSM615/618/618d, Cyan	pcs	2
12	Toner MP C2051/2551H, Yellow	DSM615/618/618d, Magenta	pcs	2
13	Toner MP 9002	Toner MP 9002, Black	pcs	5
14	Toner MP 2501	Toner MP 2501, Black	pcs	10

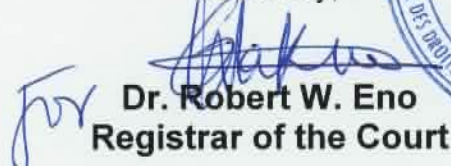
LOCATION OF DELIVERY:

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

