

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

Request for Quotations

CERTIFYING SERVICES

October 2019



African Court on Human and Peoples' Rights

P.O Box 6274 Arusha, Tanzania Web site: www.african-court.org; Email registrar@african-court.org

Procurement Number: AFCHPR/PTS/2019/287

To: All Commissioner of Oath

Date: 10/10/2019

The African Court on Human and Peoples' Rights invites you to submit your quotation for carrying out the services as described herein. Any resulting order shall be subject to the General Conditions of Contract for Purchase Orders (attached) except where modified by this Request for Quotations (RFQ).

SECTION A: REQUEST FOR QUOTATION:

- 1) Description of Services and Location: Certification of Documents for the African Court in Arusha, Tanzania.
- 2) Currency of Quotation: Tanzanian shilling (The United Nations operational exchange rate for the month of November 2019 will be used to convert the quotation received in foreign currency).
- 3) Services are to commence within seven (07) days from date of order.
- 4) Services are to be completed by one (01) month from date of order.
- 5) Quotations must be valid for Sixty (60) days.
- 6) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above and indicate your acceptance of the terms and conditions.
- 7) Quotations must be received, in sealed envelopes, no later than: 17:00hrs on 06th November 2019 (Arusha, Tanzania local time).
- 8) Quotations must be returned to:
Email: 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.

Request for clarification;

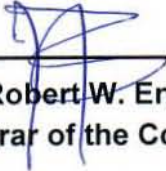
Bidders requesting clarification of the items, technical requirements or conditions stipulated in this RFQ shall communicate in writing with African Court office through the email address: procurement@african-court.org

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- 9) The attached Schedule of Rates and Prices at Section C and Technical Data at Section D detail the services to be performed.
- 10) You are requested to quote by completing Sections B, C and D. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services. The whole cost of performing the services shall be included in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices quoted.
- 11) 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 by the issue of a Purchase Order.
- 12) Payments will be made in accordance with any resulting order within thirty (30) days of receipt of an invoice supported by a certificate of satisfactory completion.



Dr. Robert W. Eno
Registrar of the Court



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Your quotation is to be returned on this Form by completing and returning Sections B, C and D including any other information and certification as stated within this RFQ.

SECTION B: QUOTATION DETAILS

- 1) Currency of Quotation: Tanzanian shilling (The United Nations operational exchange rate for the month of November 2019 will be used to convert the quotation received in foreign currency).
- 2) Services will commence within seven (07) days from date of Purchase Order.
- 3) Services to be completed by one (01) month from date of Purchase Order.
- 4) Validity period of this Quotation is Sixty (60) days.
- 5) We enclose the following documents as required by the Purchaser:
 - Company Profile detailing the company and its services;
 - Valid registration documents;
 - Latest Tax Clearance Certificate.
- 6) 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.
- 7) 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: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Phone number: _____ Email: _____

Registered Address:

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If any additional documentation is attached, a signature and authorisation at Sections B, B, C and D 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, C and D the quotation may be rejected.



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SECTION D: TECHNICAL DATA

Scope of Work

The African Court on Human and Peoples' Rights (AFCHPR) whose headquarters is located in Arusha, Tanzania is an Organ of the African Union. In the effort to carry out its mandate, the Court plans to submit its VAT Clams for the year 2018, and as per the Tanzanian Revenue Authority (TRA) requirement, all invoices must be certified by the Commissioner of oath before submission to the TRA.

Deliverables

The Court would like to engage a Commissioner of oath for certification of documents to be submitted to Tanzania Revenue Authority and a framework agreement will be signed for a period of 3 years to provide such services.

The number of documents expected to be certified is between 2500 to 3500 pages per year.

We confirm that we comply with the technical requirements as detailed above.

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Phone number: _____ Email: _____