

AFRICAN UNION

الاتحاد الأفريقي



UNION AFRICAINE

UNIÃO AFRICANA

AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS
COUR AFRICAINE DES DROITS DE L'HOMME ET DES PEUPLES
P.O Box 6274 Arusha, Tanzania, Tel: +255 732 979506/9; Fax: +255 732 979503

Ref: AFCHPR/PTS/2018/212

Date: 05th September 2018

TO: ALL INTERESTED SUPPLIERS

REQUEST FOR QUOTATIONS (RFQ) FOR
SUPPLY OF CALENDARS and DIARIES

BACKGROUND:

The African Court on Human and Peoples' Rights which headquarters is in Arusha, Tanzania is an organ of the African Union. In its efforts to carry out its mandate, the Court would like to procure Calendars and Diaries with the details listed below. For this reason, it is inviting interested and qualified suppliers to submit priced quotations in Tanzanian Shillings.

TERMS AND CONDITIONS:

Interested suppliers should submit their Request for Quotation by providing a priced offer for required Calendars and Diaries for 2019.

This should be submitted by either sealed envelope or email not later than 17:00hrs on 13th September 2018.

The emails should bear the subject "**PRICED QUOTATION FOR CALENDARS AND DIARIES FOR 2019**" and should be addressed and sent to the email address below;

Email: procurement@african-court.org

The Registrar,

African Court on Human and Peoples' Rights
P.O. BOX 6274
Arusha, Tanzania

You are hereby requested to make an offer only if you can supply the required Calendars and Diaries 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 Calendars and Diaries 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 SERVICE:

ITEM	DESCRIPTION	QUANTITY	DELIVERY TIME
Wall Calendars for the Year 2019	<input type="checkbox"/> Size: A2 <input type="checkbox"/> Pages: 12 pages +1page for 12months (2015) <input type="checkbox"/> Colors: Full Color <input type="checkbox"/> Paper: Art Paper, 150 gms or above	500 pcs English 200 pcs French	30 th October 2018
Desk Calendars for the Year 2019	<input type="checkbox"/> Size: A5 or 27X18 cm <input type="checkbox"/> Pages: 24 pages <input type="checkbox"/> Colors: Full Color <input type="checkbox"/> Paper: Art Board, 250 gms or above <input type="checkbox"/> Binding: Spiral	500 pcs English 200 pcs French	30 th October 2018
Diaries for the Year 2019	<input type="checkbox"/> Size: B5 <input type="checkbox"/> Pages: One page per day <input type="checkbox"/> Colors: Printed Two (2)Colors <input type="checkbox"/> Cover: embossed with Logo in gold <input type="checkbox"/> Interior: 3 pages with the African Court Address and other details both in French and English <input type="checkbox"/> Logo (Light Watermark) on each page	500 pcs	30 th October 2018

SPECIAL CONDITIONS:

Warranty/Guarantee of Goods	A guarantee of 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 that offer the competitive and most technically compliant quote as per specifications and features stipulated above and that meets the evaluation criteria will be offered the contract
Payments Terms	Payment will be made by cheque or Bank Transfer within 30 days upon receipt of invoices and certification of satisfactory completion of services by African Court.
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 to Sukhdev Chhatbar, Senior Information and Communication Officer
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.

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.

Dr. Robert W. Eno

Registrar of the Court

