



Ref: AFCHPR/PROC/2017/103

Date: 11th July 2017

TO: ALL INTERESTED SUPPLIERS

REQUEST FOR QUOTATIONS (RFQ) FOR PROMOTIONAL MATERIALS

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 Promotional Materials, (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 18th July 2017.

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: procurement@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:

ITEMS	QUANTITY
HORIZONTAL BANNER	5
CONFERENCE BAGS	300
BRANDED PENS	500
BRANDED CAPS	400
BRANDED T-SHIRTS	400
PRINTING OF BROCHURES	300
AFRICAN COURT LAPEL PINS	500
BRANDED FLASH DISCKS 4GB	500
BRANDED BUSINESS CARD HOLDERS	100
BRANDED SCARFS	300
BRANDED TIES	300
AFRICAN COURT LOGO BRANDED GOLD COLOUR VIP GIFT PLAQUES	20
ROLL UP BANNERS	6

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